






REVIEW REQUIRED

This assessment is due for review by 04/03/2021.

General Details

Assessor	Nick Illsley
Assessment Date	26/02/2021
Assigned Reviewer	Nick Illsley
Next Review Date	04/03/2021
Operation Assessed	COVID-19 Full Operation of a School During the Pandemic

Associated with specific area

-  Education
-  Maintained Schools
-  Stithians Community Primary School

Description of work area and/or activity assessed











Full operation of a school during the pandemic at any time (other than during a lockdown with school closures operating critical worker and vulnerable pupil provision only).

Overall Current Risk

Medium



Persons Affected

-  Children / Students
-  Cleaner
-  Contractors
-  Employees
-  Maintenance Staff
-  Members of the Public
-  Office Staff
-  Trainees / Young Persons
-  Visitors
-  Volunteers

Current Rating	Hazard Information	Task Status
<p>Low</p> <p>■ ■ ■ ■ ■</p>	<p>Supervision</p> <p>Failure to follow Government, DfE, Local Authority, PHE and NHS advise.</p>	<p>1 0 0</p>
<p>Measures Currently in place to prevent risk of injury</p>		
<p>Guidance government, DfE, LA and PHE and NHS guidance is read and applied to the school setting as appropriate. The LA hold webinars for support and questions if clarification is need with the guidance.</p>		

Potential Rating	Additional Controls Required		
<p>Medium</p> <p>■ ■ ■ ■ ■</p>	Additional Controls and Actions	Due by / Whom	Action Status
	<p>Keep abreast of new guidance - daily LA bulletin and Dfe daily updates read</p>	<p>30/03/2021 N.Illsley</p>	<p>Pending</p>

Current Rating	Hazard Information	Task Status
<p>Low</p> <p>■ ■ ■ ■ ■</p>	<p>Supervision</p> <p>Premises not checked to ensure full reopening is safe.</p>	<p>1 0 0</p>
<p>Measures Currently in place to prevent risk of injury</p>		
<p>Premises are checked on a daily basis to ensure they are suitable to open</p>		

Potential Rating	Additional Controls Required		
<p>Medium</p> <p>■ ■ ■ ■ ■</p>	Additional Controls and Actions	Due by / Whom	Action Status
	<p>This is undertaken by the cleaner in charge - in her absence the head / deputy will ensure the school is safe</p>	<p>31/03/2021 N.Illsley</p>	<p>Pending</p>

Current Rating	Hazard Information	Task Status
Low 	Supervision Standard Operating Procedures not amended (where necessary) to reflect changes in occupancy e.g. fire and evacuation procedures, movement around site, vehicle movement etc.	
Measures Currently in place to prevent risk of injury		
The evacuation procedures are the same as during non covid times with each class being housed in their current classroom.		

Potential Rating	Additional Controls Required														
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Current Rating	Hazard Information	Task Status
Low 	Access / Egress Lack of procedures in place for controlling visitors, contractors and deliveries to site (this should include unauthorised visitors) – consideration should also be given as to whether to resume Lettings etc.	
Measures Currently in place to prevent risk of injury		
Visitors will only be allowed to access the site if they are part of the compliance needs of the school, are needing to see a child - social services, Police, Educational specialists - Speech and language.		

