

Risk Assessment – Safeguarding Measures January 2021

Site	Nanstallon CP School		
Activity being assessed	Safeguarding measures September 2020		
Number of people affected at any one time		Date of Activity	
Name of person completing this assessment	B Stephenson (Head)	Position of person completing this assessment	H&S Manager
Persons consulted in completion of this assessment	D Nattle (H&S Governor) Senior staff members	Revision :	January 2021
Date of Assessment	21 st July 2020	Approved by:	<i>This revision is in verbal consultation with Kate Woolven H&S adviser Jan '21 and in light of evaluation</i>

This document considers and identifies risks to community transmission, staff and pupil welfare and staff, pupil and family mental health during the national lockdown. This is the second January revision following an asymptomatic positive case of a pupil on the school roll.

What are the Hazards ?	Who may be harmed and how (Pupil, Staff, Visitor, Contractor etc.)	Existing controls – what are we already doing ?	Further controls if required to lower risk level	Risk Level Evaluation (Trivial, Tolerable, Moderate, Substantial, Intolerable)	Comments
1. Staffing, Supervision and vulnerability of children, staff and families coming into contact with the virus					
Risk of Covid-19 infection spreading between staff, pupils and visiting adults	Pupil, staff, visitors Infected with Covid-19 and subsequent illness	Headteacher to regularly check the latest government advice for schools and ensure the advice is shared and followed	Only staff providing or supporting the delivery of education to be allowed in the building(s) on a daily basis <i>Visiting site checks for H&S permitted e.g. water testing. Personnel must avoid close contact with adults and wear appropriate PPE</i>	Moderate	Risk assessments shared and agreed for peripatetic teachers
		Staff share key information about hygiene daily Staff remind pupils of good respiratory hygiene advice and good hand washing techniques	Staff and pupils to be asked to wipe or wash their hands <ul style="list-style-type: none"> On arrival at school After blowing their nose or coughing After using the toilet 	Tolerable	Posters showing good hand washing techniques to be sited in prominent positions in WCs

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		All rooms are kept well ventilated	<ul style="list-style-type: none"> • After breaks and sporting activities • Before food preparation • Before eating any food including snacks • Before leaving school 		
		Pupils and staff are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin.	Hand sanitisers available at entrance/exits Ensure sufficient soap, hand towels, sanitising gels and tissues available on site If they don't have any tissues available, they should cough and sneeze into the crook of their elbow	Tolerable	Staff regularly reinforce good respiratory hygiene (catch it, kill it, bin it).
		Children reminded to wash hands regularly – this is a daily mantra with key points in the timetable as well as regular access to indoor and outdoor sinks	Using soap and water is more effective than using hand sanitisers Some known allergies to gel	Tolerable	Hand sanitiser gel needs to be rubbed in till dry as can cause chemical burns when in contact with metal
		Parents are not permitted in the school building and sign at front of school as reminder	Pupil attendance registers to be taken daily Only staff to be allowed into buildings	Tolerable	
Pupil or staff member feels unwell and it is believed that they have been exposed to COVID-19	Pupil, staff, visitor Infected with Covid-19 and subsequent illness	Call NHS 111 and parent (if pupil) or relative (if adult) and explain reasons for suspicions of exposure and ask for the parent to come to school. Call 999 if they are seriously ill or injured or their life is at risk Pupil/adult sent to HT office and seated away from others. Explain that they are safe, but you will close the door – make sure they can be monitored and the door to outdoor area is open for ventilation purposes If they need to use the toilet whilst waiting for medical	The affected person should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. All areas that have been occupied by the pupil/adult will need to be cleaned once they have left Supervising adults to have access to disposable gloves and apron	Tolerable	

