

Staffordshire County Council
General Risk Assessment Record Form

Academic Year 21/22

1. **Section/Service/Team** St Modwen’s Catholic Primary School Manager (Mrs C Salt) 2. **Assessor(s)** Headteacher (Mrs A Sherratt), School Business

3. Description of Task/Activity/Area/Premises etc. Schools opening Academic year 21/22 - 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>1. Preparation of the school before reopening</p>	<p>Everyone on site</p>	<p>Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist)</p> <ul style="list-style-type: none"> • Usual premises checks • Water treatments/checks (eg legionella) • Fire alarm testing • Repairs • Grass cutting • Portable Appliance Testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements • Posters erected about handwashing and persons with COVID symptoms not to enter the school • Review evacuation routes and signage • Consideration given to premises lettings and approach in place 	<p>Low</p>	<p>Carry out a formal / recorded full pre-opening premises inspection. School Covid-19 Checks and Tests to be recorded on IAM Complaint</p>	<p>1.9.2021</p>	<p>Low</p>

		<ul style="list-style-type: none"> • Consider the minimum staffing needed at any one time (and cover arrangements in case of staff absence/sickness) • Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in school provision. <p>The school’s annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.</p> <p>School Management of Risk Plans/Processes: Updated School Covid-19 Risk Assessment and Covid-19 Outbreak Management Plan School are shared with key contractors and partner providers. They are also published:</p> <ul style="list-style-type: none"> • on the website with e-mail alerts to parents informing of new update version. • Governorhub for Governors • On IAM Complaint for staff 				
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<p>2. Staff who have a protected characteristic (eg disability, pregnant or new mothers)</p> <p>Use of the building by staff with protected characteristics (eg disability, pregnancy & new mothers, religion)</p>	<p>WHO Staff with protected characteristics</p> <p>HOW Disability might impact on how staff can move around the building or use the adjusted workplace</p>	<p>Staff that have protected characteristics.</p> <p>Individual Risk Assessment to be completed and reviewed regularly for staff with protective characteristics.</p> <p>To include:</p> <ul style="list-style-type: none"> • Managers to discuss with and consider needs of staff with protected characteristics and how the adjustments in the school will impact on them or might pose a new or different risk to them. • If school needs to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation. • Evacuation procedures for such staff that might be needed in an emergency. <p>All clinically extremely vulnerable (CEV) children and young people should attend school unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. Parents/staff must advise school</p>	<p>Low</p>	<p>Prior to commencement of Autumn Term 2021.</p> <p>Undertake a formal review of:</p> <ul style="list-style-type: none"> • Staff Individual Risk Assessments • Children’s PEEPs • Children’s Asthma and Epilepsy Medical Plans <p>School to review above:</p> <ul style="list-style-type: none"> • half-termly as a minimum • if outbreak occurs in school (Outbreak Management Plan) • as part of Emergency Evacuation reviews • as part of Pupil Medical Needs Review 	<p>1.9.2021</p>	<p>Low</p>

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		if they are CEV. School has adopted Government recommendations and guidance in https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3				

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<p>3. 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.</p> <p>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>	<p>Pupils/Staff displaying Covid-19 Symptoms:</p> <ul style="list-style-type: none"> Anyone with COVID-19 symptoms or is required to self-isolate does not to attend school. Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks. <p>Covid-19 Testing:</p> <ul style="list-style-type: none"> 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) for staff in school encouraged and promoted. Risk assessment in place for use of LFDs. 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. Asymptomatic testing available for staff and pupils using LFDs in line with government guidance, handbooks and resources <p>Track and Trace:</p> <ul style="list-style-type: none"> Record kept for 21 days of visitors to site. Record of staff and pupil groups. 	<p>Low</p>	<p>Covid-19 Outbreak in school (ref Covid-19 Outbreak Management Plan)</p> <p>Dependant on the severity of the Covid-19 outbreak in school, we may re-introduce additional control measures:</p> <ul style="list-style-type: none"> Grouping pupils together and avoiding contact between groups. Social distancing maintained wherever possible between all adults on site. Minimise the number of contacts between staff and pupils. <p>School introduced above as Temporary control measures 29.11.2021 -17.12.2021 – reference Staff/Governor/Parents/Care rs Covid-19 Briefing issued 29.11.2021</p>	<p>1.9.2021</p>	<p>Low</p>

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		<ul style="list-style-type: none"> • Active engagement with NHS Test and Trace service. • Aware of LA Local Outbreak Control Plans. <p>Attendance Recording:</p> <ul style="list-style-type: none"> • Attendance in school in line with national/local restrictions. <p>Face Coverings:</p> <ul style="list-style-type: none"> • Face coverings are used in recommended circumstances as detailed in DfE guidance. <p>PPE:</p> <ul style="list-style-type: none"> • Messaging to staff and pupils on how to put on, remove, store, and dispose of face coverings (Termly staff Briefing Donning and Doffing of PPE). <p>Hand sanitisation/Hand washing hygiene</p> <ul style="list-style-type: none"> • Frequent handwashing promoted. • Hand sanitiser available in classrooms, shared spaces, entrance and exit points. • Review stocks of soap, hand sanitiser, number of hand sanitiser stations, tissues. • Review COSHH assessment for hand sanitiser and cleaning materials. • Signage to promote hygiene and social distancing. <p>Respiratory Hygiene</p> <ul style="list-style-type: none"> • Good respiratory hygiene 				

