

MARAZION SCHOOL Risk Management - Assessment Report

Work Area or Activity	Whole School
Risk Area	Management and Site Maintenance
Assessment Framework	November 2020 - COVID-19 UPDATED
Competent Person	Jenny Rainbow
Assisted by	Edna Smith
Group Affected	All staff All children Parents/Carers Visitors
Notes	This assessment is for the planned full return to school for all children
Assessed on	21/07/2020
To be reviewed on	10/09/2020

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 Risk Rate 4
Section A: PREPARING THE SITE			
1. Health and Safety Check of the site / site examination			
Premises not checked to ensure it is safe to re-open.	We have completed a phased reopening of the school so the Caretaker has been completing the usual daily/weekly checks. Business Manager and Link Governor for Health and Safety (H and S) will complete a H and S check of the site prior to the full opening of the school	YES	Severity 4 Likelihood 2 Risk Rate 8
Evacuation procedures during reduced occupancy of the school	Fire risk assessment and evacuation procedures are updated and adjusted to reflect current circumstances. Fire evacuation practice/fire drill is planned for September 2020. Obviously in the event of a fire the need to save lives would overrule the need to socially distance (SD)	YES	Severity 5 Likelihood 1 Risk Rate 5
No examination of classroom/rooms	Staff have completed a complete review of their classroom/indoor and outdoor spaces, including organisation and management of equipment and resources. These	YES	Severity 4 Likelihood 2 Risk Rate 8

	spaces will be ready for September.		
No management of movement around the school	Practical steps taken to reduce risk (see below Section C)	YES	Severity 4 Likelihood 1 Risk Rate 4
Lack of procedures in place to control visitors	Only authorised visitors allowed on site. Authorised visitors working with children need to have a risk assessment and provide their own PPE. Unauthorised visitors will be asked to leave. Pre-booked appointments for some visitors. Allocated goods in/out area for regular deliveries. Lettings are currently suspended	YES	Severity 4 Likelihood 1 Risk Rate 4
2. Cleaning and hygiene			
Lack of appropriate PPE for children and adults	Aprons, gloves and fluid resistant masks/eye protection to 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. Wearing a face covering or face mask is not recommended in primary schools for adults or children in other circumstances.	YES	Severity 4 Likelihood 2 Risk Rate 8
Lack of understanding about when to wear face coverings	Children in primary schools do not need to wear masks. Some staff may wear masks for example, due to a medical condition; when in a small enclosed space (the minibus); when in close contact with another member of staff or child and unable to socially distance	YES	Severity 4 Likelihood 1 Risk Rate 4
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 school after a possible/confirmed case in school. Catering staff are external.	YES	Severity 4 Likelihood 1 Risk Rate 4
Unclear expectations about cleaning and hygiene on the school site	Socially distance (SD) meetings with caretaking team to discuss expectations. Caretaking team have a list of all daily thorough	YES	Severity 4 Likelihood 2 Risk Rate 8

	cleaning detail needed. These expectations also shared with children, staff and parents.		
Moving and handling of furniture to facilitate social distancing	Caretaking Team/staff team to move furniture where required	YES	Severity 3 Likelihood 2 Risk Rate 8
Storage of furniture or equipment removed from classrooms, workspaces and other areas.	Hot canteen is now used for Breakfast Club and for preparation of school lunches. Furniture is stored safely in the mechanics shed	YES	Severity 4 Likelihood 2 Risk Rate 6
Cross-contamination from used tissues etc.	Lidded bins with liners in each classroom/hall. Good supply of disposable tissues supplied in all classrooms/hall. This supply to be topped up regularly	YES	Severity 4 Likelihood 2 Risk Rate 8
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	Severity 4 Likelihood 2 Risk Rate 8
Cross-contamination from sharing equipment	Equipment sharing discouraged as much as possible. Each classroom provided sanitising wipes to clean equipment between usage. Equipment organised and managed so that equipment used can be cleaned effectively. Staff are familiar with the rules on hand cleaning, cleaning of resources and rotation in order to manage the use of equipment and resources.	YES	Severity 4 Likelihood 2 Risk Rate 8
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. Doors are kept open as much as possible in order to limit touching of handles. 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 Risk Rate 8
Lack of hand-washing facilities.	Children have access to sinks and hot water in all classrooms/hall. Adults will make sure that hot water is available – washing up bowls in all classrooms/hall to be used for hand-washing. All spaces	YES	Severity 4 Likelihood 1 Risk Rate 4

