

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

Springfields First School

1. Section/Service/Team..... 2. Assessor(s).....

3. Description of Task/Activity/Area/Premises etc. Schools full opening Sept 2021 - Minimising the risk of transmission of COVID-19 following a move to Stage 4

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>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Anyone with COVID-19 symptoms is informed not to attend school and to get a PCR test. • Home test kits offered to those not able to access a test • Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks • Close contacts of positive cases will be contacted by NHS track and Trace Service • Children no longer need to self-isolate if they have been in close contact with a positive case but instead need to take a PCR test. • School work with LA Local Outbreak Control if several cases amongst pupils and staff • Control measures in place for clinically vulnerable staff and pupils. 	H	<p>All staff can if they wish wear masks in areas where social distancing cannot be maintained.</p> <ul style="list-style-type: none"> • Maintain a supply of home testing kits • Individual risk assessments carried out for staff and pupils at higher risk • Inform parents via newsletter about not coming to school if pupils have symptoms • Pupils isolating or asymptomatic provided with remote learning • Record kept for 21 days of visitors to site. Visitors to sign in and give details inc phone number 	Sept 21	M
			H		Sept 21	M
			H		Aug 21	M
			H		Sept 21	M
			H		Sept 21	M
			H			
			H			

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		<ul style="list-style-type: none"> • Wellbeing support in place for staff and pupils. • Active engagement with NHS Test and Trace service. • Frequent handwashing promoted. • Hand sanitiser available in classrooms, shared spaces, entrance and exit points. • Good respiratory hygiene encouraged by promotion of ‘catch it, bin it, kill it’ approach. • Enhanced cleaning of frequently touched surfaces. • Disposable tissues available in classrooms. • Staff, parents and visitors informed of the measures in place to reduce transmission. • Staff to take regular Lateral Flow Test 	<p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p>	<ul style="list-style-type: none"> • Complete Staff Stress Risk assessment for Autumn term Increase the amount of HOPE support available . • Encourage staff and parents to engage with Test and Trace process and inform them immediately of the results of a test. • Review cleaning schedules to include more frequent cleaning of rooms/shared areas used by different groups. • Signage used to promote hygiene • Maintain a stock of tissues, soap, sanitiser • Consider if skin friendly skin cleaning wipes are needed for younger children and pupils with complex needs. • Risk assessment shared with staff/governors/parents • Staff to take a LFT before returning to school on 1st September • Staff to take LFT twice a week Sun/Mon and Wed/Thurs 	<p>Sept 21</p> <p>Sept 21</p> <p>Sept 21</p> <p>Sept 21</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p>

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				<ul style="list-style-type: none"> Staff to log result on NHS website and inform the school of the result 		

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			H		Sept 21	M
			H		Sept 21	M
			H		Sept 21	M
			H		Sept 21	M
			H		Sept 21	M

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<p>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 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 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. • When performing CPR: • Phone an ambulance • Use compression only CPR or a defibrillator • Use a cloth or towel to cover casualty’s mouth and nose while still permitting breathing • Use PPE- gloves, apron, fluid repellent surgical mask, eye protection • If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. 	<p>H</p>	<ul style="list-style-type: none"> • Review Assessment of First Aid Needs and PPE requirements. • First aiders revisit the safe “donning and doffing” of PPE. • Maintain stocks of PPE. <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>		

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<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>H</p>	<ul style="list-style-type: none"> • Maintain stocks of PPE. • Supervising adult revisit the safe “donning and doffing” of PPE. • Consider using first aiders to supervise to reduce numbers of staff who need access to PPE. • AB plus 1 other NH 	<p>Sept 21</p>	<p>M</p>
	<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 social distance. 	<p>H</p>	<ul style="list-style-type: none"> • Review medication policy – continue with AB/EG to give medication 	<p>Sept 21</p>	<p>M</p>

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The number of staff reduced to a level where Covid 19 guidelines and general safety cannot be maintained	Pupils Other staff	Inform senior member of staff by 8am of absence Ask other available staff working within the school to provide cover Employ agency supply staff to cover longer term absences	Medium	If staffing levels can be maintained pupils will continue to attend school. If staffing levels cannot be maintained only the children of key workers / vulnerable pupils will attend and all other pupils will access remote learning from home. Where one to one support staff are absent from the school site cover should be provided by staff who work within the school. Where one to one support changes or cannot be maintained parents should be informed	Sept 21	L
The number of senior staff reduced to a level where Covid 19 guidelines and general safety cannot be maintained	Pupils Staff	Inform a senior member of staff by 8am of absence/Headteacher to inform Chair of Governors of absence Other senior staff would take on responsibility for whole school operational decisions The LA and Other local schools would be asked for support	Medium	If all senior staff are unable to be present on site then support should be sort from the LA and other local schools If all DSL and DDSL's are working offsite at least one must be contactable via phone. If all DSL/DDSLS are unavailable the Governors should seek advice from the LA.	Sept 21	L

<p>The number of pre-school staff reduced to a level where Covid 19 guidelines and general safety cannot be maintained</p>	<p>Pupils Other staff</p>	<p>Inform senior member of staff by 8am of absence Ask other available staff working within the class bubble to provide cover Employ agency supply staff to cover longer term absences</p>	<p>Medium</p>	<p>Where minimum levels of staffing cannot be maintained all pupils will revert to remote learning and only pupils whose parents are key workers/vulnerable children will be taught in school.</p>	<p>Sept 21</p>	<p>L</p>
<p>The number of Care Club staff reduced to a level where Covid 19 guidelines and general safety cannot be maintained</p>	<p>Care Club users Staff</p>	<p>Where one member of staff is absent the Care Club staff are asked if they can provide cover Where the Care Club staff cannot provide cover the Headteacher will provide cover Where the appropriate number of staff cannot be maintained the Care Club will be closed</p>	<p>Medium</p>	<p>Where 3 staff cannot be maintained the numbers of pupils able to access Care Club will be reduced to 20 pupils – pupils with parents who are key workers/vulnerable pupils will take preference Where 2 staff cannot be maintained in a session the Care Club will be closed</p>	<p>Sept 21</p>	<p>L</p>

The number of admin/site maintenance staff reduced to a level where Covid 19 guidelines and general safety cannot be maintained		Inform senior member of staff by 8am of absence Ask senior staff working within the office to provide cover Ask staff living locally if they can open/lock up	Medium			
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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: Alison Bagnall
01/09/2021

Signature of Line Manager:
Print Name:
Review Date: 01/10/2021

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.