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		assistance, they should use the toilet as directed by the Headteacher			
A case of COVID-19 (pupil or school adult) is suspected at our setting	Pupil, staff, visitor Infected with Covid-19 and subsequent illness	No further restrictions or special control measures are required while laboratory test results for COVID-19 are awaited	No need to close the setting or send other pupils or staff home until the outcome of the test is known	Tolerable	
A case of COVID-19 (pupil or adult) is confirmed at our setting	Pupil, staff, visitor Infected with Covid-19 and subsequent illness	Make a report via Cornwall Council's on-line reporting system Wait for contact by the local Public Health England Protection Team to discuss the case, so they can advise on any actions or precautions that should be taken Assessment of the school to be undertaken by the Health Protection Team Advice on the management of pupils and staff will be based on this assessment	The Health Protection Team will be in contact with the patient directly to advise on isolation and through Track and Trace identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice Advice on cleaning of communal areas such as classrooms, changing areas and toilets will be given by the Health Protection Team	Moderate	If there is a confirmed case, a risk assessment will be undertaken by the school with advice from the local Health Protection Team to decide whether closure of the school will be necessary. If there is an outbreak this then escalates to 'substantial'
Failure to maintain supervisory levels if staffing numbers drop	Pupil, staff Knock on effect to behaviour standards	Staffing levels checked on daily basis by Headteacher Contingency plans in place if staff ratios drop below set levels	Supply teachers are on call in case of emergency. Two local supply employed as relief who are not working in any other setting – use of OPUS as a last resort dependent on COVID measures	Tolerable	Where unsafe ratios occur due to lack of appropriate cover, the class will be sent home and remote learning used <i>Further detail in Staff Capacity section</i>

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Staff who are identified as extremely clinically vulnerable being exposed to Coronavirus	Staff Infected with Covid-19 and subsequent illness	Headteacher to contact all staff individually to assess return to work		Trivial	Copies of staff fit notes to be held on their HR/personnel file where applicable NO STAFF ARE CLINICALLY VULNERABLE
Pupils who are identified as extremely clinically vulnerable being exposed to Coronavirus	Pupil Infected with Covid-19 and subsequent illness	Parents/carers reminded to advise school of any extremely clinically vulnerable pupils		Trivial	<i>Not been advised of pupils associated/living with extremely clinically vulnerable pupils</i>
Staff or pupils who live with someone who is identified as extremely clinically vulnerable	Pupil, staff Infected with Covid-19 and subsequent illness	To be assessed on a case by case basis following the latest government guidance	Parents/carers/staff reminded to advise school of any extremely clinically vulnerable persons	Trivial	Not known or reported <i>There are some families that have vulnerable people in the household but not extremely clinically vulnerable</i>
2. Vulnerability of children, staff and families mental health declining to a point of breakdown					
What actions is the school taking to support the mental health of pupils, families and staff?	Pupils, staff, families	Regular contact and assessment on a case by case basis BS communicating with wellness check every day to staff in person or by email and follow up calls where needed Every staff member has a partner mentor and support from BS Headteacher supported by Kate Woolven, CAPH, NAHT and governing board Some pupils identified for external agency support and	Regular messages and phone calls to parents Teachers offering Zoom meets for parents and / or pupils	Moderate to substantial	Where pupil mental health rises to substantial level Early Help Services are requested to intervene