	will be provided with soap and soap will be checked at least twice daily. Paper towels also provided		
Over-use or mis-use of hand sanitiser	Hand sanitiser available at reception for visitors. Hand sanitiser also available in the school office. Hand sanitisers replenished by caretaking team	YES	Severity 3 Likelihood 1 Risk Rate 3
Staff and children not washing hands frequently	Children and adults to be instructed to wash hands when they arrive at school and at beginning and end of each session as well as before and after lunch. Behaviour Policy/Staff Code of Conduct updated to reflect NEW expectations for these procedures and protocols	YES	Severity 4 Likelihood 2 Risk Rate 8
Cross-contamination from sharing personal possessions (water bottles, toys etc)	Children in all classes are provided with their own cups, which will be washed daily in the dishwasher after use. Children will usually have their own resources for learning. Any shared equipment will be thoroughly cleaned and/or rotated. NEW behaviour procedures/protocols reflect this	YES	Severity 4 Likelihood 2 Risk Rate 8
Cross-contamination from food served on premises	Catering provided by Chartwells. Confirmed that they have updated their risk assessments and procedures. Packed lunches will be prepared on site. Children eat packed lunches in their classrooms. Options for school lunches have now increased to include more hot lunches as well as a cold packed lunch.	YES	Severity 4 Likelihood 1 Risk Rate 4
SECTION B: REVIEW OF STAFFING/TEACHING GROUPS			
1. Staff audit			
Staff not available to work in school	All staff are expected to return to school in September working their normal hours. Staff understand that they may have to take on different roles and duties / work with different year groups	YES	Severity 4 Likelihood 2 Risk Rate 8
Failure to maintain supervision levels if staffing levels drop.	Contingency plan in place for staff working across bubbles. Separate bubbles may have to be merged. Teaching assistants may provide supervision, including working under the direction of a teacher working from home. Supply teachers may be used. Supply staff must follow Marazion School rules	YES	Severity 4 Likelihood 2 Risk Rate 8

	and protocols for Covid-19 and also have a Covid safe risk assessment from their agency. If staffing reduces to a certain level then parts/all of the school may have to close		
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 covid19. There may be an individual risk assessment for a member of staff	YES	Severity 4 Likelihood 1 Risk Rate 4
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 Risk Rate 4
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 Risk Rate 4
Staff ratios are not effective	The whole staff team returned to work in school in September	YES	Severity 4 Likelihood 1 Risk Rate 4
2. Communication			
Lack of up-to-date information for staff	Staff/TA meetings continue outside or via Teams/Zoom. WhatsApp staff groups continue. Relevant local/national bulletins are shared with staff. Meetings with caretaking team have taken place outdoors. Updated Staff Code of Conduct details any new expectations for staff. Information displayed in staffroom/staff boards. November 2020 updates: letter; risk assessment; Behaviour Policy and Staff Code of Conduct have been sent out to staff	YES	Severity 4 Likelihood 1 Risk Rate 4
Lack of up-to-date information for children and parents/guardians	Newsletters are sent weekly. Updates via parent mail. September return letter already sent to all parents/carers – consultation period in mid-July. Updated appendix to Behaviour Policy/ Staff Code of Conduct also sent out in July as well as September 2020 risk assessment. Parents/carers asked to talk through this information with their	YES	Severity 4 Likelihood 1 Risk Rate 4

	child/children. Information available on school website. Regular updates will be sent as required due to changes in government guidance		
There is no support and/or reassurance for staff who are anxious about a full return to school	Staff member to meet line manager, senior leader or HT. 'Enabling work during COVID 19' document to be used to support the arrangements for return to work	YES	Severity 4 Likelihood 1 Risk Rate 4
There is no support and/or reassurance for children and parents who are anxious about a full return to school	Staff member, senior leader or HT to meet with individuals and their family. A risk assessment may be needed with reasonable adjustments for example, use of PPE; remote learning;	YES	Severity 4 Likelihood 1 Risk Rate 4
3. Safe group size/teaching groups			
Staff, children and their families do not practise protective measures	Adults and children are familiar with the hierarchy of protective measures. This information is set out in the Coronavirus appendix to both the Behaviour Policy and in the Staff Code of Conduct	YES	Severity 4 Likelihood 2 Risk Rate 8
The group size is not safe	Contact between people minimised as much as possible. Children and staff remain in small consistent groups (bubbles) of around 30. Distance is maintained between individuals wherever possible. Reducing contacts and socially distancing are not mutually exclusive – both make a difference and should be used as appropriate	YES	Severity 4 Likelihood 2 Risk Rate 8
4. Attendance reporting			
Attendance register is not completed	There is a daily attendance register. Attendance in school from September 2020 is again mandatory. Usual attendance school protocols followed.	YES	Severity 4 Likelihood 1 Risk Rate 4
SECTION C: PRACTICAL STEPS TO REDUCE RISKS			
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 Risk Rate 4
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	YES	Severity 4 Likelihood 1 Risk Rate 4

