

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

**COVID-19 RA001**

1. **Section/Service/Team...**St Modwen's Catholic Primary School.... 2. **Assessor(s)...**AD, CS, DQ, LC, 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 – follow-flowchart guidance</li> <li>• Siblings in other unaffected areas of school sent home- advised to self-isolate with affected siblings</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</li> </ul>	Low	1.1A Individual risk assessments carried out for staff at higher risk.	1.1A Completed – Summer term 2020-reference Staff RA File	1.1AL
				1.1B Review team stress risk assessment.	1.1B Reviewed with staff inset day 2.9.2020	1.1B L
				1.2 Review COSHH assessment for hand sanitiser and cleaning materials	1.1 COSHH Review completed Summer term 2020	1.2 L
				1.3A Review cleaning schedules – Minster Cleaning (2.9.2020) 1.3B – Cleaning Schedules introduced Autumn Term 1 – tracking cleaning during day by staff in school (2.9.2020)	1.3A Reviewed with Minster May, June 2020 and 14.7.2020  1.3B – Introduced in school 2.9.2020	1.3 L

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		<p>day.</p> <ul style="list-style-type: none"> <li>Staff, parents and visitors informed of the measures in place to reduce transmission.</li> </ul>		1.4 Wellbeing support in place for pupils and considered in individual risk assessments.	1.4 Wellbeing activities included in return to school planning.  Well-being individual risk assessments in place for children identified. School range of well-being support services	1.4M
				1.5 Signage used to promote hygiene and social distancing	1.5 Put in all toilets on outbreak of Covid-19 – re-checked for Autumn Term 16.7.2020, 9.9.2020	1.5L
				1.6 Review stocks of soap, hand sanitiser, tissues.	1.6 Daily AM and PM replacement. Stock levels maintained	1.6 L
				1.7 Review bins, consider replacing with foot operated.	1.7 Pedal bins in place, classrooms, offices and Hall/Library areas	1.7L

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				1.8A School Track and trace of pupils/staff displaying symptoms tracker set up (Summer Term 2020) 1.8B School staff familiar with latest guidance on track and track pupils	1.8 Summer Term 2020 – Reviewed 7.9.2020 following release of latest guidance	1.8L
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and temperature).		by opening windows, doors or using ventilation units. <ul style="list-style-type: none"> <li>• Transport arrangements and plans revised.</li> <li>• Visitors on site limited and access to building controlled.</li> </ul>		2.1 Ensure increased ventilation measures do not compromise pupil or staff safety	2.1 Fire Evacuation procedures include removing door stops and removal of door stop check Fire Marshalls	2.1L
				2.2 Discuss transport arrangements with providers, LA and parents	2.2 Parent Briefings – access to school site. School review access to site 4.9.2020, new control measures implemented and shared with parents/carers 5.9.2020	2.2L
				2.3 Review access points for visitors	2.3 Covid-19 RA Parent Briefings access to school	2.3L

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				2.4 Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time.	2.4 Reference Covid-19 RA	2.4L

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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>Staff and pupils</p> <p>Transmission may occur during learning activities and behaviour management.</p>		High	2.5 Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact.	2.5 Reference COVID-19 RA and Parent Briefings	2.5L

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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>Staff and pupils</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> <li>• Breaks staggered to limit numbers in corridors and circulation routes.</li> <li>• Lunch times staggered and pupils wash hands and enter lunch areas in their group. Groups kept apart and tables cleaned between groups.</li> <li>• Preventing toilets from becoming crowded by managing numbers accessing them at any one time. This includes both staff toilets those used by pupils</li> <li>• Staggered use of staff rooms and offices to reduce contact with colleagues.</li> <li>• Storerooms and cupboards accessed by one person at a time.</li> <li>• Outdoor play equipment cleaned between use by different groups of pupils.</li> </ul>	Medium	<p>2.8A Library area used as designated lunchtime area to increase space – social distancing.</p> <p>2.8B Staff room re-designed to ensure social distancing measures can be adhered to</p> <p>2.8C – Signs on storerooms/cupboard – social distancing 1 person at a time</p> <p>2.9.2020</p> <p>2.8D – Cleaning Schedule in place for cleaning resources used by Class/year group</p> <p>Bubbles inside and outside 2.9.2020</p>	2.8A -D Actioned 2.9.2020 in place	2.8L



