

RISK ASSESSMENT: Returning To School

Establishment Name	Threemilestone School
Persons at risk	Adults and pupils
Date of assessment	13th July 2020
Reviewed	17th September 2020, 4th November 2020, 7th December 2020, 15th December 2020
Next Review Date	Jan-21



Description Of Hazard	Current Control Methods (Including Safe Working Practice)	Severity	Likelihood	Risk
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). A full evacuation to be timetabled for within the first 2 full days of school re-opening. First planned evacuation is Wednesday 9th September. The current evacuation plan will be run. On hearing alarm, all children to evacuate via the fire exits in their classrooms and muster in the normal designated playground. To avoid bubble mixing the Year 5 class without an external exit will leave the building via the KS2 playground exit and muster alongside the other Year 5 class. Where possible, all year groups will muster next to the other year group class. In the playgrounds, children will line up and adults to implement social distancing when whole school is mustered. The first evacuation plan took place on 9th September, another will be carried out after 28th September, once all the Reception children are in school full time. Another fire evacuation took place on 29th September.	Death	Very Unlikely	Low 5
Premises not checked to ensure it is safe to open	Complete the re-opening checklist and ensure all issues are actioned	Major Injury/Long Term Absence	Unlikely	Low 8
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. This can be full staff or SLT Team as appropriate. These should be held in the most appropriate space for numbers of staff and consideration of social distancing guidelines. These meetings to take place in the hall when appropriate for all staff to meet. All staff have been briefed at each stage of the recovery process. Staff and Governors have been sent outlines and asked for feedback. All Teaching staff briefed. Support staff briefed 13th July. Governors briefed and further discussions scheduled for 14th July. Weekly staff meeting are taking place every Wednesday in the Main hall. Weekly briefing is shared every Monday to all staff and put up in the staffroom. Risk Assessments and Policies have been sent to all staff. Weekly staff meetings for the next 4 weeks will be done via zoom and a more detailed plan was set out to all teachers on the inset day 3rd November. All meetings continue to be done via zoom.	Major Injury/Long Term Absence	Very Unlikely	Low 4
Lack of up to date information for students and parents/guardians	Newsletter has already been sent out outlining proposals. A letter with final arrangements to be sent to all parents/guardians in the last week of the Summer term with full details of the reopening of school. As updates come through during the Summer, school will update and share with parents through email, twitter and website. Office staff to ensure all contact details are up to date. School will communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible. Weekly newsletters are sent out on Fridays each week. Flowcharts of what to do if a child shows symptoms of Covid 19 are on the website and also sent with the newsletter to parents. We have a standing item included on both the weekly newsletter and front page of the website with the up to date advice and guidance including remote learning. We sent out a newsletter on the first day back after half term outlining the lockdown details.	Major Injury/Long Term Absence	Very Unlikely	Low 4
Failure to maintain supervision levels if staffing levels drop	Full staffing plan is in place where there is as much limited movement of staff across bubbles as possible. SLT will review staffing provision on a daily basis.	Major Injury/Long Term Absence	Unlikely	Low 8
Staff who were identified as clinically vulnerable coming into contact with Coronavirus	Staff who CANNOT work from home can return to work but must complete the 'Return to Work' form and Individual Returning to Work risk assessment with the Headteacher. All control measures identified must be in place before the staff member can return to school. If these control measures i.e. stringent social distancing etc. can not be implemented, the staff member cannot return to school. Headteacher has completed Return to work plans and individual Risk Assessments have also been completed for the most vulnerable members of staff. Headteacher has distributed the new self declaration forms and identified anyone who is 'extremely clinically vulnerable' in these cases they should under the guidance on 4th November not come to work. We have also identified staff who are clinically vulnerable and able to work from home. For vulnerable members of staff we strongly advise use of masks/ visors in communal areas and visors when teaching. Following the end of lockdown 2: CEV member of staff will return to school. CV member of staff will continue to work from home.	Major Injury/Long Term Absence	Very Unlikely	Low 4
Students who are identified as shielded or clinically vulnerable coming into contact with Coronavirus	Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. 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. School has identified 1 pupil in this position. School has been liaising with the family and we are hoping for a phased return. If other families identify themselves these will be dealt with on a case by case basis. Full individual risk assessments will be updated following advice from August. The school no longer have anyone on roll who has been identified as still shielding. The guidance hasn't changed for this and all children are expected to attend.	Reportable Condition	Very Unlikely	Low 3
Member of staff displaying symptoms of Coronavirus	Staff reminded at briefings of the requirements to immediately isolate if displaying symptoms and to get tested. All those within the 'bubble' or group should be sent home ONLY if the test comes back positive. 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. We take temperatures of all staff and we have the track and trace app installed in the ipad. Any staff members who require a test, details are sent to TPAT straight away.	Major Injury/Long Term Absence	Unlikely	Low 8
Student displaying symptoms of Coronavirus	Student should be sent home and tested. Meeting room to be set aside for the affected student - and cleaned after use. Staff providing support to be provided with PPE which will be mask, goggles, apron, gloves. These are all kept in meeting room and in First aid room. The Main First Aider will be the person to take responsibility for these children but in their absence another member of staff to take on role. Area used by student to be thoroughly cleaned. PPE should be disposed of in the yellow bins situated in the access toilet or First Aid room. All those within the 'bubble' or group should be sent home ONLY if the test comes back positive. 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. Any students having a test, details are sent to TPAT and recorded straight away. As from 14.12.20 the isolation period changed from 14 days for those isolating to 10 days for both those isolating and the case itself - continue to follow the current guidance issued by both the DfE and PHE.	Major Injury/Long Term Absence	Unlikely	Low 8
Social distancing not observed in staff areas	Staff room has clear signage that there should be no more than 10 people to be in the room at any one time. Break time and lunchtimes 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. Staff meetings, briefings to take place in the school hall/outside where practical. Over the next 4 weeks, teachers are to have PPA at home. Staff not to be in school longer than needed at the end of the day. All meetings will take place online.	Major Injury/Long Term Absence	Unlikely	Low 8
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. A one way system will no longer be implemented but the blue gate on the KS1 playground will be an exit only as this could become a pinch point due to its location and narrow walkway. 30 minute drop off and pick up times to allow parents/ guardians time to safely bring children into school and maintain a social distance. Children will not line up in the mornings they will enter the school directly via their classroom door. Maps are being sent home with the letter to parents. There will also be maps at the main entrance and extra staff will guide to the right areas. 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 in newsletter. Parents will be encouraged to limit vehicular use. Newsletter was sent home 4th November asking parents to where masks around school, limit adults attending at drop off and pick up times and be more vigilant of spacial awareness. All visitors the the school must wear masks.	Major Injury/Long Term Absence	Very Unlikely	Low 4
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). 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. Currently the school will have 4 children arriving by taxi provided by Cornwall Council. We have been provided with the provision guidance by Cornwall Council.	Major Injury/Long Term Absence	Very Unlikely	Low 4
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. Longer opening and closing times are in place - see above and school recovery plan. Route to classrooms is directly through external door - only exception to this is Year 5 Watergate Bay class: They will use the KS2 playground door. 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	Unlikely	Low 8
Social distancing not maintained in school corridors	Refer to Communal Areas Risk Assessment for further guidance. Use of toilets and communal areas is staggered between bubbles whenever possible. There are not enough toilet facilities within school to enable exclusive year toilets. Year 6, EYFS and Widemouth Bay class have their own facilities but other year groups do have to share. Staggered break and lunch times will help. Hall use for lunchtime is staggered and limits the amount of children in corridors.	Major Injury/Long Term Absence	Unlikely	Low 8

