

**Liskeard School and Community College - Risk Assessment for Sep 20 Full Return - Coronavirus COVID-19 – v10**

Assessor's Name	Alex Lingard	Assessment Date	05/01 2021	Escalate to LSCC Risk Register	Y
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Description of process, activity or task to be risk assessed	
Describe the location where the activities are taking place	Liskeard School and Community College is a secondary school for students of mixed ability, with 1100 students aged 11-18, with up to 150 staff and contractors, plus visitors that come and go throughout the school day. The site comprises three main buildings with single, 2 and 3 storey sections and multiple newer outbuildings of single storey construction. There are extensive playing fields and green space.
Describe the activities being performed	<ul style="list-style-type: none"> <li>• place of work</li> <li>• education</li> <li>• dining</li> <li>• emergency response</li> <li>• safeguarding of vulnerable groups</li> <li>• travel to and from school</li> </ul>
Describe the equipment and/or substances being used	<p>Substance: Coronavirus COVID-19 (risk and control measures apply to all types of respiratory viruses, but focus of this assessment is on the novel COVID-19 strain, for which information remains limited, thus immunisation and treatment pathways have yet to be identified, resulting in a specific and increased risk compared with established strains of coronaviruses).</p> <p>Equipment: PPE, educational resources, IT and comms, machinery, kitchen appliances, hand tools, water fountains, vehicles, cutlery and utensils</p>
Describe the people involved in these activities (and others who might be affected)	<p>Young people and children (<b>YPC</b>), including: school students (aged 11-18); visiting students (aged 5-18); visiting children and young people (aged 0-18); unborn child</p> <p>Adults (<b>A</b>), including: directly employed staff; contracted staff; volunteers; visiting adults</p> <p><a href="#">Pregnant woman (PW)</a> - pregnant A or YPC under 28 weeks' gestation and with no known <a href="#">underlying health conditions</a></p> <p><a href="#">Pregnant vulnerable woman (PVW)</a> - pregnant A or YPC from 28 weeks' gestation, or with <a href="#">underlying health conditions</a> such as heart or lung disease at any gestation<sup>1</sup></p> <p><a href="#">Clinically vulnerable</a>, with a pre-existing medical condition (<b>CVA or CVYPC</b>), including: A or YPC with a pre-existing condition that would potentially put them at elevated impact having contracted COVID-19 (includes expectant mothers)</p> <p>A or YPC from a black, Asian or minority ethnic (<b>BAME</b>) ethnicity group</p> <p><a href="#">Clinically extremely vulnerable</a>, with chronic pre-existing medical condition (<b>CEVA or CEVYPC</b>), including: A or YPC with a chronic pre-existing condition that would potentially put them at critical impact having contracted COVID-19</p> <p>Living with a <a href="#">clinically vulnerable</a> person (<b>LWCV</b>), including: A or YPC who shares a household bubble with a person that has a pre-existing condition that would potentially put them at elevated impact having contracted COVID-19, should the A or YPC contract the virus in school</p>

<sup>1</sup> As defined by the [Royal College of Obstetrics and Gynaecology](#).

