**COVID-19 risk assessment – Pencalenick school**

**Company name: Pencalenick School Assessment carried out by: Ruth Zimmerman (Headteacher) and SLT**

**Date assessment was carried out: 17th September review date: 31st October**

**Introduction**

We have consulted the following government guidance in the preparation of this risk assessment and action plan:

* [https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings](%20%20https:/www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings)
* <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf>
* <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4>
* <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure>
* <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

**Implementing social distancing with young children is not possible and therefore the government are referring to a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.**

**These are the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined below.**

**CORNWALL IS CURRENTLY EXPIERENCING HIGH LEVELS OF COVID 19 AND HAS BEEN IDENTIFIED AS AN ENHANCED RESPONSE AREA. THIS RISK ASSESSMENT WILL BE DYNAMIC TO THIS SITUATION AND REVEIWED ACCORDINGLY.**

**Prevention:**

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend childcare settings, schools or colleges
2. clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
3. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
4. enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
6. where necessary, wear appropriate personal protective equipment (PPE) Numbers 1 to 4 must be in place in all schools.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 5 applies in specific circumstances.

**Response to any infection:**

1. Any individual who has symptoms / tests positive for COVID 19 must not attend the school.
2. Individual staff who have been in contact with someone who has tested positive will carry out daily LFD tests for 10 days and will continue to attend school. Pupils who cannot test will be carefully monitored for symptoms.
3. confirmed cases of coronavirus (COVID-19) amongst the school community will be carefully monitored – any clusters of infection will be reported to PHE and additional/ enhanced outbreak control measures will be implemented – see attached outbreak risk assessment
4. contain any outbreak by following local health protection team advice

# Risk assessment and action plan.

# This is a dynamic risk assessment and working document which will be updated as necessary.

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| **What are the**  **hazards?** | **Who might be harmed and how?** | **Controls** | **Who needs to carry out the action?** | **Is this satisfactory?** | **When is the action needed by?** | **When will this be reviewed?** |
| |  | | --- | | Getting or spreading coronavirus by not washing hands or not washing them adequately | | |  | | --- | | Pupils  Staff  parents  contractors  Drivers coming to the school  Drivers leaving the school  Visitors | | * Hand washing facilities in each toilet area and in some classrooms. Hand sanitization available in every classroom and at sanitization points at each part of school. * Children will wash hands and sanitise on arrival and regularly throughout the school day including before lunch and after using the toilets. Verbal and visual reminders will support children to wash their hands for 20 seconds using the effective hand washing technique in accordance with government guidance. * Children will wash hands and sanitise on arrival in the Boarding environment * Posters will be displayed in each toilet and around the school. Symbols and visuals will also be used. * All staff, visitors, and contractors will be asked to use hand sanitizer on arrival and wash hands regularly throughout the day. * The site team will regularly check handwashing areas to replenish soap, sanitiser and paper towels. Paper towels will be available in all toilets and all classrooms. * Hand sanitization will be available for visiting drivers. | SLT  Site Team  Cormac – daily.  Staff throughout the day | Yes | Daily | Weekly |
| Skin reactions from use of school soap. |  | * Staff / pupils with sensitive skin to be permitted to bring in their own dermatological handwashing products. * Ask staff to check their skin for dryness and cracking and to report any issues to SLT | Class team/ individual staff | Yes | Daily | Half termly |
| Over-use or mis-use of hand sanitiser |  | * Staff will supervise the use of hand sanitiser. | Class team / individual staff | Yes | Daily | Half termly |

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| Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas | |  | | --- | | Pupils  Staff  Parents  Visitors  Contractors  Drivers coming to the school  Drivers leaving the school | | * Classes will use separate entrances and exits wherever possible to reduce the number of people in high traffic areas. Hand sanitiser dispensers are available at each separate entrance and exit point. * Boarders will be accommodated in double bubble groups. This will minimise contact between pupils * From February 2021, Boarders will be accommodated in two bubble groups at a time. * Mixing of the boarders will only take place during mealtimes. Boarders cannot mix across two landings areas. . * Boarders will continue to be accommodated in single rooms only * The staff room will be open and staff are required to ensure social distancing of 2metres. Chairs will be removed and there will be no more than 10 members of staff accessing the staff room at any one time. Staggered lunch breaks minimises staff accessing communal areas at any one time. * In the residential areas, furniture will be removed in order to maintain social distancing as far as possible whilst acknowledging that the environment is smaller and does not easily lend itself to this. * The staffroom kitchen is marked out to ensure only 1 person at a time in the kettle area – and staff to check occupancy before entering the room. * Staff will be encouraged to use a coffee area set up in the atrium as well as the staffroom to ensure distribution of flow of people. * Tables and chairs spaced out to ensure social distancing * Communal equipment/surfaces must be cleaned in between each use. Posters will be displayed to remind staff to wash surfaces and handles after use. * Windows will remain open in all communal areas. Staff meetings/briefings to take place in the gym which is a larger more open space. Chairs will be spaced with 2m distance. * Staff will be encouraged to use additional seating in the atrium and outside additional for staff lunches to ensure social distancing The dining room will also be available for staff to use within social distancing guidance. * . Signs clearly displayed on all toilets outlining health and safety information. | SLT  Site team  Staff teams  All staff | Yes  Yes | Daily  Daily | Weekly  Weekly |