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		<ul style="list-style-type: none"> <li>• Tasks organised so that the shared use and passing of work equipment is limited. Work equipment to be cleaned before and after use.</li> <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>		2.9A Provide facilities to dry hands eg disposable paper towels and/or hand driers 2.9B – Sanitising stations outside all classrooms and key areas in school	2.9A – In place and monitored from start May 2020	2.9L
				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, 14.7.2020, 2.9.2020, 11.9.2020	3.0L

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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>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 and 11.9.2020</p>	3.1L
	<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>• 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</li> </ul>	High	3.2 Review Assessment of First Aid Needs.	3.2 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

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		<p>ambulance and use compression only CPR until the ambulance arrives.</p> <p>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p>		3.4 Maintain stocks of PPE. Where this is not available contact LA.	3.4 See PPE Stock control sheet	3.4L
				3.5 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>	3.5 School Aware of list of suppliers on SLN	3.5L
<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>						
	Staff Transmission may occur when supervising pupils taken ill with	<ul style="list-style-type: none"> <li>• Increase ventilation in the room if possible.</li> <li>• PPE provided for supervising adult:               <ul style="list-style-type: none"> <li>○ Fluid resistant surgical mask</li> </ul> </li> </ul>	High	3.6 Supervising adult instructed on the safe “donning and doffing” of PPE.	See 3.1	3.1L

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	symptoms of COVID-19 and need direct personal care until they return home.	<p style="text-align: center;">if a 2-metre distance cannot be maintained.</p> <ul style="list-style-type: none"> <li>Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron to be worn by member of staff.</li> </ul>		3.7 First aiders to supervise to reduce numbers of staff who need access to PPE.	3.7 COVID-19 RA May 2020. Parents/Carers Guidance Return to school Guidance 14.7.2020	3.7L
	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>	High	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	3.8M

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<p><b>2. Exposure to COVID-19 – Celebration of Mass in School</b></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>Children, pupils, site visitor delivering mass.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<p>General School measures as detailed above in Sections 1 and 2 plus:</p> <ul style="list-style-type: none"> <li>• 2 year group bubbles in the hall current social distancing guidance observed and not mixing.</li> <li>• Children to sit on floor – chairs used by staff to be sanitised after use</li> <li>• No children used as altar servers.</li> <li>• No bidding prayers.</li> <li>• No sign of peace.</li> <li>• No singing.</li> <li>• No Offertory procession.</li> <li>• Pupils will not move around the hall during Mass.</li> <li>• Readers from the lectionary will wear single use gloves (We need one pair for a pupil and one pair for Father).</li> </ul>	Low			

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		<ul style="list-style-type: none"> <li>• Eucharist to prepared with the priest wearing PPE equipment.</li> <li>• Pupils who wish to receive the Eucharist will be sat together in a row – forward facing, still maintaining Bubble Groups and current social distancing guidance. The priest will wear PPE gear and distribute the Eucharist after the Mass.</li> <li>• Pupils will leave and enter in order via the one way system in place in school to prevent mixing of groups.</li> <li>• No visitors invited to mass (includes parents/carers and Governors)</li> <li>•</li> </ul>				

