



Humphry Davy School

Risk Management - Assessment Report

Risk Area: Management and Site Maintenance
Assessment Framework: Full Re-Opening of Schools - COVID 19
Work Area or Activity: SITE MANAGEMENT
Competent Person: Harvey Bullock
Assisted by: Theresa Grainger
Groups Affected: All staff, students and visitors
Notes:

Amended to include reference to persons identifying as BAME
 This is a review of the assessment carried out on 15/07/2020

This is a review of an assessment carried out on 17/07/2020

This is a review of an assessment carried out on 10/08/2020

This is a review of an assessment carried out on 24/08/2020

Assessed on: 29/08/2020
To be Reviewed on: 01/09/2020

Risk Rating: Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Failure to follow Government, DfE, Local Authority, PHE and NHS advise.	DfE and NASUWT guidance consulted in preparation and planning for reopening, including advice on putting in place protective measures. ASCL checklist completed.	Yes	Severity:4 Likelihood:2 Risk Rating:8

<p>Premises/compliance not checked to ensure full reopening is safe.</p>	<p>We have completed the opening checklist and all issues have been actioned. Government and local council guidelines will be followed and reviewed in this assessment as necessary.</p>	<p>Yes</p>	<p>Severity:4 Likelihood:1 Risk Rating:4</p>
<p>Standard Operating Procedures not amended (where necessary) to reflect changes in occupancy e.g. fire and evacuation procedures, movement around site, vehicle movement etc.</p>	<p>Fire risk assessment reviewed. Evacuation assembly points are: Years 7 and 8 - behind the sports hall Years 9,10 and 11 - in the lower tennis courts Staff carpark and car park at the front of school used as normal. Contractor vehicle movement to be detailed upon their start. 2 compounds - Lorne Stewart - mini bus area - Midas Tremeneere road accessed car park</p>	<p>Yes</p>	<p>Severity:3 Likelihood:1 Risk Rating:3</p>
<p>Lack of procedures in place for controlling visitors, contractors and deliveries to site (this should include unauthorised visitors) ? consideration should also be given as to whether to resume Lettings etc.</p>	<p>Lettings on hold until further notice. Only essential visitors will be permitted. Visitors should book ahead and are required to hand sanitise at reception when signing in. Companies and Organisations visiting the school site will be asked for a copy of their risk assessment in advance. A 'visitors procedure' is in place and is available on the school website. The procedure will be sent to visitors in advance of their visit to the school site. Entrance gates will be closed after student entry and only the main gate will remain unlocked but in the closed position. This</p>	<p>Yes</p>	<p>Severity:4 Likelihood:2 Risk Rating:8</p>

	will have instructions to report to reception for visitors and deliveries. CCTV and staff vigilance required for unauthorised visitors.		
Lack of up to date information for Staff.	Regular staff briefings organised. These will take place in areas that will allow social distancing and be via video link when possible. Induction handbook prepared for all staff and circulated to prior to commencement of arrangements.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Lack of up to date information for Students, Parents and Guardians.	Newsletter sent to all parents/guardians before the school opens. Weekly updates planned on school website and FB page. Parent survey completed and views taken into account in planning stages.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Failure to provide support and/or reassurances to Staff who are anxious about a full return to school.	There is a pathway to talk to SLT about any concerns any staff may have. There is the possibility of phased returns for staff that could return under these conditions. A walk through of the school and its systems will be possible before September if any staff are interested. Some home working may continue to be supported in the first instance.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Failure to provide support and/or reassurances to Student, Parents and Guardians who are anxious about a full return to school.	Letters have been sent to all parents. There has been a survey that went out also to find out possible concerns. Student support workers are available for the students and talk@ email system is being promoted. SLT available	Yes	Severity:3 Likelihood:2 Risk Rating:6

	<p>at any point. Signposting to additional support such as counselling as necessary.</p> <p>We have been supporting the school community throughout lockdown, and information gathered has been shared with relevant staff in order to support known issues upon return.</p>		
<p>Staff identified as clinically or extremely clinically vulnerable, staff identifying as being BAME and staff who are pregnant attending site.</p>	<p>The government guidelines will be followed at the time. The feasibility of working from home will be assessed and implemented if possible. Risk assessments will be completed for vulnerable groups/individuals as necessary.</p>	Yes	<p>Severity:4 Likelihood:1 Risk Rating:4</p>
<p>Staff living with someone or having regular contact with someone identified as being clinically or extremely clinically vulnerable, identifying as being BAME or pregnant attending site.</p>	<p>The school will follow current government guidelines and assess working from home if possible. Risk assessments will be completed for vulnerable groups/individuals as necessary.</p>	Yes	<p>Severity:4 Likelihood:1 Risk Rating:4</p>
<p>Students identified as clinically or extremely clinically vulnerable, students identifying as being BAME and students who are pregnant attending site.</p>	<p>The school will follow current government guidelines. Individual risk assessments have been completed by SEND team for students with EHCPs (these have been sent to Cornwall Council). Remote learning could be made available if no alternative can be found.</p>	Yes	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
<p>Students living with someone or having regular contact with someone identified as being clinically or extremely clinically vulnerable,</p>	<p>The school will follow current government guideline. Remote learning could be made available if no alternative can be found.</p>	Yes	<p>Severity:3 Likelihood:2 Risk Rating:6</p>

