

Assessor's Name	Graham Drewery/Steve Green	Assessment Date	11 Sep 20	
Description of process, activity or task to be risk assessed				
Describe the location where the activities are taking place	Saltash Community School is a secondary school for students of mixed ability. with 1257 students aged 11-18, with up to 140 staff and contractors, plus visitors that come and go throughout the school day. The site comprises an original and extended main building with newer outbuildings of single storey construction. There are extensive playing fields and green space.			
Describe the activities being performed	<ul style="list-style-type: none"> • place of work • education • dining • emergency response • safeguarding of vulnerable groups • travel to and from school 			
Describe the equipment and/or substances being used	<p>Substance: Coronavirus COVID-19 (risk and control measures apply to all types of respiratory viruses, but focus of this assessment is on the novel COVID-19 strain, for which information remains limited, thus immunisation and treatment pathways have yet to be identified, resulting in a specific and increased risk compared with established strains of coronaviruses).</p> <p>Equipment: PPE, educational resources, IT and comms, machinery, kitchen appliances, hand tools, water fountains, vehicles, cutlery and utensils</p>			
Describe the people involved in these activities (and others who might be affected)	<p>Adults (A), including: directly employed staff; contracted staff; volunteers; visiting adults</p> <p>Young people and children (YPC), including: Academy students (aged 11-16); visiting students (aged 5-18); visiting children and young people (aged 0-18); unborn child</p> <p>Pregnant woman (PW) - pregnant A or YPC under 28 weeks' gestation and with no known <u>underlying health conditions</u></p> <p>Pregnant vulnerable woman (PVW) - pregnant A or YPC from 28 weeks' gestation, or with <u>underlying health conditions</u> such as heart or lung disease at any gestation</p> <p><u>Clinically vulnerable</u>, with a pre-existing medical condition (CVA or CVYPC), including: A or YPC with a pre-existing condition that would potentially put them at elevated impact having contracted COVID-19</p> <p>A or YPC from a black, Asian or minority ethnic (BAME) ethnicity group (BAMEA or BAMEYPC)</p> <p><u>Clinically extremely vulnerable</u>, with chronic pre-existing medical condition (CEVA or CEVYPC), including: A or YPC with a chronic pre-existing condition that would potentially put them at critical impact having contracted COVID-19</p> <p>Living with a <u>clinically vulnerable</u> person (LWCV), including: A or YPC who shares a household bubble with a person that has a pre-existing condition that would potentially put them at elevated impact having contracted COVID-19, should the A or YPC contract the virus in school</p> <p>Living with someone from a BAME ethnicity group (LWBAME), including: A or YPC who shares a household bubble with someone from a BAME ethnicity group that would potentially put them at elevated impact having contracted COVID-19, should the A or YPC contract the virus in school</p> <p>Living with a <u>clinically extremely vulnerable</u> person (LWCEV), including: A or YPC who shares a household bubble with a person that has a chronic pre-existing condition that would potentially put them at critical impact having contracted COVID-19, should the A or YPC contract the virus in school</p>			

			Cleaning wipes available to students and staff, so they can clean their own desk or equipment before use (optional)	1	5	5			1	5	5
			School uniform (and work clothing) should be worn to and from school, but removed immediately on return home. All items should be washed at least once a week	1	1	5			1	1	5
			Work from home where it is possible and not detrimental to the provision of education (to be arranged through SLT)	1	5	5			1	5	5
		CEVYPC CEVA	Obtain medical advice. Shield at home where advice dictates and undertake home learning/work from home	1	5	5			1	5	5
Activities	Contraction of COVID-19 - transmission of COVID-19 through contact with people (direct transmission)	PVW	Work or learn from home	1	5	5			1	5	5
		PW	Undertake personalised risk assessment with line manager, following guidance by Royal College of Obstetrics and Gynaecology	1	5	5	PW and line manager to read guidance by Royal College of Obstetrics and Gynaecology and sign up for updates		1	5	5
		CEVYPC CEVA	Obtain medical advice Shield at home where advice dictates and undertake home learning/work from home Return to school if advice dictates and adhere to control measures	1	5	5	Ensure adhere strictly to social distancing protocols Allocate to least-populated spaces/least-contact roles		1	5	5
		A YPC PW CVA	Maintain a culture of alertness and a mindset through our safeguarding mantra of “it could happen here”	2	5	10	Promote the mantra via letters to parents/carers, emails to staff, induction, virtual assemblies, PSHCE		2	5	10