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		some identified to be included in school provision to ensure their mental stability			
3. Staffing Capacity					
Do all staff need to work in school? Is there capacity to support children of critical workers and vulnerable children so that some staff can work from home?	Staff, Pupils	Staffing levels checked to ensure that there is a teacher and TA with each class bubble – keeping groups small to minimise transmission and to ensure adequate breaks and support with short teaching videos. Teachers and TAs in fixed pairings so that staff between bubbles don't mix. BS to provide further support to ensure short release breaks. There is not enough members of staff to enable staff to work from home other than through supply release (see comments)	Each TA to supervise lunch for each bubble Extra member of lunchtime staff required to undertake enhanced lunchtime cleaning of toilets, door handles, light switches and tablet screens. <i>This ensures no movement of TAs between classes although DfE guidance does not state this is a requirement.</i>	Tolerable	Where illness occurs, a bubble would have to close and revert to homelearning. There is one supply teacher available who is not doing any other supply work in any other school. This relief teacher will facilitate additional teacher release.
What action is the school taking to protect vulnerable staff?	Staff and pupils	There are no members of staff that are clinically vulnerable or extremely clinically vulnerable.	Good ventilation, regular breaks and access to outdoors	Tolerable	
4. Lockdown Learning Missed					
Pupils are missing education due to lockdown or having to self-isolate	Pupil Falling behind in their learning	Teaching staff to implement full remote learning plan in the case of a local lockdown All pupils have access to Seesaw - individualised remote learning in the case of self-isolation	Full lockdown – daily teaching of phonics, English and maths (Monday to Thursday KS2 allowing Friday for catch up and finishing off and for technical issues experienced either end)	Tolerable	Where engagement falls to zero and becomes moderate to substantial refer to section 2

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		Families offered digital devices and other learning resources e.g. books	Phone calls and communication either way to troubleshoot individual issues for families		
5. First Aid					
Lack of first aid cover available during school opening hours	Pupil, staff, visitor Injury due to accident	School to ensure that a current first aider is always on duty whilst pupils are in attendance	All staff members are fully trained as paediatric first aider on 10 September 2020 5 staff members are fully trained in First Aid at Work	Trivial	
Provision of care for pupils with medical and specific care needs	Pupil, staff Ill health due to lack of care	Ensure sufficient contents are available to all first aid kits available on site including PPE EHCs to be reviewed and updated where appropriate	Ensure sufficient and suitably qualified and experienced first aiders are available during the school day	Trivial	
6. Premises Check and Evacuation of the Building					
Premises not safe/compliant to be open	Pupil, staff, visitor Injury/illness due to unsafe/non-compliant premises	Head/H&S governor/ H&S consultant to undertake comprehensive assessment of safety and compliance of premises	Any outstanding issues to be addressed prior to school re-opening	Trivial	
Occupants unaware of emergency fire evacuation routes	Pupil, staff Unable to exit building in event of a fire	Existing fire procedures to be reviewed against building occupancy All staff to be briefed on revised fire procedures and evacuation routes	Fire drills across all buildings were undertaken in early September and outcomes used to inform any alterations Signage to be complete and applicable	Trivial	<i>Fire Evacuation undertaken 7-1-21 with KW/VC and staff. All evacuated in timely manner.</i>

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7. Environment					
How many staff should occupy the staffroom at one time? How can cross contamination be minimised in the staff room?	Staff	There are two entry/exit points The room is well spaced out There is a dishwasher for all used mugs, plates and cutlery ensuring everything is sanitised at a high temperature One member of Early Years/Ks1 team makes drinks and one member of Ks2 team makes drinks There is hand soap, paper towels, anti-bac spray and cloths	Limit staffroom to 5 adults spaced out with staggered lunch slots Anti-bac spray and disposable cloths/wipes in place to keep surfaces clean including the fridge door, microwave door and cupboard doors Maintaining staff to pairings will ensure staggered release time and access to staff room Ensure door to courtyard is ajar for ventilation when occupied by staff	Trivial	<i>COSSH sheets for anti-bac spray in place</i>
How can cross contamination be minimised in the staff WC?	Staff	Soap, hot water, paper towels, waste bin and hand sanitiser available and stock levels checked each day by cleaners	Staff clean/wipe down door handle, taps and toilet seat in that order with anti-bac disposable wipe	Tolerable	
How can cross contamination be minimised in the school entrance when staff sign in?	Staff	Hand sanitiser next to signing in iPad Staff wear small sanitiser tubes on their lanyard/fobs		Trivial	
Is there a one-way system operating for pupils and staff? Are demarcations/signs to signal and remind all that a 2 metre distance should be maintained where possible?	Staff & Pupils	Classes / bubbles have their individual exit/entry routes to and from the outside PPE available for staff when using shared corridors	Class Social Stories developed to ensure that all pupils are conscious of maintaining distances in shared corridors.	Trivial	<i>DfE accepts that Primary provisions cannot be expected to maintain these distances The limitations of the building, layout, corridor width and direction of travel do not enable a free flow one-way system. Pupils are reminded of the importance of enhanced hygiene</i>

