

Truro School Risk Assessment

Activity/Hazard (Include Hazard Survey Number where applicable)	Who is at Risk?	Control Measures (Specific existing Control Measures)	Risk Rating Likelihood X Consequence (See Note 2)	Additional Controls (Each Control Measure is to be specific and managed)	Residual Risk Rating (See Note 3)	Completion Date
TSS1 Drop off/Arrival Risk of contamination from Social Distancing rules not being observed	Staff, pupils and parents	<ul style="list-style-type: none"> • Day pupils are requested not to arrive on site before 0800 and boarders are to remain in their houses until 0800, apart from attending breakfast. • Face masks to be worn by pupils in accordance with TSS3 and TSS4, unless an exemption has been agreed in advance. • Pupils must follow government guidance about travelling on public transport and sharing cars. • Pupils are to wash or sanitise their hands immediately upon entering a building. 	1 x 2 = Low	<ul style="list-style-type: none"> • Parents are asked to be alert to any symptoms associated with coronavirus at home and if a child displays any (e.g. a temperature) parents must not send or bring their child into school. 	Unchanged	
TSS2 Collection/Departure Risk of contamination from Social Distancing rules not being observed	Staff, pupils and parents	<ul style="list-style-type: none"> • All pupils, without prior agreement to remain on site, should leave the site by 1730. • Any pupils staying after school must either be in a designated supervised area or signed up to a club. 	1 x 2 = Low		Unchanged	
TSS3 Mixed Year Groups using School Transport Risk of virus transmission from lack of social distancing and mixed year groups	Staff and pupils	<ul style="list-style-type: none"> • Pupils make their own way to the vehicle. • All pupils at Senior School must wear a face covering while they travel on the bus, unless they have approved exemption from mask wearing. Masks worn must fully cover the mouth and nose, must be worn before entering the bus and not removed until after they have got off the bus. If anyone arrives at the bus without a face covering they will not be allowed to get on, 	2 x 2 = Medium		Unchanged	

		<p>unless they have a prior agreed exemption with the School.</p> <ul style="list-style-type: none"> • Pupils attending Pre-Prep and Prep are not required to wear a face covering but may wear one if they wish to. • Staff on buses will wear face coverings or masks. Only the driver will open and close the sliding door, and pupils must wait for the driver to open it before trying to get on or off the bus. • Pupils must sanitise their hands before getting on the bus. • Pupils will be sat in year groups as close as possible. • The windows will be open to maximise ventilation. • There will be no eating or drinking on the bus. • There can be no sharing of any belongings while on the bus, such as phones, music devices etc. • No physical contact between pupils is permitted on these journeys. • No singing, shouting or other boisterous behaviour, and no moving about once on the bus. • Pupils to minimise the amount of belongings taken into school and keep them close to where they sit. • On arrival pupils to stay seated and wait for the driver to open the door and then leave in an orderly manner from the front. • Prior to the afternoon journey pupils will not be allowed to get on the bus until just before departure to minimise the amount of time they are on it. 			
<p>TSS4 Number of pupils on site</p> <p>Risk of contamination from</p>	<p>Staff, pupils and parents</p>	<ul style="list-style-type: none"> • A full record of pupil attendance and absence is kept on SIMs and shared as required via routine DfE returns. 	<p>1 x 2 = Low</p>		<p>Unchanged</p>

<p>Social Distancing rules not being observed</p>		<p>Face masks must be worn by those not formally exempted in the following areas:</p> <ul style="list-style-type: none"> • Internal corridors • Lunch queue • Transport (See transport section) • Fire alarm evacuations (see Fire Section) <p>Face masks are strongly recommended in the following areas:</p> <ul style="list-style-type: none"> - Common rooms and pupil communal areas <p>Formal exemption from the requirement to wear a mask may be confirmed only by the Deputy Head Pastoral, who will supply the pupil with an identification to ensure they are not unreasonably challenged by staff or peers over their exemption.</p> <p>Pupils to continue twice weekly at home testing as per government guidance.</p>				
<p>TSS5 Number of staff on site</p> <p>Risk of contamination from Social Distancing rules not being observed</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Staff are expected to wear face masks under the same guidelines as pupils - at all times when in communal areas and shared spaces (where social distancing or separation measures are not able to be in place), with the exception of eating and drinking when in the Dining Room and Common Room. • Staff have been provided home test kits for use twice per week. 	<p>1 x 2 = Low</p>		<p>Unchanged</p>	
<p>TSS6 Members of Staff with mixed vaccination status</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Members of staff are encouraged to take up any official offer to be vaccinated. Slots should be requested outside of working hours where possible. If this is not possible the usual cover process should be followed. • Irrespective of vaccine status, staff are to maintain Social Distancing and hand hygiene measures in line with school and Government guidelines until these are changed. 	<p>1 x 2 = Low</p>		<p>Unchanged</p>	