		CVYPC CEVA CEVYPC BAMEA BAMEYPC LWCV LWCEV LWBAME	Reinvigorate campaign to provide advice on hygiene, following the guidance issued by the National Institute of Clinical Excellence - e-Bug resources - wash or sanitise hands more regularly throughout the day (as a minimum: boarding/alighting transport, putting on/taking off face coverings, on arrival/departure, after using the toilet, before/after eating) Students and staff should avoid touching their mouth, eyes and nose Should students or staff feel the need to cough or sneeze, they must ensure they cover their mouth and nose, preferably using a tissue, but in an emergency they should use the bend of their elbow or cover with clothing, washing or sanitising their hands immediately after and disposing of tissues appropriately.	2	5	10			2	5	10
			Extensive hand sanitiser dispensers around the site in each corridor and foyer - monitor to ensure they are filled and functioning	2	5	10			2	5	10
			Monitor all soap dispensers in toilet and sink areas to ensure they are filled and functioning	2	5	10			2	5	10

			<p>Any staff, student or visitor presenting with any of the COVID-19 symptoms must stay away from the School for 10 days, with the remainder of their household bubble isolating for 14 days and following prevailing published guidance</p>	1	5	5	<p>For those that display symptoms, arrange for testing of employees and recommend to parents the testing of students (parents will need to arrange) in line with government guidance</p> <ul style="list-style-type: none"> - if negative then return and cease household bubble isolation (as long as nobody else is displaying symptoms) - if positive, continue with isolation in line with published guidance. If person testing positive has accessed our site recently, we will contact the local health protection team immediately, who will undertake a rapid risk assessment to determine who else might need to isolate as a precaution. This could mean sending a tutor or year group bubble home. <p>Monitor official guidance and take necessary action in a timely manner</p>	Ongoing	1	5	5
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			Any staff, student or visitor who has anyone in their household bubble who is presenting with any symptoms of COVID-19 must stay away from the Academy for 14 days and follow prevailing published guidance	1	5	5	Staff informed via operating procedures Inform parents/carers and returning students via letter detailing student operating procedures Remind students at induction and daily registration Recommend household member has test: - if negative then return and cease household bubble isolation (as long as nobody else is displaying symptoms) - if positive, continue with isolation in line with published guidance .		1	5	5
			Any students or staff that travel abroad must ensure they follow the government guidance on quarantine Staff or students returning from a country that requires quarantine must isolate for 14 days before returning to the Academy A list of exempt countries can be found here - all other countries require self-isolation	1	5	5			1	5	5
			All staff and students must follow the advice of the NHS Test and Trace service or local health protection team - if contacted and advised to self-isolate they must stay away from school for 14 days, or until a clear test result is received if they develop symptoms	1	5	5			1	5	5

			Inform all staff and students that they must adhere to the latest government advice and guidance when not in school (social responsibility), and that any reported breaches will be investigated and could result in action being taken to restrict their access to the Academy	2	5	10	Restrict access to the Academy for those people that deliberately or consistently breach the government guidance while out of school, thus increasing the risk to others in the learning community - stay away for 14 days			1	5	5
			Segregate anyone that develops symptoms during the school day or otherwise feels unwell, until such time that they can be collected (to clinical room of IHC, and allocate IHC toilet for their exclusive use until cleaned) Unwell person to be offered a face mask to reduce the risk of transmission to others	2	5	10	Staff to remain 2 metres away and where that is not achievable, to use appropriate PPE, including face mask for mouth and nose, eye protection, gloves and apron, particularly if coughing or sneezing or vomiting Staff to follow DfE guidance on safe use of PPE to reduce self-contamination Clean affected areas with household bleach (adhere to COSHH and risk assessment procedure for bleach)			1	5	5

