



Risk Management Assessment Report: Ludgvan School

Risk Area:	Management and Site Maintenance
Assessment Framework:	Full Opening Schools - COVID-19
Work Area or Activity:	COVID-19
Competent Person	Sarah Lyne
Assisted by:	Viv Laity Adam Anderson
Groups Affected:	Parents/guardians Pupils Staff members Contractors/Visitors
Notes:	Full reopening for whole school Sept 2020

Assessed 13/07/2020

To be Reviewed on: 30/09/2020 and ongoing

Risk Rating:	Below 9 - Low Risk
	9 to 14 - Medium Risk
	15 or above - High Risk

What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Plan how the whole school will be accommodated			
Premises not checked to ensure it is safe to re-open.	Reopening checklist completed to confirm all statutory compliance inspection and testing is complete. This will include but not be limited to fire and safety systems, environmental hygiene and asbestos inspection, Gas Safety Systems and Kitchen Appliances	Yes	Severity:3 Likelihood:1 Risk Rating:3
Plans are not in place to identify number of classrooms and additional furniture or social distancing measures for each year group	<ul style="list-style-type: none"> • SLT and site management team meeting to review school site and specify entry/exit points and classroom use • All children will be accommodated in school on any given day with a teacher per 'bubble' • All classrooms being fully utilised for each year group. • Engagement of appropriate services for families not engaging • SLT in school meet regularly to review impact of plan 	Yes	Severity:3 Likelihood:1 Risk Rating:3
Classroom and timetable	<ul style="list-style-type: none"> • Agreed new timetables and confirm arrangements for each year group to 	Yes	Severity:3 Likelihood:2

<p>arrangements do not allow for all pupils to attend in line with guidance</p>	<p>allow for reduced interaction between year groups. Potentially consider reducing the need to move between basic class spaces.</p> <ul style="list-style-type: none"> • Classroom size and numbers reviewed through daily planning. • Spare furniture removed that will not be used. • Clear signage displayed in classrooms promoting social distancing. • Hand cleansing facilities identified for each learning zone • Arrangements in place to support pupils when not at school with remote learning at home. • Zones stay together with their teachers/TA's and do not mix with other groups • In EYFS hand cleansing supervision is in place. • Consideration of staffing changes to cover absence. • The EYFS environment is re-organised to meet requirements • Encourage use of outdoor space, weather dependent • Stagger lunchtimes to align with staggered start and finish times. • Lunchtimes in the hall for all year groups are staggered 		<p>Risk Rating:6</p>
<p>Social Distancing not maintained during physical activities (PE etc)</p>	<ul style="list-style-type: none"> • PE sessions will follow current afPE <i>Guidance Document: Covid-19: Interpreting the Government Guidance in a PESSPA Context.</i> • Pupils will be kept in their designated groups. Physical distancing will be maximised. • PE to be outdoors where possible. • Equipment will be cleaned before and after use. • Contact sports will not take place 		
<p>Content and timing of communications to parents and carers</p>			
<p>Lack of information to Parents and carers of the health and safety requirements for the reopening of the school</p>	<ul style="list-style-type: none"> • As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations using a range of communication tools. • Advice is made available to parents on arrangements testing for COVID-19 • Clarify arrangements for pick-up/drop-off, and breaktimes 	<p>Yes</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
<p>Lack of information to Parents and carers of their responsibilities should a child show symptoms of COVID-19</p>	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced via email, text and verbally. • Clear procedures in place where a child falls ill whilst at school • Ensure contact details of families are up to date. 	<p>Yes</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>

