



### REVIEW REQUIRED

This assessment is due for review by 01/04/2021.

#### General Details

Assessor	Helen Ward
Assessment Date	04/03/2021
Assigned Reviewer	Helen Ward
Next Review Date	01/04/2021
Operation Assessed	COVID-19 Full Reopening of Schools

#### Associated with specific area

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

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

Reopening schools to all children after a 9 week lockdown.

#### 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.	<div>0</div> <div>0</div> <div>0</div>
	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.	<div>0</div> <div>0</div> <div>0</div>
	Measures Currently in place to prevent risk of injury	
	Staff kept up to date with regular information through email or socially distanced meetings. Staff briefings take place weekly to discuss hazards and to review the RA.	






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.	<div>0</div> <div>0</div> <div>0</div>
	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>Supervision</b>  Failure to maintain supervision levels if staffing levels drop.	  
	Measures Currently in place to prevent risk of injury	
	Staffing levels will be reviewed on a daily basis according to number of children requiring care in school. In the event of not enough staff being available, supply agency staff will be sought. If we cannot secure agency staff a class bubble will need to remain at home and remote learning put in place.	

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>Medium</b> 	<b>Biological</b>  Staff who are identified as clinically vulnerable coming into contact with Coronavirus	  
	Measures Currently in place to prevent risk of injury	
	Staff who have been identified as clinically vulnerable will be shielding until 31st March and not asked to attend school site. This is currently relevant for 1 member of staff.	

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	  
	Measures Currently in place to prevent risk of injury	
	Any students who are clinically vulnerable or shielding will not attend the school site. 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
Low 	<b>Biological</b> Staff or students who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site.	
	Measures Currently in place to prevent risk of injury	
	Any students or staff who live with someone who is identified as clinically vulnerable will be asked individually what can be done to provide a working environment whereby they feel safe to attend. This may involve limited contact with children (i.e. outside supervision or non-contact assignments in the hall). There is also the provision of PPE.	

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> Member of staff displaying symptoms of Coronavirus	
	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 isolate until they are able to get a test. In the event of a positive test, member of staff will remain off site for 10 days and until symptoms have gone. The rest of the 'bubble' will also be asked to self isolate and seek a test should symptoms appear.	


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> 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 test, student will remain off site for 10 days and until symptoms have gone. The rest of the 'bubble' will also be asked to stay at home and isolate for 10 days and seek a test should symptoms appear.	


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><span style="color: green;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span></div>	<div> <b>Welfare</b> Social distancing not observed in staff areas</div>	<div><span style="background-color: red; color: white; padding: 2px 5px;">0</span> <span style="background-color: orange; color: white; padding: 2px 5px;">0</span> <span style="background-color: green; color: white; padding: 2px 5px;">0</span></div>
	Measures Currently in place to prevent risk of injury	
	Clear guidance has been put out to staff to stay socially distanced around school. Staff are also instructed to wear face masks in communal areas and sanitise their hands regularly.	

Potential Rating	Additional Controls Required
<div>Low</div> <div><span style="color: green;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span></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><span style="color: green;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span></div>	<div> <b>Biological</b> Social distancing not maintained at school gate or drop-off/pick-up point</div>	<div><span style="background-color: red; color: white; padding: 2px 5px;">0</span> <span style="background-color: orange; color: white; padding: 2px 5px;">0</span> <span style="background-color: green; color: white; padding: 2px 5px;">0</span></div>
	Measures Currently in place to prevent risk of injury	
	Parents have been asked to wear masks whilst on the school site and to stay at least 2m apart from other families at all times. Staff members monitor this at the beginning and end of the school day. There are staggered starts and ends to the school days.	

Potential Rating	Additional Controls Required
<div>Low</div> <div><span style="color: green;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span></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><span style="color: green;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span></div>	<div> <b>Biological</b> Social distancing not maintained by students before school starts</div>	<div><span style="background-color: red; color: white; padding: 2px 5px;">0</span> <span style="background-color: orange; color: white; padding: 2px 5px;">0</span> <span style="background-color: green; color: white; padding: 2px 5px;">0</span></div>
	Measures Currently in place to prevent risk of injury	
	Students are taken straight into classroom on arrival, where they will be in their class bubble.	