			In an emergency situation, such as first aid or intervention to prevent self-harm or harm to others, staff may need to breach the recommended 2 metre separation	1	5	5	Staff to remain 2 metres away (e.g. use verbal commands) and where that is not achievable and the person is not presenting with COVID-19 symptoms, <u>proceed with treatment without PPE and undertake sanitation measures on completion</u> If the person is presenting with COVID-19 symptoms, and where the situation allows, use appropriate PPE, including face mask for mouth and nose, eye protection, gloves and apron, particularly if coughing or sneezing <u>and undertake sanitation measures on completion</u>		1	5	5
			Students and staff using school and public transport will follow the <u>guidance issued by Cornwall Council</u> , which is informed by the <u>government guidance for passengers</u> - this means that passengers must <u>wear "face coverings"</u>	2	5	10	Educate all students in the safe use, storage and disposal of face coverings		2	5	10
			Parents/carers should not transport students from outside of their household bubble	2	5	10	Parents/carers to be informed of this and reminded regularly.		2	5	10
			Implement whole-school <u>social distancing and precautionary measures</u> :	2	5	10	Provide induction as additional students join come in to the School for their learning	Ongoing	2	5	10

			<ul style="list-style-type: none"> • Aim to maintain a personal space of 2m between students-staff and staff-staff and, wherever possible, between student-student • Where distancing is not achievable at 2m, revert to “1m plus” - aim for 2m but accept 1m for as short a time as possible • Where “1m plus” is not achievable, avoid close face to face contact and minimise the time spent within 1m of anyone <ul style="list-style-type: none"> - mark communal areas (e.g. corridors, pathways, playground) to indicate a 2m gap - one-way system for moving around school - designated entrances/exits for staff and for specific student classes and increased use of all external access points to dilute footfall - canteen to operate a pre-order and collect service - only one parent/carer per student for any meetings/visits - no Academy events - adapt ways of delivering routine CPD events and staff meetings, using smaller groups as well as online delivery - carefully manage use of agency supply staff - cease lettings to community groups 		<p>Restrict access to the Academy for those people that, after investigation, are found to be deliberately or consistently breaching the Academy’s operating procedures and/or expectations while in school, thus increasing the risk to others in the learning community - remove from site and stay away for 14 days</p>		1	5	5
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			- postpone non-essential external visitors/contractors									
			In the case of emergency or evacuation, it may be necessary to dispense with the 2m rule and one-way system, if the situation dictates - use all available corridors and exits	1	5	5				1	5	5
			Utilise clear acrylic/glass screens to separate staff from students while teaching and to segregate office spaces in lieu of 2 metre separation	1	5	5				1	5	5
			Classrooms and other spaces to be well ventilated at all times of occupation	1	5	5				1	5	5
			Occasional, brief, transitory encounters of less than 2m is considered low risk and should not be cause for alarm	1	5	5				1	5	5
			Allocate specific toilets for staff and for student use.	1	5	5				1	5	5
			Configure all air conditioning in shared spaces so that recirculation is turned off and fresh air supply is turned on. Rooms that have controlled access assigned to a single person can still operate on recirculated air, e.g. server room	1	5	5				1	5	5

		YPC BAMEYPC CVYPC CEVYPC	<p>Implement student-specific social distancing measures:</p> <p>Where student to student distancing is not achievable at “1m plus” for prolonged periods, students must be placed in a bubble structure:</p> <ul style="list-style-type: none"> - reduce footfall, including from lesson changeovers, by keeping students in a learning group bubble, in a single classroom (where possible) for all lesson periods and rotate the teacher - stagger lunch and break times and students to remain in their bubble - bubbles should not interact, or, where not achievable, interaction should be minimised, noting that prolonged interaction could result in the forming of a larger bubble - lay out classrooms and learning spaces with desks facing forward - pre-planned classroom entry/exit routine - encourage outdoor activity at lunch and break times, within bubbles as far as possible (outside interaction carries a much reduced risk of transmission) - allocate toilet areas on a bubble basis and allow only one student at a time per toilet area where possible - suspend use of lockers (which encourages social gathering) and allow bags in classrooms 	2	5	10	Restrict access to the Academy for those students that, after investigation, are found to be deliberately or consistently breaching the Academy’s operating procedures and/or expectations while in school, thus increasing the risk to others in the learning community - remove from site and stay away for 14 days				2	5	10
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			<ul style="list-style-type: none">- manage arrival and departure of students to ensure appropriate separation and bubble structure is achieved while on school site- cease contact sports and other close proximity (especially face to face) activities within lessons and consider impact of elevated depth/rate of breathing from intense exercise- no activities involving shouting or singing- no school assemblies- no Academy events- no trips and visits- no sports fixtures								
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			If social distancing protocols and other risk mitigation measures cannot be consistently maintained due to poor behaviours or an inability to comprehend or follow instructions, then consider risks to individual and the wider learning community	3	5	15	Assess specific or additional risks and develop specific or additional mitigating actions (additional to this risk assessment), including study in separate location. If risks cannot be suitably mitigated in the school environment, then student will have to study at home if individual or others are put at an unacceptable level of risk		1	5	5
Equipment and substances	Contraction of COVID-19 - transmission of COVID-19 through contact with shared equipment	A YPC PW CVA CVYPC CEVA CEVYPC BAMEA BAMEYPC LWCV LWCEV LWBAME	Clean regularly and provide self-clean facility for all users of shared personal protective equipment (PPE) such as goggles and masks, shared IT, workstations and other shared equipment such as screens/keyboards/mice, shared musical instruments, whiteboards, touch-screen TVs, communal water fountains, signing in system, cashless catering devices, telephones, photocopiers	2	5	10			1	5	5
			Clean communal water dispensers (fountains replaced with non-contact bottle filling stations) frequently	1	5	5	If unable to access (e.g. forgotten own drinking vessel), provide bottled water to all students and staff on request and dispose of bottles in specified containers		1	5	5

