

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



1. School – St Mary’s C of E Primary School..... 2. Assessor(s).....Clare Hill.....
 2. Description of Task/Activity/Area/Premises etc. School Closure January 2021 - Minimising the risk of transmission of COVID-19
 3. Vulnerable and children of critical workers only attending school.

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>Vulnerable pupils and pupils of critical workers, staff and essential visitors to the school.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and essential visitors</p>	<ul style="list-style-type: none"> • Anyone with COVID-19 symptoms or who have someone in their household who does is informed not to attend school • Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks • Control measures in place for vulnerable staff and pupils (who are not shielding at home due to lockdown) • Wellbeing support in place for staff and pupils • Active engagement with NHS Test and Trace service • Aware of LA Local Outbreak Control Plans • Twos school bubbles have now been formed • Social distancing maintained 	<p>Medium</p>	<ul style="list-style-type: none"> • Individual risk assessments carried out for staff and pupils at higher risk • Vulnerable members of staff remain at home during school closure • Review team stress risk assessment. • Record kept 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 		

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
	touching contaminated surfaces.	wherever possible between all adults on site <ul style="list-style-type: none"> • 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 • Maintain high levels of ventilation in rooms • Enhanced cleaning of frequently touched surfaces • Disposable tissues available in classrooms • Bins for tissues emptied during the day. • Staff, parents and essential visitors informed of the measures in place to reduce transmission • National Lockdown announced 4/1/21– All before and after school clubs have been cancelled until school re-opens and it is safe to resume 		contacts between staff and pupils <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 used by 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 • Encourage use of foot operated bins • Publish risk assessment on school website 		

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>Pupils</p> <p>Transmission may occur:</p> <p>When travelling to and from school</p> <p>When arriving and leaving school.</p>	<ul style="list-style-type: none"> • Waiting areas for pupils and parents reviewed to keep groups apart as they arrive and leave school. Start and finish time is the same for all pupils (8.45am start and 3.15pm finish) • 2m rule enforced while parents are waiting to send children in or receive them at the end of the day • Face coverings worn by staff when outside school and in contact with parents • Parents also requested to wear face masks • Dedicated school transport arrangements and plans revised • Communication (between parent and staff) to be kept to a minimum and all messages and queries to be emailed to school 	<p>High</p>	<ul style="list-style-type: none"> • Staff, parents are carers are asked to wear masks when children enter and leave school • Discuss transport arrangements with providers, LA and parents including considering the use of face coverings for pupils over the age of 11. Some parents have requested their child wears a mask whilst using transport even under the age of 11 • Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact • Review of cycle storage facilities (not currently used) • Review arrangements for parents to “drop off” pupils. Late parents ring the door bell and wait outside with their child, they do not enter the secure lobby 		

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>Parents, carers staff and pupils</p> <p>Site related transmission may occur: Through close contact between colleagues, pupils essential visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Staff in school are aware of all the current guidelines in regard to safe practice. • Staff are able to access up to date Covid 19 information • Staff are aware of school's infection control measures • One-way circulation routes in buildings and communicated appropriately to staff and pupil. • Timetable and use of classrooms reviewed to reduce movement around the building • Accessing rooms from outside • Organising classrooms and other rooms used for learning to support distancing i.e. seating pupils side by side/ in a square facing outwards • Unnecessary items and those items hard to clean removed from classrooms and learning environments and not encouraged from home • Staff and pupils only bring essential equipment into school. • Thorough cleaning of rooms at end of the day • Ventilation in the building maximised by opening windows, doors • Visitors on site limited and access to building controlled • All classrooms to have access to a sink, anti-bacterial spray, wipes, tissues and hand sanitiser. 	<p>High</p>	<ul style="list-style-type: none"> • Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes • Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply. • Ensure increased ventilation measures do not compromise pupil or staff safety • Review access points for visitors • Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time • Minimise visitors to site by using virtual meetings from 4/1/21 		

