

MARAZION SCHOOL Risk Management - Assessment Report

Work Area or Activity	Whole School
Risk Area	Management and Site Maintenance
Assessment Framework	January 2022 - COVID-19 UPDATED
Competent Person	Jenny Rainbow
Assisted by	Edna Smith
Group Affected	All staff All children Parents/Carers Visitors
Notes	This assessment is for the planned full return to school for all children
Assessed on	10/01/2022
To be reviewed on	26/01/2022

What are the hazards	What is already being done	Satisfactory?	Risk Findings
Suggested control measures/considerations are not used	Advice and guidance considered and adapted in the context of Marazion School at all times. Updates/amendments made when necessary. Links and websites provided in school communication	YES	Severity 4 Likelihood 1 Risk Rate 4
Section A: PREPARING THE SITE			
1. Health and Safety Check of the site / site examination			
No examination of classroom/rooms	Staff to continue to complete regular reviews of their classroom/indoor and outdoor spaces, including organisation and management of equipment and resources.	YES	Severity 4 Likelihood 2 Risk Rate 8
2. Cleaning and hygiene			
Lack of appropriate PPE for children and adults	Aprons, gloves and fluid resistant masks/eye protection must be worn by adults who are with children with suspected coronavirus symptoms / administering intimate care or first aid. If appropriate PPE (ie fluid resistant mask and eye protection) is not available for intimate care/ first aid then parents will be asked to come into school to administer the care, following SD guidelines. Adults need to wear a face covering or face mask in school in crowded/communal areas	YES	Severity 4 Likelihood 2 Risk Rate 8
Lack of appropriate cleaning materials and personal	Aprons, disposable gloves and masks are provided for cleaning	YES	Severity 4 Likelihood 1

protective equipment for cleaning and catering staff	/caretaking team. Full PPE must be worn by cleaners who clean the school after a possible/confirmed case in school. Catering staff are external.		Risk Rate 4
Unclear expectations about cleaning and hygiene on the school site	Caretaking team have a list of all daily thorough cleaning detail needed. This detail is reviewed regularly	YES	Severity 4 Likelihood 2 Risk Rate 8
Cross-contamination from used tissues etc.	Lidded bins with liners in each classroom/hall. These bins are labelled 'TISSUES ONLY.' Good supply of disposable tissues in all classrooms/hall. This supply to be topped up regularly	YES	Severity 4 Likelihood 2 Risk Rate 8
Disposal of potentially contaminated waste	Bin liners double-bagged and stored safely for disposal. Any waste from a clean after a possible/confirmed case must be double bagged and placed in a lidded bin for 72 hours before disposal.	YES	Severity 4 Likelihood 2 Risk Rate 8
Cross-contamination from sharing equipment	Sanitising wipes provided to clean equipment as needed. Staff will continue to keep equipment clean. Staff must review the amount of cleaning supplies they have in their learning spaces, monitoring amounts so that they don't run out. Staff are familiar with the rules on hand cleaning, cleaning of resources and equipment and how to manage the use of equipment and resources. Staff and cleaners have access to 'foggers,' which can clean resources/ equipment/ spaces quickly and effectively. The 'foggers' can be used both during, before and after the school day	YES	Severity 4 Likelihood 2 Risk Rate 8
Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc) and welfare facilities – toilets and sinks	Frequently touched surfaces, equipment, door handles, toilets used during the day cleaned thoroughly each day. Children are reminded to wash their hands. Following a confirmed case, used paper hand towels etc from the toilets to be double bagged, quarantined for 72 hours and then disposed of with general waste	YES	Severity 4 Likelihood 2 Risk Rate 8
Lack of hand-washing facilities.	Children have access to sinks and water in all classrooms/hall. Adults will make sure that water is	YES	Severity 4 Likelihood 1 Risk Rate 4