Social distancing not maintained in classrooms	Pupils should remain within their class bubbles of up to 31 (depending on the class size). During lunchtime and breaktime the Year group could become a maximum of 64. (2 classes in each year) Visualisers and whiteboards should be kept clear with a clear defined 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 as well as facing forwards or horseshoe seating is acceptable. Staff should adhere to current government social distancing guidelines at all times.	Major Injury/Long Term Absence	Unlikely	Low 8
Social distancing not maintained during break-times and lunchtimes	Break and lunchtimes to be taken in year groups to minimise mixing. Supervision to be provided. Staggered breaks and lunchtimes to reduce cross-contamination. Schools must have copies of their catering provider's Covid-19 Risk Assessment. Lunchtime - Year 1 & 2 will have the same lunch time and eat their lunches in the hall at the same time. Children will remain in their own year group, but separated with a barrier. Year 1 will enter and leave via one side of the hall and Year 2 will enter and leave via the other side. This will be the same for Year 3 & 4 and also Year 5 & 6. More details of breaks and lunches are in the recovery plan	Major Injury/Long Term Absence	Unlikely	Low 8
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. Refer to Communal Areas Risk Assessment. Tables/chairs in hall to be disinfectant sprayed and cleaned after use by supporting staff. Supporting staff serving dinners will wear gloves. Reception - 11.30am EAT Classroom Year 1 - 11.40am EAT Hall Year 2 - 11.40am EAT Hall Year 3 - 12.15pm EAT Hall Year 4 - 12.15pm EAT Hall Year 5 - 12.40pm EAT Hall Year 6 - 12.40pm EAT Hall Staff to bring food all plated to children in EYFS classes. Children eating in the hall to be served food already plated by staff - no queuing for food to take place. Children With packed lunches will also sit in the hall. Children will sit in their class bubble. In the hall there is provision and space for class bubbles and 2 social distanced year bubbles. There will be a barrier down the middle of the hall (in the form of a cleaning stations) which will divide the 2 year groups in the hall and also allow the cleaning station to be easily accessible to both year groups. Supporting staff will supervise their own bubble. Children will already be seated and staff will serve to table, staff will hand out cutlery and serve water if required from a central station. Children will remain seated at all times and when they have finished eating they will asked for their plate to be removed by staff. Once a whole table (16 children) have finished they leave via their designated door and sanitise hands.	Major Injury/Long Term Absence	Unlikely	Low 8
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. 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
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.	Major Injury/Long Term Absence	Unlikely	Low 8
Storage of furniture or equipment removed from classrooms workspaces and other areas	No spare classrooms available for storage but an area could be found to support storage within the library.	Major Injury/Long Term Absence	Very Unlikely	Low 4
Lack of hand washing	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 used.	Major Injury/Long Term Absence	Unlikely	Low 8
Over-use or mis-use of hand sanitiser	Hand sanitiser available at reception for visitors and for staff in the kitchen, staffroom and offices etc Young children should always be supervised when using sanitiser and over use monitored. All hand sanitizer not in use is stored away from direct exposure to sun and at reduced temperature.	Major Injury/Long Term Absence	Very Unlikely	Low 4
Staff and students not washing hands frequently	Students to be instructed to wash hands at the beginning and end of each lesson. Remind staff about the need to handwash regularly.	Major Injury/Long Term Absence	Unlikely	Low 8
Cross contamination of used tissues etc	Guidance states a lidded bin with liners should be provided in each classroom. This will be emptied twice daily. All waste should be double bagged and placed in schools normal refuse bins. Interserve dispose of our daily refuse	Major Injury/Long Term Absence	Unlikely	Low 8
Disposal of potentially contaminated waste	Bin liners double bagged and stored for disposal. Interserve dispose of our daily refuse.	Major Injury/Long Term Absence	Unlikely	Low 8