	assessed on a case-by-case basis. Individual risk assessments may be needed for these children		
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 4 Likelihood 1 Risk Rate 4
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 4 Likelihood 1 Risk Rate 4
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 4 Likelihood 1 Risk Rate 4
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 4 Likelihood 1 Risk Rate 4
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 4 Likelihood 1 Risk Rate 4
There are no protective measures to reduce risks in place	Protective measures agreed with FGB	YES	Severity 4 Likelihood 1 Risk Rate 4
Social distancing not maintained during home-to-school transport if transport is boarded directly from school premises?	Parents and children encouraged to walk/bike to school. Home to school transport includes the use of a taxi for 1 child. Taxi firm following effective hygiene measures, for example disinfecting the taxi after every drop off before the next pick up.	YES	Severity 4 Likelihood 1 Risk Rate 4
Social distancing not maintained at school gate or drop-off/pick-up point	Staggered start/finish times for different classes. Additional supervision provided at pick-up/drop-off point by teachers and senior leaders. Children arriving/leaving at different drop off/pick up points. Parents must not park in the school car park AT ANY TIME and should only park on	YES	Severity 4 Likelihood 1 Risk Rate 4

	School Lane if there is an emergency (this does not include bad weather or lateness). Parents and children strongly encouraged to walk/bike to school for the last ¼ of a mile, parking further away from school. Children and/or adults must wait 2 metres apart (on the rainbows) when waiting at drop off/pick up times. Car sharing between households should be avoided, unless adults and children are travelling with the family who is also in their social bubble. If this can't be avoided then face coverings should be used and windows of the car open		
Social distancing not maintained by children before school starts	Parents not allowed on school site. Children are met at different drop off/pick up points and go straight to classrooms/hall. Parents and their children wait 2 metres apart. Only 1 parent allowed to drop off child/children. Year 6 children may still arrive/leave school independently as long as they practise social distancing – parents complete permission slips. Children in other year groups may also arrive/leave independently if parents have completed a permission slip.	YES	Severity 4 Likelihood 2 Risk Rate 8
Children are dropped off / picked up by different households	Parents are able to form a childcare bubble with ONE other household for the purposes of informal childcare, where the child is 13 or under. Parents must let the class teacher/school office know about these arrangements	YES	Severity 4 Likelihood 2 Risk Rate 8
Social distancing not maintained in school corridors	Adults/children have separate indoor/outdoor spaces. Brief cross over in corridors is considered to be low risk.	YES	Severity 4 Likelihood 2 Risk Rate 8
Social distancing not maintained during break-times and lunchtimes	There are no whole school break times. Instead children will have regular breaks outside throughout the day. Children to mix in same small consistent groups. Supervision provided.	YES	Severity 4 Likelihood 2 Risk Rate 8
Social distancing not maintained during meals	Lunchtimes to be in classrooms/hall/outside. Children have a packed lunch and sit at tables/on the grass spaced apart. Packed	YES	Severity 4 Likelihood 2 Risk Rate 8