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>Parents, carers, staff and pupils</p> <p>Transmission may occur during learning activities and behaviour management.</p>	<ul style="list-style-type: none"> • Consistent groups of pupils and staff • Timetabling to keep groups apart and minimise movement around school • Older pupils encouraged to keep their distance within groups • Staff keep their distance from pupils and other staff (ideally 2 metres from other staff) as much as possible • Sharing of stationary prevented, each child has own resource pack • Shared resources – equipment cleaned frequently and between groups or rotated to allow them to be left unused and out of reach • Where possible actions taken for behaviour management will not involve touching a pupil. Physical restraint will only be used to maintain the safety of a child or others • Support for pupils with SEND to prevent anxiety due to changes 	<p>High</p>	<ul style="list-style-type: none"> • Review size and composition of groups, pupils attending school, from 1/2/21 2 groups bubbles • Staff to avoid face to face contact and minimise time spent within 1 metre of anyone • Staff and pupils provided with their own pens and pencils • Storage of rotated shared resources e.g. (sports, art and science equipment) for 48 hours (72 hours for plastics). • Review behaviour management plans and procedures • Consider increased use of outside spaces when pupils not engaged in remote learning 		

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>Staff and pupils</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> • Preventing toilets from becoming crowded by managing numbers accessing them at any one time. Reception access classroom toilets, and Year 1 – 6 have designated toilets to use depending on year group • Inform children of the importance of washing their hands after using the toilet and on return to the classroom • Staggered use of staff rooms, shared staff areas and offices to reduce contact with colleagues • Storerooms and cupboards accessed by one person at a time. • Outdoor play equipment cleaned between use by different groups • Outdoor space divided into 2 areas for pupils and then rotation of areas for fair access for all pupils • Tasks organised so that the shared use and passing of work equipment is limited. Work equipment to be cleaned before and after use • Lunch tables are positioned 2 m apart in the dining hall • Contractors delivering services using school facilities, such as catering, and cleaning asked to provide copies of their risk assessment for managing COVID-19 	<p>Medium</p>	<ul style="list-style-type: none"> • Pupils each lunches in classrooms and after eating, strict handwashing guidelines followed by staff and pupils • Provide facilities to dry hands eg disposable paper towels and/or hand driers • Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19 • School kitchens to comply with the government’s guidance for food businesses on coronavirus (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>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>High</p>	<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.</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 fluid repellent 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>		

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>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. This school has made the decision to carry out mouth-to-mouth ventilation by a trained first aider in the event of a cardiac arrest.</p>						
	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 	High	<ul style="list-style-type: none"> Review medication plans to assess PPE requirements (if any) for staff administering medication 		

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>Staff and pupils</p> <p>Transmission may occur through sharing spaces, mixing pupils and equipment.</p>	<ul style="list-style-type: none"> • Numbers of vulnerable pupils and pupils of critical worker parents have now been capped at 20 children maximum • Teaching staff will continue to work from home to provide a robust remote learning programme to support families at home. Also, reducing further numbers of adults mixing at school and reduce further chances of transmission • Support staff who are able to attend school, supervise and support pupils who access remote learning in the same way as pupils at home. Independence is facilitated and encouraged and unfinished work will be sent home to be completed. Support staff will not be teaching individual children • Safe staffing levels have been reviewed, together with size and layout of school to determine the total number of pupils we are able to accommodate • 2 group bubbles have been formed (8 pupils in Reception, Year 1 and Year 2 and 12 pupils in Years 4, 5 and 6) 2.5 staff have been employed each day to supervise and support these pupils • Staff are no longer moving between groups of pupils and an adult is in a fixed room each day with a specific number of children 	<p>Medium</p>	<ul style="list-style-type: none"> • Pupils attending school have been placed into a priority group (from 1 -4) depending on the criteria they meet within the Government critical worker definition and list • In the event of parents contacting the school for places, a review will take place • If a child of a higher priority requests a place, lower category places will be reviewed- which may lead to a reduction in hours for these children. This has been communicated to parents. At least 48 hours notice will be given • Parents will be signposted to the LA for support from other schools if absolutely necessary • Lateral testing for staff has now commenced. They are undertaken twice weekly and staff inform HT of results. Regularly check stock of testing boxes 		

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: 30/1/21
to Government guidelines.**

Review Date: 30/1/21 or as a result of changes

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.