Potential Rating	Additional Controls Required
<div>Low</div> <div><span style="color: green;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span> <span style="color: grey;">■</span></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
Low 	<b>Biological</b> Social distancing not maintained in school corridors	
Measures Currently in place to prevent risk of injury		
There is only the one corridor within the main building. This is not used by children under the current organisation of the school. All staff know to socially distance and wear a mask.		






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 in classrooms	
Measures Currently in place to prevent risk of injury		
This is not always possible in a primary classroom. However teachers are encouraging students to stay at least 2m apart where possible. Adults will try to keep as much a distance as possible from each other and the 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> Social distancing not maintained during break-times and lunchtimes	
Measures Currently in place to prevent risk of injury		
Children remain in their bubbles during lunch and break times. They eat in their classrooms and play in zoned areas of the school grounds. they are not expected to stay socially distanced from each other. The risk of transmission is greatly reduced outside.		






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 during physical activities (PE etc)	  
	Measures Currently in place to prevent risk of injury	
	Pupils within each bubble are encouraged, but not always expected to socially distance.	

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>Manual Handling Objects</b>  Moving and handling of furniture to facilitate social distancing	  
	Measures Currently in place to prevent risk of injury	
	Staff who are moving heavy furniture should have completed 'Every' training on Manual Handling. Large scale alterations will be carried out by the premises team.	

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>Storage</b>  Storage of furniture or equipment removed from classrooms workspaces and other areas.	  
	Measures Currently in place to prevent risk of injury	
	All furniture that has been removed from classrooms is stored safely.	

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.	<div>0</div> <div>0</div> <div>0</div>
	Measures Currently in place to prevent risk of injury	
	Each class bubble have their own hand-washing facilities within the classroom. Where facilities are shared, staff ensure there are no children from another bubble present. Separate facilities are available for any staff members working on site.	

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	<div>0</div> <div>0</div> <div>0</div>
	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	<div>0</div> <div>0</div> <div>0</div>
	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	
	Children in school will be provided with their own personal equipment as far as practicable. Any shared equipment or desk space will be wiped down after use. 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 (water bottles, toys. Etc.)	
	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 limited interaction and hand washing. Regularly used surfaces are wiped down throughout 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 use of welfare facilities – toilets, sinks, water fountains etc.	
	Measures Currently in place to prevent risk of injury	
	Toilets, sinks doors etc are cleaned additionally in the middle of the day. Limited number of children using facilities at any one time. No cross over of bubbles within the toilets.	

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. Meals will be eaten at the workspace that the children have used 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>Housekeeping</b> Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	
	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
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> Visitors to the school site.	
	Measures Currently in place to prevent risk of injury	
	During this period of lockdown, only essential visitors will be allowed on to the school site. Those that are given access will be required to sanitise on arrival and wear PPE whilst on site. Contact details for track and trace will be collected from visitors.	

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> Provision of first aid (including paediatric first aid where appropriate) support to students	
	Measures Currently in place to prevent risk of injury	
	Whilst pupils are on site, there will always be at least one fully qualified first aider in school. Where it is not possible to have a trained paediatric first aider on site, this support will be available remotely.	


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> Providing care (dispensing medicines etc.) for students with medical needs	
	Measures Currently in place to prevent risk of injury	
	If pupils that are in school require medication, the usual protocols will be followed. This will include written permission and instruction from the parent. Staff administering medicine will do this alongside another member of staff.	

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> Providing care for students with specific care needs (support for toileting etc.)	
	Measures Currently in place to prevent risk of injury	
	For any children in school who have specific care needs, staff will follow the normal protocols in place for that child. If any changes to procedure are required due to change of available space or trained staff, these will be discussed and agreed with SENDCo and parent/ carer. Full PPE should be worn at all times when providing care (e.g. toileting).	

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>Welfare</b> Providing care for students with specific emotional or behavioural needs</div>	<div><div>0</div><div>0</div><div>0</div></div>
	Measures Currently in place to prevent risk of injury	
	Wherever possible, support in school for students with specific emotional and behavioural needs will remain the same. Any changes in provision will be agreed with SENDCo and parents before changes are made.	

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>Fire Safety</b> Evacuation procedures clear to all on site</div>	<div><div>0</div><div>0</div><div>0</div></div>
	Measures Currently in place to prevent risk of injury	
	Fire drill to take place within a week of being back on site.	

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>