

### General Details

Assessor	Helen Bode
Assessment Date	12/01/2021
Assigned Reviewer	Helen Bode
Next Review Date	08/03/2021
Operation Assessed	Covid 19 Keyworker and Vulnerable children

#### Associated with specific area

-  Education
-  Maintained Schools
-  Gwinear Community Primary School

#### Description of work area and/or activity assessed

Opening School for keyworker and vulnerable children

### Overall Current Risk

# Medium



### Persons Affected

-  Children / Students
-  Cleaner
-  Contractors
-  Employees
-  Office Staff
-  Visitors

Current Rating	Hazard Information	Task Status
Low 	<b>Access / Egress</b> Premises not checked to ensure it is safe to re-open.	
Measures Currently in place to prevent risk of injury		
LG/HB to carry out all safety checks for re-opening as outlined in the guidance from CCC, governor to scrutinise check list prior to opening		

Potential Rating	Additional Controls Required
Low 	<p><b>No Remedial Actions Entered</b></p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	<b>Welfare</b> Lack of up to date information for staff	
Measures Currently in place to prevent risk of injury		
All DfE guidance forwarded to all staff on a weekly basis weekly staff meetings via zoom with teachers and where relevant support. Code of conduct has been drawn up and add to MyConcern for all staff to read and acknowledge they have understood		

Potential Rating	Additional Controls Required
Low 	<p><b>No Remedial Actions Entered</b></p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	<b>Welfare</b> Lack of up-to-date information for pupils and parents/guardians	
Measures Currently in place to prevent risk of injury		
Parents carers updated regularly as to schools actions in relation to covid via email and weekly newsletter. Through lockdown parents of children identified as vulnerable or those that are classified as critical workers are in regularly communication with the school so that before each week the school and parents have agreed which children will be coming in on which days with a class limit of 12 children in each class; 2 classes (KS1/EYFS & KS2)		

Potential Rating	Additional Controls Required
Low 	<p><b>No Remedial Actions Entered</b></p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	 <b>Welfare</b> Failure to maintain supervision levels/staffing levels	
Measures Currently in place to prevent risk of injury		
Provision for critical workers and vulnerable children has been organised on a two week rotation system. Should a member of staff in one week have to isolate or is unwell they can be substituted using the staff member that is scheduled for home learning that week. In addition the headteacher is in school every day and is able to stand in for any member of staff should they have to leave. Should the headteacher be unable to attend due to sickness/injury an EGM will be called to ensure they are satisfied the school can continue as it is and/or to decide in what capacity the school can run.		

Potential Rating	Additional Controls Required
Low 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low 	 <b>Travel</b> Social distancing not maintained during home to school transport	
Measures Currently in place to prevent risk of injury		
Of the critical worker and vulnerable children group only 4 maximum have expressed an interest to use school transport. When they do all children will be spaced equally through the minibus and face masks will be worn including the driver. Windows at the front will be partially to allow air flow and ventilation.		