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Medium 	<table border="1"> <thead> <tr> <th>Additional Controls and Actions</th> <th>Due by / Whom</th> <th>Action Status</th> </tr> </thead> <tbody> <tr> <td> The opening up to outside providers will be reviewed in late March - sports leaders and the music service are currently not allowed on site. Contactors are encouraged to attend after the school hours and need to sign in and sanitize / wear a mask for the duration of their time in school. </td> <td> 31/03/2021 N.Illsley </td> <td> </td> </tr> <tr> <th>Additional Controls and Actions</th> <th>Due by / Whom</th> <th>Action Status</th> </tr> <tr> <td> The opening up to outside providers will be reviewed in late March - sports leaders and the music service are currently not allowed on site. Contactors are encouraged to attend after the school hours and need to sign in and sanitize / wear a mask for the duration of their time in school. </td> <td> 31/03/2021 N.Illsley </td> <td> </td> </tr> </tbody> </table>	Additional Controls and Actions	Due by / Whom	Action Status	The opening up to outside providers will be reviewed in late March - sports leaders and the music service are currently not allowed on site. Contactors are encouraged to attend after the school hours and need to sign in and sanitize / wear a mask for the duration of their time in school.	31/03/2021 N.Illsley		Additional Controls and Actions	Due by / Whom	Action Status	The opening up to outside providers will be reviewed in late March - sports leaders and the music service are currently not allowed on site. Contactors are encouraged to attend after the school hours and need to sign in and sanitize / wear a mask for the duration of their time in school.	31/03/2021 N.Illsley			
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Current Rating	Hazard Information	Task Status
Low 	Supervision Lack of up to date information for Staff.	
Measures Currently in place to prevent risk of injury		
Staff are kept informed about changes in procedure as needed. All staff have emails and group emails are sent if information needs to be shared. Staff meeting happen weekly via Teams or face to face - using the hall to socially distance		

Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered 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 	Supervision Lack of up to date information for Students, Parents and Guardians.	
Measures Currently in place to prevent risk of injury		
Parents / guardians and pupils are kept informed via the whole school email grouping, class emails. Teams log ins have been established with every child to ensure they can meet with their teacher daily.		

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Current Rating	Hazard Information	Task Status
Medium 	Stress / Distress Failure to provide support and/or reassurances to Student, Parents and Guardians who are anxious about a full return to school.	
Measures Currently in place to prevent risk of injury		
Emails have been sent to parents, teachers and support staff to highlight the measures we have in place and the timetables including drop off and picking up times and expectations.		

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Current Rating	Hazard Information	Task Status
Low 	Biological Staff identified as clinically or extremely clinically vulnerable, staff identifying as being BAME and staff who are pregnant attending site.	
Measures Currently in place to prevent risk of injury		
Staff who are identified as clinically vulnerable are not included on the timetables		

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</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 	Biological Students identified as clinically or extremely clinically vulnerable, students identifying as being BAME and students who are pregnant attending site.	
Measures Currently in place to prevent risk of injury		
Students who fall into this category and are told to shield by their GP will have work assigned to them and will continue to work from home remotely		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</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 	<p>Biological</p> <p>Students living with someone or having regular contact with someone identified as being clinically or extremely clinically vulnerable, identifying as BAME or pregnant attending site.</p>	<div style="display: flex; gap: 10px;"> <div style="border: 1px solid red; padding: 2px 10px; color: white; font-weight: bold;">1</div> <div style="border: 1px solid orange; padding: 2px 10px; color: white; font-weight: bold;">0</div> <div style="border: 1px solid green; padding: 2px 10px; color: white; font-weight: bold;">0</div> </div>
Measures Currently in place to prevent risk of injury		
Students living with someone who is shielding will be encouraged to attend as per DfE guidance		

Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	<p> The EWO will support in this process - giving advice and guidance</p>	<p>31/03/2021 N.Illsley</p>	<div style="border: 2px solid red; padding: 5px; color: white; font-weight: bold; text-align: center;">Pending</div>

Current Rating	Hazard Information	Task Status
Medium 	<p>Biological</p> <p>Staff displaying known symptoms of COVID-19 or having had close contact with someone displaying known symptoms.</p>	<div style="display: flex; gap: 10px;"> <div style="border: 1px solid red; padding: 2px 10px; color: white; font-weight: bold;">1</div> <div style="border: 1px solid orange; padding: 2px 10px; color: white; font-weight: bold;">0</div> <div style="border: 1px solid green; padding: 2px 10px; color: white; font-weight: bold;">0</div> </div>
Measures Currently in place to prevent risk of injury		
Staff who display any of the symptoms will be sent home and undertake a test with the result needing to be negative prior to their return		

Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	<p> Public Health will be informed - the school has staff test kit and also Lateral flow test for early identification</p>	<p>31/03/2021 N.Illsley</p>	<div style="border: 2px solid red; padding: 5px; color: white; font-weight: bold; text-align: center;">Pending</div>

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Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	<p> Public health will be contacted to advise on the need to isolate others if the test proves to be positive</p>	<p>31/03/2021 N.Illsley</p>	<div style="border: 2px solid red; padding: 5px; color: white; font-weight: bold; text-align: center;">Pending</div>

Current Rating	Hazard Information	Task Status
Medium 	Supervision Lack of procedures in place to manage confirmed cases of COVID-19 within the school community.	
Measures Currently in place to prevent risk of injury		
Any child who is unwell is sent home and a test is required prior to their return. If a child feels unwell their parent is contacted and the child is removed from the class pending the parental pick up.		

Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	Parents have their contact details up to date and are told not to send their child if they are displaying any of the symptoms	31/03/2021 N.Illsley	

Current Rating	Hazard Information	Task Status
Medium 	Supervision Lack of procedure in place should an outbreak result in rapid closure of the premises or part of the premises.	
Measures Currently in place to prevent risk of injury		
if an outbreak occurred meaning the closure of classes or the whole school the remote learning lesson would restart for the children		

Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	If the whole school or a class within the school needed to isolate due to an outbreak - Home learning would restart using Teams	31/03/2021 N.Illsley	

Current Rating	Hazard Information	Task Status
Medium 	Biological Mass arrival and departure to and from school resulting in gatherings at school gate(s) and access points.	
Measures Currently in place to prevent risk of injury		
We have staggered start and finish times. One junior class arrives with one infant class. they both arrive at the same time but are cordoned off by the use of barriers. Parents need to wear face coverings to access the site to pick up and drop off.		

Potential Rating	Additional Controls Required		
Medium 	No Remedial Actions Entered 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 	Supervision Failure to coordinate arrival times on sites of multiple occupancy, i.e. with other users of the site such as nurseries that are not under school management.	
Measures Currently in place to prevent risk of injury		
The children that attend before and after school club at the pre school arrive at the rear of the school and are picked up at the rear of the school		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered 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 	Access / Egress Lack of procedures for controlling access to and from the premises.	
Measures Currently in place to prevent risk of injury		
Access to and from the school is via the front playground. Parents and visitors are not allowed into the premises without an invitation (pre arranged meeting). Contactors are allowed if they are essential but must wear face coverings, sanitize and follow the procedure laid out. The must also sign in via the ipad so track and trace can be used if necessary.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered 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 	Supervision Failure to allocate year groups and staff into bubbles (in order to deliver the full range of curriculum subjects) and maintain distancing between bubbles during movement around site.	
Measures Currently in place to prevent risk of injury		
All the children are placed in class bubbles with different start times, break times, lunchtime and finish times. Staff are placed with the bubbles and move as needed between.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered 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
<p>Low</p>	<p>Travel</p> <p> Failure to amend existing risk assessments for school trips, visits and extra-curricular activities – domestic overnight stays and overseas visits are not advised at this stage.</p>	<p></p>
<p>Measures Currently in place to prevent risk of injury</p>		
<p>All trips including swimming are suspended currently. Extra curricular activities will not begin before a review at the end of the spring term</p>		

Potential Rating	Additional Controls Required		
<p>Medium</p>	<p>Additional Controls and Actions</p>	<p>Due by / Whom</p>	<p>Action Status</p>
	<p> We will keep an eye on both Local authority and DfE guidance</p>	<p>31/03/2021 N.Illsley</p>	<p></p>

Current Rating	Hazard Information	Task Status
<p>Medium</p>	<p>Other (See: Hazard Details)</p> <p> Lack of facilities to accommodate year group bubbles whilst maintaining distancing between bubbles – classrooms, work areas, lunch/break areas and recreational spaces.</p>	<p></p>
<p>Measures Currently in place to prevent risk of injury</p>		
<p>Social distancing is very difficult within the class rooms as the junior classes all have 36 pupils. All pupils are forward facing from year 1 upwards. The classes do not mix as the staggered times prevent this. the toileting and corridors are not possible to change so this is an area of weakness. Toileting is restricted to one person at a time from each class.</p>		