identifying as BAME or pregnant attending site.			
Staff displaying known symptoms of COVID-19 whilst on site or living/having regular contact with someone displaying known symptoms.	Staff reminded at briefings of the requirements to immediately isolate if displaying symptoms and advised to get tested. Signage displayed throughout school. Area that is used by staff member is to be cleaned thoroughly. Follow guidance from Public Health England SW	Yes	Severity:4 Likelihood:1 Risk Rating:4
Students displaying known symptoms of COVID-19 whilst on site or living/having regular contact with someone displaying known symptoms.	Reception visitors toilet to be cleared for affected student - and cleaned after use. Staff providing support are to be provided with PPE. Area used by student to be thoroughly cleaned. Follow guidance from Public Health England SW	Yes	Severity:4 Likelihood:1 Risk Rating:4
Lack of procedures in place to manage confirmed cases of COVID-19 within the school community.	The school will be following government guidance at the time. Toilet area in reception to be used to remove any potentially infected from the school community and isolate there.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Lack of procedure in place should an outbreak result in rapid closure of the premises or part of the premises.	A contingency plan is in place to move to remote learning should the site become involved in an outbreak. Government guidance will be followed, and PHE support will be requested. A two week on/two week off rota system will be implemented if necessary (in line with Government Guidance issued at the end of August).	Yes	Severity:4 Likelihood:2 Risk Rating:8
Travelling to and from school ? walking, cycling,	Students are encouraged to walk or cycle to school.	Yes	Severity:4 Likelihood:2

parents dropping off on foot or via car, own school transport (minibuses), school transport providers and public transport.	Parents will be asked to not congregate at the gate. Face masks to be worn on transport in line with current government guidelines. Bins will be available for the disposal of any PPE which will then be disposed of appropriately		Risk Rating:8
Mass arrival and departure to and from school resulting in gatherings at school gate(s) and access points.	The school will have a staggered return. Year 7 on the first day (Monday Sept 7th), Yrs7 & 11 on the second and a full return on the Wednesday. Parents again will be encouraged on each day to avoid gathering around the entrances/ exits.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Failure to coordinate arrival times with other users of the site such as nurseries that are not under school management.	Kitchen staff arrival already staggered. The staff car park will also have the gates at the far end open to allow a better flow of staff out after arrival and avoid staff having to mix with students who are entering site.	Yes	Severity:3 Likelihood:1 Risk Rating:3
Failure to coordinate arrival times on sites of multiple occupancy.	N/A	Yes	Severity:1 Likelihood:1 Risk Rating:1
Lack of procedures for controlling access to and from the premises.	The procedures for closing gates after student/ staff entry remain. In addition the lower gate by the site managers bungalow will be locked shut after student entry. The only gate that will remain unlocked will be the main gates, however, these will be in the closed position. Visitors will be required to book ahead of their arrival	Yes	Severity:3 Likelihood:1 Risk Rating:3

	- in line with the visitors procedure.		
Failure to allocate year groups and staff into bubbles (in order to deliver the full range of curriculum subjects) and maintain distancing between bubbles during movement around site.	See map attached for Year bubble areas. Year 7 Maths block - Turquoise on map Year 8 English - Pink on map Year 9 Humanities - Orange on map Yrs 10 & 11 Chynoweth - Blue on map	Yes	Severity:4 Likelihood:2 Risk Rating:8
Failure to have procedures in place for staff/students (holidays etc.) returning from parts of the UK and overseas known to have had recent spikes in COVID-19.	Staff to be responsible for making themselves available for work at the start of term in September. There is an expectation of staff to be fit and well for their return to work and therefore not take any unnecessary risks that may prevent that. Students and staff to follow government guidelines if they become symptomatic. Information and guidance communicated with staff and parents prior to the start of term, and available on website.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Failure to have procedures in place for staff/students coming into contact with others returning from parts of the UK and overseas known to have had recent spikes in COVID-19.	Staff to be responsible for making themselves available for work. There is an expectation of staff to be fit and well for their return to work and therefore not take any unnecessary risks that may prevent that. Students and staff to follow government guidelines if they become symptomatic. Information and guidance communicated with staff and parents prior to the start of term, and available on website.	Yes	Severity:4 Likelihood:1 Risk Rating:4