Cross contamination from sharing equipment	Equipment sharing to be discouraged as much as possible. Each classroom to be provided with sanitising spray and/or wipes to clean equipment between usage. Each classroom has cleaning resources including disinfectant spray and cloths. Staff to sign COSHH risk assessment for cleaning substances. Children have been asked to provide personal pencil case where possible.	Major Injury/Long Term Absence	Unlikely	Low 8
Cross contamination from sharing personal possessions (water bottles, toys etc.)	Students to bring own water bottles. Sharing of personal possessions not permitted. Where cups are used in classrooms they have been given their own and it is named so sharing does not occur.	Major Injury/Long Term Absence	Unlikely	Low 8
Cross contamination from contact with frequently touched surfaces (door handles, hand rails, tables etc)	Frequently touched surfaces to be cleaned regularly in accordance with current government guidelines. School has arranged for caretaker to clean at lunchtimes - this includes all frequently touched door surfaces and toilets and sinks. Frequently touched surfaces in communal areas are cleaned at the beginning of the day, lunchtimes and the end of the day by either the cleaning team or caretaker. Classrooms are cleaned by adults working within those classrooms.	Major Injury/Long Term Absence	Unlikely	Low 8
Cross contamination from use of welfare facilities - toilets, sinks, water fountains etc.	Toilets and sinks etc. to be cleaned during the day by the caretaker. Recondition water fountains where applicable - Water fountains only to be used for refilling water bottles. Classroom water fountains are still out of action, only the water bottle fountain is back in action and this must be used with supervision. Ensure they have been flushed in accordance with Legionella Regulations. This will be recorded in the Premises Checklist and is completed on a weekly basis by the caretaker.	Major Injury/Long Term Absence	Unlikely	Low 8
Cross contamination from food served on the premises	Catering staff or companies to update their hygiene risk assessments to take account of Coronavirus. Use single use containers where possible. Lunches are served on plates and cutlery to each child. Children sit at the table and food is served directly to them by the adults from their own bubble. Between each sitting the plates, cutlery, waste and cups are cleared from the hall and washed by the kitchen. The hall is also swept between sittings and tables/chairs are wiped.	Major Injury/Long Term Absence	Very Unlikely	Low 4
Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	TMS have external providers for both Cleaning and Catering staff. External providers should have equipped their staff as necessary. Refer to their risk assessments.	Major Injury/Long Term Absence	Very Unlikely	Low 4
Visitors to the school site	Any visitors to site including parents and contractors should only attend site if pre-arranged. Visitors required to hand-sanitise at reception, on entry and exit and must be signed in and out. The office staff will sign them in on the IPAD so there is not over touching of the surface. Due to lockdown 2 only visits which are essential to child welfare and tuition will take place on site. Non-essential meetings will take place on zoom. Any visitors on site refer to the visitor RA with COVID measures.	Major Injury/Long Term Absence	Very Unlikely	Low 4
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. Each class has a small first aid bag within their 'red evacuation bag'. All other PPE is in the First Aid Room and a grab bag is also located in the meeting room.	Major Injury/Long Term Absence	Unlikely	Low 8
Providing care (dispensing medicines etc) for students with medical needs	Disposable gloves etc. available in first aid kit where appropriate. Care plan reviewed if appropriate and updated alongside current government guidelines. Any child who is unwell with symptoms of any kind should not attend school.	Major Injury/Long Term Absence	Unlikely	Low 8
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. This will be updated again following August briefing. Individual risk assessments carried out following all current guidance and changed if and when any further guidance is issued. Medical risk assessments have been reviewed and include COVID measures.	Major Injury/Long Term Absence	Unlikely	Low 8
Providing care for students with specific emotional or behavioural needs	Individual risk assessment and care plan to be reviewed and updated following ending of shielding advice in August. PPE to be provided where required. Individual risk assessments carried out following all current guidance and changed if and when any further guidance is issued. Individual RAs for those students have been reviewed and include COVID measures.	Major Injury/Long Term Absence	Unlikely	Low 8

