

<i>This risk assessment has been completed following current government guidelines as of 18th May 2020. The coronavirus outbreak is a rapidly developing situation and this risk assessment will be updated as the guidance changes.</i>									
<b>RISK ASSESSMENT: Returning To School</b>									
<b>Establishment Name</b>		School	 <b>Truro and Penwith Academy Trust</b>						
<b>Persons at risk</b>		Adults and pupils							
<b>Date of assessment</b>		May 2020							
<b>Review Date</b>		Weekly							
<b>Description Of Hazard</b>		<b>Current Control Methods (Including Safe Working Practice)</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Risk</b>	<b>Are Control Methods Adequate</b>			
Evacuation procedures during reduced 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). A full evacuation to be timetabled for within the first 2 full days of school re-opening). <b>The Assembly points should ensure 2m social distancing is maintained</b>	Death	Very Unlikely	Low 5	Yes			
Premises not checked to ensure it is safe to open		<b>Complete the re-opening checklist and ensure all issues are actioned</b>	Major Injury/Long Term Absence	Unlikely	Low 8	Yes			
Lack of up to date information for staff		Organise daily staff briefings for at least the 1st week back, including any health and safety updates. These should be held in the largest possible space. <b>Room sizes to be calculated to ascertain the number of people who can be present at one time to ensure that social distancing is maintained and feasible.</b>	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes			
Lack of up to date information for students and parents/guardians		Newsletter to be sent to all parents/guardians before the school opens. Weekly updates on school website 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.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes			
Staff who are identified as clinically vulnerable coming into contact with Coronavirus		Vulnerable staff are to work from home or kept on leave. Refer to HR guidance for options with regards to taking leave etc.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes			
Students who are identified as shielded or clinically vulnerable coming into contact with Coronavirus		Schools should proactively communicate with parents to remind them to inform the school of any vulnerable students. This should be done daily at first. Each to be assessed on a case by case basis. Shielding and clinically vulnerable students should not come to school.	Major Injury/Long Term Absence	Very Unlikely	Low 4	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 Homeworking should always be the first consideration. If homeworking is not possible for staff the complete the 'Staff Living with Vulnerable or Extremely Vulnerable Person' Risk Assessment	Major Injury/Long Term Absence	Unlikely	Low 8	Yes			
Member of staff displaying symptoms of Coronavirus		Staff reminded at briefings of the requirements to immediately isolate if displaying symptoms and advised to get tested. All those within the 'bubble' or group should be sent home until the symptomatic student has been tested and given the all clear.	Major Injury/Long Term Absence	Very Likely	High 16	No			
Student displaying symptoms of Coronavirus		Medical room to be set aside for the affected student - and cleaned after use. Staff providing support to be provided with PPE. Area used by student to be thoroughly cleaned. All those within the 'bubble' or group should be sent home until the symptomatic student has been tested and given the all clear.	Major Injury/Long Term Absence	Very Likely	High 16	No			
Social distancing not observed in staff areas		Consider removing furniture in the staffroom to promote distancing. Lessons and break time to be staggered to reduce the likelihood of staff all using staff areas at once. Staff briefings to be held in largest space possible.	Major Injury/Long Term Absence	Very Likely	High 16	No			
Social distancing not maintained at school gate or drop off/pick up point		Additional supervision to be provided at gate and/or drop off/pick up point. Stagger opening and closing times. Use tape or cones to demarcate the waiting area. 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. <b>Training for staff in maintaining social distancing/markings to denote distances to be maintained.</b>	Major Injury/Long Term Absence	Likely	Medium 12	Yes			
Social distancing not maintained during home-to-school transport if transport is boarded directly from school premises		Additional supervision to be provided at gate and/or drop off/pick up point. 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).	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes			
Social distancing not maintained by students before school starts		Parents to be instructed not to allow students to attend before school starts. Students to be directed straight to classrooms. Stagger opening and closing times. 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).	Major Injury/Long Term Absence	Very Likely	High 16	No			
Social distancing not maintained in school corridors		<b>Measure corridors,, unless they are 3 metres wide a one way system or stop/go system to be introduced.</b> Signs to be displayed in corridors instructing students to walk on the LEFT and to keep distance in front and behind. Lesson times to be staggered. Staff to supervise. If possible introduce a one-way system and ensure staff and pupils are trained in where they should go. Ensure that fire exit routes are not compromised. Display signage prominently within school to encourage social distancing (employ multiple-language signage where necessary). Schools that cannot implement a one-way system, particularly inside buildings should implement what amounts to a “give-way system” with provision of safe areas to wait in order to maintain social distancing. <i>Use barrier tape, floor markings and signage to clearly identify routes, corridors, access stairs and doors temporarily taken out of use.</i>	Major Injury/Long Term Absence	Very Likely	High 16	No			
Social distancing not maintained in classrooms		<b>Class sizes to be reduced to 15 students - this must be dictated by the size of the room and maximum capacities allocated for each space.</b> Excess tables and chairs to be removed. Chairs and tables to be spaced out. Staff and pupils should remain within their own groups. 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.	Major Injury/Long Term Absence	Very Likely	High 16	No			
Social distancing not maintained during break-times and lunchtimes		Break and lunchtimes to be taken in class groups to minimise mixing. Supervision to be provided. Stagger breaks and lunchtimes and only provide packed lunches to reduce cross-contamination.	Major Injury/Long Term Absence	Very Likely	High 16	No			
Social distancing not maintained during meals		Lunch times to be staggered to reduce numbers in one space. Less tables put out and spaced further apart. Supervision to be provided. Stagger mealtimes.	Major Injury/Long Term Absence	Likely	Medium 12	Yes			
Social distancing not maintained during physical activities (PE etc)		No activities that require contact or proximity. Equipment should not be used. Support social distancing with signage, barriers, floor markings and staff supervision.	Major Injury/Long Term Absence	Likely	Medium 12	Yes			
Moving and handling of furniture to facilitate social distancing		Site team to move equipment where required. Ask for additional help if needed by contacting external assistance. Speak to Trust for advice.	Reportable Condition	Very Likely	Medium 12	Yes			