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	<p>Living with someone from a BAME ethnicity group (<b>LWBAME</b>), including: A or YPC who shares a household bubble with someone from a BAME ethnicity group that would potentially put them at elevated impact having contracted COVID-19, should the A or YPC contract the virus in school</p> <p>Living with a <a href="#">clinically extremely vulnerable</a> person (<b>LWCEV</b>), including: A or YPC who shares a household bubble with a person that has a chronic pre-existing condition that would potentially put them at critical impact having contracted COVID-19, should the A or YPC contract the virus in school</p>
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Description of hazard and hazardous event		Who might be harmed?	What risk controls are currently in place?	Current risk rating*			Are further controls needed?	Date to be completed by	Residual risk rating*		
				L	C	R			L	C	R
Location	Contraction of COVID-19 - transmission of COVID-19 through contact with surfaces (indirect transmission)	PVW	Work or learn from home	1	5	5			1	5	5
		PW	Undertake personalised risk assessment with line manager, following guidance by Royal College of Obstetrics and Gynaecology	1	5	5	PW and line manager to read guidance by <a href="#">Royal College of Obstetrics and Gynaecology</a> and sign up for updates		1	5	5
		CEVYPC CEVA	Obtain medical advice Shield at home where advice dictates and undertake home learning/work from home Return to school if advice dictates and adhere to control measures	1	5	5	Ensure adhere strictly to social distancing protocols and all other risk mitigation protocols. Allocate to least-populated spaces/least-contact roles.		1	5	5
		YPC A PW CVA CVYPC CEVA CEVYPC BAME LWCV LWCEV LWBAME	Enforcement of strict cleaning protocols in line with government guidance for daily cleaning of internal surfaces with general cleaning products, including at increased frequency during the school day, with a particular focus on communal touch-points and after each use of communal areas	2	5	10	Possibly - change cleaning product from general to specific anti-viral product, if government guidance changes <a href="#">Link to Latest Guidance</a>	Implement any changes in advice from DfE, Public Health England, NHS, or other authoritative source ( <a href="#">current advice, including for a confirmed case, is here</a> )	2	5	10
			Periodic (half-termly) deep cleaning of internal surfaces with general cleaning products in line with government guidance.	2	5	10	Use of 'fumican' to disinfect whole rooms/spaces with soft furnishings every 30 days. Use of fogging unit to disinfect whole site weekly (from 16.11.20)		2	5	10

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			Students (6 <sup>th</sup> form) and staff with access to soft furnished chairs to be allocated seats.								
			Periodic (half-termly) cleaning of external glass surfaces with general cleaning products	1	5	5			1	5	5
			Cleaning wipes/spray available to students and staff, so they can clean their own desk or equipment before use	1	5	5			1	5	5
			School uniform (and work clothing) should be worn to and from school, but removed immediately on return home. All items should be washed at least once a week, where possible.	1	1	5			1	1	5
			In instances where suitable mitigation cannot be arranged, work/learn from home where it is possible and not detrimental to education	1	5	5			1	5	5
		CEVYPC CEVA	Obtain medical advice. Shield at home where advice dictates and undertake home learning/work from home	1	5	5			1	5	5
Activities	Contraction of COVID-19 - transmission of COVID-19 through contact with people (direct transmission)	PVW	Work or learn from home	1	5	5			1	5	5
		PW	Undertake personalised risk assessment with line manager, following guidance by Royal College of Obstetrics and Gynaecology	1	5	5	PW and line manager to read guidance by <a href="#">Royal College of Obstetrics and Gynaecology</a> and sign up for updates		1	5	5

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		CEVYPC CEVA	Obtain medical advice Shield at home where advice dictates and undertake home learning/work from home Return to school if advice dictates and adhere to control measures	1	5	5	Ensure adhere strictly to social distancing protocols Allocate to least-populated spaces/least-contact roles		1	5	5
		YPC A PW CVA	Maintain a culture of alertness and a mindset through our safeguarding mantra of “ <b>it could happen here</b> ”	2	5	10	Promote the mantra via letters to parents/carers, emails to staff, induction, virtual assemblies, PSHCE		2	5	10

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		<p>CVYPC CEVA CEVYPC BAME LWCV LWCEV LWBAME</p>	<p>Reinvigorate campaign to provide advice on hygiene, following the guidance issued by the National Institute of Clinical Excellence - <a href="#">e-Bug</a> resources - <b>wash or sanitise hands more regularly throughout the day</b> (as a minimum: boarding/alighting transport, putting on/taking off face coverings, on arrival/departure, after using the toilet, before/after eating) <b>Students and staff should avoid touching their mouth, eyes and nose</b> Should students or staff feel the need to cough or sneeze, they must ensure they cover their mouth and nose, preferably using a tissue, but in an emergency they should use the bend of their elbow or cover with clothing, washing or sanitising their hands immediately after and disposing of tissues appropriately. Regular updates and reminders given to students via tutors, online assemblies and through communication with parents/carers.</p>	2	5	10	<p>Implement the testing of students and staff who are in regular attendance during lockdown 3 using lateral flow tests.</p>				2	5	10
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			Extensive hand sanitiser dispensers around the site in each corridor and foyer - monitor to ensure they are filled and functioning. Staff to be provided with personal bottles of hand sanitiser, with refill stations in locations around school.	2	5	10			2	5	10
			Monitor all soap dispensers in toilet and sink areas to ensure they are filled and functioning	2	5	10			2	5	10

