

Staffordshire County Council
General Risk Assessment Record Form

1. **Section/Service/Team-** Westfield Community Primary School 2. **Assessor(s)** SLT
 2. **Description of Task/Activity/Area/Premises etc.** Delivering Education during the COVID-19 Pandemic from 1 June 2020

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</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. 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"> • Signage around school site to remind people of social distancing rules, hand washing and guidance on number of persons permitted to be in designated spaces. • On entry to the building staff/pupils to wash their hands. • Parents/carers given guidance to send children into school in freshly laundered clothing each day. • 2m floor markings throughout school building and playground to ensure social distancing. • Parents/carers to stand at 2m spaces (marked) on the playground to encourage social distancing on drop off and collection. One way systems in place to reduce contact. • Timetable and use of classrooms reviewed to reduce movement around the building. • Organising classrooms and other rooms used for learning to maintain space between seats and desks. • Where possible groups allocated toilet block to prevent cross contamination and more than one child being in the toilets at a time (other than for handwashing). • Only one pupil permitted to use toilets at any given time during lessons. For handwashing, children advised to stand at designated sinks 2m apart (guided by floor signs). • Unnecessary items and those items hard to clean removed from classrooms and learning environments. • Children not permitted to bring items from home into their classroom space (other than own water bottle). 	<p>M</p>	<ul style="list-style-type: none"> • Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes. • Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply. • Ensure increased ventilation measures do not compromise pupil or staff safety. • Review access points for visitors. • Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time. • Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact. 	<p>L</p>
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	<p>Staff and casualty. Transmission may occur when providing First Aid.</p>	<ul style="list-style-type: none"> • Wash/sanitise hands before and after treating a casualty. • Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit. • When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. <p>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p>	M	<ul style="list-style-type: none"> • Review Assessment of First Aid Needs. • First aiders instructed on the safe “donning and doffing” of PPE. • Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA. <p>PPE Exchange can be used to help with finding a supplier.</p> <p>https://www.ppeexchange.co.uk/</p>		
	<p>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>					

	<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"> • Increase ventilation in the room if possible. • 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. 	<p>M</p>	<ul style="list-style-type: none"> • Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA. • Supervising adult instructed on the safe “donning and doffing” of PPE. • Consider using first aiders to supervise to reduce numbers of staff who need access to PPE. 		
	<p>Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>	<ul style="list-style-type: none"> • Supervising staff to maintain 2m social distance. 	<p>M</p>	<ul style="list-style-type: none"> • Review medication plans to assess PPE requirements (if any) for staff administering medication. 		

The mental health of staff	Staff could be adversely affected by working under stressful conditions.	<ul style="list-style-type: none"> • Opportunities for staff to raise concerns with phase leaders and through whole school meetings. • Open channels of communication – staff able to speak to any senior leader to raise their concerns or worries • Governors made aware of the views of staff. • Confidentiality maintained – the reasoning for staff not being in school not shared with others. • Staff given autonomy to manage their own health – if they feel more comfortable wearing PPE then this will be available. • Phased return of pupils to ensure that we can operate safely with minimal numbers. • Contingency staffing plan in place should there be a need to bring someone out of their current role. • Individual risk assessments completed. • Senior leaders to distribute support/guidance documents to keep staff informed at all stages. • Staff given the opportunity to take unpaid leave if they feel that this is a better option for them. 	M	<ul style="list-style-type: none"> • Referrals to occupational health. • Staff directed to help lines and support e.g. educationsupport.org (posters displayed in staffroom) general teaching council, MIND • Share Education Support Charity guidance in managing mental health. 		L
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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: 27.05.20

Signature of Line Manager:

Print Name:

Review Date: Ongoing

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.