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		<p>encouraged by promotion of ‘catch it, bin it, kill it’ approach.</p> <ul style="list-style-type: none"> • ‘catch-it, bin it, kill it’ bins are located in all classrooms, corridors, concourse, reception, entrance to office/meeting rooms, kitchen, staffrooms, Library, medical room, dining rooms and kitchen. • Disposable tissues available in classrooms and bins for tissues emptied during the day. <p>Cleaning:</p> <ul style="list-style-type: none"> • Enhanced cleaning of frequently touched surfaces – reference cleaning schedules. • Review cleaning schedules. include more frequent cleaning of touch points and shared rooms/areas. <p>Higher risk or CEV pupils/staff:</p> <ul style="list-style-type: none"> • Control measures in place for staff and pupils who are clinically vulnerable or at higher risk – reference Section 2. • Individual risk assessments carried out for staff and pupils who are clinically vulnerable or at higher risk reference section 2. • Consider if skin friendly cleaning wipes are needed for younger children and pupils with complex 				

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		<p>needs.</p> <p>Wellbeing support pupils and staff:</p> <ul style="list-style-type: none"> Wellbeing support in place for staff and pupils. Review team stress risk assessment (Termly Survey's). <p>Operational Management of Control Measures:</p> <ul style="list-style-type: none"> <u>Communication</u>: Staff, pupils, Governors, parents and visitors informed of the measures in place to reduce transmission. <u>Risk assessment</u> reviewed following changes in guidance and national/local restrictions. Publish Covid-19 risk assessment on school website. <u>School Outbreak Management Plan</u> to be shared with staff, pupils, partners and Governors. Follow advice given by local outbreak/health protection teams. <u>Remote/online/blended learning</u> available and implemented in line with national/local restrictions 				

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<p>3.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.</p> <p>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>	<p>Drop-off and Collection Times:</p> <ul style="list-style-type: none"> Start and finish times reviewed to reduce/limit contacts on school site. Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact. Review of cycle storage facilities. Discourage car sharing between different households. Active travel promoted. Parents, staff and pupils encouraged to walk, scoot or cycle to school. <p>Hand Hygiene:</p> <ul style="list-style-type: none"> Staff, pupils and visitors informed to wash/sanitise hands on arrival at school. <p>Face coverings: <i>Government Guidance 27.8.2021 states:</i> Face Coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government expects and recommends that they are still worn in enclosed and crowded spaces where staff/pupils may come into contact with people they don't normally meet. Therefore School will still expect parents/site visitors to school to continue to wear face coverings on entry to school premises.</p>		<p>Face coverings: Covid-19 Outbreak in school (ref Covid-19 Outbreak Management Plan)</p> <p>Dependant on the severity of the outbreak in school, school may advise the temporarily wearing of face coverings in communal areas or classrooms (by staff and visitors, unless exempt)</p> <p>Messaging to staff on how to put on, remove, store and dispose of face coverings.</p> <p>School introduced above as Temporary control measures 29.11.2021 -17.12.2021 – reference Staff/Governor/Parents/Care rs Covid-19 Briefing issued 29.11.2021</p>		

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		<p><u>Ventilation</u> School will continue to ensure its premises are well-ventilated and a comfortable teaching/working environment is maintained:</p> <ul style="list-style-type: none"> • Classrooms: windows to be kept open, outside doors to be propped open, classroom doors onto concourse areas to be propped open. Classteachers to maximise outdoor learning where possible, encouraging children to have short ‘brain breaks’ outside (max of 10 minutes) at regular intervals throughout the day. • Hall/Dining area – Exit doors to be propped open whilst setting up and clearing down of hall (no children to be about during this process). During service doors remain closed – safeguarding risk. Reference School Meals provision for further control measures https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools 		<p>Ventilation: Covid-19 Outbreak in school (ref Covid-19 Outbreak Management Plan) Dependant on the severity of the Covid-19 outbreak in school, we may re-introduce additional control measures for the provision of pupil lunches including reintroduction of class/year group ‘Bubbles’ and school meals and mid-morning snacks served in classrooms.</p> <p>School introduced above as Temporary control measures 29.11.2021 -17.12.2021 – reference Staff/Governor/Parents/Care rs Covid-19 Briefing issued 29.11.2021</p>		