	available – washing up bowls in all classrooms/hall to be used for hand-washing if needed. All spaces will be provided with soap and supplies checked regularly. Paper towels also provided		
Over-use or mis-use of hand sanitiser	Hand sanitiser will remain available at reception for visitors. Visitors in school building during exceptional circumstances. Visitors must be aware of COVID-19 safe protocols. Hand sanitiser also available in the school office/classrooms. Hand sanitisers replenished by caretaking team	YES	Severity 3 Likelihood 1 Risk Rate 3
Staff and children not washing hands frequently	Children and adults will continue to wash hands when they arrive at school and at beginning and end of each session as well as before and after lunch. COVID appendix in both Behaviour Policy/Staff Code of Conduct	YES	Severity 4 Likelihood 2 Risk Rate 8

SECTION B: REVIEW OF STAFFING/TEACHING GROUPS

1. Staff audit

Failure to maintain supervision levels if staffing levels drop.	Support staff may be able to work under the direction of the class teacher (who is working from home) within their class. Supply teachers may be used. If staffing ratios reduce to level that is considered unsafe, then parts/all of the school may have to close and move to remote learning.	YES	Severity 4 Likelihood 2 Risk Rate 8
Staff who are identified as extremely clinically vulnerable coming into contact with Coronavirus	Extremely clinically vulnerable staff complete a staff declaration form. There is also a discussion about enabling work during COVID 19. There may be an individual risk assessment for a member of staff	YES	Severity 4 Likelihood 1 Risk Rate 4
Staff who are identified as clinically vulnerable coming into contact with Coronavirus	Clinically vulnerable staff complete a staff declaration form. There is also a discussion about enabling work during COVID 19. There may be an individual risk assessment for a member of staff	YES	Severity 4 Likelihood 1 Risk Rate 4
Staff who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site	Assessed on a case-by-case basis and government guidance followed. There may be an individual risk assessment for a member of staff	YES	Severity 4 Likelihood 1 Risk Rate 4

2. Communication

Lack of up-to-date information for staff	Staff/TA/Governor meetings may be via Teams/ Zoom. WhatsApp staff groups continue.	YES	Severity Likelihood Risk Rate	4 1 4
Staff are unable to contact the school office	There is a walkie talkie in every class, which must be left on. Staff must also have a walkie talkie when they are on duty outside/ working outside	YES	Severity Likelihood Risk Rate	4 1 4
Lack of up-to-date information for children and parents/guardians	Newsletters are sent weekly. Updates via parent mail / email / text. No information currently shared on Instagram/twitter. Updates/ letters/ risk assessments are shared with parents. Parents/carers asked to talk through information with their child/children. Information available on school website – ‘Coronavirus Page.’ Updates sent as required, responding to any changes in government guidance	YES	Severity Likelihood Risk Rate	4 1 4
3. Attendance reporting				
Attendance register is not completed	Attendance in school from September 2021 is mandatory. Usual attendance school protocols followed. There are a range of codes to use in registers from September 2021 in order to record different types of absence	YES	Severity Likelihood Risk Rate	4 1 4
SECTION C: PRACTICAL STEPS TO REDUCE RISKS				
Protective measures are not in place	<p>More protective measures introduced from 10th-26th January</p> <ul style="list-style-type: none"> Ensuring good hygiene for everyone, including handwashing and respiratory hygiene Maintaining appropriate cleaning regimes Keeping occupied spaces well ventilated Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19 Children to remain in class bubbles Children to have lunch in classrooms Classes to have set times for lunch and arrange separate class lunch/break times and duties 	YES	Severity Likelihood Risk Rate	4 2 8