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			<p><b>Any staff, student or visitor presenting with any of the COVID-19 symptoms must stay away from the School for 10 days</b>, with the remainder of their household bubble isolating for 10 days and following prevailing published <a href="#">guidance</a> – the isolation period starts on <b>the day after</b> exposure, a PCR or lateral flow test or the start of symptoms.</p>	1	5	5	<p>For those that display symptoms, arrange for PCR testing of employees and strongly recommend to parents the PCR testing of students (parents will need to arrange) in line with <a href="#">government guidance</a> - if negative then return and cease household bubble isolation (as long as nobody else is displaying symptoms) - if positive, continue with isolation in line with published <a href="#">guidance</a>. If person testing positive has accessed our site recently, we will <a href="#">contact the local health protection team</a> immediately, who will undertake a rapid risk assessment to determine who else might need to isolate as a precaution. Monitor official guidance and take necessary action in a timely manner. Self-isolation periods will begin on <b>the day after</b> exposure, a positive test or the start of symptoms.</p>	Ongoing	1	5	5
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			Any staff, student or visitor who has anyone in their household bubble who is presenting with any symptoms of COVID-19 must stay away from the Academy for 10 days and follow prevailing published <a href="#">guidance</a> – the isolation period starts on <b>the day after</b> exposure, a PCR or lateral flow test or the start of symptoms.	1	5	5	Staff informed via operating procedures Inform parents/carers and returning students via letter detailing student operating procedures Remind students at induction and daily registration Strongly recommend household member has PCR <a href="#">test</a> : - if negative then return and cease household bubble isolation (as long as nobody else is displaying symptoms) - if positive, continue with isolation in line with published <a href="#">guidance</a> .		1	5	5
			Any students or staff that travel abroad must ensure they follow the <a href="#">government guidance</a> on quarantine Staff or students returning from a country that requires quarantine must isolate for 10 days before returning to the school. A list of exempt countries can be found <a href="#">here</a> - all other countries require self-isolation.	1	5	5	Returning from abroad – <a href="#">the isolation period starts on the day of return.</a>		1	5	5

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			All staff and students must follow the advice of the NHS Test and Trace service or local health protection team - if contacted and advised to self-isolate they must stay away from school for 10 days, or until a clear PCR test result is received if they develop symptoms – the isolation period starts on <b>the day after</b> exposure, a PCR or lateral flow test or the start of symptoms.	1	5	5				1	5	5
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		<p>Undertake temperature checks of all visitors and contractors using contactless digital thermometer in Reception and ask questions relating to:</p> <ul style="list-style-type: none"> <li>• their health (any sign of any illness)</li> <li>• whether they or anyone in their household bubble is presenting with any symptoms of COVID-19</li> <li>• whether they have been asked to isolate by the national Test and Trace service or local health protection team</li> <li>• whether in the last 10 days they have returned from a country that requires quarantine</li> </ul> <p>Refuse entry where appropriate (inform SLT)</p> <p>Visitors to scan the Track and Trace QR code, once registered and installed in Reception.</p>	1	5	5	<p>Retain contact details of all visitors, in case we need to inform PHE/NHS Test and Trace in the event of an outbreak</p> <p>Ask that they notify us if they develop symptoms or are confirmed positive within the subsequent 10 days.</p> <p>Restrict the number of visitors in Reception at any one time to six.</p>			1	5	5
		<p>As an additional precautionary measure, undertake temperature checks of learning community on a random basis using contactless digital thermometers (will only be done with the consent of the individual)</p>	1	5	5				1	5	5