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<p><b>3. Exposure to COVID-19 – Governors meetings</b></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>Governors, Children, pupils, site visitors.</p> <p>General transmission may occur: Through direct close contact between Governors and school staff at Governors. Secondary transmission may occur due to potential spread of covid-19 hard surfaces touched by Governors, staff at meeting as hall used by pupils, wider staff team</p>	<p>General School measures as detailed above in Sections 1 and 2 plus:</p> <ul style="list-style-type: none"> <li>• <b>One-way system in and out of Hall.</b> Governor meetings to be held in school hall. All Governors to enter via the left hand door at the top of the Hall (this will be sign posted) and leave via the double doors onto the Service bay.</li> <li>• <b>Hygiene Control:</b> All Governors will be expected to use hand sanitising stations on entry and exit of the hall.</li> <li>• <b>Temperature checks –</b> Governors will be expected to take their temperature on entry to the hall, anyone with recorded high temperature (above 38 degrees) will not be allowed to attend and school recommend a covid-19 test.</li> <li>• <b>If Governors are feeling</b></li> </ul>	Low	None		

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	during normal school hours.	<p><b>unwell/displaying covid-19 symptoms</b> they are not to attend, inform school that they are displaying symptoms, book a covid-19 test and inform school so we can ensure on our Track and Trace monitoring systems.</p> <ul style="list-style-type: none"> <li>• <b>Wearing of PPE/Face Coverings:</b> All Governors issued with 'Donning and Doffing PPE – NHS guidance as per Section 1, 3.1 above. On entry to the hall Governors will be required to wear face coverings and sanitise hands (PPE packs containing gloves, masks, visors will be available). On leaving the hall if Governors can dispose of their PPE in the Yellow Bio-Hazard bin. PPE will be doubled bagged and disposed of in accordance to school bio-hazard waste.</li> <li>• <b>Social Distancing:</b> Governors seating will be 2 metres apart and</li> </ul>				



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		<p>Governors will be expected to adhere to school's 2 metre social distance rule</p> <ul style="list-style-type: none"> <li>• <b>Track and Trace:</b> All Governors will be signed in (School EntrySign system by clerk) post the meeting and also be entered as being present on-site on School Staffing/Site Visitors Track and Trace Monitoring Sheet</li> <li>• <b>Use of Toilet facilities:</b> To use restroom facilities – toilet next to Acting Headteachers office which will be cleaned and sanitised at the end of the meeting. Good hand hygiene rules are expected to be followed as per posters in toilets/washrooms.</li> <li>• <b>Limiting contact across school:</b> Governors attending the meeting will not be allowed to walk around the school or visit the staffroom – reducing the risk of</li> </ul>				

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		<p>cross contamination through touching of surfaces across school. Refreshments will be available for the meeting will include pre-packed drinks in disposable cartons which will be disposed of at the end of the meeting.</p> <ul style="list-style-type: none"> <li>• <b>Catch-it, bin-it, kill-it</b> – Bin and tissues will be available in the hall for use by Governors.</li> <li>• <b>Clerking:</b> Governor clerking is provided in-house by a dedicated member of the school Business Team who has undertaken Governor Space Clerk Training.</li> <li>• <b>Fire and Emergency Evacuation Plan</b> – All Governors have been issued with the latest School Fire and Emergency Evacuation Plan.</li> <li>• <b>Cleaning/sanitisation post meeting:</b> Staff will clean and</li> </ul>				

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		<p>sanitise chairs, tables, door handles, surfaces Governors may have touched at the end of the meeting ahead of 'normal school operation' the following day.</p> <ul style="list-style-type: none"> <li>• <b>No sharing of resources/papers</b> will be allowed at Governor meetings. Governors will be expected to bring their own copy of papers which will be provided to them ahead of the meeting which only they will handle.</li> </ul>				

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.

<b>Risk Rating</b>	<b>Description</b>	<b>Action Priority</b>
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:** 29.9.2020

**Review Date:** 29.9.2020

**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.

	<b>Date implemented</b>	<b>Review Date</b>	<b>Review Notes</b>
1.4	29.9.2020	29.9.2020	Section 3 added – Governor Meetings – control measures reviewed by Chair of Governor,

			Acting Headteacher and School Business Manager
<b>1.3</b>	10.9.2020	10.9.2020	Review – SMT – carparking systems amendments/PPE donning and doffing review
<b>1.2</b>	2.9.2020	2.9.2020	Review – Start of school – shared with staff/governors Health and Safety Workshop Inset training session 2.9.2020
<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	