<p>TSS7 Registration</p> <p>Risk of contamination from Social Distancing rules not being observed</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> • Pupils make their way directly to their form rooms. • Pupils will receive regular reminders and updates over what is expected of them in terms of the sanitising and washing of hands. • Pupils should sit at the same desk each day. • Whenever possible, desks have been realigned to all face the front of the room. 	<p>1 x 2 = Low</p>		<p>Unchanged</p>	
<p>TSS8 Lessons</p> <p>Risk of contamination from Social Distancing rules not being observed</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> • Teachers can setup their classrooms according to the education service being delivered, including creating a gap between any supervising adult's desk and the pupils if required. • Wherever possible supervising adults will maintain social distancing as much as possibly during lessons. • Excess furniture/equipment will be placed out of use or removed from classrooms. • Doors and windows will be opened to maximise ventilation during lessons. • Seating plans will be created and pupils will be allocated their regular desk and/or computer by staff. Unnecessary sharing of equipment will not be permitted. • The School will not be providing stationary, which is available to purchase as usual from the library. • Pupils are required to bring their own headsets for computer use. • Pupils will routinely sanitise their hands when arriving in a classroom. • Each department will carry out its own risk assessment for its own activities. • A cleaning pack containing sanitiser spray, wipes, blue roll, tissues, disposable gloves and masks will be provided in every classroom. 	<p>1 x 2 = Low</p>		<p>Unchanged</p>	
<p>TSS9 Failure to teach remote pupils adequately</p>	<p>Pupils</p>	<ul style="list-style-type: none"> • High quality educational support will be provided to pupils absent due to Covid. 	<p>1 x 2 = Low</p>		<p>Unchanged</p>	

		<ul style="list-style-type: none"> • Equipment, such as mobile microphones, will be available as required. • Where hybrid or dual learning is required, form tutors, teachers, and where relevant boarding staff, will monitor the attendance and engagement of pupils who are attending lessons remotely and report concerns to the Pastoral Team or SLT for follow up support. 			
TSS10 Lesson changeovers Risk of virus transmission	Staff and pupils	<ul style="list-style-type: none"> • A cleaning pack containing sanitiser spray, wipes, blue roll, tissues, disposable gloves and masks will be provided in every classroom. • Teachers are responsible for ensuring the spaces and equipment they have used are sanitised before there is a change of year group pupils or before they move classrooms themselves. • Where possible, pupils will sanitise their own desks and chairs. • All Departments will update their routine Departmental Risk Assessments to include Covid risks and mitigations– and in particular for change over between year groups. 	1 x 2 = Low		Unchanged
TSS11 Chapel Risk of contamination from Social Distancing rules not being observed	Staff and Pupils	<ul style="list-style-type: none"> • Use of Chapel will be for timetabled for individual year groups (1st to 5th) or Sixth form as much as possible. • Any events for larger mixing use will need to be reviewed by SLT prior to arrangement. • Masks will be worn in Chapel. • We will keep doors open to limit contact and enhance ventilation. 	1 x 2 = Low		Unchanged
TSS12 Circulation Risk of contamination from Social Distancing rules not being observed	Staff and pupils	<ul style="list-style-type: none"> • A keep left policy will be put in place in corridors and stairwells. • Staff will supervise movement to ensure groups do not meet and that masks are worn as appropriate. • Physical distancing signs are prominent around the site. 	1 x 2 = Low		Unchanged

