

## MARAZION SCHOOL Risk Management - Assessment Report

<b>Work Area or Activity</b>	Whole School
<b>Risk Area</b>	Management and Site Maintenance
<b>Assessment Framework</b>	September 2021 - COVID-19 <b>UPDATED REMINDERS</b>
<b>Competent Person</b>	Jenny Rainbow
<b>Assisted by</b>	Edna Smith
<b>Group Affected</b>	All staff All children Parents/Carers Visitors
<b>Notes</b>	This assessment is for the planned full return to school for all children
<b>Assessed on</b>	23.02.2021
<b>To be reviewed on</b>	19/04/2021

What are the hazards	What is already being done	Satisfactory?	Risk Findings
Suggested control measures/considerations are not used	Advice and guidance considered and adapted in the context of Marazion School at all times. Updates/amendments made when necessary. Links and websites provided in school communication	YES	Severity 4 Likelihood 1 <b>Risk Rate 4</b>
<b>Section A: PREPARING THE SITE</b>			
<b>1. Health and Safety Check of the site / site examination</b>			
No examination of classroom/rooms	Staff to continue to complete regular reviews of their classroom/indoor and outdoor spaces, including organisation and management of equipment and resources.	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>
<b>2. Cleaning and hygiene</b>			
Lack of appropriate PPE for children and adults	Aprons, gloves and fluid resistant masks/eye protection must be worn by adults who are with children with suspected coronavirus symptoms / administering intimate care or first aid. If appropriate PPE (ie fluid resistant mask and eye protection) is not available for intimate care/ first aid then parents will be asked to come into school to administer the care, following SD guidelines. Adults may choose to wear a face covering or face mask in school in crowded areas	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>
Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	Aprons, disposable gloves and masks are provided for cleaning /caretaking team. Full PPE must be worn by cleaners who clean the	YES	Severity 4 Likelihood 1 <b>Risk Rate 4</b>

	school after a possible/confirmed case in school. Catering staff are external.		
Unclear expectations about cleaning and hygiene on the school site	Caretaking team have a list of all daily thorough cleaning detail needed. This detail is reviewed regularly	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>
Cross-contamination from used tissues etc.	Lidded bins with liners in each classroom/hall. These bins are labelled 'TISSUES ONLY.' Good supply of disposable tissues in all classrooms/hall. This supply to be topped up regularly	YES	<b>Severity 4</b> <b>Likelihood 2</b> <b>Risk Rate 8</b>
Disposal of potentially contaminated waste	Bin liners double-bagged and stored safely for disposal. Any waste from a clean after a possible/confirmed case must be double bagged and placed in a lidded bin for 72 hours before disposal.	YES	<b>Severity 4</b> <b>Likelihood 2</b> <b>Risk Rate 8</b>
Cross-contamination from sharing equipment	Sanitising wipes provided to clean equipment as needed. Staff will continue to keep equipment clean. Staff must review the amount of cleaning supplies they have in their learning spaces, monitoring amounts so that they don't run out. Staff are familiar with the rules on hand cleaning, cleaning of resources and equipment and how to manage the use of equipment and resources. Staff and cleaners have access to 'foggers,' which can clean resources/ equipment/ spaces quickly and effectively. The 'foggers' can be used both during and after the school day	YES	<b>Severity 4</b> <b>Likelihood 2</b> <b>Risk Rate 8</b>
Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc) and welfare facilities – toilets and sinks	Frequently touched surfaces, equipment, door handles, toilets used during the day cleaned thoroughly each day. Children are reminded to wash their hands. Following a confirmed case, used paper hand towels etc from the toilets to be double bagged, quarantined for 72 hours and then disposed of with general waste	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>
Lack of hand-washing facilities.	Children have access to sinks and water in all classrooms/hall. Adults will make sure that water is available – washing up bowls in all classrooms/hall to be used for hand-washing if needed. All	YES	Severity 4 Likelihood 1 <b>Risk Rate 4</b>