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|  |  | * The gym will be an additional space for meetings and staff PPA – chairs wil be organised into bubble group clusters rather than rows. * One-way systems in corridors or to manage the flow of people moving around workplaces and to allow social distancing rules to be met. The external doors will be used throughout the school day where safe and appropriate to do so. The external doors will be supervised when being used. * Non-fire doors to be left open to reduce the amount of contact with doors and also potentially improve workplace ventilation | SLT  Site team | Yes | From September 2021 | Weekly |

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|  |  | * All surfaces/floor spaces and toilets will be kept clear in classrooms/ communal areas to make cleaning easier for staff and the cleaning team. * Washing facilities and hand sanitiser available near to where people will have contact with high traffic communal areas, * Signs displayed to remind people to wash and sanitise hands and not touch their faces |  |  |  |  |

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| |  | | --- | | Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations | | |  | | --- | | Pupils  Parents  Staff  Visitors  Contractors  PAs  Drivers coming to the school  Drivers leaving the school | | * All surfaces in classrooms will be cleaned regularly throughout the day. All shared resources will be cleaned after each use – staff have access to cleaning products in their base . * All surfaces within the residential department will be cleaned regularly throughout the afternoon/evening. * pupils will remain in class bubbles / double bubbles throughout the day and there will be minimal unsupervised movement around the school site unless moving to use the playground space or timetabled facility such as the sensory room. * Staff will work predominantly across two bubble groups – however if necessary they will move to other groups to ensure essential interventions and curriculum can be provided – at such times they will ensure they maintain good hand hygiene – and wear a mask.. * Boarders will not use classrooms or school based social spaces but will remain in the residential areas only or outside in a planned activity.. * All non-essential resources and equipment will be removed and there will be no unnecessary items left on surfaces or floor space to ensure the classrooms can be cleaned effectively.  |  | | --- | | * Frequently touched surfaces e.g. handrails, door handles will be cleaned regularly throughout the day by staff teams and the site team. * Fabric furniture/cushions etc. will be removed. * Cleaning products will be provided to each class team and will be replenished daily by the site supervisor. Staff must ensure these are replenished as necessary. Single use Paper towels and cloths will be provided- the class teacher will be responsible checking the supply of cleaning equipment in each classroom. Disinfectant sprays will need to be taken to any areas used throughout the day and each area cleaned after use. * Cleaning products will be provided to each area of the residential department and replenished as necessary. Single use paper towels will be provided. * The seats and door handles of the school car and minibus will be cleaned after each use by the member of staff who has used the vehicle. * Resources that pose risk of cross contamination will not be used outside of a single bubble such as play dough/soft toys/putty/sand/TAC PAC resources/cushions. * Cushions, blankets and throws will not be available in the residential department. Pupils will be provided with their own named items for activities to minimise cross contamination. * Books can be used from the library, but these will need to be wiped clean after class or spontaneous use and left for 72 hours in the classroom before replacing. * School phones will be cleaned with an antibacterial wipe after use. Antibacterial wipes will be available in all shared areas. * Staff will be encouraged to use school laptops during PPA to limit shared use of the computers. Computers will be cleaned with antibacterial after each use. * All staff informed how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean * All pupils will eat lunches in the classrooms and the classroom will be cleaned after the children have finished eating. The children will not share water bottles. Meals will be delivered to classes based in the old building and from the trolley in the atrium. Meals will be collected by bubble staff (maintaining social distancing) and delivered to their pupils. * Boarding pupils will continue to eat their meals in the dining room to enable appropriate social distancing. The dining room will be for the use of resident pupils only. Day pupils eat their meals in their respective classrooms. | | All staff  Site team  Cleaning team  SLT  SLT to monitor – all staff | Yes  Yes | Daily  Daiy | Weekly  Weekly |