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8. Drop Off and Collection Contact Points					
Risk of Covid-19 infection spreading between staff, pupils and visiting adults at drop off and collection	Pupil, staff, visitors Infected with Covid-19 and subsequent illness	Staggered starts for infants and juniors Juniors 8:30 am Infants 8:45am Junior pupils' parents drop off in the car park by the main entrance of part from children at the top of the footpath Infant parents either drop off by main entrance or walk pupils to EY/KS1 outside gate Staggered collection times Juniors 3pm Infant siblings 3.05pm Infants 3.15pm Some parents choose to collect children wearing masks No parents are permitted in the school building even with face coverings	Infant teachers to meet pupils by green gate to avoid parents walking behind the school building to the EY/KS1 outdoor gate and this eliminates another touch point. Where verbal communication is required between parent and teacher, Seesaw will be used to prompt initial message and follow up with a phone call or Zoom / Teams call.	Trivial	
9. Communication					
Lack of up-to-date information for staff	Pupil, staff Inadequate response to arising situation	Agenda item on weekly staff meeting	Headteacher to disseminate any relevant information as necessary in timely manner	Trivial	
Lack of up-to-date information for parents/carers	Pupils Parental dissatisfaction Pupils not in school	Communication sent to all parents/carers prior to school re-opening	Regular updates planned for parents/carers via letters by email, messages on Seesaw and video messages on Seesaw Communication during lockdown to reinforce the message that provision of school places is	Trivial	Ensure recognition of extraordinary circumstances families are working under and be a signpost for supporting resources

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			to mitigate risk of transmission including clear rationale – reviewed weekly based on case numbers locally		Teachers offer Zoom meets to support families in need
10.Social Distancing					
Social distancing not maintained at school pick-up/drop off points	Pupil, staff, visitors Infected with Covid-19 and subsequent illness	Additional supervision provided at all drop off and pick-up points Drop off and pick-up points to be clearly delineated and communicated to parents/carers Maximum one parent/carer to drop off/pick-up	Drop off and pick-up times to be staggered for different key stage bubbles Parents/carers instructed not to remain at pick-up/drop off points after their allocated times have passed Parents/carers reminded to maintain safe distancing whilst in the car park/playground	Trivial	See also section 7 & 8
11.Cleaning and Cross Contamination					
Cross contamination from sharing equipment, personal possessions, etc	Pupil, staff Infected with Covid-19 and subsequent illness	All classrooms to have wash sinks/sanitising fluid to enable good hygiene Ipads to be sanitised each day Cleaning vigilance of shared resources	Pupils to provide their own water bottles (YR/KS1 to be supplied and sanitised by school) Individual trays/lockers available for all pupil's belongings Pupils not to bring personal items other than personal stationery from home	Tolerable	
Cross contamination from contact with frequently touched surfaces, eg door handles, light switches, handrails, tables, etc	Pupil, staff Infected with Covid-19 and subsequent illness	Frequently touched surfaces to be thoroughly cleaned by Cormac staff at the end of day	Head and Cormac line manager to carry out regular cleanliness checks Each class has anti bac spray, cleaning wipes, sanitiser for tablet screens, handles, light switches and shared resources	Tolerable	Lunchtime staff to undertake additional cleaning following serving so that midday additional cleaning can be undertaken as per the Daily Cleaning Checklist