	<ul style="list-style-type: none"> • Assemblies to continue over Zoom • Some staff are working across bubbles following COVID safe protocols: <ul style="list-style-type: none"> ○ wearing face mask ○ working outside 		
Staff are not fully vaccinated	The government are urging all education staff to get vaccinated and get a booster jab if offered one		
Children who are identified as shielded or clinically vulnerable returning to school	Parents reminded to inform the school of any vulnerable children and to refer to government guidance. Each assessed on a case-by-case basis. Individual risk assessments may be needed for these children	YES	Severity 4 Likelihood 1 Risk Rate 4
Children who are identified as extremely clinically vulnerable returning to school	Parents reminded to inform the school of any extremely clinically vulnerable children and to refer to government guidance. Each assessed on a case-by-case basis. Individual risk assessments may be needed for these children	YES	Severity 4 Likelihood 1 Risk Rate 4
Children who are identified as clinically vulnerable returning to school	Parents reminded to inform the school of any clinically vulnerable children and to refer to government guidance. Each assessed on a case-by-case basis. Individual risk assessments may be needed for these children	YES	Severity 4 Likelihood 1 Risk Rate 4
Children who live with someone who is identified as shielded or clinically vulnerable returning to school	Assessed on a case-by-case basis and government guidance followed. Individual risk assessments may be needed for these children	YES	Severity 4 Likelihood 1 Risk Rate 4
Staff who are pregnant returning to school	Assessed on a case-by-case basis and government guidance followed. Individual risk assessments may be needed for member of staff	YES	Severity 4 Likelihood 1 Risk Rate 4
Staff/children who identify as being BAME	Assessed on a case-by-case basis and government guidance followed. Individual risk assessments may be needed for these members of staff/children	YES	Severity 4 Likelihood 1 Risk Rate 4
Staff/children living with someone or having regular contact with someone identified as being clinically or extremely clinically vulnerable, identifying as	Assessed on a case-by-case basis and government guidance followed. Individual risk assessments may be needed for these members of staff/children	YES	Severity 4 Likelihood 1 Risk Rate 4

BAME or pregnant attending site			
There are no protective measures to reduce risks in place	Protective measures agreed with staff/FGB, following government guidance. Adults may take children's temperatures regularly. All staff are using LFD testing twice a week during term time and reporting their results Follow link below for current guidance and advice around testing and self isolation, updated on 11 th January 2022: Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk)	YES	Severity 4 Likelihood 1 Risk Rate 4
Social distancing (SD) not maintained at school gate or drop-off/pick-up point	SD no longer required. Same start/finish times: 8.45am-3.00pm (full days on Fridays). Some children to continue to arrive/leave at different drop off/pick up points Parents must not park in the school car park AT ANY TIME and should only park on School Lane if there is an emergency (this does not include bad weather or lateness). Parents and children to continue to walk/bike/scooter the for the last part school of their journey to school, parking further away from school	YES	Severity 4 Likelihood 1 Risk Rate 4
Social distancing not maintained during break-times	There are no whole school break times. Supervision for break times provided by staff members within the class bubble	YES	Severity 4 Likelihood 2 Risk Rate 8
Social distancing not maintained during meals	Children/adults to practice SD as required. Class bubble lunchtimes – children eat in classrooms. Attenborough eat in CB in hot canteen. Children can bring their own packed lunch or have a school lunch	YES	Severity 4 Likelihood 2 Risk Rate 8
Social distancing not maintained during physical activities (PE etc)	PE activities in CBs. After school clubs restarting later in January 2022. Sporting fixtures and events taking place with COVID safe protocols. Equipment to be cleaned regularly	YES	Severity 4 Likelihood 2 Risk Rate 8
Social distancing not observed in staff areas	Staff to practice SD as required. Staff must not gather in small spaces – for example, Staff Room	YES	Severity 4 Likelihood 2 Risk Rate 8