TSS13 Breaks Risk of contamination from Social Distancing rules not being observed	Staff and pupils	<ul style="list-style-type: none"> • When the weather permits, year groups will be able to take breaks outside. • Pupils and Staff should remain conscious of social distancing and mask wearing areas. • Pupils are to bring a full water bottle/drinks container large enough to last their time in school. Water dispensers will be available on site for bottle filling. 	1 x 2 = Low		Unchanged	
TSS14 Tuck Shop	Staff and pupils	<ul style="list-style-type: none"> • Tuck shop will operate with outside queuing. 	1 x 2 = Low		Unchanged	
TSS15 Catering Risk of contamination from Social Distancing rules not being observed	Staff, pupils, visitors, contractors	<ul style="list-style-type: none"> • Increased dining furniture will allow all year groups to have a sit down experience. • Masks to be worn in queues, at serveries and when departing the canteen. 	1 x 2 = Low		Unchanged	
TSS16 Changing Rooms, racking and lockers and lost property Risk of contamination from Social Distancing rules not being observed	Pupils	<ul style="list-style-type: none"> • PE to arrange changing on site based on facilities available, and purging the rooms between groups. 	1 x 2 = Low		Unchanged	
TSS17 Toilets Risk of contamination from Social Distancing rules not being observed	Staff, pupils,	<ul style="list-style-type: none"> • Before entering a toilet area pupils must check there is sufficient space inside to prevent overcrowding. • Pupils are reminded to wash their hands thoroughly with soap and water for a minimum of 20 seconds after using the toilet. 	1 x 2 = Low		Unchanged	
TSS18 Staff Room Risk of contamination from	Staff and visitors	<ul style="list-style-type: none"> • Staff are reminded to maintain social distancing when using the staff room. • A one way entry and exit has been introduced for each staff room. 	1 x 2 = Low		Unchanged	

Social Distancing rules not being observed		<ul style="list-style-type: none"> • Staff will not enter if social distancing cannot be maintained due to the numbers already in there. • Wash/sanitise hands before and after using the coffee machine and other shared resources. 				
TSS19 Control of Contractors Risk of contamination from contractors	Staff, pupils, visitors and contractors	<ul style="list-style-type: none"> • Any contractors showing symptoms are to be refused entry or sent off site if they develop symptoms during work. • Contractors will use the hand sanitisers before commencing work. • Contractors will not use school equipment without prior agreement. • PPE, as advised by the Govt, is to be worn at all times. • The contractor staff are to maintain social distancing between each other as well as between themselves and school staff and pupils. • Contractor staff are to wear masks indoors where they cannot maintain 2 metre social distancing from colleagues, school staff and pupils. 	1 x 2 = Low		Unchanged	
TSS20 Any person becoming unwell at school Risk of infection spread leading to serious respiratory illness, death		<ul style="list-style-type: none"> • First aid trained staff are available on site. • If anyone becomes unwell with a new, continuous cough, a high temperature or a loss of, or change in their normal sense of taste or smell (anosmia) in the school, if testing capacity is available and the pupil is part of the school testing regime, they will be tested at school. If not they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • If a pupil who is unwell is awaiting collection, they will be moved to either reception or the Medical Centre, with appropriate and socially distanced adult supervision. A window will be opened for ventilation. • If the individual needs to go to the toilet while waiting to be collected or prior to them leaving 	1 x 2 = Low	<ul style="list-style-type: none"> • If any individual with symptoms is believed to have contracted the COVID-19 virus 'whilst at work', the relevant information must be reported to the HSE under RIDDOR legislation. 	Unchanged	

		<p>for home, they will have access to a dedicated patient toilet in the Medical Centre or elsewhere. The toilet used will then be cleaned and disinfected before being used by anyone else.</p> <ul style="list-style-type: none"> • If a pupil needs direct personal care until they can return home a fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn. • In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk. • If a member of staff has helped someone who was unwell with COVID-19 symptoms, they will wash their hands thoroughly for at least 20 seconds. 			
<p>TSS21 Inadequate cleaning of premises, surfaces and clothing</p> <p>Risk of infection spread leading to serious respiratory illness, or worse.</p>	<p>Staff, Pupils and visitors</p>	<p>Measures for Cleaning</p> <ul style="list-style-type: none"> • The School's cleaning contractor will conduct the regular daily cleaning of the school in the morning and afternoon so that everywhere is clean and sanitised before the start of the school day. • This will be enhanced by 2 sanitise cleans of all contact points in communal areas between 1000 - 1430, such as door handles/push plates, bannisters, taps, toilet seats, flushing mechanisms and door locks, light switches and electronic entry systems. • The Caretakers will sanitise all external door handles at the beginning of the day. • Foggers will be used to supplement sanitising of specific areas as required. • Classrooms should be decluttered with only the minimum items permitted on work and other 	<p>1 x 2 = Low</p>		<p>Unchanged</p>