	spaces will be provided with soap and supplies checked regularly. Paper towels also provided		
Over-use or mis-use of hand sanitiser	Hand sanitiser will remain available at reception for visitors. Hand sanitiser also available in the school office/classrooms. Hand sanitisers replenished by caretaking team	YES	Severity 3 Likelihood 1 <b>Risk Rate 3</b>
Staff and children not washing hands frequently	Children and adults will continue to wash hands when they arrive at school and at beginning and end of each session as well as before and after lunch. COVID appendix in both Behaviour Policy/Staff Code of Conduct	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>
<b>SECTION B: REVIEW OF STAFFING/TEACHING GROUPS</b>			
<b>1. Staff audit</b>			
Failure to maintain supervision levels if staffing levels drop.	Some support staff can provide cover across classes. Support staff may be able to work under the direction of the class teacher (who is working from home) within their class. Supply teachers may be used. If staffing ratios reduce to level that is considered unsafe, then parts/all of the school may have to close.	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>
Staff who are identified as extremely clinically vulnerable coming into contact with Coronavirus	Extremely clinically vulnerable staff complete a staff declaration form. There is also a discussion about enabling work during COVID 19. There may be an individual risk assessment for a member of staff	YES	Severity 4 Likelihood 1 <b>Risk Rate 4</b>
Staff who are identified as clinically vulnerable coming into contact with Coronavirus	Clinically vulnerable staff complete a staff declaration form. There is also a discussion about enabling work during COVID 19. There may be an individual risk assessment for a member of staff	YES	Severity 4 Likelihood 1 <b>Risk Rate 4</b>
Staff who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site	Assessed on a case-by-case basis and government guidance followed. There may be an individual risk assessment for a member of staff	YES	Severity 4 Likelihood 1 <b>Risk Rate 4</b>
<b>2. Communication</b>			
Lack of up-to-date information for staff	Staff/TA/Governor meetings may be via Teams/ Zoom. WhatsApp staff groups continue.	YES	Severity 4 Likelihood 1 <b>Risk Rate 4</b>
Staff are unable to contact the school office	There is a walkie talkie in every class, which must be left on. Staff must also have a walkie talkie	YES	Severity 4 Likelihood 1 <b>Risk Rate 4</b>

	when they are on duty outside/working outside		
Lack of up-to-date information for children and parents/guardians	Newsletters are sent weekly. Updates via parent mail / email / text. Information shared on twitter and Instagram. Updates/ letters/ risk assessments are shared with parents. Parents/carers asked to talk through information with their child/children. Information available on school website – 'Coronavirus Page.' Updates sent as required, responding to any changes in government guidance	YES	Severity 4 Likelihood 1 <b>Risk Rate 4</b>
<b>3. Attendance reporting</b>			
Attendance register is not completed	Attendance in school from September 2021 is mandatory. Usual attendance school protocols followed.	YES	Severity 4 Likelihood 1 <b>Risk Rate 4</b>
<b>SECTION C: PRACTICAL STEPS TO REDUCE RISKS</b>			
Protective measures are not in place	Some protective measures will remain in place for the autumn term: <ul style="list-style-type: none"> <li>Ensuring good hygiene for everyone, including handwashing and respiratory hygiene</li> <li>Maintaining appropriate cleaning regimes</li> <li>Keeping occupied spaces well ventilated</li> <li>Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19</li> </ul>	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>
Staff are not fully vaccinated	The government are urging all education staff to get both vaccines		
Children who are identified as shielded or clinically vulnerable returning to school	Parents reminded to inform the school of any vulnerable children and to refer to government guidance. Each assessed on a case-by-case basis. Individual risk assessments may be needed for these children	YES	Severity 4 Likelihood 1 <b>Risk Rate 4</b>
Children who are identified as extremely clinically vulnerable returning to school	Parents reminded to inform the school of any extremely clinically vulnerable children and to refer to government guidance. Each assessed on a case-by-case basis. Individual risk assessments may be needed for these children	YES	Severity 4 Likelihood 1 <b>Risk Rate 4</b>