	lunches are provided by the school's kitchen. Children can bring their own packed lunch. There is a lunchtime rota for supervision of classes, including a wet weather plan.		
Social distancing not maintained during physical activities (PE etc)	No sport activities planned that require contact or proximity. Equipment cleaned after each use. No sharing of equipment	YES	Severity 4 Likelihood 2 Risk Rate 8
Social distancing (SD) not possible due to wet weather	Children are able to go out in all but the most inclement weather. School has waterproof clothing that can easily be cleaned. In the case of very bad weather, children will have wet play inside in their bubble	YES	Severity 4 Likelihood 2 Risk Rate 8
Social distancing not observed in staff areas	Staggered breaks and lunchtimes for staff where possible. Use of staffrooms minimised. Staff to maintain distance when eating lunch in the same place. Staff can also eat outside.	YES	Severity 4 Likelihood 2 Risk Rate 8
Social distancing not observed when going to the toilet	Children and adults should take turns going to the toilet – going to the toilet in twos. Most children are using the same set of toilets – these facilities will be thoroughly cleaned daily, including during the middle of the day.	YES	Severity 4 Likelihood 1 Risk Rate 4
Classrooms/rooms/hall are not well ventilated	Windows and doors will be open to allow spaces to be well ventilated. This will continue in the autumn/winter months so adults and children may need to wear layers in school, including hat, scarf, gloves if necessary.	YES	Severity 4 Likelihood 1 Risk Rate 4
Social distancing not observed in assemblies	No large gatherings. Assemblies are recorded as videos and posted online via Seesaw / happen 'live' via Zoom. In addition, French, art and music sessions are also recorded on Seesaw. Singing assemblies may take place outside with social distancing. Children in Reception/KS1 will sing safely in their class bubble	YES	Severity 4 Likelihood 1 Risk Rate 4
Member of staff displaying symptoms of Coronavirus	Staff reminded at briefings of the requirements to immediately isolate if displaying symptoms and to get tested. Any areas used by staff members displaying symptoms in school to be	YES	Severity 4 Likelihood 2 Risk Rate 8

	thoroughly cleaned (see Section 2). Other adults/children that have had close contact with the member of staff must also self isolate for 14 days.		
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 14 days. Evidence of test results can be shared with school before child can return to school	YES	Severity 4 Likelihood 2 Risk Rate 8
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. If there are more than 2 confirmed cases within a bubble, the whole bubble will be sent home. Areas, equipment and resources will be deep cleaned and/or isolated for 72 hours. In the case of an outbreak, staff and students will be asked to return home and self-isolate. All are aware that they must get a test and contact track and trace	YES	Severity 4 Likelihood 2 Risk Rate 8
Cross contamination between bubbles due to members of the same household being allocated into separate bubbles	If one member of the same household presents symptoms, all other members of the same household will be asked to leave the site and follow procedures for self-isolating etc	YES	Severity 4 Likelihood 2 Risk Rate 8
Parents visiting the school site	Parents are permitted only in exceptional circumstances. Visitors required to hand sanitise at reception. Meetings to take place in well ventilated areas/outside. Small offices are not appropriate	YES	Severity 4 Likelihood 1 Risk Rate 4
Visitors on the school site	Any visitors to the school site are required to leave a phone number so that we have their contact details in case of any school COVID 19 cases.	YES	Severity 4 Likelihood 1 Risk Rate 4
Provision of first aid (including paediatric first aid	Staff with First Aid at Work qualification on site every day.	YES	Severity 4 Likelihood 2

where appropriate) support to students	Staff have Emergency First Aid; 2 members of staff have Paediatric First Aid. First aid packs to be provided for each bubble in school. Fluid resistant masks and aprons added to first aid PPE. Contingency plan in place to cover first aid. First Aid Room is organised and managed safely with robust hygiene measures		Risk Rate	8
Providing care (dispensing medicines etc.) for children with medical needs	Disposable gloves etc available in first aid kit where appropriate. Healthcare plans reviewed for covid19. Identify staff who are able to support these needs. Pupils may not be able to attend if this support is not available. Medical conditions update provided at September 2020 inset day	YES	Severity Likelihood Risk Rate	4 2 8
Providing care for children with specific care needs (support for toileting etc.)	Individual risk assessments and healthcare plans reviewed and updated. PPE provided where required. Identify staff who are able to support these needs. Pupils may not be able to attend if this support is not available	YES	Severity Likelihood Risk Rate	4 2 8
Providing care for children with specific emotional or behavioural needs	Individual risk assessment and/or healthcare plan reviewed and updated. PPE provided where required. Identify staff who are able to support these needs. Pupils may not be able to attend if this support is not available.	YES	Severity Likelihood Risk Rate	4 2 8
Heat stroke/sunburn of children.	Parents will be reminded to apply sun cream on children before starting school. Sun cream will be reapplied at lunchtime by children. Adults will ensure children spend time in the shade/indoors particularly on hot sunny days	YES	Severity Likelihood Risk Rate	3 2 6
No procedures in place for staff/children returning from parts of the UK and overseas known to have had recent spikes in covid-19	Staff/parents to contact school prior to returning. Staff/parents may have to self-isolate for the recommended period prior to returning to school. If either need to self-isolate – staff work from home; children access remote learning	YES	Severity Likelihood Risk Rate	4 2 8
SECTION D: SUPPORT FOR SEND / BEHAVIOUR / VULNERABLE PUPILS				
There is no external support for SEND / behaviour / poor emotional well-being	HT/SENCO to liaise with LA and other providers of support services to ascertain the level of service	YES	Severity Likelihood Risk Rate	3 2 6

