

All Saints CE First School

**Based On Staffordshire County Council
General Risk Assessment Record Form (version 1.4)**

This document is to be read alongside the ‘Operational Management Plan’



1. **Section/Service/Team** All Saints CE First School
2. **Assessor(s)** HT/Governors/CEO of the ULT
3. **Description of Task/Activity/Area/Premises etc.** Delivering Education during the COVID-19 Pandemic from 1 Sept 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

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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>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • <u>Feeling Unwell</u>: anyone or has someone in their household who is unwell informed not to attend school. • <u>Testing</u>: available for staff, children and households. • <u>Social distancing</u>: to be maintained wherever possible between all adults on site and between pupil groups. • <u>Code Word</u>: Staff to use ‘bubble’ if someone is closer than 2 metres. • <u>Floor Stickers</u> to be used on the drive to indicate 2M distances and act as a visual reminder both internally and externally. • <u>Handwashing</u>: Will be frequently promoted in Bubble room and only in toilets after use. • <u>Stocks of Soap</u> refilled daily by Bubble staff. • <u>Hand sanitiser</u> available in Bubble, hall, offices and main entrance. • <u>Covid boxes</u> providing emergency PPE and cleaning materials in each room fully stocked. • <u>Cleaning of Surfaces</u>: frequently done especially where pupils touch. Additional cleaning at lunchtime. • <u>Disposable paper towels</u> available in classrooms. • <u>Bins</u> emptied at the end of the day by cleaners and double bagged in yellow bags (tissue waste). Lidded pedal bins in place. • <u>Staff, parents and visitors</u> informed of the measures in place to reduce transmission. 	<p>M</p>	<ul style="list-style-type: none"> • Individual risk assessments for staff at higher risk below will be completed separately. • Review cleaning schedules – daily (extra clean at lunchtime) and extra deep clean on Fridays 	<p>10/07/20</p> <p>√</p>	<p>M</p>

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	<p>Staff and casualty. Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> • <u>Wash/sanitise hands</u> before and after treating a casualty. • <u>Wear</u> 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. Dispose of in clinical waste bags in yellow bin. • <u>CPR</u> 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>10/07/20</p> <p>√</p> <p>√</p> <p>√</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"> • <u>Library</u> to become 'isolation covid room' for children showing symptoms and awaiting collection. • <u>Actions:</u> call home/dial 999 if serious/open window/keep door closed/stay 2m away from child/use bathroom next door but clean down after/adult to clean down room after/wash hands/child to self-isolate for 7 days – family for 14 days/get tested/if negative return/if positive the 'bubble' to self-isolate for 14 days. • <u>Full PPE</u> provided for supervising adult. • <u>Training</u> – all staff trained in donning and doffing PPE. • <u>Supervising staff</u> to maintain 2m social distance. 	<p>M</p>	<ul style="list-style-type: none"> • Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA - LF • 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 - AK 	<p>√ √ √</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"> • <u>NHS Test & Trace</u>- anyone displaying symptoms must get a test. Households must self-isolate for 14 days unless test is negative. • <u>Positive Tests</u>- school to contact Local Health team who will carry out a rapid risk assessment. The team will work with the school to guide through the actions to be taken. 		<ul style="list-style-type: none"> • Review medication plans to assess PPE requirements (if any) for staff administering medication - AK 		

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
			✓ Updated		✓	✓

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): Andrea Kenny

Print Name: Andrea Kenny (Headteacher)

Date Assessed: 10/07/20

Re-assessed : 05/08/20 & 24/08/20

Signature of Line Manager:

Print Name: Sarah Clarke (CEO)

Review Date:30/09/20

Next Review

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.