



Staffordshire County Council General Risk Assessment Record Form

1. **Section/Service/Team...**Highfields Primary School. 2. **Assessor(s)...** Mark Wilkes
 3. **Description of Task/Activity/Area/Premises etc.** Schools full opening - Minimising the risk of transmission of COVID-19
 – Updated 2nd January 2022

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 (pupils and staff) with COVID-19 symptoms is informed not to attend school. • Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks. • Symptomatic staff and pupils advised to access testing. • Active engagement with NHS Test and Trace service. • Aware of LA Local Outbreak Control Plans. • 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. 	<p>Medium</p>	<ul style="list-style-type: none"> • School policy on the wearing of face coverings – staff will wear face coverings in communal areas. All visitors to school will be required to wear a face covering. • Contingency supply of face coverings available • Follow advice given by local outbreak/health protection teams. • Encourage staff and parents to engage with Test and Trace process and to inform them immediately of the results of a test. • Maintain supply of home test kits. • Record kept for 21 days of visitors to site. 	<p>Communicati on to parents and staff 3rd Jan MW/JG</p> <p>Training Made available to staff online Face masks available for staff on request.</p> <p>Regular reminders made to staff and parents about engagement. Home test kits available from HT</p>	



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		<ul style="list-style-type: none"> tissues available in classrooms. Bins for tissues emptied every day. Wellbeing support in place for staff and pupils. Pupils will continue to be in class groups minimising contact between groups as much as possible. However, staggered starts and ends of the day and staggered lunch is no longer required unless there is an outbreak and further measures reintroduced. Groups will be kept apart as much as is possible – particularly indoors. Whole school assemblies will not take place until further notice but assemblies in classrooms will continue. No public performances /activities to take place face to face until further review. Social distancing is no longer required between staff and pupils, however it is currently advisable to continue to do so as much as possible. Visitors will be required 		<ul style="list-style-type: none"> Review COSHH assessment for hand sanitiser and cleaning materials. Review stocks of soap, hand sanitiser, number of hand sanitiser stations, tissues. Consider if skin friendly cleaning wipes are needed for younger children and pupils with complex needs. 	<p>Sign in details and numbers kept for 21 days</p> <p>COSH reviewed when new products introduced</p> <p>Reviewed and shared with cleaning manager</p> <p>In place</p> <p>Stock is regularly ordered to keep up stock levels</p>	



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		<p>to distance wherever possible whilst on site.</p> <ul style="list-style-type: none">• Cleaning schedules. include more frequent cleaning of touch points and shared rooms/areas.• Signage to promote hygiene.• Staff, pupils, parents and visitors informed of the measures in place to reduce transmission.				



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		lunchtime and helps keep the school well ventilated.				



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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</p>	<p>Staff and pupils. Transmission may occur when providing personal or intimate care</p>	<ul style="list-style-type: none"> • PPE provided (such as disposable gloves, disposable apron) • Hand washing before and after providing care. 	<p>Medium</p>	<p>Staff using PPE instructed on the safe “donning and doffing” of PPE.</p> <p>Review personal care plans to assess PPE requirements.</p>		



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<p>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>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. • Assist at a safe distance where possible, if they are capable instruct them to do things for you. • Minimise time sharing a breathing zone. • 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>When performing CPR:</p> <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>Medium</p>	<ul style="list-style-type: none"> • Review first aid needs assessment and PPE requirements. • First aiders instructed on the safe “donning and doffing” of PPE. • 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>		



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<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>						
	<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>Medium</p>	<ul style="list-style-type: none"> Maintain stocks of PPE. 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>Medium</p>	<ul style="list-style-type: none"> Review medication plans to assess PPE requirements (if any) for staff administering medication. 		



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. Local Restrictions

Grassroots sport is currently allowed so the school will continue to utilise the Aston Villa after school club and the school field may be used outside of school hours for a local football club (once assurances have been sought regarding safety measures implemented). Use of the school building will be limited to school use and outside groups eg brownies etc, once risk assessments are in place and enhanced cleaning is adhered to.

7. Business Continuity

School will remain open to all children whilst it is deemed safe to do so. Government and Local Authority guidance on school opening will be followed.



In the event of a positive covid case, advice will be sought from the local authority and safety measures put in place as advised. This could mean closing a year group for a period of time. Deep cleaning to be instigated with the areas the class use. If sufficient staffing is not available due to covid related issues the Head Teacher and Chair of Governors may make the decision to close specific year groups or the school in its entirety if the risk assessment carried out deems it necessary. Online learning would be available to all in this instance.

Children who cannot attend school due to a positive test, awaiting the results of a test or advised to stay away from school by Track and Trace will be provided online learning from the day following notification to school.

Children who test positive need to remain at home isolating for 10 ten days. If a negative LFT is taken on day 6 AND day 7 the isolation may end and the child should return to school if well enough to do so.

6. Assessment

Signature of Assessor(s):
Print Name: Mark Wilkes

A handwritten signature in black ink, appearing to read 'Mark Wilkes'.

Signature of Line Manager:
Print Name: Jayne Waterman

A handwritten signature in blue ink, appearing to read 'J. E. Waterman'.

Date Assessed: 2nd January 2022

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.