<p>Lack of communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place</p>	<ul style="list-style-type: none"> • Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family • Resources to support mental health and wellbeing, including anxiety of returning to school for pupils and parents 	<p>Yes</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
<p>The school day This section should be considered in conjunction with https://www.gov.uk/government/publications/coronavirus-covid-19- implementing-protective-measures-in-education-and-childcare-settings</p>			
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<ul style="list-style-type: none"> • Start and departure times are staggered between year groups • The number of entrances and exits to be used is maximised; where possible each year group to enter through its own access point. • Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating and parents are informed that gathering at school gates needs to be minimised. <p>(i) Large groups are gathering at drop off and pick up times, causing concern. Following the updated Government guidance of 05/11/2020, a request will be made that face coverings are worn on school premises at these times.</p> <ul style="list-style-type: none"> • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. • A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session - particularly around issues of responding to young children who are showing signs of distress. 	<p>Yes</p> <p>No (i)</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
<p>Staff may not fully understand their responsibilities if they or a child show symptoms of COVID-19</p>	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced via email, text and verbally. • Clear procedures in place where a child falls ill whilst at school • Ensure contact details of families are up to date. 	<p>Yes</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>

Provision for meals and FSM, wrap around care

Consider alongside <https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

The school is unable to provide breakfast clubs, lunch clubs and after-school clubs

- Breakfast Club to resume as a paid offer; this will reduce numbers to a safe and manageable level
- Communicate decisions to parents
- Oasis Childcare Provision also offer Breakfast Club provision
- After School Clubs will not resume

Yes

Severity:3
Likelihood:2
Risk Rating:6

Identify curriculum priorities, agree revised expectations and required adjustments in practical lessons including any approaches to ‘catch up’ support

Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened

- Gaps in learning are assessed and addressed in teachers’ planning.
- Home (and remote learning if necessary) is continuing and is calibrated to complement in-school learning and address gaps identified.
- Exam syllabi are covered where appropriate
- Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning
- Consider the response to young children who have fallen behind in their self-care skills

Yes

Severity:3
Likelihood:2
Risk Rating:6

School unable to meet full provision required in line with EHCP

- Review individual pupil’s EHCP to consider what can reasonably be provided whilst in school
- Access support through health and social care offer
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Yes

Severity:3
Likelihood:1
Risk Rating:3

Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can’t attend school.

- Review online offer for pupils that are unable to attend school
- Learning offer for pupils unable to access online resources
- Access Early Help Hub support for those pupils affected by ICT poverty
- Differentiate offer for eligible children that can’t attend school to support future transition

Yes

Severity:3
Likelihood:1
Risk Rating:3

Content and timing of staff communications including bringing in staff in advance of pupils returning

Staffing levels can’t be maintained

- Contingency planning in place at appropriate levels, e.g. SLT, DSLs, first aid qualified staff
- Chair of responsible body kept informed throughout

Yes

Severity:3
Likelihood:1
Risk Rating:3

Identify staff unable to return to school	<ul style="list-style-type: none"> • Staff who are clinically extremely vulnerable or living with someone who is clinically extremely vulnerable, unable to attend school and social distancing cannot be adhered to on site, but can work effectively from home, for example supporting remote education, or safeguarding calls • Identify specific activities for staff who are vulnerable/shielded 	Yes	Severity:1 Likelihood:5 Risk Rating:5
Staff are insufficiently briefed on expectations	<ul style="list-style-type: none"> • Staff receive briefings on day to day school matters • Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders • Flexible working arrangements needed to support any changes to usual working patterns are agreed 	Yes	Severity:3 Likelihood:1 Risk Rating:3
	<ul style="list-style-type: none"> • Staff workload expectations are clearly communicated • Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school 		
Protective measures and hygiene This section should be considered in conjunction with https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings			
Measures are not in place to limit risks and limit movement around the buildings	<ul style="list-style-type: none"> • Consider classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. • Agree how safety measures and messages will be implemented and displayed around school 	Yes	Severity:3 Likelihood:2 Risk Rating:6

