

### Staffordshire County Council General Risk Assessment Record Form

1. Section/Service/Team..... 2. Assessor(s).....  
 3. Description of Task/Activity/Area/Premises etc. Schools full opening December 2021 - 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 through contact with an infected person.</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing.</p> <p>These particles can be breathed in by another person. The particles can also land on surfaces and be passed from person to person via touch. Particles can survive on surfaces for a period after transfer (depending on such</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"> <li>• Anyone with COVID-19 symptoms, has a positive test result or is required to isolate or quarantine does not attend school.</li> <li>• Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks.</li> <li>• 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.</li> <li>• Twice weekly home testing for staff.</li> <li>• Active engagement with NHS Test and Trace service.</li> <li>• Aware of LA Local Outbreak Control Plans.</li> <li>• Attendance in school in line with</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>• Contingency/Outbreak Management Plan developed outlining extra actions to be taken if there is an outbreak in school or local area, if advised to take extra measures or to respond to a Variant of Concern.</li> <li>• Follow advice given by local outbreak/health protection teams.</li> <li>• Encourage staff and parents to engage with Test and Trace process and to inform them immediately of the results of a test.</li> <li>• Rapid testing (LFDs) encouraged and promoted.</li> <li>• Risk assessment in</li> </ul>	<p>s.sivieri n.morgan p.gilbert s.clarke 1/12/21</p>	<p>M</p>

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things as the surface type, its moisture content and temperature).		national/local restrictions. <ul style="list-style-type: none"> <li>• Staff and eligible pupils encouraged to have COVID-19 vaccination.</li> <li>• Frequent handwashing is regular practice.</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>• Cleaning schedule includes regular cleaning of areas and equipment with a focus on frequently touched surfaces.</li> <li>• Ventilation in the building maximised by opening windows, doors or using ventilation units.</li> <li>• Control measures in place for staff and pupils who are clinically vulnerable or at higher risk.</li> <li>• Wellbeing support in place for staff and pupils.</li> <li>• Staff, pupils, parents and visitors informed of the measures in place to reduce transmission.</li> <li>• Risk assessment reviewed following changes in guidance</li> </ul>		place for use of LFDs. <ul style="list-style-type: none"> <li>• Review COSHH assessment for hand sanitiser and cleaning materials.</li> <li>• Signage to promote hygiene.</li> <li>• Maintain stocks of soap, hand sanitiser, number of hand sanitiser stations, tissues.</li> <li>• Consider if skin friendly cleaning wipes are needed for younger children and pupils with complex needs.</li> <li>• Disposable tissues available in classrooms and bins for tissues emptied regularly.</li> <li>• Review number, type and location of waste bins consider replacing with foot operated.</li> <li>• Poorly ventilated areas identified, and steps taken to improve fresh air flow in these areas.</li> <li>• Ensure increased</li> </ul>		

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		and national/local restrictions.		ventilation measures do not compromise pupil or staff safety. <ul style="list-style-type: none"> <li>• Review how good ventilation is achieved whilst maintaining a comfortable environment.</li> <li>• Individual risk assessments carried out for staff and pupils who are clinically extremely vulnerable or at higher risk.</li> <li>• Review team stress risk assessment.</li> <li>• Consider publishing risk assessment on school website.</li> </ul>		

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	<p>Staff and casualty. Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> <li>• Wash/sanitise hands before and after treating a casualty.</li> <li>• Minimise time sharing a breathing zone.</li> <li>• Wear appropriate PPE (such as disposable gloves, disposable apron).</li> <li>• 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.</li> </ul> <p>When performing CPR:</p> <ul style="list-style-type: none"> <li>• Call an ambulance</li> <li>• Use chest compressions or defibrillator</li> <li>• Use a cloth or towel to cover the casualty’s mouth and nose while still permitting breathing</li> <li>• Use PPE – gloves, apron, fluid repellent surgical mask, eye protection.</li> </ul>	M	<ul style="list-style-type: none"> <li>• Review first aid needs assessment and PPE requirements.</li> <li>• First aiders instructed on the safe “donning and doffing” of PPE.</li> <li>• Maintain stocks of PPE. Where this is not available contact LA. <a href="mailto:Emergency.ppe@staffordshire.gov.uk">Emergency.ppe@staffordshire.gov.uk</a></li> <li>• List of LA PPE suppliers communicated to schools.</li> <li>• Special schools may be able to access PPE Portal</li> </ul> <p>Resuscitation Council UK advice: <a href="https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19">https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</a></p>	<p>s.sivieri n.morgan p.gilbert s.clarke 1/12/21</p>	M

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<p style="color: red;">Paediatric advice - Resuscitation Council UK Statement: It is likely that a child/infant 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/infant. 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"> <li>Increase ventilation in the room if possible.</li> <li>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.</li> </ul>	M	<ul style="list-style-type: none"> <li>Maintain stocks of PPE.</li> <li>Supervising adult instructed on the safe “donning and doffing” of PPE.</li> <li>Consider using first aiders to supervise to reduce numbers of staff who need access to PPE.</li> </ul>	s.sivieri n.morgan p.gilbert s.clarke 1/12/21	M
	<p>Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>		M	<ul style="list-style-type: none"> <li>Review medication plans to assess PPE requirements (if any) for staff administering medication.</li> </ul>	s.sivieri n.morgan p.gilbert s.clarke 1/12/21	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
✓			✓		✓	✓

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:**

**Date Assessed:**

**Signature of Line Manager:**

**Print Name:**

**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.