Children who are identified as clinically vulnerable returning to school	Parents reminded to inform the school of any clinically vulnerable children and to refer to government guidance. Each assessed on a case-by-case basis. Individual risk assessments may be needed for these children	YES	Severity Likelihood <b>Risk Rate</b>	4 1 <b>4</b>
Children who live with someone who is identified as shielded or clinically vulnerable returning to school	Assessed on a case-by-case basis and government guidance followed. Individual risk assessments may be needed for these children	YES	Severity Likelihood <b>Risk Rate</b>	4 1 <b>4</b>
Staff who are pregnant returning to school	Assessed on a case-by-case basis and government guidance followed. Individual risk assessments may be needed for member of staff	YES	Severity Likelihood <b>Risk Rate</b>	4 1 <b>4</b>
Staff/children who identify as being BAME	Assessed on a case-by-case basis and government guidance followed. Individual risk assessments may be needed for these members of staff/children	YES	Severity Likelihood <b>Risk Rate</b>	4 1 <b>4</b>
Staff/children living with someone or having regular contact with someone identified as being clinically or extremely clinically vulnerable, identifying as BAME or pregnant attending site	Assessed on a case-by-case basis and government guidance followed. Individual risk assessments may be needed for these members of staff/children	YES	Severity Likelihood <b>Risk Rate</b>	4 1 <b>4</b>
There are no protective measures to reduce risks in place	Protective measures agreed with staff/FGB, following government guidance. Adults may take children's temperatures regularly. All staff are using LFD testing twice a week during term time and reporting their results. If their LFD test is positive, staff (and their household) must self-isolate for 10 days. The member of staff must also get a PCR Swab Test	YES	Severity Likelihood <b>Risk Rate</b>	4 1 <b>4</b>
Social distancing (SD) not maintained at school gate or drop-off/pick-up point	SD no longer required. Same start/finish times: 8.45am-3.00pm (full days on Fridays). Some children to continue to arrive/leave at different drop off/pick up points Parents must not park in the school car park AT ANY TIME and should only park on School Lane if there is an emergency (this does not include bad weather or lateness). Parents and children to	YES	Severity Likelihood <b>Risk Rate</b>	4 1 <b>4</b>

	continue to walk/bike/scooter the for the last part school of their journey to school, parking further away from school		
Social distancing not maintained during break-times	SD no longer required. There are no whole school break times. Supervision for break times provided by staff members within the class	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>
Social distancing not maintained during meals	SD no longer required. Whole school lunchtimes return - in school hall and hot canteen. All children can bring their own packed lunch or have a school lunch	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>
Social distancing not maintained during physical activities (PE etc)	SD no longer required. PE activities /after school clubs planned across classes. Sporting fixtures and events return. Equipment to continue to be cleaned regularly	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>
Social distancing not observed in staff areas	Staff can eat lunch in the same place, including the staff room	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>
Social distancing not observed when going to the toilet	SD no longer required. These facilities will be thoroughly cleaned daily, including during the day as required. Fogging of the toilets to continue during the school day - adults/ children must not use the toilets between 11.30 and 11.45am due to fogging of the toilets.	YES	Severity 4 Likelihood 1 <b>Risk Rate 4</b>
Classrooms/rooms/hall are not well ventilated	Spaces will continue to be well ventilated - it is important to manage the need for increased ventilation while maintaining a comfortable temperature.	YES	Severity 4 Likelihood 1 <b>Risk Rate 4</b>
Social distancing not observed in assemblies	SD no longer required. Whole school assemblies in the school hall or outside. Some assemblies to continue via Zoom.	YES	Severity 4 Likelihood 1 <b>Risk Rate 4</b>
There is no contact test and trace system in school	From September, NHS Test and Trace to carry out contact tracing in all education settings rather than being run by the school or college	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>
Member of staff displaying symptoms of Coronavirus	Staff to immediately isolate if displaying symptoms and to get tested. Any areas used by staff members displaying symptoms in school to be thoroughly cleaned (see Section 2). Other adults that have had close contact with the	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>

