

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



1. School – St Mary’s C of E Primary School..... 2 Assessor(s)..... Clare Hill.....

3. Description of Task/Activity/Area/Premises etc. Schools full opening Sept 2020 - 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 |
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| <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>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p> | <ul style="list-style-type: none"> • Anyone with COVID-19 symptoms (new persistent cough, temperature, loss of taste or smell) or who have someone in their household who does – do not attend school. Please stay at home and book a test • If you have tested positive for the virus your children should not attend school for 14 days of you showing symptoms • If you child is sent home from their class bubbles and told to isolate, your child must stay at home and not go out, regardless of whether they are displaying symptoms or had a negative test. The rest of the family do not need to isolate unless your child develops symptoms • Anyone developing COVID-19 symptoms during the school day is sent home and procedures | <p>Medium</p> | <ul style="list-style-type: none"> • Individual risk assessments carried out for staff and pupils at higher risk and those who exit shielding from 1st Aug. • Review team stress risk assessment. • Record kept for 21 days of visitors to site. • Record of staff and pupils in groups. • Follow local health protection team advice. • Encourage staff and parents to engage with Test and Trace process and inform them immediately of the results of a test. • Minimise the number of contacts between staff and pupils | | |

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| | | <p>followed to manage transmission risks</p> <ul style="list-style-type: none"> • Parents remember social distancing and do not congregate at school gates or in car park • • Control measures in place for clinically vulnerable staff and pupils. • Wellbeing support in place for staff and pupils. • Active engagement with NHS Test and Trace service. • Aware of LA Local Outbreak Control Plans. • Grouping pupils together and avoiding contact between groups • Social distancing maintained wherever possible between all adults on site. • Frequent handwashing promoted. • Hand sanitiser available in classrooms, shared spaces, entrance and exit points. • Good respiratory hygiene encouraged by promotion of ‘catch it, bin it, kill it’ approach. • Enhanced cleaning of frequently touched surfaces. | | <ul style="list-style-type: none"> • Review COSHH assessment for hand sanitiser and cleaning materials. • Review cleaning schedules to include more frequent cleaning of rooms/shared areas used by different groups. • Signage used to promote hygiene and social distancing. • Review stocks of soap, hand sanitiser and number of hand sanitiser stations, tissues. • Consider if skin friendly skin cleaning wipes are needed for younger children and pupils with complex needs. • Review bins consider replacing with foot operated. • Consider publishing risk assessment on school website. | | |

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| | | <ul style="list-style-type: none"> • Disposable tissues available in classrooms. • Bins for tissues emptied during the day. • Staff, parents and visitors informed of the measures in place to reduce transmission. • Essential visitors only in school | | | | |

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| <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</p> | <p>Staff and pupils. Transmission may occur when providing personal or intimate care</p> | <ul style="list-style-type: none"> • PPE provided (such as disposable gloves, disposable apron) • Hand washing after providing care. | | <p>Staff using PPE instructed on the safe “donning and doffing” of PPE. Review personal care plans to assess PPE needs based on individual circumstances. <i>Currently not applicable but a new Reception child may not be fully toilet trained. Risk assessment to be completed as necessary.</i></p> | | |

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| <p>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>Staff and casualty. Transmission may occur when providing First Aid</p> | <ul style="list-style-type: none"> Wash/sanitise hands before and after treating a casualty. Wear PPE provided (such as disposable gloves, disposable apron). When directly treating people with symptoms of COVID-19 a surgical mask should be worn and eye protection may be needed where there is a risk of fluids entering the eyes due to repeated coughing, spitting or vomiting. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. <p>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p> | <p>High</p> | <ul style="list-style-type: none"> Review Assessment of First Aid Needs. First aiders instructed on the safe “donning and doffing” of PPE. Maintain stocks of PPE. Where this is not available contact LA. List of LA PPE suppliers communicated to schools. <p>PPE Exchange can be used to help with finding a supplier. https://www.ppeexchange.co.uk/</p> | | |
| <p>Resuscitation Council UK Statement: It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p> | | | | | | |

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| | Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home. | <ul style="list-style-type: none"> • Increase ventilation in the room if possible. • PPE provided for supervising adult: Fluid resistant surgical mask if a 2-metre distance cannot be maintained. Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron. | High | <ul style="list-style-type: none"> • Maintain stocks of PPE. Where this is not available contact LA. • Supervising adult instructed on the safe “donning and doffing” of PPE. • Consider using first aiders to supervise to reduce numbers of staff who need access to PPE. | | |
| | Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer. | <ul style="list-style-type: none"> • Supervising staff to maintain 2m social distance. • Maintain thorough hand washing at all times | Medium | <ul style="list-style-type: none"> • Review medication plans to assess PPE requirements (if any) for staff administering medication. | | |

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: 11/8/20

Review Date: 30/9/20

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 regularly.