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		<p><u>Curriculum Activities/Learning</u></p> <ul style="list-style-type: none"> Physical activity - Outdoor sports prioritised. Review team sports provided. Consider increased use of outside spaces for teaching and learning activities Singing, wind and brass playing – Group size dependant on location, available space, natural airflow and social distancing. Sharing of instruments avoided. <i>Reference Music Service Provision Risk Assessment</i> Dance and drama – contact between teachers and pupils and between pupils prevented. Use of microphones to encourage singing quietly Wraparound Care Services – <i>reference Wraparound Care Services Risk Assessment</i> Educational visits: Full and thorough risk assessment in relation to all educational visits are conducted to ensure that any public health advice such as hygiene and ventilation requirements are included. General Guidance of Educational trips risk assessments: https://www.gov.uk/government/publications/health-and-safety-on-educational-visits 		<p>Remote Learning: Covid-19 Outbreak in school (ref Covid-19 Outbreak Management Plan)</p> <ul style="list-style-type: none"> Self-isolation of pupils- school will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. School will maintain its capacity to deliver high-quality remote education for the academic year 21/22, including pupils who are abroad, and facing challenges to return due to covid-19 travel restrictions, for the period they are abroad The remote education provided by school will be equivalent in length to the core teaching pupils would receive in school School will continue to work collaboratively with families to ensure reasonable adjustments for pupils with SEND are in place to enable remote education. <p>Already in place from Autumn Term 2021 – no additional change required Review 29.11.2021</p>		<p>13</p>

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	<p>Staff and pupils</p> <p>Transmission may occur because staff are not vaccinated against covid-19</p> <p>Un-vaccinated staff working in school – additional control measures for staff/pupil protection and for school to maintain operational service delivery.</p>	<p>Reference school general control measures</p>	<p>High</p>	<p>All unvaccinated staff must (unless there is a medical reason and a note from GP consultant must be provided) adhere to the following with effect from 22.11.2021:</p> <ul style="list-style-type: none"> Wear face coverings (masks and visor) at all times from entry into school until leaving school site. This includes all face to face contact with children and staff Social distance, 2 metres, in their contacts with staff, children, school visitors (including parents on the gate). Non-Vaccinated staff MUST NOT have their lunch with other vaccinated staff in the staffroom. Must complete daily Home Lateral Flow Test before coming into school. If positive result shown they must book a PCR test immediately and self-isolate in accordance to Government guidelines MUST wear full PPE when administering First Aid (Face covering, visor, gloves, apron) and dispose of in accordance with school protocol Take extra precautions with regards to hand sanitisation. Continue to adhere to all other school control measures 	<p>22.11.2021</p>	<p>Medium</p>

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	<p>Staff and casualty.</p> <p>Transmission may occur when providing First Aid</p>	<p><u>Hand Hygiene/Sanitisation</u></p> <ul style="list-style-type: none"> Wash/sanitise hands before and after treating a casualty. <p><u>PPE</u></p> <ul style="list-style-type: none"> 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> <p><u>First Aid Needs</u></p> <ul style="list-style-type: none"> Assist at a safe distance where possible, if they are capable instruct them to do things for you. Minimise time sharing a breathing zone. Review first aid needs assessment and PPE requirements. First aiders instructed on the safe “donning and doffing” of PPE. 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>No additional change required Review 29.11.2021 – Staff already instructed to wear PPE when administering First Aid</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?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
		When performing CPR: <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. 				
<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>						

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>Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.</p>	<p><u>Ventilation</u></p> <ul style="list-style-type: none"> Increase ventilation in the room if possible. <p><u>PPE</u></p> <ul style="list-style-type: none"> Maintain stocks of PPE. Supervising adult instructed on the safe “donning and doffing” of PPE. <p><u>First Aid Needs</u></p> <ul style="list-style-type: none"> 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. Consider using first aiders to supervise to reduce numbers of staff who need access to PPE. 		<p>School introduced above as Temporary control measures 29.11.2021 -17.12.2021 – reference Staff/Governor/Parents/Carers Covid-19 Briefing issued 29.11.2021</p>		
	<p>Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>	<p><u>First Aid Needs</u></p> <ul style="list-style-type: none"> Supervising staff to maintain 2m social distance. Review medication plans to assess PPE requirements (if any) for staff administering medication. Staff to wear PPE when administering First Aid 		<p>No additional change required Review 29.11.2021 – Staff already instructed to wear PPE when administering First Aid</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?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
3.Exposure to COVID-19	Governors and Staff Transmission may occur at Governor Committee Meetings	<u>Hosting of Governor Meetings</u> <ul style="list-style-type: none"> • Sub Committee meetings will continue to be hosted via Microsoft Teams for Academic Year 21/22. • Full Governing Body meetings will be hosted in school subject to current school Covid-19 Control Measures • Governor Hub will be utilised for communications and compliance 	Low	No additional change required Review 29.11.2021		

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: Mrs C A Salt

Date Assessed: 9.8.2021

Signature of Line Manager:

Print Name: Mrs A Sherratt

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.

Communication Review Log			
Version Number	Review Date	Shared with	Reason for review
AcYr21/22: V1	9.8.2021	Staff, Governors, Parents, Service Providers Published website	Update New Academic year – schools moving to Stage 4 – Government Advice update
AcYr21/22: V2	22.11.2021	Staff, Governors, Parents, Service Providers Published website	Update – Unvaccinated staff control measures P17
AcYr21/22: V3	29.11.2021	Staff, Governors, Parents, Service Providers Published website	Update – Temporary Control Measures following Government guidance issued 27.11.2021