<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>	<ul style="list-style-type: none"> • Classroom arrangements in place. • All furniture not in use has been removed from classrooms and teaching spaces. Safe storage arranged for unused furniture. • All soft furnishings/toys have been removed in EY environment • Resources are arranged to be used by small groups to limit the risk of cross contamination. • Arrangements to be reviewed regularly. 	<p>Yes</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms. • Staff breaks are staggered to allow for social distancing in staff areas 		<p>Severity:3 Likelihood:2 Risk Rating:6</p>
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	<ul style="list-style-type: none"> • Queuing for toilets and hand washing will be monitored. • Floor markings are in place to promote social distancing. 	<p>Yes</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
<p>social distancing measures</p>	<ul style="list-style-type: none"> • Pupils and staff know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned more frequently to take account for the number of pupils accessing the facilities. • Monitoring ensures a constant supply of soap and paper towels. • Bins emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Handwashing is incorporated into the daily timetable. • Provision of hand gel is made available where there are no handwashing facilities, e.g. reception areas and entry and exit points. Supervised use for young pupils. 		
<p>Enhanced cleaning / Enhanced hygiene</p>			
<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required</p>	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) is agreed prior to September opening. • An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection. • Introduce enhanced daily cleaning of doorways, handles and other frequently touched surfaces • More frequent cleaning of rooms / shared areas that are used by different groups • Working hours for cleaning staff are reviewed regularly to allow for increased cleaning • Outdoor playground equipment is used on a rota basis. 	<p>Yes</p>	<p>Severity:3 Likelihood:1 Risk Rating:3</p>

<p>Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school</p>	<ul style="list-style-type: none"> • Cleaners are aware of the guidance for cleaning of non-healthcare settings_ COVID-19: cleaning of non-healthcare settings guidance • Plans are in place to identify and clean all areas with which the symptomatic person has been in contact • Sufficient and suitable equipment is available for the required clean • Adequate waste disposal arrangements are in place to dispose of contaminated equipment • Alternative arrangements are in place for vulnerable pupils and key worker families in case the school needs to close for a Covid-19 clean • Seek support from Public Health. • For EY suitable PPE equipment is available if a distance of 2m from the child cannot be maintained. 	<p>Yes</p>	<p>Severity:3 Likelihood:1 Risk Rating:3</p>
<p>Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established</p>	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Appropriate measures to supervise effective hand cleaning of young children are in place • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day • Posters reinforce the need to wash hands regularly and frequently, including on arrival at school. • Reinforce 'catch it, kill it, bin it' message 	<p>Yes</p>	<p>Severity:3 Likelihood:1 Risk Rating:3</p>
<p>Inadequate supplies and resources mean that shared items are not cleaned after each use</p>	<ul style="list-style-type: none"> • Limit the amount of shared resources and limit exchange of take-home resources between pupils and staff • A plan is in place to clean resources which have been taken home. Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups • Practical lessons will be kept to a minimum, but can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts • Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products 	<p>Yes</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>

School level response should someone fall ill on site in line with govt guidance

<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID- 19 or should there be a confirmed case of COVID-19 in the school</p>	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice. • This guidance has been explained to staff and pupils Use the flowchart from Public Health about how to deal with a suspected case within the pupil or staffing cohort. • Staff are aware of the location of the emergency PPE pack. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Health and safety governors are satisfied that arrangements are in place and in line with DfE guidelines • Report cases to the Health Protection Team 		<p>Severity:3 Likelihood:2 Risk Rating:6</p>
	<ul style="list-style-type: none"> • Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response. • Any teaching and support staff who develop symptoms of COVID-19 are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR 		
<p>Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place</p>	<ul style="list-style-type: none"> • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained 	<p>Yes</p>	<p>Severity:3 Likelihood:1 Risk Rating:3</p>

Plan for personal protective equipment for staff providing intimate care for any children and young people and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home

<p>Provision of PPE for staff where required is not in line with government guidelines</p>	<ul style="list-style-type: none"> • PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist • Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing. • Avoid face to face contact and minimise interaction under 1m with young pupils, except for those with complex needs • Seek LA support for emergency PPE stock • Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance 	<p>Yes</p>	<p>Severity:3 Likelihood:1 Risk Rating:3</p>
<p>PPE provision is not in place for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home</p>	<ul style="list-style-type: none"> • Requirements for PPE have been assessed in line with DfE guidelines • Sufficient stock has been ordered using school's usual suppliers • Health and safety governors are satisfied that arrangements are in place and in line with DfE guidelines 	<p>Yes</p>	<p>Severity:3 Likelihood:1 Risk Rating:3</p>
<p>Managing premises related issues</p>			
<p>There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>No scheduled building works to be carried out. However should this situation change the following will apply:</p> <ul style="list-style-type: none"> • An assessment will be carried out to see if any additional control measures are required to keep staff, pupils and contractors safe including distancing and hygiene procedures. • Assurances will be sought from the contractors that they are familiar with the symptoms associated with Coronavirus covid-19, all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained. • Alternative arrangements will be considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. 	<p>Yes</p>	<p>Severity:3 Likelihood:1 Risk Rating:3</p>
<p>Fire procedures are not appropriate to cover new arrangements</p>	<ul style="list-style-type: none"> • Fire procedures have been reviewed and remain unchanged. 		<p>Severity:3 Likelihood:1 Risk Rating:3</p>

