

This risk assessment has been completed following current government guidelines as of 8th January 2021. The coronavirus outbreak is a rapidly developing situation and this risk assessment will be updated as the guidance changes.

RISK ASSESSMENT: National lockdown January 2021- Version 6

Establishment Name	Cape Cornwall School
Persons at risk	Adults and pupils
Date of assessment	Jan-21
Review Date	Weekly



Truro and Penwith
Academy Trust

Description Of Hazard	Current Control Methods (Including Safe Working Practice)	Severity	Likelihood	Risk	Are Control Methods Adequate
Evacuation procedures during resumed full occupancy of the school	Fire risk assessment and evacuation routes to be reviewed, and evacuation procedures updated as required. Please review the impact social distancing measures may have on escape routes, access to emergency equipment and fire equipment (such as extinguishers). All classroom doors to be wedged open, staff to kick out wedge if there is need to evacuate/invacuate	Death	Very Unlikely	Low 5	Yes
Premises not checked to ensure it is safe to open	Complete the re-opening checklist and ensure all issues are actioned SC/QB/SN	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Lack of up to date information for staff	Organise staff briefings for at least twice per week, including any health and safety updates. This can be full staff or SLT Team as appropriate. These should be held in the most appropriate space for numbers of staff (hall/gym)and consideration of social distancing guidelines. Staff briefings during lockdown will take place remotely via 'Teams'. School leaders should explain to staff the measures the school is putting in place to reduce risks. Staff updates to be included on briefing notes circulated to all staff via email by OK. The risk assessment will be shared with staff for meaningful consultation and discussed in detail via briefings/meetings. Staff views will contribute to review and ongoing evaluation of management procedures. Staff should avoid face to face meetings in confined and poorly ventilated spaces.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes

Lack of up to date information for students and parents/guardians	Updates on school website, via parentmail and FB page. Ensure all contact details are up to date. Communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Failure to maintain supervision levels if staffing levels drop	Long-term contingency plans should be put in place. Staffing levels to be checked each day by SLT. School site open only for vulnerable students, children of critical/keyworkers and Kites. Fortnightly rota for skeleton on	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Staff who were identified as shielding or clinically extremely vulnerable (and have received a shielding letter) coming into contact with Coronavirus	Those who are clinically extremely vulnerable should not work on site in school whilst the national guidance currently says it is not safe to do so and should work remotely. Complete risk assessment for pregnant staff. The Royal College of Obstetrics and Gynaecology (RCOG) has published https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/ . This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it.	Major Injury/Long Term Absence	Very Unlikely	Low 4	YES
Students who were identified as shielding or clinically extremely vulnerable coming into contact with Coronavirus	Students who are clinically extremely vulnerable should not be in school whilst the national guidance currently says it is not safe for them to do so. Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, school will immediately offer them access to remote education.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Staff who had previously been identified as clinically vulnerable coming into contact with Coronavirus	Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the measures in this risk assessment to minimise the risks of transmission. If staff are concerned, including those who may be clinically vulnerable or who believe they may be at possible increased risk from coronavirus, line managers should discuss any concerns individuals may have around their particular circumstances and reassure staff about the measures in place.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes

Staff or students 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. People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend school but should ensure they maintain good prevention practice in the school and home settings.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Member of staff displaying symptoms of Coronavirus	Staff reminded at briefings of the requirements to immediately isolate if displaying symptoms and to get tested. Ensure that staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home and advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance . If a member of staff is awaiting collection they should wait in the staff isolation room, (Careers office near Reception). Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. All suspected cases should be immediately reported to John Eddy and Bonnie Wright. Schools, staff and parents should be ready to provide information required for Test & Trace purposes i.e. details of recent contacts. The guidance for self-isolation for households/close contacts of those who have tested positive for coronavirus has been reduced to 10 days.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes

Student displaying symptoms of Coronavirus	<p>Ensure that pupils do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, (small meeting room), depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. Staff providing support to be provided with PPE. Areas used by student to be thoroughly cleaned. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. All suspected cases should be immediately reported to John Eddy or Bonnie Wright. Schools, staff and parents should be ready to provide information required for Test & Trace purposes i.e. details of recent contacts. The guidance for self-isolation for households/close contacts of those who have tested positive for coronavirus has been reduced to 10 days.</p>	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Social distancing not observed in staff areas	<p>Some furniture removed in the Staffroom and extra Staffroom provision created in the library to promote distancing. Lessons and break time to be staggered to reduce the likelihood of staff all using staff areas at once. Staff gathering in confined spaces must be avoided at all times. Adults should maintain 2 metre distance from each other. In particular, they should avoid close face to face contact. All staff working remotely where possible.</p>	Major Injury/Long Term Absence	Unlikely	Low 8	Yes

<p>Social distancing not maintained at school gate or drop off/pick up point</p>	<p>Additional adult supervision to be provided at gate and/or drop off/pick up point. Each bubble has a separate entry/exit point to the school, staff on entry points to make sure hand sanitiser is used by all students on entry/exit to the school. Display signage prominently within school and on the outside of buildings to encourage social distancing (employ multiple-language signage where necessary). Communicate to parents that only one parent should drop off or pick up students. Limit parent vehicular access to car parks to essential car-users only -this will require active management at drop-off and pick-up times and potential pre-arrangements to be made - implications for the impact on local; residents resultant from increased on-street parking should be considered on an individual school basis. Local residents should not be in school car park between hours of 7.30am-5pm (QB checking signage and followed up by security firm). A free public car park is available for residents in St Just.) Gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p>	<p>Major Injury/Long Term Absence</p>	<p>Very Unlikely</p>	<p>Low 4</p>	<p>Yes</p>
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<p>Social distancing not maintained during home-to-school transport if transport is boarded directly from school premises</p>	<p>Use of public transport by pupils, particularly in peak times, should be kept to an absolute minimum. Encourage parents, staff and pupils to walk or cycle to school if at all possible. Additional supervision to be provided at gate and/or drop off/pick up point, hand sanitiser provided at exit points. Consider school parking arrangement to reduce congestion. Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop off and pick up arrangements. Display signage prominently within school and on the outside of buildings to encourage social distancing (employ multiple-language signage where necessary). Schools must obtain copies of the Covid-19 risk assessments provided by their school transport provider. Please refer to the TPAT Covid-19 School Transport Policy for further information. For schools providing their own school transport, exiting RA's should be amended to include Covid control measures. It is important to consider:</p> <ul style="list-style-type: none"> - how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school - use of hand sanitiser upon boarding and/or disembarking - additional cleaning of vehicles - organised queuing and boarding where possible - distancing within vehicles wherever possible - the use of face coverings for children 	<p>Major Injury/Long Term Absence</p>	<p>Very Unlikely</p>	<p>Low 4</p>	<p>Yes</p>
<p>Social distancing not maintained by students before school starts</p>	<p>Parents to be instructed not to allow students to attend before school starts students may be on site from 8.30am for 8.40am start. Students to be directed straight to classrooms. Use tape or cones to demarcate the route to classrooms. Display signage prominently within school and on the outside of buildings to encourage social distancing (employ multiple-language signage where necessary).</p>	<p>Major Injury/Long Term Absence</p>	<p>Unlikely</p>	<p>Low 8</p>	<p>Yes</p>

