

**Staffordshire County Council  
General Risk Assessment Record Form**

**St Mary's School**

1. School – St Mary's C of E Primary School..... 8. Assessor(s)..... Clare Hill.....  
 2. Description of Task/Activity/Area/Premises etc. April 2022 - Minimising the risk of transmission of COVID-19

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place.	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>General transmission may occur: Through close contact between colleagues, pupils and visitors and essential visitors touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Anyone with COVID-19 symptoms and feeling unwell not to attend school</li> <li>• Anyone developing COVID-19 symptoms during the school day is sent home</li> <li>• Wellbeing support in place for staff and pupils</li> <li>• Frequent handwashing promoted.</li> <li>• Hand sanitiser available in classrooms, shared spaces, entrance and exit points</li> <li>• Good respiratory hygiene encouraged by promotion of 'catch it, bin it, kill it' approach</li> <li>• Maintain low levels of ventilation in rooms but windows and doors no longer will be required to be open all through the day regardless of outside temperature.</li> <li>• Thorough cleaning of frequently touched surfaces to continue</li> <li>• Inform children of the importance</li> </ul>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>• Review team stress risk assessment.</li> <li>• Record kept of visitors to site</li> <li>• Follow local health protection team advice</li> <li>• Encourage staff to cReview COSHH assessment for hand sanitiser and cleaning materials</li> <li>• Review stocks of soap, hand sanitiser and number of hand sanitiser stations, tissues</li> <li>• Consider if skin friendly skin cleaning wipes are needed for younger children</li> <li>• Encourage use of foot operated bins</li> <li>• Publish risk assessment</li> </ul>		

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		of washing their hands after using the toilet and on return to the classroom <ul style="list-style-type: none"> <li>• Disposable tissues available in classrooms</li> <li>• Respond to any school outbreaks by minimising larger gatherings.</li> <li>• Limit gatherings of parents and carers to class sized groups</li> </ul>		on school website <ul style="list-style-type: none"> <li>• Carbon Dioxide monitors in each classroom, staff to respond by increasing ventilation if numbers rise to levels of concern as indicated on supporting guidance</li> </ul>		

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
					✓	✓

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

### 5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

### 6. Assessment

**Signature of Assessor(s):**  
**Print Name: Clare Hill**

**Signature of Line Manager:**  
**Print Name: Clare Hill**

**Date Assessed: 1/4/22**  
**Government guidelines.**

**Review Date: May 2022 or as a result of changes to**

### 7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.