

Staffordshire County Council General Risk Assessment Record Form

1. Section/Service/Team Hayes Meadow Primary School..... 2. Assessor(s)..... Sarah Sivieri/ Sarah Clarke

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?	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>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 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. • Symptomatic staff and pupils advised to access testing. Home test kits offered to individuals who would not be able to access testing by the normal testing routes. • Active engagement with NHS Test and Trace service. • Aware of LA Local Outbreak Control Plans. • Frequent handwashing promoted. • Hand sanitiser available in classrooms, shared spaces, entrance and exit points. 	<p>M</p>	<ul style="list-style-type: none"> • Messaging to staff and pupils on how to put on, remove, store and dispose of PPE • Contingency supply of face coverings available where pupils are struggling to access a face covering or where they have forgotten it or are unable to use their face covering due to having become soiled/unsafe to use. • Follow advice given by local outbreak/health protection teams. • Encourage staff and parents to engage with Test and Trace process and to inform them immediately of the results of a test. 	<p>S Sivieri N Morgan P Gilbert S Clarke 23.10.2020</p>	<p>M</p>

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		<ul style="list-style-type: none"> • Good respiratory hygiene encouraged by promotion of 'catch it, bin it, kill it' approach. • Enhanced cleaning of frequently touched surfaces. • Disposable tissues available in classrooms. • Bins for tissues emptied during the day. • Control measures in place for staff and pupils who are clinically vulnerable or at higher risk. • Wellbeing support in place for staff and pupils. • Grouping pupils together and avoiding contact between groups. • Social distancing maintained wherever possible between all adults on site. • Staff, pupils, parents and visitors informed of the measures in place to reduce transmission. • Avoid unnecessary visitors to site wherever possible. 		<ul style="list-style-type: none"> • Maintain supply of home test kits. • Record kept for 21 days of visitors to site. • Record of staff and pupil groups. • Review COSHH assessment for hand sanitiser and cleaning materials. • Review cleaning schedules. include more frequent cleaning of touch points and shared rooms/areas. • Signage to promote hygiene and social distancing. • Review stocks of soap, hand sanitiser, number of hand sanitiser stations, tissues. • Consider if skin friendly cleaning wipes are needed for younger children and pupils with complex needs. Those with complex skin needs have own 		

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				sanitiser/ soap <ul style="list-style-type: none"> • Review number, type and location of waste bins consider replacing with foot operated. • Minimise the number of contacts between staff and pupils • Individual risk assessments carried out for staff and pupils who are clinically vulnerable or at higher risk. • Review team stress risk assessment. • Consider publishing risk assessment on school website. • Ensure staff and leadership team keep up to date with the tier system in England and where staff may live or if the school goes into Tier 3 restrictions. Staff aware that they must follow the guidelines on the highest tier 		

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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</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 before and after providing care. 	<p>H</p>	<p>Staff using PPE instructed on the safe “donning and doffing” of PPE.</p> <p>Review personal care plans to assess PPE requirements.</p>	<p>S Sivieri N Morgan P Gilbert S Clarke 23.10.2020</p>	<p>M</p>

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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).	Staff and casualty. Transmission may occur when providing First Aid	<ul style="list-style-type: none"> • Wash/sanitise hands before and after treating a casualty. • Assist at a safe distance where possible, if they are capable instruct them to do things for you. • Minimise time sharing a breathing zone. • Wear appropriate PPE (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 body fluids entering the eyes. <p>When performing CPR:</p> <ul style="list-style-type: none"> • Call an ambulance • Use chest compressions or defibrillator • Use a cloth or towel to cover the casualty's mouth and nose while still permitting breathing • Use PPE – gloves, apron, fluid repellent surgical mask, eye protection. 	H	<ul style="list-style-type: none"> • Review first aid needs assessment and PPE requirements. • 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. • PPE Exchange can be used to help with finding a supplier. <p>https://www.ppeexchange.co.uk/</p> <p>Resuscitation Council UK advice: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p>	S Sivieri N Morgan P Gilbert S Clarke 23.10.2020	M

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<p style="color: red;">Paediatric advice - 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>						
	<p>Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.</p>	<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. 	H	<ul style="list-style-type: none"> Maintain stocks of PPE. 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. 	S Sivieri N Morgan P Gilbert S Clarke 23.10.2020	M
	<p>Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>	<ul style="list-style-type: none"> Supervising staff to maintain 2m social distance. 	M	<ul style="list-style-type: none"> Review medication plans to assess PPE requirements (if any) for staff administering medication. 	S Sivieri N Morgan P Gilbert S Clarke 23.10.2020	M

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
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✓			✓		✓	✓
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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:

Signature of Line Manager:
Print Name:

Date Assessed:

Review Date:

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.