Failure to amend existing risk assessments for school trips, visits and extra-curricular activities ? domestic overnight stays and overseas visits are not advised at this stage.	NO residential visits will take place over the autumn term. No day trips will happen in the first four weeks of term. Should trips start after that they will be within year group bubbles and have the risk assessment reviewed to consider Covid implications.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Lack of facilities to accommodate year group bubbles whilst maintaining distancing between bubbles ? classrooms, work areas, lunch/break areas and recreational spaces.	See map for areas. Lunch times staggered Yrs 7, 8 and 9 12:45 - 13:15 Yrs 10 & 11 13:15 -13:50 Separate break and lunch areas for year groups. Separate indoor spaces available if weather is inclement.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Lack of hand washing and welfare facilities to accommodate year group bubbles whilst maintaining distancing.	Outside hand wash stations will be available: behind maths, Near plinth, bike shed and outside maths intervention. These will alleviate some of the pressure on the w/c's hand washing facilities.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Staff and students not washing hands frequently.	Actively encourage students to wash hands after: coming into school, sneezing or coughing, eating food or changing class.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Over-use of hand sanitiser etc.	Teachers to be advised of the safe use of sanitiser. All staff and students will be encouraged to wash hands rather than sanitise. Sanitiser will be available in all class rooms but use will be supervised.	Yes	Severity:3 Likelihood:1 Risk Rating:3
Cross contamination between year group bubbles due to staff moving between bubbles.	Staff will follow government guidelines and socially distance from students and each other.	Yes	Severity:3 Likelihood:2 Risk Rating:6

	<p>DfE guidance followed where movement will be allowed between bubbles for staff. Staff, where possible, limited to teaching in a reduced number of bubbles.</p> <p>Staff and students will be required to wear a face mask/face covering whilst moving around inside the school buildings. Face masks/coverings should also be worn in communal areas where social distancing cannot be practised when mixing with students in other year groups/bubbles.</p>		
<p>Cross contamination between year group bubbles due to members of the same household being allocated into separate bubbles.</p>	<p>We will be unable to mitigate that but DfE guidance will be followed and, where possible, contact with number of different bubbles will be reduced.</p>	Yes	<p>Severity:4 Likelihood:2 Risk Rating:8</p>
<p>Cross contamination between year group bubbles from shared facilities ? classrooms, work areas, resources such as library books, lunch/break areas, recreational spaces, gym/fitness suite equipment, playing fields and associated equipment.</p>	<p>See Map. There will be wiping down of areas between bubble use, more rigorous when swapping between bubbles eg PE. Library shut but mobile resources available. Library books to be quarantined after return before re-stocking. PE to avoid resource heavy activities, or ensure equipment is sanitised between uses.</p>	Yes	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
<p>Cross contamination between year group bubbles due to shared welfare facilities such as toilets, sinks water fountains, vending machines etc.</p>	<p>See Map for areas. All drinking fountains are turned off /disabled. Students to be encouraged to bring in their own, filled, water bottles.</p>	Yes	<p>Severity:4 Likelihood:1 Risk Rating:4</p>

<p>Cross contamination within year group bubbles due to physical contact - staff/student contact, peer to peer contact.</p>	<p>Staff and students to be adopting 2m distancing, 1m with masks or current government guidelines. Peer / peer contact actively discouraged. Staff and students will be required to wear a face mask/face covering whilst moving around inside the school buildings. Face masks/coverings should also be worn in communal areas where social distancing cannot be practised when mixing with students in other year groups/bubbles.</p>	<p>Yes</p>	<p>Severity:4 Likelihood:1 Risk Rating:4</p>
<p>Cross contamination within year group bubbles due to sharing resources/equipment, gym/fitness equipment, sports equipment or passing on loaned equipment such as library books etc.</p>	<p>Staff and Students to use their own resources where possible or ones allocated to them. no sharing. Library shut but mobile resources available. Library books to be quarantined after return before re-stocking. PE to avoid resource heavy activities, or ensure equipment is sanitised between uses. Sharing of personal possessions is not permitted</p>	<p>Yes</p>	<p>Severity:4 Likelihood:1 Risk Rating:4</p>
<p>Cross contamination within year group bubbles due to shared personal equipment (water bottles, toys etc.), physical activities (PE etc.).</p>	<p>Sharing of personal possessions is not permitted. PE to avoid resource heavy activities. PE equipment to be sanitised after use.</p>	<p>Yes</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
<p>Cross contamination within year group bubbles due to shared welfare facilities such as toilets, sinks water fountains, vending machines etc.</p>	<p>See map attached for Year bubble areas. Year 7 Maths block - Turquoise on map Year 8 English - Pink on map Year 9 Humanities -</p>	<p>Yes</p>	<p>Severity:4 Likelihood:1 Risk Rating:4</p>

