

Assessor's Name	Rebecca Ardern	Assessment Date	24 January 2021	
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 100 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: School 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 underlying health conditions</p> <p>Pregnant vulnerable woman (PVW) - pregnant A or YPC from 28 weeks' gestation, or with underlying health conditions such as heart or lung disease at any gestation</p> <p>Clinically vulnerable, 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>Clinically extremely vulnerable, 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 clinically vulnerable 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 clinically extremely vulnerable 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>			

Living with [adult 60 or over \(LWA60+\)](#), including: A or YPC who shares a household bubble with a person that is aged 60 or over that would potentially put them at elevated impact having contracted COVID-19, should the A or YPC contract the virus in school

Description of hazard and hazardous event		Who might be harmed?	What risk controls are currently in place?	Current risk rating*			Are further controls needed?	Date to be completed by	Residual risk rating*		
				L	C	R			L	C	R
Location	Contraction of COVID-19 - transmission of COVID-19 through contact with surfaces (indirect 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), noting that vulnerability increases from 28 weeks' gestation		1	5	5
		CEVYPC	Students under paediatric or NHS care that have been advised specifically by their GP or clinician not to attend school must learn from home	1	5	5			1	5	5
		CEVA	Must work from home	1	5	5			1	5	5
		A YPC PW CVA	Students that are not considered to be vulnerable and are not children of critical workers should learn from home	1	5	5			1	5	5
		CVYPC A60+ BAMEA BAMEYPC LWCV	Staff not required to deliver or support the safe provision of education can work from home (to be arranged through SLT via the staff rota)	1	5	5			1	5	5

		LWCEV LWBAME	Enforcement of strict cleaning protocols in line with government guidance for daily cleaning of internal surfaces with general cleaning products, including at increased frequency during the school day, with a particular focus on communal touch-points and after each use of communal areas	2	5	10	Implement any changes in advice from DfE, Public Health England, NHS, or other authoritative source (current advice, including for a confirmed case, is here)		2	5	10
			Periodic (termly) deep cleaning of internal surfaces with general cleaning products in line with government guidance.	2	5	10			2	5	10
			Periodic (termly) cleaning of external glass surfaces with general cleaning products	1	5	5			1	5	5
			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
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 noting that vulnerability increases from 28 weeks' gestation		1	5	5

		CEVYPC	Students under paediatric or NHS care that have been advised specifically by their GP or clinician not to attend school must learn from home	1	5	5			1	5	5
		CEVA	Must work from home	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	Students that are not considered to be vulnerable and are not children of critical workers should learn from home	1	5	5			1	5	5
		CVYPC CEVA CEVYPC BAMEA BAMEYPC	Staff not required to deliver or support the safe provision of education can work from home (to be arranged through SLT via the staff rota)	1	5	5			1	5	5
		LWCV LWCEV LWBAME	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

			<p>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)</p> <p>Students and staff should avoid touching their mouth, eyes and nose</p> <p>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.</p>	2	5	10	<p>Staff and students are strongly encouraged to access the asymptomatic rapid testing service (requires consent):</p> <ul style="list-style-type: none"> • “Mass testing” of those students on site using lateral flow tests 3 to 5 days apart. • “Twice weekly testing” of staff using lateral flow tests. <p>“Serial contact testing” for 7 days of staff and those students attending that are close contacts of positive cases using lateral flow tests.</p>				2	5	10
			Extensive hand sanitiser dispensers around the site in each classroom, corridor and entrance point - 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 10 days and following prevailing published guidance – the isolation period starts on the day after exposure, a PCR or lateral flow test or the start of symptoms.</p>	1	5	5	<p>For those that display symptoms, arrange for PCR testing of employees and recommend to parents the PCR 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
			<p>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 School for 10 days and follow prevailing published guidance - the isolation period starts on the day after exposure, a PCR or lateral flow test or the start of symptoms.</p>	1	5	5	<p>Strongly recommend household member has PCR test:</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. 		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 10 days before returning to the School A list of exempt countries can be found here - all other countries require self-isolation: the isolation period starts on the day of return.	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 10 days, or until a clear PCR test result is received if they develop symptoms: the isolation period starts on the day after exposure, a PCR or lateral flow test or the start of 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 School	2	5	10	Restrict access to the School 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 10 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. Unwell person to be offered a face mask to reduce the risk of transmission to others. Separate toilet (in LG corridor) to be allocated and deep-cleaned after use.	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, proceed with treatment without PPE and undertake sanitation measures on completion 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 and undertake sanitation measures on completion		1	5	5

		Students and staff using school and public transport will follow the guidance issued by Cornwall Council , which is informed by the government guidance for passengers - this means that passengers must wear "face coverings"	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			2	5	10
		Implement whole-school social distancing and precautionary measures :	2	5	10	Provide induction as additional students join the School	Ongoing	2	5	10

			<p>meetings, using smaller groups as well as online delivery</p> <ul style="list-style-type: none"> carefully manage use of agency supply staff cease lettings to community groups postpone non-essential external visitors/contractors 									
			<p>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 and wear face coverings</p>	1	5	5				1	5	5
			<p>Utilise clear acrylic/glass screens to separate staff from students while teaching and to segregate office spaces in lieu of 2 metre separation</p>	1	5	5				1	5	5

			Classrooms and other spaces to be well ventilated at all times of occupation	1	5	5	<p>Ventilation is a key measure and at this time of year can affect room temperatures, so staff and students should dress accordingly to maintain thermal comfort.</p> <p>If any room is persistently below 13°C, staff must inform SLT so that additional heating can be considered rather than closing the final window/external door</p> <p>Further windows or doors should be opened if it can be done without reducing the temperature of the room to below 16°C (13°C if pupils are engaged in physical activity)</p> <p>When a room is vacated (e.g. at student changeover, break, lunch and end of Period 5), as many windows as practical should be opened to ensure the room is fully ventilated in preparation for the next use</p>		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
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		<p>YPC BAMEYPC CVYPC CEVYPC</p>	<p>Implement student-specific social distancing measures: 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	<p>Restrict access to the School for those students that, after investigation, are found to be deliberately or consistently breaching the School’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 10 days</p>				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 general activities involving shouting or singing- singing and playing of brass/woodwind instruments are only permitted for students when essential as part of their exam-based curriculum – DfE guidance will be strictly adhered to and local control measures will be implemented.- no school assemblies- no School events- no trips and visits- no sports fixtures- no after school clubs								
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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](#)