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| |  | | --- | | Mental health and wellbeing affected through isolation or anxiety about coronavirus | | Staff | * The whole school risk assessment will be shared with all stakeholders. Any questions or concerns can be raised.  |  | | --- | | * Ensure staff have reassurance as much as is possible and signpost a clear method of raising concerns. Keep all staff updated and informed. * Staff supervision sessions in place when required- employee assistance programmer * Recovery curriculum in place to address social and emotional needs and wellbeing of pupils and staff. This will be in place until half term. * Address staff wellbeing regularly- standing agenda item during staff meetings. * Staff wellbeing team to actively support staff and consider staff wellbeing events/strategies/support throughout the academic year. This will be regularly reviewed. * Weekly class team meetings will identify any issues or concerns from staff. Regular line management meetings will raise any concerns with SLT. * All staff to work within their bubble and with cover bubble to ensure have adequate time for breaks/lunchtimes. * Timetabled PPA to resume * Signpost to relevant external agencies such as<https://www.educationsupport.org.uk/><https://www.silvercloudhealth.com/uk> * Ensure clear lines of communication to request support. * It is expected that all staff will be in school, but in the case of any member of staff who still needs to shield – ensure that they are kept up to date so they fee * Governors to continue monitoring the wellbeing of staff follow our guidance on stress and mental health. | | SLT  TLR team  Teachers | Yes | From September 2021 | Weekly |

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| |  |  | | --- | --- | | Contracting or spreading the   |  | | --- | | virus by not social distancing | | | Pupils  staff  parents  Contractors  Delivery drivers to/from the school  Visitors | * The government has stated that **primary** school children cannot be expected to remain 2m apart. We recognize that this is also the case for a number of our pupils * Staff will register their attendance from their class bubble NOT reception * Staff will be required to wear a face mask in communal areas * PPE available for all staff to use when social distancing cannot be maintained for a prolonged period of time and for personal care. Posters remind staff that PPE is available should it be required. * PPE available to staff in the residential department to use when undertaking personal care with pupils. * No whole school or inter-class events to take place such as assemblies/choir/. PE sessions will take place in class bubbles. Lunches will be eaten in classrooms. Some double bubble activities will take place. * Meals for Boarders will be taken in the main Dining room. Boarders only will use this space. Additional space is available in the Quiet Dining room is available if required. * Pupils will be able to take part in educational visits as long as the risk assessment includes covid security and parental consent is gained. * Boarding pupils will not be offered off site activities unless supported by an appropriate risk assessment. Staff will follow agreed procedures for the number of pupils on the bus, cleaning the bus after use etc. * Off site visits and activities such as walks and beach visits for Boarding pupils can begin w/e April. . * Staff will be supported if they wish to wear PPE for additional protection. * Staff will collect pupils from parents and individual transport vehicles in the morning. Staff will take pupils to parents and individual transport vehicles/PAs at the end of the school day. This will limit the number of people accessing the school building. * Staff will collect pupils from their class bubbles at the end of each school day and deliver pupils back there at the beginning of the day. * One way corridors in place with clear markings. When this can’t be achieved, staff and pupils will wait until the corridor is clear before use. * One way corridors are not achievable in the residential setting. Social distancing is encouraged as far as possible. * Pupils reminded to leave a space when sitting on sofas in the residential department. * Bubbles have been paired and may mix together for breaktimes. Bubbles may only mix together with their pair, not other bubbles. * Large fixed playground equipment will be out of use. Small Play equipment will be cleaned after each session. * Rebound/ use of bikes as part of individual programmes will be carefully managed with equipment being fully cleaned after use. * PE equipment will be cleaned between each use. No contact sport. * avoiding contact with anyone with symptoms * Frequent hand cleaning and good respiratory hygiene practices (cough/sneeze into tissues). Used tissues to be placed in a pedal bin (with closed top) * cleaning of classroom/toilet areas/door throughout the day   box or tissues and a cleaning kit (cloths and spray) to be stored in each classroom to clean handles and rails throughout the day   * Windows to be kept open to maintain good ventilation. * Entrance doors to the residential department to be kept open during the evening to maintain good ventilation. Door to be closed at 10pm as part of fire safety procedures. Pupils to be encouraged to keep bedroom windows open. * Children to be reminded to avoid touching their faces and putting their fingers in their mouths * Limit the number of people on site at one time. External meetings will be held online where possible. * Staff meetings/briefings will be held in the gym with the windows open * Staff rooms and work areas have been rearranged to allow people to meet social distancing rules * Only one member of staff at a time can ensure any of the admin or school office bases. Windows will be open | SLT  Staff teams   |  | | --- | |  | | Yes | From September 2021 | Half termly |

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|  |  | * + 1 person at a time at the photocopier – person using it must clean press points with gel. | |  | | --- | |  | |  |  |  |