Potential Rating	Additional Controls Required
<p>Medium</p>	<p>No Remedial Actions Entered</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
<p>Medium</p>	<p>Welfare</p> <p> Lack of handwashing and welfare facilities to accommodate year group bubbles whilst maintaining distancing</p>	<p></p>
<p>Measures Currently in place to prevent risk of injury</p>		
<p>All the children sanitize on arrival to school using the stations be the entry points - they do the same after each session outside. The classes all have washing facilities in them as do the toilets. Children are reminded and requested to wash their hands frequently</p>		

Potential Rating	Additional Controls Required
<p>Medium</p>	<p>No Remedial Actions Entered</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 	Biological Staff and students not washing hands frequently	
Measures Currently in place to prevent risk of injury		
Everyone who enters the school has to sanitize their hands. The signs and notices around the school and in the toilets highlight the need to wash hand. Teacher reinforce this message on a daily basis.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered 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 	Hazardous Substance Over-use of hand sanitiser etc.	
Measures Currently in place to prevent risk of injury		
The use of sanitizer is controlled by the adults in each class.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered 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 	Biological Cross contamination between year group bubbles due to staff moving between bubbles.	
Measures Currently in place to prevent risk of injury		
Staff movement is reduced to a work able amount to allow the classes to be operational effectively.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered 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 	Biological Cross contamination between year group bubbles due to members of the same household being allocated into separate bubbles.	
Measures Currently in place to prevent risk of injury		
We have lots of children who have siblings in the school. Mostly they are in different classes as their learning need to age appropriate. If there was an outbreak in one bubble we would seek the advice of public health. The would advise the school about isolating.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered 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 	Biological Cross contamination between year group bubbles from shared facilities – classrooms, work areas, resources such as library books, lunch/break areas, recreational spaces, gym/fitness suite equipment, playing fields and associated equipment.	
Measures Currently in place to prevent risk of injury		
The children in the three junior classes all same the same toilet facilities. We cannot do anything about this except limit the numbers of pupils who access them. This is limited to one at a time. Hand washing is insisted on once the toilet has been used. The toilets are cleaned at lunchtime as well as after school. Each class has their own PE equipment which they have sole use of. The hall space is timetabled as are breaks and lunchtime.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered 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 	Biological Cross contamination within year group bubbles due to sharing resources/equipment, gym/fitness equipment, sports equipment or passing on loaned equipment such as library books etc.	
Measures Currently in place to prevent risk of injury		
All the children have their own separate recourses on their desks. The desks are forward facing. The PE kit is shared but the children sanitize their hands as the return from using it		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered 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 	Supervision Inadequate supervision levels should staff levels drop (individual year group bubbles and the whole school in general).	
Measures Currently in place to prevent risk of injury		
If supervision levels dropped we would need to close classes until the level return to a safe place. We currently have a teacher and at least two teaching assistants in each class. We have a little movement within the TA line and an additional teacher available. We currently are not using a supply agency but this will be reviewed as the situation changes		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered 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 	Supervision Inadequate supervision levels at lunch/breaktimes to maintain distancing between year group bubbles.	
Measures Currently in place to prevent risk of injury		
There are two MMS in each playground and one MMS in the school hall. The classes come into the hall and are supervised by their class staff for the first 15 minutes. The tables are cleaned between sittings and screens mean there is not face to face contact over the tables.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered 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 	Biological Lack of facilities to maintain distancing between staff in staff areas.	
Measures Currently in place to prevent risk of injury		
Staff wear face coverings in all public areas. They are aware of the need for social distancing in public areas. The bubbles have staggered starts, breaks and lunchtimes. There are two bubbles that arrive, break, lunch and leave at the same time. The two bubbles have separate times when the use the staff room - 15 minutes each. They socially distance and sanitize the surfaces when finished.		

Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	Staff wear face coverings whilst making drinks and only remove their face covering when seated to eat / drink.	31/03/2021 N.Illsley	

Current Rating	Hazard Information	Task Status
Medium 	Safeguarding Lack of first aid trained staff and facilities to support year group bubbles (including paediatric where necessary).	
Measures Currently in place to prevent risk of injury		
All teachers have completed an online First Aid course in basic first aid. There are also first aiders within the school at all times including lunchtimes.		

Potential Rating	Additional Controls Required		
Medium 	Additional Controls and Actions	Due by / Whom	Action Status
	This online first aid course is available to all staff via the school's online learning programme - The National College	31/03/2021 N.Illsley	

Current Rating	Hazard Information	Task Status
Medium 	Safeguarding Lack of staff to support pupils with individual and specific medical needs (including dispensing of medicines and provision of medical procedures).	
Measures Currently in place to prevent risk of injury		
All medicines are controlled and administered by the office staff. They need to signed into the office and recorded using our medical log. They are stored in the lockable fridge in the office.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered 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 	Safeguarding Lack of staff to support pupils with individual and specific care needs (e.g. support for toileting etc.).	
Measures Currently in place to prevent risk of injury		
We have a number of pupils who have specific care needs. 1:1 TA support is given to those with EHCPs. The classes know of other needs pupils might have and adapt their working practices around the needs.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered 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 	Safeguarding Lack of staff to support pupils with specific emotional or behavioural needs.	
Measures Currently in place to prevent risk of injury		
Staff are aware of the difficulties some children might have as a result of the pandemic and the time they have been away from school. We have a weekly staff meeting with pupil wellbeing as an agenda item. We have additional TA support in the classrooms and have an additional teacher available for catch-up and mental health support.		




Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered 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 	Welfare Lack of canteen staff, catering facilities and the dining space required to provide school meals to all year group bubbles whilst maintaining distancing.	
Measures Currently in place to prevent risk of injury		
Hot meals are served in the hall via the school kitchen. All children from each pod come into the hall and sit at the dining tables. There is a screen that divides the tables to avoid face to face contact. The children sit side by side. There are 3 sittings as part of a staggered lunchtime. Between sittings the surfaces are cleaned. Staff support their classes in the hall for 15 minutes then they leave for 30 minutes in their separate play areas.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered 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 	Housekeeping Inadequate cleaning staff/site team on site throughout the day to clean frequently touched areas, welfare facilities, shared areas etc. and areas used by different year group bubbles.	
Measures Currently in place to prevent risk of injury		
We have taken on additional cleaning staff to ensure the school is clean, safe and ready for the children. The cleaning of the toilets is twice daily with a wipe clean at lunchtime. The daily clean includes all frequently touched area - door handles, buttons, taps, wall bars. Within the classroom the tables and chairs are cleaned thoroughly each day ready for the following day. A deeper clean takes place on a Wednesday and Friday using bleach. All public areas are cleaned on a daily basis. The cleaners have designated areas to clean and are aware of their roles.		

Potential Rating	Additional Controls Required								
Medium 	<table border="1"> <thead> <tr> <th>Additional Controls and Actions</th> <th>Due by / Whom</th> <th>Action Status</th> </tr> </thead> <tbody> <tr> <td> Each class has a tick sheet for the cleaner / teacher to record the areas cleaned. </td> <td> 31/03/2021 N.Illsley </td> <td> </td> </tr> </tbody> </table>	Additional Controls and Actions	Due by / Whom	Action Status	Each class has a tick sheet for the cleaner / teacher to record the areas cleaned.	31/03/2021 N.Illsley			
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Current Rating	Hazard Information	Task Status
Medium 	 Work Equipment Inadequate staff equipment/facilities and cleaning products/PPE to ensure the school is thoroughly cleaned at the end of the school day/start of a new day.	
Measures Currently in place to prevent risk of injury		
We have an additional cost centre set up and this is used to purchase PPE, sanitizer, wipes and other cleaning materials		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</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>