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			Inform all staff and students that they must adhere to the latest government advice and guidance when not in school (social responsibility), and that any reported breaches will be investigated and could result in action being taken to restrict their access to the School.	2	5	10	Restrict access to the School for those people that deliberately or consistently breach the government guidance while out of school, thus increasing the risk to others in the learning community - stay away for 14 days		1	5	5
			Encourage all staff and students to download the NHS tracking app and to keep their phones switched on and carried when not at school, including when travelling. This will allow NHS Test and Trace to identify others not during school that have been in close proximity	1	5	5			1	5	5
			Segregate anyone that develops symptoms during the school day or otherwise feels unwell, until such time that they can be collected (to the Reception meeting room and nearest toilet for their exclusive use until cleaned). Unwell person to be offered a face mask to reduce the risk of transmission to others.	2	5	10	Staff to remain 2 metres away and where that is not achievable, to use appropriate PPE, including face mask for mouth and nose, eye protection, gloves and apron, particularly if coughing or sneezing or vomiting Staff to follow <a href="#">DfE guidance on safe use of PPE</a> to reduce self-contamination <a href="#">Clean affected areas with household bleach</a> (adhere to <a href="#">COSHH and risk assessment procedure for bleach</a> )		1	5	5

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			In an emergency situation, such as first aid or intervention to prevent self-harm or harm to others, staff may need to breach the recommended 2 metre separation	1	5	5	Staff to remain 2 metres away (e.g. use verbal commands) and where that is not achievable and the person is not presenting with COVID-19 symptoms, <a href="#">proceed with treatment without PPE</a> and undertake sanitation measures on completion. If the person is presenting with COVID-19 symptoms, and where the situation allows, use appropriate PPE, including face mask for mouth and nose, eye protection, gloves and apron, particularly if coughing or sneezing and undertake sanitation measures on completion.		1	5	5
			Students and staff using school and public transport will follow the <a href="#">guidance issued by Cornwall Council</a> , which is informed by the <a href="#">government guidance for passengers</a> - this means that passengers must <a href="#">wear "face coverings"</a> and students will sit in allocated seats where possible. Students to line up adhering to 2m distancing as per marked spaces on site.	2	5	10	Educate all students in the safe use, storage and disposal of face coverings		2	5	10
			Parents/carers should not transport students from outside of their household bubble	2	5	10			2	5	10

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			Implement whole-school <a href="#">social distancing and precautionary measures</a> :	2	5	10	Provide induction as additional students join come in to the Academy for their learning	Ongoing	2	5	10
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			<ul style="list-style-type: none"> <li>• Aim to maintain a personal space of 2m between students-staff and staff-staff and, wherever possible, between student-student</li> <li>• Where distancing is not achievable at 2m, revert to “1m plus” - aim for 2m but accept 1m for as short a time as possible.</li> <li>• Where “1m plus” is not achievable, avoid close face to face contact and minimise the time spent within 1m of anyone.</li> <li>• Teaching assistants required to work within 1m will be assigned to class bubbles, advised to wear visors, work side by side and hand sanitise before/after touching student work</li> <li>• 2m teacher spaces in classrooms to be marked out using floor tape</li> <li>• communal areas (e.g. pathways, playground) are marked to indicate a 2m gap</li> <li>• a system for moving around school to be implemented when transitioning from outside of allocated zones</li> <li>• students will be required to wear a face mask on arrival to</li> </ul>			<p>Restrict access to the school for those people that, after investigation, are found to be deliberately or consistently breaching the school’s operating procedures and/or expectations while in school, thus increasing the risk to others in the learning community - remove from site and stay away for 10 days</p> <p>During lockdown 3, ensure students are 2m apart where possible in classrooms and indoor spaces by limiting numbers in each room and spacing out workspaces and lunch tables.</p> <p>For our transition groups, ensure no more than 15 in a classroom and class remains as a bubble.</p> <p>As an extra mitigation, ensure students are tested using the LFTs regularly, limit the rotation of staff and increase frequency of hand sanitisation.</p>		1	5	5
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			<p>school, in corridors and in communal areas</p> <ul style="list-style-type: none"> <li>• staff will be issued with face visors and advised to wear them in communal areas</li> <li>• designated entrances/exits for staff and for specific student classes and increased use of all external access points to dilute footfall</li> <li>• packed lunches to be promoted to parents to reduce footfall in the canteen</li> <li>• only one parent/carer per student for any meetings/visits</li> <li>• no school events requiring visitors or mixing of bubbles to take place</li> <li>• examine alternative, safe methods for conducting routine CPD events</li> <li>• examine alternative safe methods for conducting staff meetings,</li> <li>• examine alternative safe methods for conducting parent consultations such as parents' evenings</li> <li>• carefully manage use of agency supply staff. We will aim to use staff on our roll (zero hours contracts) as a priority</li> </ul>									
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			<ul style="list-style-type: none"> <li>• cease lettings to community groups</li> <li>• postpone non-essential external visitors/contractors</li> <li>• publish notice (via letter to parents/carers, website, FB and Twitter) that school remains off limits to the community</li> </ul>								
			In the case of emergency or evacuation, it may be necessary to dispense with the 2m rule and one-way system, if the situation dictates - use all available corridors and exits	1	5	5			1	5	5
			Utilise clear acrylic/glass screens to separate staff in office spaces in lieu of 2 metre separation	1	5	5			1	5	5