Fire evacuation drills - unable to apply social distancing effectively	<ul style="list-style-type: none"> • Fire evacuation drills have been reviewed and remain unchanged. 		Severity:3 Likelihood:1 Risk Rating:3
Fire marshals absent due to self-isolation	<ul style="list-style-type: none"> • Staff appropriately trained in fire marshal duties as required 		Severity:3 Likelihood:1 Risk Rating:3
Statutory compliance has not been completed due to the availability of contractors during lockdown	<ul style="list-style-type: none"> • All statutory compliance will continue with visitors to school adhering to social distancing where possible. • Compliance visits will take place outside of the school day where possible • Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 		Severity:3 Likelihood:2 Risk Rating:6
The costs of additional measures and enhanced services to address COVID-19 when reopening puts the school in financial difficulty	<ul style="list-style-type: none"> • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. 		Severity:3 Likelihood:2 Risk Rating:6

SAFE WORKING PRACTICES for the full return in September 2020

These arrangements follow government guidance: *Coronavirus (COVID-19): implementing protective measures in education and childcare settings*. The controls listed here are not discretionary and should be seen as the minimum baseline standards to keep the academy as safe as necessary. The viability of the sessions will depend on the cooperation of the pupils attending, teaching and support staff vigilance and a consistent application of the guidelines across all sessions.

It is possible that a minority of pupils will not be able to engage for various reasons. Staff must not permit disruption by any individual pupil and must intervene rapidly by calling supporting colleagues to ensure a situation does not develop that might compromise the session.

DO carefully brief the group to describe the following:

- Expected behaviour and the observance of social distancing.
- The limits of their individual learning zone.
- Entry and exit points to their zone.
- The toilets that are assigned to their zone.
- The toilet access arrangements and the need to wait at a safe distance until a cubicle is available.
- The importance of hygiene and handwashing.
- The need to cough or sneeze into a tissue which is binned immediately.
- The seating plan as fixed and not interchangeable. If there is a break, the pupil returns to the same desk position.
- Resources should not be shared unless it is unavoidable. Shared resources, if any must be quarantined immediately after the session in the clear plastic liner provided.

DO NOT

- Allow pupils to wander about or leave the session unsupervised.
- Permit pupils to enter any rooms other than their allocated classroom.
- Permit pupils to access any area or part of the school outside their zone before, during or after their session.
- Permit unrestricted or unsupervised access to alcohol hand sanitiser (it is to be used sparingly if hand washing is not practicable).
- Permit the use of a copier or printer during the session.

Health, Safety and Welfare Arrangements

- Furniture should remain as set-out pre-session and not be moved or rearranged.

- If any person starts to feel unwell during a session they must be removed immediately to the Isolation Room and instructions posted up in the room be followed.
- Teachers should check the medical or special needs status of any pupils in their group.
- First Aid, if needed is available on call.
- When administering First Aid, staff must wear appropriate PPE.
- Virucidal cleaning materials are available for rapid deployment if needed.
- In case of an emergency evacuation all sessions must leave by their nearest available exit and assemble on the top playground staying within their groups and at a safe distance both within the group and from other groups.
- Staff welfare facilities are in the staff room, with staggered use to aid social distancing.
- Please take personal responsibility and fully cooperate with social distancing at all times. It can be awkward and unsettling for others if you do not.
- Please understand that some staff may be identified as vulnerable according to government guidelines and their return to work may be a challenge.
- Please look out for each other and be supportive.