<p>Social distancing not maintained in school corridors</p>	<p>It is recommended that groups are kept as small as possible but can be up to the size of a Year group if necessary (secondary schools/KS3 & 4). The routine wearing of face masks by all members of the school community is embedded and all students (except medical exemptions) are in face masks every day. Groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Where possible external exits will be used (classrooms HU2, HU3, L1, S1, S2, S3, S4 and Music room). In the event of extreme bad weather making it unsafe to use external routes, the students would move around the school using alternative internal routes, following the one-way system and classroom release would be staggered. All students will be expected to have a coat and parents will be regularly asked to provide one. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. The movement around school will be reviewed every 2 weeks in January with input from John Eddy. In the event of a significant increase in confirmed cases, the school would revert to the original risk management procedures as in the most recent previous risk assessment 30th Nov 2020.</p>	<p>Major Injury/Long Term Absence</p>	<p>Unlikely</p>	<p>Low 8</p>	<p>Yes</p>
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Social distancing not maintained in classrooms	Class sizes to be kept as small as possible, chairs and tables spread out. Pupils should remain within their own groups. From January students will be taught in subject specialist classrooms for all subjects. Use tape to demarcate zones within the classroom. Visualisers and whiteboards should be kept clear with a clearly identified teaching zone. Students should be allocated their own chairs/tables and should only use these. Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Where staff need to move between classes and Year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Staff in secondary schools maintain distance from their pupils, staying at the front of the class away from their colleagues where possible and adhere to current government social distancing guidelines at all times. Staff to wear a face mask if moving around the room. Adults should maintain 2 metre distance from each other and from children on site when supporting students on site in their bubble location. Seat pupils side by side and facing forwards, rather than face to face or side on.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Social distancing not maintained during break-times and lunchtimes	Break for lunchtimes to be taken in class groups to minimise mixing - Year 7 Year 8 and Year 9 11.25; Year 10 and Year 11 12.00. Supervision to be provided. Stagger break lunchtimes to reduce cross-contamination. Schools must have copies of their catering provider's Covid-19 Risk Assessment. Outdoor playground equipment should be more frequently cleaned. Morning or afternoon break either at the end of P1 9.50-10.05 or start of P4 1.45-2.00 to be taken in class groups to minimise mixing, supervision to be provided by class teacher. Timing of break to rotate between Week A and Week B for each bubble.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Social distancing not maintained during meals	Lunchtimes to be staggered to reduce numbers in one space. Less tables put out and spaced further apart. Supervision to be provided. Stagger mealtimes. Surfaces in the dining hall should be cleaned between groups. Refer to Communal Areas Risk Assessment.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes

Social distancing not maintained during physical activities (PE etc.)	No activities that require contact or proximity. Equipment can be used but must be cleaned between groups. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Support social distancing with signage, barriers, floor markings and staff supervision. Refer to Use of Changing Rooms Risk Assessment	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Moving and handling of furniture to facilitate social distancing	Site team QB/SN to move equipment where required. Ask for additional help if needed by contacting external assistance. Speak to Trust for advice.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Storage of furniture or equipment removed from classrooms workspaces and other areas	Unused classrooms to be used for extra storage space. All tables and chairs to be stacked safely QB/SN.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Lack of hand washing facilities	Toilets and classrooms have hand-washing facilities. Instruct the children where to wash hands and how to socially space. All hand wash areas to be provided with soap dispensers and will be checked twice daily. Paper towels to be provided. Classrooms without sinks should have supplies of hand sanitiser and dry foaming soap (no water required).QB/SN/Cleaning team	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Over-use or misuse of hand sanitiser	Hand sanitiser available at Reception for visitors and for staff in the kitchen, Staffroom and offices etc. Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin-friendly skin cleaning wipes can be used as an alternative. Alcohol-based hand sanitisers should be stored away from all heat and ignition sources, including sparks; open flames; any type of electrical outlets, switches, or equipment. Alcohol-based hand sanitiser products should be stored in secure locations that do not experience hot temperatures.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes

Staff and students not cleaning hands frequently	School to ensure that pupils and staff clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Cross contamination of used tissues etc.	Pedal bins with liners in each classroom. This must be emptied at least once daily. All waste should be double-bagged and placed in schools normal refuse bins. As with hand cleaning, ensure younger children and those with complex needs are assisted and all pupils understand that this is now part of how school operates. Posters displayed in all areas of school to support	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Disposal of potentially contaminated waste	Bin liners double-bagged and stored safely for disposal. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Cross-contamination from sharing equipment	Equipment sharing to be discouraged as much as possible. Each classroom to be provided with sanitising wipes to clean equipment between usage. Desks and chairs must also be wiped by students as they arrive and leave a classroom. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom-based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Gloves provided for staff to use when marking student work.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes

Cross-contamination from sharing personal possessions (water bottles, toys etc.)	Students to bring own water bottles. Sharing of personal possessions not permitted. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Cross-contamination from contact with frequently touched surfaces (door handles, hand rails, tables etc.)	Cleaning schedule ensures cleaning is generally enhanced and includes: - more frequent cleaning of rooms and shared areas that are used by different groups. - students wipe down tables and tops of chairs with sanitiser wipes when exiting and entering a lesson.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Cross-contamination from use of welfare facilities - toilets, sinks, water fountains etc.	Toilets and sinks etc. to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. Different groups allocated their own toilet blocks and these will be labelled. Re-commissioned water fountains where applicable. Ensure they have been flushed in accordance with Legionella regulations. This should be recorded on the Premises Checklist	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Cross-contamination from food served on the premises	Catering staff to update their hygiene risk assessments to take account of coronavirus. Use single use containers where possible. School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19) https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 .	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Cross contamination from parcel and mail deliveries	Consideration given to the arrangements for any deliveries. Deliveries dropped off in foyer. Clear signage – restrict numbers of visitors in office/foyer Encourage communication with school to be phone/electronic where possible. Post to be left 48 hours where possible unless entitled urgent. Staff encouraged to wear PPE when handling mail initially.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes

Lack of appropriate cleaning materials and personal protective equipment for school staff including cleaning and	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place. Internal cleaning and catering staff to be provided with disposable gloves and aprons or ensure their fabric PPE is washed daily. External providers should have equipped their staff as necessary. Refer to their risk	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Visitors to the school site including externally employed adults delivering learning in school	No visitors on site with exception of essential deliveries, social care/medical. All meetings should be arranged remotely. Essential visitors to the site, including parents, should only attend if prearranged and agreed by HOS. Visitors required to hand-sanitise at Reception, on entry and exit, wear a face mask in all areas of the school site and must be signed in and out. Schools should have discussions with key contractors about the school's control measures and ways of working as part of planning for the Spring term. Schools should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Provision of first aid (including paediatric first aid where appropriate) support to students	Disposable gloves etc. available in first aid kit. Utilise First Aid grab bags. Grab bag to include body fluid spillage kits and disposable apron and face mask.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Providing care (dispensing medicines etc.) for students with medical needs	or	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Providing care for students with specific care needs (support for toileting etc.)	Individual risk assessment and care plan to be reviewed and updated alongside current government guidelines. PPE to be provided where required.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Providing care for students with specific emotional or behavioural needs	Individual risk assessment and care plan to be reviewed and updated. PPE to be provided where required.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes

Staff mental health issues	Management to promote mental health & wellbeing awareness to staff during the coronavirus outbreak and to offer whatever support they can to help. Well being tip of the week and other support contact details to be shared in staff weekly briefing notes.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Staff transport to/from school	Public transport should be avoided. If unavoidable, face coverings must be worn. Remind staff about the heightened risk when using fuel stations before attending work. Using gloves or tissues when filling cars up with fuel can reduce the risk of the spread of Covid-19. Always wash hands as soon as staff get to school.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Foreign Travel	Ensure that no pupils or staff come to school if they have returned from certain countries within the last 14 days. Visit https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors for up to date information.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Face coverings on school (transport)	In accordance with advice from PHE, from the Autumn term, the recommendation is that children and young people aged 11 and over wear a face covering when travelling on dedicated transport. This does not apply to people who are exempt from wearing a face covering on public transport	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Face coverings at school (secondary)	Face coverings must be worn by adults and students in secondary schools whenever possible above the use when moving around the school i.e. corridors and communal areas. Also wherever it is difficult to maintain social distancing including in classrooms and whenever close contact (less than 2m) is required to support learning or care of a child. Hands should be washed or sanitised after removing a face covering, reusable face coverings when not being used should be kept in a resealable plastic bag. This does not apply to people who are exempt - for this to be agreed staff should see Head of School if this may apply to them, students to be seen by Head of Upper/Lower School.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes

Face coverings at school (employees)	All employees must wear a face mask. Face masks are provided for all staff. This does not apply to people who are exempt - for this to be agreed, staff should see Head of School if this may apply to them. Visors are provided for staff who wish to wear them. At present face coverings are a requirement for adults and students when moving around the school, in corridors, communal areas, all areas on the school site, optional for classrooms whilst in the 2m teacher/LSA support zone. They must be worn by staff and students in classrooms if stepping out of this zone.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
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NOTES & APPROVAL

Assessor	
TPAT H&S Manager	John Eddy
Trip/Activity Leader	
Headteacher/EVC	Sarah Crawley
Year Group/s	Year7, 8, 9,10,11 Critical worker/vulnerable students