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Lack of appropriate cleaning materials and PPE for cleaning staff	Pupil, staff Infected with Covid-19 and subsequent illness	Cormac cleaning staff to be provided with PPE as appropriate Sufficient and suitable cleaning products and equipment to be confirmed on site prior to re-opening	Confirm sufficient numbers of staff are available to return to work prior to re-opening	Tolerable	

Daily Cleaning Checklist

	Cleaned at lunchtime	Cleaned after 3pm
Tablets (iPads screens and cases)	Y	Y
Light switches	Y	Y
Door handles	Y	Y
Table tops		Y
Chairs		Y
Locker doors and catches		Y
Floors (mop and vacuum)		Y
Toilets (clean all hand basins and toilets, closing off one at a time during lunch. Wet mop and place cleaned yellow warning cone in place)	Y	Y
<i>Daily sign off sheet in place</i>		

Action Plan

Action Required	To be completed by	Target date	Completion sign off date
<ul style="list-style-type: none"> • Good hand hygiene posters to be displayed in WCs • Good respiratory hygiene reminders to all children regularly • Purchase suitable quantities of hand sanitiser, hand soap, paper towels, toilet tissues, face tissues, disposable gloves, disposable aprons, bin liners • Paediatric face-to-face training undertaken • Assessment of compliance of building • Assessment of pupil numbers likely to attend school of year groups expected back • Liaise with Cormac cleaners with enhanced cleaning checklist and quality assurance • Regular staff briefings • Communication sent out to all parents/carers prior to school re-opening • Regular communications sent out to all parents/carers after school re-opens • Headteacher to assess staffing levels on regular basis • Headteacher to have contingency plans if staffing levels fall below agreed ratio – to be constantly reviewed • Headteacher to determine suitably staggered drop off/pick-up times and dinner times throughout the school day and to determine key stage bubbles and staff ratios 	<p style="text-align: center;">BS</p> <p style="text-align: center;">All teaching/non teaching staff</p> <p style="text-align: center;">BS</p> <p style="text-align: center;">BS</p> <p style="text-align: center;">BS/KW/DN BS</p> <p style="text-align: center;">BS</p> <p style="text-align: center;">BS BS</p> <p style="text-align: center;">BS</p> <p style="text-align: center;">BS</p> <p style="text-align: center;">BS</p> <p style="text-align: center;">BS</p> <p style="text-align: center;">BS</p> <p style="text-align: center;">BS</p> <p style="text-align: center;">BS</p>	<p style="text-align: center;">1st September 2020</p> <p style="text-align: center;">Throughout</p> <p style="text-align: center;">1st September 2020 and ongoing</p> <p style="text-align: center;">10th September 2020</p> <p style="text-align: center;">1 September 2020</p> <p style="text-align: center;">1st September 2020 and monthly</p> <p style="text-align: center;">1st September 2020 28 August 2020 On-going</p> <p style="text-align: center;">On-going</p> <p style="text-align: center;">On-going</p> <p style="text-align: center;">On-going</p> <p style="text-align: center;">On-going</p> <p style="text-align: center;">1st September 2020 and review</p>	<p style="text-align: center;"><i>Paper copy in school with signatures</i></p>
Signature of Assessor	Signature of persons involved in activity	Signature of Approver	Date to be reviewed (This should be annually or after an incident)

INFORMATION

	Slightly Harmful	Harmful	Extremely Harmful
Highly unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

Risk Level	Action and Timescales
Trivial	No action nor documentary records – but good practice to keep the assessment.
Tolerable	Improvements not mandatory, but record and monitoring required to ensure controls are maintained. Go for cheap improvements where possible.
Moderate	Aim to reduce risk but costs of prevention may be limited. Measures should be tied to a timetable.
Substantial	Where the risk involves work in progress urgent action must be taken otherwise work should not start until the risk has been reduced. Considerable resources may have to be allocated.
Intolerable	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources work has to remain prohibited.

EXAMPLE

An activity that has the potential to result in extreme harm but is unlikely to happen would result in a Substantial Risk Rating; this would require additional control measures