Potential Rating	Additional Controls Required
Low 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	 <b>Welfare</b> Social distancing not maintained at school gate or drop-off/pick-up point	
Measures Currently in place to prevent risk of injury		
Parents instructed to drop off children at designated time only, one car at main gate (monitored by headteacher) at a time, children direct straight to classrooms, no parents allowed on school premises and meetings/consultations over the phone if it is absolutely necessary to meet face to face appointment to be made and meeting to take place outside if possible.		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b> Social distancing not maintained in school corridors	
Measures Currently in place to prevent risk of injury		
Due to width of corridor travel along corridors to be minimised; children to leave and enter school in single file 2m apart at start/end of the day and for break/lunch times. Children to travel to toilets one at a time. Classrooms used both have immediate access to the outdoors. Children to be aware that they only need to use the corridors if essential and permission to be asked from staff member. As with all hazards related to social distancing children will be given constant reminders about the importance of maintaining social distancing and personal hygiene. This will be reinforced with appropriate signage around the whole building and appropriate behaviours will be positively reinforced with praise and reward		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Confined Spaces</b> Social distancing not maintained in classrooms	
Measures Currently in place to prevent risk of injury		
Children in 2 separate populations initially EYFS/KS1 & KS2, each population to be entirely separate throughout the day in their own classroom and in their own outdoor space. In classrooms children will be spaced 2m apart where possible at their own desk with their own sets of equipment. The exception to this will be small group of EYFS children who will work in a slightly less formal arrangement directed by the teacher, however teacher will minimise use of shared resources etc and manage risk by peers to work with the same partner throughout the week. When possible all classes will use their designated outdoor space and when in classes rooms will be well ventilated at all times. As with all hazards related to social distancing children will be given constant reminders about the importance of maintaining social distancing and personal hygiene. This will be re-enforced with appropriate signage around the whole building and appropriate behaviours will be positively re-enforced with praise and reward. Classrooms not exceed 15 pupil limit.		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b> Social distancing not maintained during break-times and lunchtimes	
Measures Currently in place to prevent risk of injury		
Duty staff members to directly manage lunchtime & break time supervision with structured play activities that do not involve sharing resources. Communal play equipment, eg climbing frames to be closely monitored and only used by one population each week with supervised hand washing if used. As with all hazards related to social distancing children will be given constant reminders about the importance of maintaining social distancing and personal hygiene. This will be reinforced with appropriate signage around the whole building and appropriate behaviours will be positively reinforced with praise and reward.		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b> Social distancing not maintained during meals	
Measures Currently in place to prevent risk of injury		
All children to receive meals direct to their classroom if having school meals, personal packed lunch boxes to be stored in specified areas and only handled by children who own them. Children to eat at space in classrooms if weather does not allow eating outside which would always be the preferred option.		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b> Social distancing not maintained during physical activities (PE etc)	
Measures Currently in place to prevent risk of injury		
PE lessons to take place every day due to the intensive nature of such small group teaching, activities to be shorter than usual hourly PE sessions and to revolve around sports where children only have to handle their own equipment. Use of the hall will be minimised will be cleaned after use, fogger to be used		

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Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b> In effective Hand, mouth, hygiene	
Measures Currently in place to prevent risk of injury		
<p>Sufficient supplies ordered, handwashing stations set up in each classroom, hand sanitisation pumps outside each entry point manned by TA in the morning to ensure childrens hands are sanitised before entry to the building. Each population within the school to have own designated toilets, current girls toilet to become KS2 boys and girls toilet 2 cubicles for boys and 2 for girls, KS1 &amp; EYFS to use toilets in EYFS building. All children to wash hands periodically throughout the day. As a minimum children will be supervised washing hands at the following times; on entering the building, before leaving the building, before and after break and lunch, after using shared resources, after visiting the toilet and after PE. At times when appropriate hand santiser/gel will be used but whenever possible a full hand wash with soap for 20seconds will be carried out. All classes will model good hand washing technique and reminders will be given every week. Hand washing stations have been purchased and are situated in both classrooms and by the playground area.</p>		

Potential Rating	Additional Controls Required
Medium 	<p><b>No Remedial Actions Entered</b></p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	<b>Welfare</b> Over-use or mis-use of hand sanitiser	
Measures Currently in place to prevent risk of injury		
<p>appropriate guidance given by staff members to children on correct hand washing procedures, all hand sanitiser used to be checked against EN14476, if children present allergic reactions to any products used medical advice to be sought and alternatives used.</p>		

Potential Rating	Additional Controls Required
Low 	<p><b>No Remedial Actions Entered</b></p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	<b>Welfare</b> Cross-contamination from used tissues etc.	
Measures Currently in place to prevent risk of injury		
<p>bins with liners in each classroom, push pedal bins to be used with lids and children taught how to use to avoid cross contamination</p>		