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| A pupil or member of staff displaying symptoms of COVID 19 during the school day |  | * Immediate isolation of affected pupil using the medical room – to be cleaned after use. * Immediate isolation of pupil in the medical room if symptoms appear during the evening. If symptoms appear during the night, pupil to remain in their own room. Room to be deep cleaned after use. * Parent/guardian to be called to collect the pupil. * Home school agreements will be signed by all parents/guardians. * If dry and warm weather the pupil and member of staff will sit outside (rather than in the classroom) until their parent/guardian arrives. * Staff providing support to be provided with PPE (fluid repellent face mask, apron and gloves) * Boarding staff providing support to be provided with PPE. * Most up to date government advice to be followed. If there is a confirmed case the person with symptoms will not attend school – the rest of the bubble will, and will be monitored by observation dn LFD testing. Individual vulnerabilities will be risk assessed and addressed. * If there is a confirmed case amongst resident pupils all pupils and staff within the residential department to self isolate – in line with guidance. Residential accommodation to be deep cleaned * Any rooms/equipment used by that pupil to be deep cleaned. * School to follow guidance and contact DFE to report confirmed case. | SLT  Admin team  Staff teams  SLT – utilising LA enhanced response risk assessment and process | Yes  Yes | Information shared with all stakeholders prior to the start of term. | Weekly |

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| Failure to maintain supervision levels if staffing levels drop. | Pupils  Parents | * Staff levels to be checked daily. Agency staff to be used where necessary. * Agency staff would not be used in the residential department. * If for any reason staff levels became too low, certain pupil groups would not be able to be in school on that particular day. Parents to be notified of this prior to pupils returning to school. Virtual learning provided | SLT | Yes | From September | Daily |

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| Increased risk of infection and complications for vulnerable workers | Workers | The school has identified all pupils and staff who in fall into one of the following categories:   * Clinically extremely vulnerable * Vulnerable   It remains important that we are aware of pupils/staff who are clinically vulnerable with health conditions that make them more at risk of getting infections and individual risk assessments will be carried out where necessary. Government guidance will be followed if the transmission of COVID-19 starts to rise.   * Return to work interviews held with all vulnerable staff. * Staff informed to notify SLT if health circumstances change e.g. becoming pregnant, starting chemotherapy. * Regularly review risk assessments | SLT | Yes | From September 2021 in line with guidance and enhanced response area guidance. information | Weekly |

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| |  | | --- | | Exposure to workplace hazards because it isn’t possible to get normal personal protective equipment (PPE) | | Staff | |  | | --- | | Follow our guidance on PPE during the outbreak  There are a very limited number of settings where PPE is needed for protection from coronavirus, eg healthcare. This line only considers PPE for workplaces that don’t need it for protection from coronavirus  -Identify tasks where exposures to hazardous workplace substances may happen and put in place measures to protect people – PPE should not be the first choice, it should be the last. Substitution or engineering controls should be put in place in the first instance | | - Identify which tasks you need PPE for and specify the right protection factor needed for those tasks  - Provide the right protection factor for each task rather than the highest protection factor respiratory protective equipment (RPE) for all tasks  - Where required, ensure that those using RPE are face-fit tested.  - Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace  (Please note – face coverings are not PPE and are not required to be worn in the workplace. Where people choose to wear them you should support them) | | |  | | --- | | -Put systems in place to keep PPE supplies under review so you can take action if necessary before you run out | | Yes |  |  |

Additional health and safety information

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| Provision of first aid (including pediatric first aid where appropriate) support to pupils | * Disposable gloves, apron and surgical masks/visors to be available in all first aid kits. * All staff will wear PPE when administering first aid to pupils where close contact is required |
| Providing care for pupils with specific care needs (support for toileting/changing) | * PPE to be worn when providing intimate care for any pupil (mask, apron, gloves) * Update Individual risk assessment and care plans where necessary. |
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| Catering | * Hot lunches will be provided * Hot evening meal will be provided * All Lunches will be collected and eaten in the classroom * Breakfast and evening meals will be eaten in the main Dining room * All health and safety regulations in place |
| Providing care for pupils with specific emotional or behavioural needs | * Individual risk assessments/wellbeing plans/care plans to be reviewed and updated. * PPE to be provided where required – where socially distancing cannot be maintained for prolonged periods of time |
| Evacuation procedures | * Fire risk assessment is up to date * PEEPS are up to date * Evacuation procedures to be updated to enable as much social distancing as possible * Separate checklist to be placed in each classroom – e.g. checking that all doors are closed and not wedged open * Fire drill to take place within the first couple of weeks – procedures to be amended if necessary |
| Track and Trace | * The school will engage with PHE in line with guidance. Enhanced response risk assessment is in place. * Visitor track and trace in place |