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			Classrooms and other spaces to be well ventilated where possible at all times of occupation	1	5	5	<p>Staff must have <b>at least one window or door open</b> at all times as a key mitigation against Covid-19. If any room is persistently below 13 degrees staff must inform senior team so that additional heaters can be considered rather than closing the final window/door.</p> <ul style="list-style-type: none"> <li>- Staff should seek to open further windows or doors if they can do so without reducing the temperature of the room to below 16 degrees (13 degrees if pupils are engaged in physical activity)</li> <li>- Whenever a room is vacated, as many windows as practical should be opened to ensure the room is fully ventilated in preparation for the next group who will use it.</li> </ul> <p>Ventilation is a key measure and at this time of year can affect room temperatures, so staff and students should dress accordingly to maintain thermal comfort.</p>				1	5	5
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		Occasional, brief, transitory encounters of less than 2m is considered low risk and should not be cause for alarm	1	5	5			1	5	5
		Allocate specific toilets for staff and for student use - toilet users to <a href="#">close the lid, when available, prior to flushing</a> Staff and students advised to sanitise hands before using toilets and sinks, to keep surfaces such as taps clean.	1	5	5			1	5	5
		Configure all air conditioning in shared spaces so that recirculation is turned off and fresh air supply is turned on. Rooms that have controlled access assigned to a single person can still operate on recirculated air, e.g. server room	1	5	5			1	5	5

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		YPC CVYPC CEVYPC	<p>Implement student-specific <a href="#">social distancing measures</a>:</p> <p>Where student to student distancing is not achievable at “1m plus” for prolonged periods, students must be placed in a bubble structure:</p> <ul style="list-style-type: none"> <li>• class bubbles for students in KS3; year group bubbles for KS4 &amp; KS5</li> <li>• reduce footfall, including from lesson changeovers, by keeping students in a learning group bubble, in a single classroom (for lessons not requiring specialist facilities) and rotate the teacher</li> <li>• stagger lunch and break times and students to remain in their bubble - bubbles should not interact, or, where not achievable, interaction should be minimised or be outside, noting that prolonged interaction could result in the forming of a larger bubble</li> <li>• lay out classrooms and learning spaces with desks facing forward</li> <li>• pre-planned classroom entry/exit routine</li> <li>• encourage outdoor activity at lunch and break times, within bubbles as far as possible</li> </ul>	2	5	10	<p>Restrict access to the School for those students that, after investigation, are found to be deliberately or consistently breaching the School’s operating procedures and/or expectations while in school, thus increasing the risk to others in the learning community - remove from site and stay away for 10 days</p>				2	5	10
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			<ul style="list-style-type: none"><li>• no sports fixtures</li></ul>				students requiring a minibus journey is being considered				
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			If social distancing protocols and other risk mitigation measures cannot be consistently maintained due to poor behaviours; an inability to comprehend or follow instructions; or due to SEN or additional needs, then consider risks to individual and the wider learning community	3	5	15	Assess specific or additional risks and develop specific or additional mitigating actions (individual risk assessments in addition to this risk assessment), including study in separate location and agreed safe spaces. If risks cannot be suitably mitigated in the school environment, then student will have to study at home if individual or others are put at an unacceptable level of risk		1	5	5
			External learning providers i.e. peripatetic. Must adhere to all protocols laid out in this RA and standard operating procedures	3	5	15	Observation and spot checks by hosting faculty staff		2	5	10
			Catering/Food Tech lessons. Students may be instructed to wear facemasks if operating in extremely close proximity in certain areas i.e. washing up/cooking zones. This will be by exception and dynamically assessed by the teaching staff member as required	2	4	8			1	4	4

