

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 8th March 2021

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

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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. 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 of at least 2m where possible. • <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. • <u>Bubbles</u> –return to Class Bubbles 5/03/2021 and deep clean 	<p>M</p>	<ul style="list-style-type: none"> • Individual risk assessments for staff at higher risk below will be completed separately. • Clinically Extremely Vulnerable to work from home where possible. • Review cleaning schedules – daily (extra clean at lunchtime) and extra deep clean on Fridays • Staff to wear face masks when outside of their Bubble. • Staff recommended to wear face masks/shields whilst in their Bubble.. • Staff in PPE will take children's temperature on arrival at school each day. • Deep Clean of Key Worker Bubbles – Fri 5th March pm 	<p>05/03/21</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 (Type IIR) 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>05/03/21 √ √ √</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 <ul style="list-style-type: none"> - open window - keep door closed - stay 2m away from child - use bathroom next door but clean down after - adult to wash hands - child to self-isolate for 7 days - family for 14 days - get tested - negative result return when symptoms have cleared - 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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	<p>Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>	<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 		

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Positive Cases	Close contacts – staff and pupils.	<ul style="list-style-type: none"> • <u>Close contacts</u> - are anyone in contact with a confirmed case during the infectious period, in the following circumstances: <ul style="list-style-type: none"> a. Household contact. b. Direct contact: <ul style="list-style-type: none"> • Face to face contact within one metre for any duration; • Skin to skin contact; • Someone the case coughed on; • Any contact within one metre for more than one minute. c. Proximity contact: <ul style="list-style-type: none"> • Within one to two metres on one or more occasions during a single day for a total duration of more than 15 minutes; or • Travelling in a car or other small vehicle or close to the case on a bus, train, plane. 	M	<ul style="list-style-type: none"> • 10 day isolation if in contact with a positive case • If symptomatic – get tested 	05/03/21	

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
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			✓ Updated		✓	✓
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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)

Signature of Line Manager:
Print Name: Sarah Clarke (CEO)

Date Assessed: 04/01/2021
 Re-assessed : 01/03/2021

Review Date: February 2021
 Next Review April 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.

SUMMARY OF AMENDMENTS – 1ST MARCH 2021General transmission:

- Pupils grouped together in class ‘bubbles’ and avoiding contact between groups – children to move to class bubbles Friday 5th March (72 hours for new bubble system and deep cleaned 5th March pm)
- Face coverings to be worn by all staff at all times whenever they leave their bubble. (Removal of ‘Staff encouraged to wear face coverings in communal areas’)
- Start and finish times reviewed to keep bubbles apart as they arrive and leave school –8.30/8.45/9.00 and 15.00/15.15/15.30

Site transmission:

- Investigate and fit automatic door closures on main thoroughfare fire doors – AK/LF

Behaviour:

- Consistent ‘class bubbles’ of pupils
- All staff to complete home testing using Lateral Flow Test twice per week.