Potential Rating	Additional Controls Required
Low 	<p><b>No Remedial Actions Entered</b></p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b> Disposal of potentially contaminated waste.	
Measures Currently in place to prevent risk of injury		
If resources were suspected to be contaminated i.e. a child displaying symptoms is sent home and has been using class resources. All resources to be bagged by staff member wearing gloves resources then to be quarantined for 72hrs and all surfaces that they have potentially been in contact with disinfected. Room that child was in to be deep cleaned prior to other children returning.		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b> Cross contamination from sharing equipment	
Measures Currently in place to prevent risk of injury		
Each child given their own essential equipment, if ipads/laptops are used these will be cleaned after use. Sharing of equipment will be discouraged as much as possible, sanitising to be undertaken between usage		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b> Cross contamination from sharing personal possessions (water bottles, toys, etc)	
Measures Currently in place to prevent risk of injury		
Children to bring their own water bottles, coat and a book, no personal possessions will be allowed in school, reminders will be sent to parents		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b> Cross contamination from contact with frequently touched surfaces (door handles, tables, toilets, sinks)	
Measures Currently in place to prevent risk of injury		
Frequently touched surfaces to be sanitised twice a day, children to wash/sanitise hands before and after breaks & lunchtimes as well as on entering and leaving premises and before/after toilet visits. Water fountain out of use		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b> Cross contamination from food served on premises	
Measures Currently in place to prevent risk of injury		
No catering provided on premises, hot meals are delivered for those children who have ordered one, food delivered direct to classrooms in containers		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b> Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	
Measures Currently in place to prevent risk of injury		
Catering staff currently not working on site. Cleaning provided by external agencies and responsible for own equipment		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b> Visitors to the school site	
Measures Currently in place to prevent risk of injury		
No unnecessary visitors allowed on site, if necessary visitors report to reception and are asked to sanitise hands and reminded of social distancing rules, no parents allowed on site unless absolutely necessary, meetings to take place outside if possible.		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b> Provision of first aid (including paediatric first aid where appropriate) and providing care for students with medical needs (dispensing medicines)	
Measures Currently in place to prevent risk of injury		
All necessary first aid equipment is held in the office and staffroom, PPE held in the office, majority of staff are ion date for first aid, first aid at work and paediatric first aid, medicines held in school office or fridge as appropriate, care plan reviewed where appropriate		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b> Providing care for students with specific emotional or behavioural needs	
Measures Currently in place to prevent risk of injury		
Pupils in need have been identified with head and pastoral lead, schools pastoral lead in working on site and from home provision has been put in place for those that need support both in school and via Zoom		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Fire Safety</b> Evacuation procedures during reduced occupancy of the school	
Measures Currently in place to prevent risk of injury		
Fire evacuation procedures remain the same, exit doors and evacuation point remain the same, children reminded that during assembly social distancing spaces need to be observed when lining up		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b> Social distancing not observed in staff areas	
Measures Currently in place to prevent risk of injury		
Furniture spaced in staff room, only 6 staff members in staffroom at any one time, breaks/lunches staggered as necessary, staff meetings/briefings to be held on line or via phone. Reminders given to staff on social distancing		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b> Pupil displaying symptom of coronavirus	
Measures Currently in place to prevent risk of injury		
<p>If a pupil displays symptoms they will be moved to an isolated area which will be ventilated as much as possible a member of staff will remain with them wearing appropriate PPE parents will be called to collect child as soon as possible and advised to contact 111 and self isolate in accordance with government guidelines. If the advise from 111 is for the child to have a test the child and family should remain in isolation until the result of the test is known. Meanwhile the rest of the children in that bubble will still come into school unless they also have symptoms until the result of the test is known, although parents of children in the bubble will be informed that a member of the class has displayed symptoms and is awaiting results of a test and it is therefore at their discretion whether to continue sending their child into school. Once a test result is known parents of all children in the bubble will be informed and if the result is positive all members of the bubble including staff members working within it will serve the isolation period from when symptoms were first displayed. If any members of the bubble develop symptoms during this isolation period they will be advised to ring 111 and if a test is taken and is positive a new isolation period from when their individual symptoms first began will be started. If the test of the original case is negative the child will be able to return to school as soon as the parent wishes.</p>		

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	 <b>Welfare</b> School identifies all children that could be categorised as vulnerable under DfE guidance (particularly new criteria relating to "those who may have difficulty engaging with remote education at home" and supports appropriately.	
Measures Currently in place to prevent risk of injury		
<p>All children's engagement with the online platform Seesaw and tapestry is monitored daily. If children are not engaging the following escalation procedure is followed: class teacher first contacts children via Seesaw message to encourage engagement either informally through use of praise etc or directly asking why they are unable to engage. This is accompanied with a phone call to parents of the children. If necessary at this point ICT resources can be supplied to families that claim access to the platforms is the prohibitive issue. If the lack of engagement is due to children not feeling motivated and/or parents feeling unable to get children to do the work other options are pursued. For many parents a partial school time table as part of the critical/vulnerable worker population is arranged e.g. child attends school Mon, Wed and teacher reinforces and supports work being done by the parents on the days when not in school i.e. Tue, Thur, Fri. In cases when parents do not want to use this arrangement e.g. due to anxieties related to covid the learning mentor FTate and/or academic support from HS is schedule via Zoom. All teachers report to headteacher LG if these interventions do not have the desired effect.</p>		

Potential Rating	Additional Controls Required
Medium 	<p><b>No Remedial Actions Entered</b></p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>