

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

**COVID-19 RA001**

1. **Section/Service/Team**...St Modwen's Catholic Primary School.... 2. **Assessor(s)**...CS, VK, AP, LR,NH

3. **Description of Task/Activity/Area/Premises etc. Delivering Education during the COVID-19 Pandemic from 1 June 2020**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b> List the control measures already in place	<b>What is the risk rating – H, M, L?</b> See section 5	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b>	<b>Action Completed</b> State the date completed and sign.	<b>What is the risk rating now – H, M, L?</b> See Section 5
<p>1. 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>	<ul style="list-style-type: none"> <li>• Anyone feeling unwell or someone in their household is unwell informed not to attend school.</li> <li>• Test and Trace service launched.</li> <li>• Local Outbreak Control Plans.</li> <li>• Social distancing maintained wherever possible between all adults on site and between pupil groups.</li> <li>• Frequent handwashing promoted.</li> <li>• Hand sanitiser available in classrooms, shared spaces, entrance and exit points.</li> <li>• Frequent cleaning of surfaces that pupils touch.</li> <li>• Disposable tissues available in classrooms.</li> <li>• Bins for tissues emptied during the day.</li> <li>• Staff, parents and visitors informed of the measures in place to reduce transmission.</li> </ul>	Low	1.1 Individual risk assessments carried out for staff at higher risk.	1.1 Completed – Summer term 2020- reference Staff RA File	1.1L
				1.2 Review team stress risk assessment.	1.2 Reviewed with staff inset day 2.9.2020	1.2 L
				1.3 Review COSHH assessment for hand sanitiser and cleaning materials	1.3 COSHH Review completed Summer term 2020	1.3 L
				1.4 Review cleaning schedules.	1.4 Reviewed with Minster May, June 2020 and 14.7.2020	1.4 M
				1.5 Wellbeing support in place for pupils and considered in individual risk assessments.	1.5 Wellbeing activities included in return to school planning.	1.5M

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					Well-being individual risk assessments in place for children identified. School range of well-being support services	
				1.6 Signage used to promote hygiene and social distancing	1.6 Put in all toilets on outbreak of Covid-19 – re-checked for Autumn Term 16.7.2020	1.6L
				1.7 Review stocks of soap, hand sanitiser, tissues.	1.7 Daily AM and PM replacement. Stock levels maintained	1.7 L
				1.8 Review bins, consider replacing with foot operated.	1.8 Pedal bins ordered for all classrooms and Hall – in place	1.8L

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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 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>Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• One-way circulation routes in buildings and communicated appropriately to staff and pupil.</li> <li>• Timetable and use of classrooms reviewed to reduce movement around the building.</li> <li>• Accessing rooms from outside.</li> <li>• Organising classrooms and other rooms used for learning to maintain space between seats and desks.</li> <li>• Unnecessary items and those items hard to clean removed from classrooms and learning environments.</li> <li>• Thorough cleaning of rooms at end of the day.</li> <li>• Ventilation in the building maximised by opening windows, doors or using ventilation units.</li> <li>• Transport arrangements and plans revised.</li> <li>• Visitors on site limited and access to building controlled.</li> </ul>	Low	<p>1.9 Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes.</p>	<p>May 2019 13.7.2019 Circulated to all staff/partner agencies</p>	1.9L
				<p>2.0 Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply.</p>	<p>Fire Drills Summer term 2020</p>	2.0L
				<p>2.1 Ensure increased ventilation measures do not compromise pupil or staff safety</p>	<p>2.1 Fire Evacuation procedures include removing door stops and removal of door stop check Fire Marshalls – May 2019 and July 2019</p>	2.1L

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				2.2 Discuss transport arrangements with providers, LA and parents	2.2 Parent Briefings – access to school site	2.2L
				2.3 Review access points for visitors	2.3 Covid-19 RA May 2020. Parent Briefings access to school	2.3L
				2.4 Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time.	2.4 Covid-19 RA	2.4L

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				<p>2.10 Provide facilities to dry hands e.g. disposable paper towels and/or hand driers</p>	<p>2.9 – In place and monitored from start May 2020</p>	2.9L

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		<p>limited. Work equipment to be cleaned before and after use.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>		3.0 Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19	3.0 School RA's shared with Cleaning contract May 2020 and 14.7.2020	3.0L
<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.</p> <p>The virus can be transferred to the hands</p>	<p>Staff and pupils. Transmission may occur when providing personal or intimate care</p>	<ul style="list-style-type: none"> <li>PPE provided (such as disposable gloves, disposable apron)</li> <li>Hand washing after providing care.</li> </ul>	High	<p>3.1 Staff using PPE instructed on the safe “donning and doffing” of PPE.</p> <p>Review personal care plans to assess PPE needs based on individual circumstances.</p>	<p>3.1 School RA's, Staff RA's Parent/Carers Return to school Briefing 14.7.2020 Public Health Guide to Donning and Doffing PPE placed in Staffroom, Medical Room, Isolation Room, Circulated to staff 14.7.2020</p>	3.1L



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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"> <li>• Wash/sanitise hands before and after treating a casualty.</li> <li>• 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.</li> <li>• When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives.</li> </ul> <p>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p>	High	3.2 Review Assessment of First Aid Needs.	Review of staff First Aiders May 2020 First Aid Boxes stocked May 2020 and August 2020 (inset Day 2.9.2020)	3.2L
				3.3 First aiders instructed on the safe “donning and doffing” of PPE	See 3.1	3.3L
				3.4 Maintain stocks of PPE. Where this is not available contact LA.	See PPE Stock control sheet	3.4L
				List of LA PPE suppliers communicated to schools.  PPE Exchange can be used to help with finding a supplier. <a href="https://www.ppeexchange.co.uk/">https://www.ppeexchange.co.uk/</a>	School Aware of SLN	

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<p><b>Resuscitation Council UK Statement:</b> 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"> <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>	<p>High</p>	<p>3.6 Supervising adult instructed on the safe “donning and doffing” of PPE.</p>	<p>See 3.1</p>	<p>3.1L</p>
				<p>3.7 Consider using first aiders to supervise to reduce numbers of staff who need access to PPE.</p>	<p>3.7 COVID-19 RA May 2020. Parents/Carers Guidance Return to school Guidance 14.7.2020</p>	<p>3.7L</p>

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	Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.	<ul style="list-style-type: none"> <li>Supervising staff to maintain 2m social distance.</li> </ul>	Low	3.8 Review medication plans to assess PPE requirements (if any) for staff administering medication.	3.8 Medication Plans reviewed June 2020 – CS/AP Medical Boxes to be amended - New Classes start of school Parent/carer Briefings reminders to parents to send medication into school – reminder of school Medical needs policy	3.8L

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:** Carol Salt

**Signature of Line Manager:**

**Print Name:** Anna Duffy

**Date Assessed:** 14.7.2020

**Review Date:** 14.7.2020

#### 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.

Version	Date implemented	Review Date	Review Notes
<b>1.1</b>	14.7.2020	14.7.2020	Updated revised Guidance from Government and SCC
<b>1.0</b>	25.5.2020	14.7.2020	