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SE
CATAGORY
Minor incident
Minor Injury
Moderate Injury
Major Injury
Death

SEVERITY EXAMPLES AND SCORES			
EXAMPLES	SCORE		
No time off. No injury or insignificant injuries or health effects	1		
Up to 3 days off. Cuts, bruises, irritation requiring first aid only	2		
More serious injuries or ill health e.g. sprains, cuts requiring stitches, back injuries, musculoskeletal disorders, short term stress	3		
Long term time off work. Broken limbs, amputations, long term health problems, loss of consciousness, lung disease work related	4		
Injury leading to death at the time or soon after the incident, or eventually, as with certain occupational diseases such as Asbestosis or work related cancers	5		
The Severity score is multiplied by the Likelihood score to give the Risk score			
Low risk activities deemed acceptable. Medium risk activities only to proceed with caution. High risk activities not acceptable			
<table> <tr> <td>LOW (SCORE 1 TO 8)</td><td>HIGH (SCORE 16 TO 25)</td></tr> </table>		LOW (SCORE 1 TO 8)	HIGH (SCORE 16 TO 25)
LOW (SCORE 1 TO 8)	HIGH (SCORE 16 TO 25)		

LIKELIHOOD
CATEGORY
Very unlikely
Unlikely
Likely
Very likely
Certain

Adjusted by the Likelihood score to produce a final Risk Score

Adjusted if parents have specifically been informed

#### RISK SCORE SEVERITY

**MEDIUM (SCORE 9 TO 15)**

ELIHOOD EXAMPLE AND SCORES	
EXAMPLES	SCORE
Good control measures that do not rely on the person using them. Very low frequency activities.	1
Controls in place but depend on the people using them - some room for human error. Low frequency activities.	2
Inadequate controls in place, or could break down with poor maintenance. Controls depend on the user's compliance. Near misses may have occurred	3
Inadequate or doubtful controls in place. Heavy reliance on user compliance and a high chance of human error. Previous accidents or near misses	4
No controls or impossible to control. Death or catastrophic injuries. Exposure to agents likely to lead to death	5
<b>vide a Risk score</b>	
<b>d of risk rating and why. High risk activities never to proceed</b>	

**HIGH (SCORE 16 TO 25)**

## Risk Assessment Instructions



### Severity and Likelihood

1. To change any of the categories for both severity and likelihood, click on the first part of the cell. Click on this arrow and choose your level. Once both severity and likelihood are entered, a Risk base will appear.
2. For the 'Are Control Methods adequate', again click on the cell to make the arrow appear and the cell will change depending on your answer.

### Inserting a Return in a cell

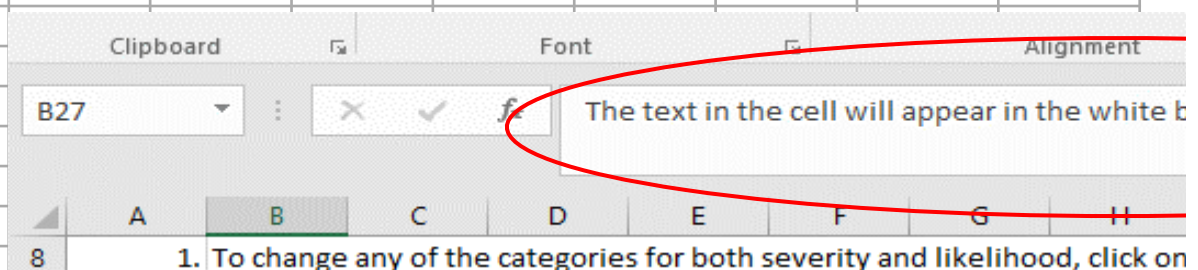
1. To insert a line return within a cell, you'll need to press Alt & Enter not just Enter as this will not

### Creating a new line on the end of the risk assessment

1. Click in the last box on the last line and press 'Tab'

### Copy and pasting from another excel document to this one

1. Click on the cell in the excel document that you want to copy from, this highlights the cell.
2. The text in the cell will appear in the white box below the menus at the top, as shown in the picture



3. Highlight this text by left clicking the mouse at the start of the text. When you still have the mouse button pressed, drag the mouse to the end of the text.
4. As soon as you let go of the mouse button, the text will remain highlighted. If not, try and highlight the text again.
5. Now click on the "Home" menu on the toolbar at the top. On this new menu, click on the "Copy" button.
6. Open the excel RA spreadsheet. Click on the cell where you would like to paste the copied text into.
7. Now click on the "Home" menu on the toolbar at the top, and this time click on the "Paste" button.

# Truro and Penwith Academy Trust

		likelihood	severity		
	1	Very Unlikely	Minor Injury, No time off		
	2	Unlikely	Injury and up to 3 days off		
	3	Likely	Reportable Condition		
	4	Very Likely	Major Injury/Long Term Absence		
	5	Certain	Death		
		Yes			
		No			

risk		
High 16-26	Medium 9-15	Low 1-8