	Orange on map Yrs 10 & 11 Chynoweth - Blue on map All drinking fountains are turned off /disabled.		
Inadequate supervision levels should staff levels drop (individual year group bubbles and the whole school in general).	No changes to current supervisory levels. Initially in September, the timetable will be written to allow staff additional supervisory and cover time.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Inadequate supervision levels to maintain safe movement around site and avoid year group bubble to bubble contact.	See map. One way system will be in operation with signage and clear demarcation of year bubbles.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Inadequate supervision levels at lunch/breaktimes to maintain distancing between year group bubbles.	Zoned areas will have allocated lunch time and extra supervision. Those not wishing to go to the dining areas for food will either be supervised in their bubble areas (where staffing allows), or will move to the lunchtime bubble area with their year group.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Lack of facilities to maintain distancing between staff in staff areas.	Staff have a responsibility to remain socially distant. Staff areas available across the school rather than a single staff room; though central staff resource area will be made available for staff to work in.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Lack of first aid trained staff and facilities to support year group bubbles (including paediatric where necessary).	Student support workers within the bubbles will triage. Serious injuries will call the Site Manager and the Student Support Coordinator.	Yes	Severity:3 Likelihood:1 Risk Rating:3
Lack of staff to support pupils with individual and specific medical needs (including dispensing of medicines and provision of medical procedures).	Student Support Coordinator will bring medicines down to year bubbles. Individuals requiring regular medication will have their	Yes	Severity:3 Likelihood:2 Risk Rating:6

	medicines kept securely within the bubble and the student support workers allocated to that bubble will be trained to administer or oversee the medicine usage.		
Lack of staff to support pupils with individual and specific care needs (e.g. support for toileting etc.).	SEND to assess ECHP requirements with individual assessments. SEND to be deployed to each bubble. PPE provided for all staff and students requiring closer support	Yes	Severity:4 Likelihood:2 Risk Rating:8
Lack of staff to support pupils with specific emotional or behavioural needs.	1 on 1 support provided where needed. Midpoint available for more vulnerable students. PPE provided for all staff and students requiring closer support	Yes	Severity:4 Likelihood:2 Risk Rating:8
Lack of canteen staff, catering facilities and the dining space required to provide school meals to all year group bubbles whilst maintaining distancing.	See map for times and areas to be used by each bubble. Lunch times staggered Yrs 7, 8 and 9 12:45 - 13:15 Yrs 10 & 11 13:15 -13:50	Yes	Severity:3 Likelihood:2 Risk Rating:6
Inadequate cleaning staff/site team on site throughout the day to clean frequently touched areas, welfare facilities, shared areas etc. and areas used by different year group bubbles.	Toilets and sinks will be cleaned regularly during the day in each area. Water taps outside are to be turned off. Toilets assigned for each bubble. Frequently touched surfaces will be cleaned at least twice a day. High contact areas (eg reception) will be steam cleaned. A separate 'cleaning routines' document has been shared with staff.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Inadequate staff equipment/facilities and cleaning products/PPE to ensure the school is	In house cleaning team to be provided with disposable gloves and aprons. COSHH risk	Yes	Severity:1 Likelihood:1 Risk Rating:1

thoroughly cleaned at the end of the school day/start of a new day.	assessments for new cleaning chemicals completed and control measures followed.		
Cross contamination across site due to lack of procedures for disposing of used and potentially contaminated cleaning materials etc.	All cleaning products and rubbish is to be double bagged. No cleaning of bubbles with any products or machines from other bubbles. Full cleaning staff induction during the deep clean before the new term begins. Cleaning Risk Assessment completed. Cleaning Routines have been established and shared.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Cross contamination across site and between staff and students due to lack of procedures for marking and assessment.	Alternative marking procedures, including self and peer assessment to be used where possible. Work may be submitted and marked using Show My Homework or online software. Where staff need to mark books, they should quarantine books for 72 hours prior to marking (if plastic coated) or 24 hours for paper and cardboard covered books. In line with CILIP (Library and information association) guidance for textbooks.	Yes	Severity:1 Likelihood:1 Risk Rating:1

H Bullock

T Grainger

SignedT Grainger..... Dated ..29.08.2020.....

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