		<p>surfaces. This allows for more intensive cleaning and reduces the risk of the virus landing on multiple surfaces.</p> <ul style="list-style-type: none"> • Telephones, keyboards/mice and mobile IT devices should be cleaned with anti-viral wipes on a regular basis throughout the day, especially between change of use. 			
TSS22 Visits to and School and tours of site	Staff and Pupils	<ul style="list-style-type: none"> • A communication has been sent to all staff and placed on the school website outlining the protocol to be followed for visits. • The following measures are to be followed: • Before agreeing to a site visit explore if a virtual meeting would suffice. • If possible conduct visits outside the school day, if not possible avoid visiting at busy times. • Minimise the length of each visit. • Consider limiting the number of visitors in a party if it is large. • Enquire if the visitor is undertaking testing, if yes ask for details of the most recent test result. If no ask if they are prepared to take a test ahead of the visit, or on arrival if a pre-test is not available. • Masks to be worn in accordance with School policy. • Visitors to sanitise hands on arrival, and regularly thereafter. • Visitors to be met in Reception by the sponsor. • Meetings to take place in rooms where this is good ventilation and room for participants to maintain a distance of 2 metres. • At the end of the visit visitors are asked to email CSG@truroschoo.com if they start displaying Covid symptoms within 72 hours of the visit. 	1 x 2 = Low		Unchanged
TSS23 Vulnerable staff returning to work leading to increased anxiety	Staff	<ul style="list-style-type: none"> • Concerned staff can request an individual risk assessment should they have medical concerns that require specific review. Any reasonable requests will be supported and accommodated where possible. 	1 x 2 = Low		Unchanged

		<ul style="list-style-type: none"> • Provide Staff with support through line management, SLT access, HR support and other wellbeing initiatives. 			
TSS24 Staff Training, Rotas and wellbeing	Staff	<ul style="list-style-type: none"> • Staff have received a Health and Safety briefing on all School COVID procedures and protocols. • Ongoing support will be available to staff through line manager, SLT, counsellor and national support networks. • Weekly briefings will be through TEAMS and not physically meeting. Headsets should be worn for these if in classrooms or open plan areas. 	1 x 2 = Low		Unchanged
TSS25 Fire Risk of injury and death from fire and smoke inhalation. Inspection spread leading to serious respiratory illness, death from lack of Social distancing	All	<ul style="list-style-type: none"> • Staff and pupils to follow the Fire and Evacuation Plan. • Year groups to evacuate by the allocated doors to avoid mixing with other groups when leaving the building, unless the exit is blocked by fire or smoke. The allocated entrance/exit door for each area in use is the nearest one. • Non teaching staff and teachers not teaching at the time of activation, if safe to do so, should evacuate through a door not being used by a year group. • Year groups to assemble outside their building and move to their designated muster point as a group. • Non teaching staff to group by Department around the SBA Car Park and maintain 2 metres distance between each other. • Staff and pupils should wear face masks during fire evacuation procedures. Staff should continue to wear their mask if they are unable to maintain 2 metres social distancing. • Staff to ensure pupils maintain covid safe protocols on the way to and from the muster point. • Year groups to be released at staggered intervals to allow for distance to be maintained between them as they leave the Muster point and return to their zones. 	1 x 2 = Low		

TSS26 Risk of cross contamination between School and TSE activities	All	<ul style="list-style-type: none"> Staff will be allocated clear times they can use the Gym and sanitising between sessions will be required. The break between TSE and School activities will be in place to allow for any required cleaning. 	1 x 2 = Low		Unchanged	
TSS27 Boarding risks	Boarding pupils and staff	<ul style="list-style-type: none"> Boarding flow chart has been produced to clarify actions and activities for either a requirement for a test in a boarding house or a confirmed case. 	2 x 2 = Medium	Additional cover staffing needs will be met to support any isolation needs.	1 x 2 = Low	

Notes:

- Line Managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.
- When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix Likelihood X Consequence			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

High	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management chain.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review if there are any changes.

- Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.
- Risk Assessments are to be reviewed:
 - Annually.
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or near miss.
 - Following significant changes to the task, process, procedure or Line Management.
 - Following the introduction of more vulnerable personnel.