	available. HT/SENCO to work with LA and parents to confirm what provision can be reasonably be provided. Support may also be arranged for pupils who are displaying symptoms of stress or anxiety		
Children not attending appointments/receiving treatment at doctors' surgeries.	Adults will speak to parent about any rashes/injuries to ensure they have sought medical attention and are being treated appropriately where necessary. Adults will prompt parents to seek medical attention for their child	YES	Severity 4 Likelihood 2 Risk Rate 8
SECTION E: CHANGES TO ROUTINE			
Staff and pupils are not aware of new rules and routines	A coronavirus appendix to both Behaviour Policy and Staff Code of Conduct has been completed and sent out to children, staff, parents and governors. Regular and rigorous reinforcement of these changes throughout the school day. New rules and routines applied consistently. Staff to explicitly teach and supervise health and hygiene arrangements, such as handwashing	YES	Severity 4 Likelihood 1 Risk Rate 4
Equipment/resources travel between home and school	Pupils can bring some equipment into school as detailed in Behaviour appendix. Adults and children should wash their hands before and after handling books. Some books can go between home and school – hygiene protocols will be followed	YES	Severity 4 Likelihood 1 Risk Rate 4
School uniform is not clean or appropriate for the weather conditions	School uniform do not now need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Children must wear school uniform but extra layers (fleece; hat; scarf; gloves) and wellies are part of our school uniform for colder months. Children wear PE kits to school on PE/sport days	YES	Severity 4 Likelihood 1 Risk Rate 4
There is no focus on pupil and staff wellbeing	School staff will consider how to support children who have found being at home difficult; have anxiety related to the virus; have had bereavements. Staff must follow existing child protection and safeguarding procedures and	YES	Severity 4 Likelihood 1 Risk Rate 4

	protocols. Governors and senior leaders will consider the mental health and wellbeing of staff, in particular work-life balance		
SECTION F: PLANNING WHAT TO TEACH			
The timetable for pupils returning to school is not appropriate	Timetable developed for a focus on essential skills and knowledge – early reading; speaking and listening; being active; assembly and circle times; SD one to one tuition. The priority is to re-establish good progress. Timetable will also include teaching of new rules and systems for children and adults.	YES	Severity 4 Likelihood 1 Risk Rate 4
The curriculum is narrow	Curriculum remains broad and balanced with a wide range of subjects. All subjects can contribute to the filling of gaps. Curriculum planning informed by assessment of children's starting points. Learning outside the classroom is a priority for all classes. Consideration given to reducing the risk when children are playing instruments or singing – maintaining distance; playing / singing outside; limiting group size; positioning pupils side by side or back to back; avoiding sharing of instruments. No whole school singing assemblies. Active miles/ active breaks and lunchtimes are a priority – pupils are physically active and encouraged to be physically distanced	YES	Severity 4 Likelihood 1 Risk Rate 4
There is no remote learning offer	High quality home-based learning aligns with in-school provision. This offer is reviewed and further developed in consultation with staff, children, parents and governors. This offer is ready to be used for any further closure of schools. Remote learning offer is part of staff performance management appraisal process	YES	Severity 4 Likelihood 1 Risk Rate 4
No amendments made to existing risk assessments for school visits	Risk assessments have the hazard COVID-19 with the relevant control measures. Group Leader to review all existing medical conditions of staff/children taking part. Group leader to review the website of the place they are	YES	Severity 4 Likelihood 2 Risk Rate 8

	visiting to ensure that they are aware of site-specific control measures. Latest government guidance followed, including use of PPE		
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