Social distancing not observed when going to the toilet	These facilities will be thoroughly cleaned daily, including during the day as required. Fogging of the toilets to continue during the school day - adults/ children must not use the toilets between 11.15 and 11.30am due to fogging of the toilets. Children are using different toilets available	YES	Severity 4 Likelihood 1 Risk Rate 4
Classrooms/rooms/hall are not well ventilated	Spaces will continue to be well ventilated - it is important to manage the need for increased ventilation while maintaining a comfortable temperature.	YES	Severity 4 Likelihood 1 Risk Rate 4
Social distancing not observed in assemblies	Whole school assemblies to continue via Zoom.	YES	Severity 4 Likelihood 1 Risk Rate 4
There is no contact test and trace system in school	From September, NHS Test and Trace to carry out contact tracing in all education settings rather than being run by the school or college	YES	Severity 4 Likelihood 2 Risk Rate 8
Member of staff displaying symptoms of Coronavirus	Staff to immediately isolate if displaying symptoms and to get tested. Any areas used by staff members displaying symptoms in school to be thoroughly cleaned (see Section 2). Other adults that have had close contact with the member of staff must also self-isolate for 10 days, unless they are fully vaccinated. Those who test positive or are showing symptoms, need to self-isolate.	YES	Severity 4 Likelihood 2 Risk Rate 8
Child displaying symptoms of Coronavirus	First Aid Room set aside for affected child and cleaned after use. Staff providing support for child provided with PPE including fluid resistant face mask and eye protection. Area used by child thoroughly cleaned. Parents informed and child to be picked up immediately. Test for COVID 19 must be arranged. The household must self-isolate for 10 days – unless members of the household are fully vaccinated. Evidence of test results can be shared with school before child can return to school. Children must self-isolate if they have symptoms of COVID-19 or a positive test result.	YES	Severity 4 Likelihood 2 Risk Rate 8

Lack of procedures in place to manage possible/ confirmed cases of covid-19 within the school community, including an outbreak	Senior leaders and governors will follow guidance, liaising with local and national agencies and reviewing template letters for parents. Areas, equipment and resources will be deep cleaned and/or isolated for 72 hours.	YES	Severity Likelihood Risk Rate	4 2 8
Parents visiting the school site	Parents' Meetings may still take place outside in exceptional circumstances. Some parent meetings may also continue via Teams/Zoom	YES	Severity Likelihood Risk Rate	4 1 4
Providing care for children with specific care needs (support for toileting etc.)	PPE available where required. Individual risk assessments and healthcare plans are in place.	YES	Severity Likelihood Risk Rate	4 2 8
No procedures in place for staff/children returning from parts of the UK and overseas known to have had recent spikes in COVID-19	Senior leaders and governors will continue to follow government guidance, liaising with staff and parents	YES	Severity Likelihood Risk Rate	4 2 8
SECTION D: PLANNING WHAT TO TEACH				
The timetable for pupils in school/working remotely at home is not appropriate	The Marazion School Day remains the same for children in school and for children working remotely online. Class timetables remain the same	YES	Severity Likelihood Risk Rate	4 1 4
The curriculum is narrow	Marazion ambitious and broad curriculum in place	YES	Severity Likelihood Risk Rate	4 1 4
No amendments made to existing risk assessments for school visits	School visits can go ahead with COVID safe risk assessments	YES	Severity Likelihood Risk Rate	4 2 8
There is no remote learning offer	Remote learning offer is established in school and is available at short notice	YES	Severity Likelihood Risk Rate	4 1 4
No amendments made to existing risk assessments for school visits	COVID safe risk assessments are written for school visits	YES	Severity Likelihood Risk Rate	4 2 8
There is no focus on pupil and staff wellbeing	Adult/children wellbeing is the focus of staff training/class planning.	YES	Severity Likelihood Risk Rate	4 1 4
SECTION E: CHANGES TO ROUTINE				
Staff and pupils are not aware of new rules and routines	Staff/children/parents informed of changes to rules/routines – in staff meetings; circle times; by email; school newsletter. Staff explicitly model good hygiene routines and supervise health and hygiene arrangements, such as handwashing	YES	Severity Likelihood Risk Rate	4 1 4
COVID-19 risk assessment is not current	Regular review of COVID-19 risk assessment by staff/governors.	YES	Severity Likelihood Risk Rate	4 2 8

	The risk assessments are 'living' documents		
There are no plans for an outbreak in school / in the local area	Marazion School has an 'Outbreak Management Plan' and liaises with local Public Health Team for advice and support	YES	Severity 4 Likelihood 2 Risk Rate 8