	member of staff must also self-isolate for 10 days, unless they are fully vaccinated. Children (anyone under the age of 18) do not need to self-isolate. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. From September, only those who test positive or are showing symptoms, will need to self-isolate. Children must self-isolate if they have symptoms of COVID-19 or a positive test result.		
Child displaying symptoms of Coronavirus	First Aid Room set aside for affected child and cleaned after use. Staff providing support for child provided with PPE including fluid resistant face mask and eye protection. Area used by child thoroughly cleaned. Parents informed and child to be picked up immediately. Test for COVID 19 must be arranged. The household must self-isolate for 10 days – unless members of the household are fully vaccinated. Evidence of test results can be shared with school before child can return to school	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>
Lack of procedures in place to manage possible/ confirmed cases of covid-19 within the school community, including an outbreak	Senior leaders and governors will follow guidance, liaising with local and national agencies and reviewing template letters for parents. Areas, equipment and resources will be deep cleaned and/or isolated for 72 hours.	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>
Parents visiting the school site	Parents are permitted on the school site. Visitors can hand sanitise at reception. Meetings may still take place in well ventilated areas/outside. Some parent meetings may also continue via Teams/Zoom	YES	Severity 4 Likelihood 1 <b>Risk Rate 4</b>
Providing care for children with specific care needs (support for toileting etc.)	PPE available where required. Individual risk assessments and healthcare plans are in place.	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>
No procedures in place for staff/children returning from parts of the UK and overseas known to have had recent spikes in COVID-19	Senior leaders and governors will continue to follow government guidance, liaising with staff and parents	YES	Severity 4 Likelihood 2 <b>Risk Rate 8</b>

SECTION D: PLANNING WHAT TO TEACH				
The timetable for pupils returning to school is not appropriate	Timetables are reimagined as we restart after COVID – retaining/restoring and reinventing	YES	Severity Likelihood <b>Risk Rate</b>	4 1 <b>4</b>
The curriculum is narrow	School visits, drama, music and sporting activity all resume in September. Senior leaders and governors will continue to follow government guidance	YES	Severity Likelihood <b>Risk Rate</b>	4 1 <b>4</b>
No amendments made to existing risk assessments for school visits	COVID amendments to be considered for school visits	YES	Severity Likelihood <b>Risk Rate</b>	4 2 <b>8</b>
There is no remote learning offer	High quality home-based learning continues to be aligned with in-school provision. This offer is reviewed and further developed in consultation with staff, children, parents and governors. Remote learning offer is part of staff performance management appraisal process	YES	Severity Likelihood <b>Risk Rate</b>	4 1 <b>4</b>
No amendments made to existing risk assessments for school visits	COVID amendments to be considered for school visits	YES	Severity Likelihood <b>Risk Rate</b>	4 2 <b>8</b>
There is no focus on pupil and staff wellbeing	Adult/children wellbeing is the focus of staff training/class planning.	YES	Severity Likelihood <b>Risk Rate</b>	4 1 <b>4</b>
SECTION E: CHANGES TO ROUTINE				
Staff and pupils are not aware of new rules and routines	A coronavirus appendix added to both Behaviour Policy and Staff Code of Conduct and shared with children, staff, parents and governors. Staff to explicitly model good hygiene routines and supervise health and hygiene arrangements, such as handwashing	YES	Severity Likelihood <b>Risk Rate</b>	4 1 <b>4</b>
COVID-19 risk assessment is not current	Regular review of COVID-19 risk assessment by staff/governors. The risk assessments are 'living' documents	YES	Severity Likelihood <b>Risk Rate</b>	4 2 <b>8</b>
There are no plans for an outbreak in school / in the local area	Senior leaders and governors will refer to the latest government 'Contingency framework' information in order to develop a school 'Outbreak Management Plan' as well as using the PHE outbreak management tool		Severity Likelihood <b>Risk Rate</b>	4 2 <b>8</b>
There is no Back To School Guide	Marazion School has adopted the Cornwall Council September 2021 BTS Guide		Severity Likelihood <b>Risk Rate</b>	4 2 <b>8</b>