



### General Details

Assessor	Helen Ward
Assessment Date	09/09/2021
Assigned Reviewer	Helen Ward
Next Review Date	18/10/2021
Operation Assessed	COVID-19

#### Associated with specific area

- Education
- Academy Schools
- North Cornwall Learning Trust
- Otterham CP School

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

Changes to RA as a result of being in a COVID enhanced response area.






### Overall Current Risk


## Medium









### Persons Affected






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


Current Rating	Hazard Information	Task Status
Medium 	 <b>Housekeeping</b> Premises not checked to ensure it is safe to re-open.	  
	Measures Currently in place to prevent risk of injury	
	The premises have been open throughout the lockdown and so all weekly checks have taken place as usual.	



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
Low 	 <b>Training / Competence</b> Lack of up-to-date information for Staff.	  
	Measures Currently in place to prevent risk of injury	
	Staff kept up to date with regular information through newsletter, email or socially distanced meetings. Staff are asked regularly as to whether they feel safe and if there is anything else we can do to make them feel so. Staff are aware of the risk assessment and the Contingency Plan.	



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>Training / Competence</b> Lack of up-to-date information for students and parents/guardians.	  
	Measures Currently in place to prevent risk of injury	
	Up to date information communicated directly through email and verbally. All staff receive a copy of all communication 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
<b>Medium</b> 	<b>Biological</b>  Staff who are identified as clinically vulnerable coming into contact with Coronavirus	<div>000</div>
	Measures Currently in place to prevent risk of injury	
	There is a staff member who was previously identified as extremely clinically vulnerable coming into contact with COVID. She is now fully vaccinated, has access to whatever PPE she wishes to wear and is comfortable working accross all age ranges.	

Potential Rating	Additional Controls Required
<b>Medium</b> 	<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
<b>Low</b> 	<b>Biological</b>  Students who are identified as shielded or clinically vulnerable coming into contact with Coronavirus	<div>000</div>
	Measures Currently in place to prevent risk of injury	
	We currently do not have any pupils classed as clinically vulnerable.	

Potential Rating	Additional Controls Required
<b>Low</b> 	<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
<b>Low</b> 	<b>Biological</b>  Member of staff displaying symptoms of Coronavirus	<div>000</div>
	Measures Currently in place to prevent risk of injury	
	Any member of staff on site displaying symptoms of COVID will be asked to leave site immediately and get a PCR test. In the event of a positive test, member of staff will remain off site for 10 days and until symptoms have gone.	

Potential Rating	Additional Controls Required
<b>Low</b> 	<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>Biological</b> Student displaying symptoms of Coronavirus	
	Measures Currently in place to prevent risk of injury	
	Any student on site displaying symptoms of COVID will be kept in isolation until a parent/adult can remove them from the site. Staff in supervision to wear full PPE. In the event of a positive PCR test, student will remain off site for 10 days and until symptoms have gone.	






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>Welfare</b> Social distancing not observed in staff areas	
	Measures Currently in place to prevent risk of injury	
	Clear guidance has been put out to staff to stay as socially distanced as possible around school. Windows and doors are open (where possible and safe to do so) for 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
Low 	<b>Biological</b> Social distancing not maintained at school gate or drop-off/pick-up point	
	Measures Currently in place to prevent risk of injury	
	Parents have been advised that it would be wise to wear a mask at drop off/pick up times and continue to maintain a social distance from others whilst we are in a COVID enhanced response area.	






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>Welfare</b> Lack of hand-washing facilities.	  
	Measures Currently in place to prevent risk of injury	
	Each class has close access to hand-washing facilities. Separate facilities are available for any staff members working on site. Hand sanitisation/hand washing takes place regularly throughout the day.	

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>Hazardous Substance</b> Over-use or mis-use of hand sanitiser	  
	Measures Currently in place to prevent risk of injury	
	Use of hand sanitiser is controlled by adults and not designated to children.	



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>Biological</b> Staff and students not washing hands frequently	  
	Measures Currently in place to prevent risk of injury	
	Clear expectations have been put in place regarding hand washing. Children are directed to and supervised when washing hands regularly. Staff are expected to do the same. Hand sanitiser or washing takes place approximately every hour.	



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>Biological</b> Cross-contamination from used tissues etc.	<div>0</div> <div>0</div> <div>0</div>
	Measures Currently in place to prevent risk of injury	
	Any used tissues are placed in a sealed non-touch bin.	






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>Biological</b> Disposal of potentially contaminated waste.	<div>0</div> <div>0</div> <div>0</div>
	Measures Currently in place to prevent risk of injury	
	All potentially contaminated waste is disposed of in sealed bins. Biohazard waste is disposed of through Biohazard containers which are collected and disposed of commercially.	






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>Biological</b> Cross-contamination from sharing equipment	<div>0</div> <div>0</div> <div>0</div>
	Measures Currently in place to prevent risk of injury	
	Regular hand washing and sanitising will help to reduce any risk of cross contamination.	

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>Biological</b>  Cross-contamination from sharing personal possessions	  
	Measures Currently in place to prevent risk of injury	
	Children are asked not to bring personal possessions into school. Items such as water bottles will be for personal use only.	


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>Biological</b>  Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc)	  
	Measures Currently in place to prevent risk of injury	
	The risk is contained through sanitiser/hand washing. Regularly used surfaces are wiped down during the day. Full clean of open areas carried out each evening.	

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>Biological</b>  Cross-contamination from food served on premises	  
	Measures Currently in place to prevent risk of injury	
	Aspens are responsible for implementing systems and procedures to mitigate risks.	

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
<div>Low</div> <div><div></div><div></div><div></div><div></div><div></div></div>	<div> <b>Housekeeping</b> Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff</div>	<div><div>0</div><div>0</div><div>0</div></div>
	Measures Currently in place to prevent risk of injury	
	The school has a good store of cleaning materials and PPE which are provided for staff around the school. Inventory is checked weekly and stock updated.	

Potential Rating	Additional Controls Required
<div>Low</div> <div><div></div><div></div><div></div><div></div><div></div></div>	<div><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.</div>

Current Rating	Hazard Information	Task Status
<div>Low</div> <div><div></div><div></div><div></div><div></div><div></div></div>	<div> <b>Biological</b> Visitors to the school site.</div>	<div><div>0</div><div>0</div><div>0</div></div>
	Measures Currently in place to prevent risk of injury	
	Adults from different educational organisations are now allowed on site. (Music Therapy, Coognition Learning, CMST, SPALT, EP).	

Potential Rating	Additional Controls Required
<div>Low</div> <div><div></div><div></div><div></div><div></div><div></div></div>	<div><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.</div>