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. This includes regular staff briefings, the commencement of supervision for support staff. Daily staff briefings will be scheduled. Head supports individuals on a case by case basis.	Major Injury/Long Term Absence	Unlikely	Low 8
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 Covid19. Always wash hand as soon as staff get to school. <i>Where possible we advise all staff car sharing should be avoided.</i>	Major Injury/Long Term Absence	Unlikely	Low 8
Provision of Wraparound care	Provision will be provided at first for 20 children (this will increase as COVID decreases). Shells and Pebbles will be onsite at TMS. Bibbles will be provided by Pre-school - They will need to provide a Risk Assessment to the school prior to provision commencing. PPE will need to be worn by staff when handling food. Children will be handed snacks directly by adults on a plate. There will be no choices and no sharing. Children will need to adhere to social distancing. They will be allowed outside and the only group of children able to use the thunder park. We have initially provided additional care for a further 4 children and will review this further next term.	Major Injury/Long Term Absence	Unlikely	Low 8
Use of outside play equipment (Thunderpark)	Due to the location of the equipment. The material of the equipment and the supervision to ensure ALL surfaces are cleaned the thunder park will NOT be used by any year group during the school day. Wraparound care may use the play equipment after school.			0

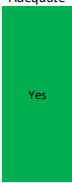
NOTES & APPROVAL

Assessor	Jane Weston
TPAT H&S Manager	John Eddy
Trip/Activity Leader	
Headteacher/EVC	Suzannah Teagle
Year Group/s	Whole School
Activity/Trip	
Date	14th July 2020 reviewed, updated 17/09/20, updated 04/11/20, updated 07/12/20, updated 15/12/20

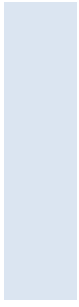
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Yes



SEVERITY EXAMPLES AND SCORES		
CATAGORY	EXAMPLES	SCORE
Minor incident	No time off. No injury or insignificant injuries or health effects	1
Minor Injury	Up to 3 days off. Cuts, bruises, irritation requiring first aid only	2
Moderate Injury	More serious injuries or ill health e.g. sprains, cuts requiring stich	3
Major Injury	Long term time off work. Broken limbs, amputations, long term h	4
Death	Injury leading to death at the time or soon after the incident, or e	5

The Severity score is multiple

Low risk activities deemed acceptable. Medium risk activities only to proceed

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LOW (SCORE 1 TO 8)	M

LIKELIHOOD EXAMPLE AND SCORES		
CATAGORY	EXAMPLES	SCORE
Very unlikely	Good control measures that do not rely on the person using them. V	1
Unlikely	Controls in place but depend on the people using them - some room	2
Likely	Inadequate controls in place, or could break down with poor mainte	3
Very likely	Inadequate or doubtful controls in place. Heavy reliance on user con	4
Certain	No controls or impossible to control. Death or catastrophic injuries.	5

ded by the Likelihood score to provide a Risk score

ded if parents have specifically been informed of risk rating and why. High risk activities never to proceed

RISK SCORE SEVERITY	
MEDIUM (SCORE 9 TO 15)	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 and a drop down arrow will appear. Click on this arrow and choose your level. Once both severity and likelihood are entered, a Risk Level and score with correct colour base will appear.
2. For the 'Are Control Methods adequate', again click on the cell to make the arrow appear and select your answer. Once selected the colour of 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 work.

Creating an 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 below.