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Equipment and substances	Contraction of COVID-19 - transmission of COVID-19 through contact with shared equipment	YPC A PW CVA CVYPC CEVA CEVYPC BAME LWCV LWCEV LWBAME	Clean regularly and provide self-clean facility for all users of shared personal protective equipment (PPE) such as visors, goggles and masks, shared IT, workstations and other shared equipment such as screens/keyboards/mice, shared musical instruments, whiteboards, touch-screen TVs, communal water fountains, signing in system, cashless catering devices, telephones, photocopiers	2	5	10	Use of 'fumican' to disinfect rooms/space with soft furnishings every 30 days. Use of fogging unit weekly to disinfect the site (from 1/11/20)		1	5	5
			Cease communal use of water fountains	1	5	5	Encourage all students and staff to bring in own drinks bottles		1	5	5
			Items of personal equipment, toys/games or stationery should not be shared, borrowed or taken by students and staff	2	5	10	Issue students/staff with low cost general/subject-specific items such as pens, pencils, glue sticks, calculators etc If required, retain student stationery at personal desk allocated within bubble classroom to reduce risk of losing/forgetting Provide staff with a personal issue of equipment to support the roaming nature of their new <i>modus operandi</i>		1	5	5
			Lock away shared absorbent resources, such as soft toys, and any resources like board games that promote close proximity face to face interaction	1	5	5			1	5	5



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			Certain items can be shared within a bubble, such as text books and learning resources. Minimise the use of resources shared between bubbles, always cleaning after every use. Where possible, re-use resources after 48hrs (72hrs for plastics) to reduce the need for cleaning	2	5	10			2	5	10
		A CVA PW CEVA BAME LWCV LWCEV LWBAME	Staff room sink and dishwasher must be free of personal cutlery and utensils	2	5	10	Staff to undertake dishwashing of their personal items and must remove cleaned items from the Staff Room to prevent cross contamination		1	5	5

\*Likelihood x Consequence = Risk (see Annex A)

**Risk Rating Calculator**

Likelihood that hazardous event will occur	
1	very unlikely
2	unlikely
3	fairly likely
4	likely
5	very likely

Consequence of hazardous event	
1	insignificant – no injury
2	minor – minor injuries needing first aid
3	moderate – up to seven days’ absence
4	major – more than seven days’ absence
5	catastrophic – death

**Action Level Table**

Risk rating	Action
20–25	Stop – stop activity and take immediate action
15–16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
8–12	Action – improve within specified timescale
3–6	Monitor – look to improve at next review or if there is a significant change
1–2	No action – no further action but ensure controls are maintained and reviewed

**Risk Scoring Grid**

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Consequence				

**Hazards in the workplace**

Aggression and violence	Drugs and alcohol	Lighting	Stress
Asbestos	Electricity	Manual handling	Temperature
Bullying	Fire	Noise	Vehicles/transport
Chemicals and harmful substances	Getting in and out	Plant and machinery	Vibration
Computer workstations	Heights	Radiation	Viruses, diseases and infections
Confined spaces	Housekeeping	Slips and trips	

**Hazard categories:** Mechanical; Physical; Chemical; Biological; Environmental; Organisational

Machinery or process

<sup>2</sup> Substances or conditions, including slips, trips and falls

<sup>3</sup> Harm to humans, property or environment

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<sup>4</sup> Organic substances

<sup>5</sup> Temperature, dust

<sup>6</sup> Behaviour, workload, time constraints, deadlines

### COVID-19 - Sources of information used to inform this Risk Assessment:

[www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19)

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

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**Liskeard School and Community College - Risk Assessment for Sep 20 Full Return - Coronavirus COVID-19 – v10**

[Air-jet hand dryers](#)

[DfE guidance on safe use of PPE](#)

[Undertaking first aid without PPE](#)