			Items of personal equipment, toys or stationery should not be shared, borrowed or taken by students and staff. In particular, staff MUST NOT share equipment with other staff or with students, unless it is absolutely necessary and adequate sanitising can be carried out.	2	5	10	Issue students/staff with low cost general/subject-specific items such as pens, pencils, paint brushes, glue sticks, calculators etc Retain student stationery at personal desk allocated within bubble classroom to reduce risk of losing/forgetting Provide staff with a personal issue of equipment to support the roaming nature of their new <i>modus operandi</i>		1	5	5
			Lock away shared absorbent resources, such as soft toys, and any resources like board games that promote close proximity face to face interaction	1	5	5			1	5	5
			Certain items can be shared within a bubble, such as text books and learning resources. Minimise the use of resources shared between bubbles, always cleaning after every use. Where possible, re-use resources after 48hrs (72hrs for plastics) to reduce the need for cleaning	2	5	10			2	5	10
		A CVA PW CEVA BAMEA LWCV LWCEV LWBAME	Staff room sink and dishwasher must be free of personal cutlery and utensils	2	5	10	Staff to undertake dishwashing of their personal items and must remove cleaned items from the Staff Room to prevent cross contamination		1	5	5

*Likelihood x Consequence = Risk (see Annex A)

Risk Rating Calculator

Likelihood that hazardous event will occur	
1	very unlikely
2	unlikely
3	fairly likely
4	likely
5	very likely

Consequence of hazardous event	
1	insignificant – no injury
2	minor – minor injuries needing first aid
3	moderate – up to seven days’ absence
4	major – more than seven days’ absence
5	catastrophic – death

Action Level Table

Risk rating	Action
20–25	Stop – stop activity and take immediate action
15–16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
8–12	Action – improve within specified timescale
3–6	Monitor – look to improve at next review or if there is a significant change
1–2	No action – no further action but ensure controls are maintained and reviewed

Risk Scoring Grid

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	Consequence					

Hazards in the workplace

Aggression and violence	Drugs and alcohol	Lighting	Stress
Asbestos	Electricity	Manual handling	Temperature
Bullying	Fire	Noise	Vehicles/transport
Chemicals and harmful substances	Getting in and out	Plant and machinery	Vibration
Computer workstations	Heights	Radiation	Viruses, diseases and infections
Confined spaces	Housekeeping	Slips and trips	

Hazard categories: Mechanical; Physical; Chemical; Biological; Environmental; Organisational

Machinery or process

² Substances or conditions, including slips, trips and falls

³ Harm to humans, property or environment

⁴ Organic substances

⁵ Temperature, dust

⁶ Behaviour, workload, time constraints, deadlines

COVID-19 - Sources of information used to inform this Risk Assessment:

www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

[eBug website](#)

[staying at home guidance](#)

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>
guidance on cleaning in non-healthcare settings.

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

[preliminary scientific study](#)

[government guidance for passengers](#)

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

[Flushing](#)

[Air-jet hand dryers](#)

[DfE guidance on safe use of PPE](#)

[Undertaking first aid without PPE](#)