Staffordshire County Council General Risk Assessment Record Form

3. Description of Task/Activity/Area/Premises etc. Schools full opening September 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 Example controls could include:	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? Examples could include:	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Exposure to COVID-19 through contact with an infected person. The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing. 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	Everyone on site. General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.	 Anyone with COVID-19 symptoms, has a positive test result or is required to isolate or quarantine does not 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. Voluntary twice weekly home testing for staff until the end of September. Active engagement with NHS Test and Trace service. Aware of LA Local Outbreak 		 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. 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. Rapid testing (LFDs) encouraged and promoted. 	HT/DHT Bursar/Offi ce staff HT/DHT	M L L
things as the surface		Control Plans.Attendance in school in line with		 Risk assessment in place for use of LFDs. 		

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type, its moisture content and temperature).		 national/local restrictions. Staff and eligible pupils encouraged to have COVID-19 vaccination. Frequent handwashing is regular 		 Review COSHH assessment for hand sanitiser and cleaning materials. Signage to promote 	Bursar	L
		 practice. Hand sanitiser available in classrooms, shared spaces and 		hygiene.Maintain stocks of soap, hand sanitiser, number	DHT Bursar/Offi	L
		Reception area. • Good respiratory hygiene encouraged by promotion of		of hand sanitiser stations, tissues. • Consider if skin friendly	ce	
		 'catch it, bin it, kill it' approach. Cleaning schedule includes regular cleaning of areas and equipment with a focus on 		cleaning wipes are needed for younger children and pupils with complex needs.	HT	L
		frequently touched surfaces.Disposable paper towels available in classrooms.		Poorly ventilated areas identified, and steps taken to improve fresh	HT/DHT/B ursar	M
		 Bins for tissues/paper towels emptied during the day. Ventilation in the building 		 air flow in these areas. Ensure increased ventilation measures do not compromise pupil or 	All staff	L
		 maximised by opening windows, doors or using ventilation units. Control measures in place for staff and pupils who are clinically 		staff safety. Review how good ventilation is achieved		L
		 vulnerable or at higher risk. Wellbeing support in place for staff and pupils. Staff, pupils, parents and visitors 		whilst maintaining a comfortable environment. Individual risk	HT/DHT/B ursar	M

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What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place Example controls could include:	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? Examples could include:	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
		informed of the measures in place to reduce transmission. Risk assessment reviewed following changes in guidance and national/local restrictions.		assessments carried out for staff and pupils who are clinically extremely vulnerable or at higher risk. Review team stress risk assessment. Consider publishing risk assessment on school website.	HT/DHT	M

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ha	armed and	What are you already doing? List the control measures already in place Example controls could include:	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? Examples could include:	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing. These particles can be breathed in by another person. The particles	Pupils Transmission hay occur: When ravelling to and from chool When arriving and leaving chool.	 Start and finish times reviewed to keep groups apart as they arrive and leave school and to reduce demand on public transport at peak times. Vehicles are well ventilated when occupied. Active travel promoted. Parents, staff, and pupils encouraged to walk, scoot or cycle to school. Staff, pupils and visitors informed to wash/sanitise hands on arrival at school. 		 Contingency supply of face coverings available for staff to use. Review of cycle storage facilities. 	Bursar/Offi ce staff SLT	L

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Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing. These particles can be breathed in by another person. The particles can also land on	Staff and pupils Transmission may occur during learning activities, and sharing spaces and equipment.	 Shared equipment and instruments avoided where possible. Where equipment and instruments are shared, they are cleaned regularly and/or between users. Indoor spaces used for sports and performance are well ventilated. Outdoor play equipment cleaned regularly. Work equipment to be cleaned before and after use. Hand cleaning after using shared resources and equipment. 		 Review behaviour management plans and procedures. Consider use of outside spaces for teaching and learning activities. Review cleaning regime following any increase in the virus transmission rate, changes in national/local restrictions and following any local outbreaks. 	All staff HT/Chartw ells	L L
surfaces and be passed from person to person via touch. Particles can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).		Contractors delivering services using school facilities, such as catering, and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19.		 Enable regular hand cleaning such as provision of hand sanitiser. 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). 	All staff HT/Bursar/ Chartwells	M

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Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through	Staff and pupils. Transmission may occur when providing personal or intimate care	 PPE provided (such as disposable gloves, disposable apron) Hand washing before and after providing care. 		Staff using PPE instructed on the safe "donning and doffing" of PPE. Review personal care plans to assess PPE requirements.	HT	L
sneezing, coughing, talking, and breathing. 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 things as the surface type, its moisture content and temperature).	Staff and casualty. Transmission may occur when providing First Aid	 Wash/sanitise hands before and after treating a casualty. 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. When performing CPR: 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 		 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. Emergency.ppe@staffordshire.gov.uk List of LA PPE suppliers communicated to schools. Special schools may be able to access PPE Portal Resuscitation Council UK advice: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk- 	HT/Bursar HT Bursar/Office	L

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	It is likely that a chil risk of transmitting t	Resuscitation Council UK Statement: d/infant having an out-of-hospital cardiac arre the COVID-19 virus, either to the rescuer or t esult in certain cardiac arrest and the death of	he child/infant. H				
	Staff Transmission may occur when	 Increase ventilation in the room if possible. PPE provided for supervising 		•	Maintain stocks of PPE. Supervising adult instructed on the safe	Bursar/Offi ce	L
	supervising pupils taken ill with symptoms	adult: Fluid resistant surgical mask if a 2- metre distance cannot be maintained.		•	"donning and doffing" of PPE. Consider using first	НТ	L
	of COVID-19 and need direct personal care until they return home.	Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron.			aiders to supervise to reduce numbers of staff who need access to PPE.	нт	L
	Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self- administer.	Supervising staff to maintain 2m social distance.		•	Review medication plans to assess PPE requirements (if any) for staff administering medication.	НТ	L

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4. Tick ($\sqrt{\ }$) 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
\checkmark			✓		\checkmark	\checkmark

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

6. Assessment

Signature of Assessor(s): Mrs V Anderson

Signature of Line Manager: Mrs V Anderson

Mr L Archer Mr L Archer

Print Name: Mrs V Anderson

Mrs L Arabar

Mrs L Arabar

Mr L Archer Mr L Archer

Date Assessed: 14/9/2021 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.