



Wadebridge School

Risk Management – Assessment Report

Work Area or Activity	Whole School
Risk Area	Management and Site Maintenance
Assessment Framework	Re-opening Schools – COVID 19
Competent Person	Tina Yardley - Head teacher
Assisted by	Chris Wilson – Business Manager
Groups Affected	All Staff All Students, Parents / Carers Visitors
Notes	This assessment is for the planned re-opening of the school.

Assessed on:- 29/7/20

Reviewed on:- 21/1/21

		Risk Rating	Below 9 – Low risk 9 to 12 – Medium Risk 15 to 16 – High Risk 20 to 25 – Very High Risk	
What are the Hazards?	What is already being done?	Satisfactory Yes / No	Risk Findings	
Premises not checked to ensure it is safe to re-open.	All compliance work has continued ensuring the buildings remain safe to use.	Yes	Severity	4
			Likelihood	1
			Risk Rating	4
Lack of up to date information for staff.	Regular staff briefings prepared by Head for all staff and SLT.	Yes	Severity	4
			Likelihood	1
			Risk Rating	4
Lack of up to date information for students, parents / carers.	Regular contact made with parents / carers. Notices published on school website. Information provided through class charts. Where necessary telephone contact made.	Yes	Severity	4
			Likelihood	2
			Risk Rating	8
Failure to maintain supervision levels if staffing numbers drop.	Staff levels checked regularly. Absence closely monitored by SLT.	Yes	Severity	4
			Likelihood	1
			Risk Rating	4
Staff who are identified as vulnerable coming into contact with Coronavirus.	Vulnerable staff identified and adjustments made to avoid and prevent close	Yes	Severity	4
			Likelihood	1
			Risk Rating	4

	contact with other staff and students.		
Students who are identified as vulnerable coming into contact with Coronavirus.	Parents reminded to inform the school of any vulnerable students. Each assessed on a case by case basis.	Yes	Severity 4 Likelihood 1 Risk Rating 4
Staff or students who live with someone who is vulnerable to Coronavirus attending school.	Assessed on a case by case basis and government guidance followed.	Yes	Severity 4 Likelihood 1 Risk Rating 4
Students travelling 'safely' when on school buses.	Parents informed that 'face coverings' are required when students are travelling on public transport.	Yes	Severity 4 Likelihood 2 Risk Rating 8
Social distancing not maintained during social time.	Each year group will operate as a distinct bubble of students and will occupy their own external allocated social space and will be supervised at all times. In the event of bad weather each bubble will use its allocated space. Each bubble will access canteen at their allotted time.	Yes	Severity 4 Likelihood 2 Risk Rating 8
Social distancing not maintained during other times during school day.	All staff must be 'alert' of the need for social distancing to be maintained in all areas of the school at ALL times. In areas where close proximity cannot be avoided screens have been put in place, for example main reception. One-way system in place to avoid crowding in corridors. Wherever possible classrooms will operate a one way in and one way out directly to outside to disperse students quickly and avoid corridor congestion. Face coverings to be worn by all staff and students	Yes	Severity 4 Likelihood 2 Risk Rating 8

	when moving around the site.		
Lack of hand washing facilities.	Soap and paper towels will be made available to the toilets. All toilets to be checked during the day and replenished after end of the school day. Hand sanitiser will be available at certain locations around the school.	Yes	Severity 4 Likelihood 1 Risk Rating 4
Staff and students not washing hands frequently.	All staff and students to be briefed on the importance of frequent hand washing. Sanitiser at all entrances and all pupils to have hand sanitiser	Yes	Severity 4 Likelihood 2 Risk Rating 8
Cross contamination from used tissues etc.	Lined waste bins in every classroom, emptied daily.	Yes	Severity 4 Likelihood 1 Risk Rating 4
Disposal of potentially contaminated waste.	Use of clinical waste bins (yellow bags) in accessible toilet in main block and new block.	Yes	Severity 4 Likelihood 1 Risk Rating 4
Cross contamination from sharing equipment.	Equipment sharing not allowed. Each classroom provided sanitiser spray to clean tables and all students will be issued a cloth in a resealable bag to wipe tables after use.	Yes	Severity 4 Likelihood 2 Risk Rating 8
Cross contaminations from sharing personal possessions such as water bottles, phones etc.	Students to bring own water bottles. If a student forgets school will make water available. Sharing of other possessions not permitted.	Yes	Severity 4 Likelihood 1 Risk Rating 2
Cross-contamination when different bubbles (year groups) use the same classroom	Desks to be wiped with appropriate sterilising solution / disinfectant at the end of each lesson. Cloths used to be immersed in sterilising solution afterwards	yes	Severity 4 Likelihood 1 Risk Rating 4
Cross contamination from contact with frequently touched surfaces.	Frequently touched surfaces to be cleaned every day.	Yes	Severity 4 Likelihood 2 Risk Rating 8

Canteen arrangements	Sanitiser to be available in both canteens for students to use before they take food. All canteen staff to wear appropriate PPE. Revaluation units will be out of use and top up of accounts to be done online. Thumb units to be wiped by canteen staff after every use. After each bubble have used the canteen the staff will clean the tables. Queues will be carefully managed to avoid crowding.	Yes	Severity 4 Likelihood 2 Risk Rating 8
Pupils and staff not knowing updated fire procedures.	This information to be included in daily briefing for students. Pupils and staff within bubbles to gather in their designated social spaces. All other staff on site to assemble on the Senior Playground. This information will be shared with ALL staff.	Yes	Severity 4 Likelihood 2 Risk Rating 8