

Staffordshire County Council General Risk Assessment Record Form

1. Section/Service/Team...Chase View Primary..... 2. Assessor(s)...Mr A Minott.....

3. Description of Task/Activity/Area/Premises etc. Delivering Education during the COVID-19

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 feeling unwell or has someone in their household who is unwell informed not to attend school. 	M	<ul style="list-style-type: none"> Individual risk assessments carried out for staff at higher risk. 	Ongoing for all staff	L
		<ul style="list-style-type: none"> Testing available for staff and household. 	M	<ul style="list-style-type: none"> Review team stress risk assessment. 	Completed 01/01/21	L
		<ul style="list-style-type: none"> Social distancing maintained wherever possible between all adults on site and between pupil groups. 	M	<ul style="list-style-type: none"> Review COSHH assessment for hand sanitiser and cleaning materials. 	Completed 01/01/21	L
		<ul style="list-style-type: none"> Frequent handwashing promoted. 	M	<ul style="list-style-type: none"> Review cleaning schedules. 	Completed 01/01/21	L
		<ul style="list-style-type: none"> Hand sanitiser available in classrooms, shared spaces, entrance and exit points. 	M	<ul style="list-style-type: none"> Signage used to promote hygiene (respiratory and hand) and social distancing. 	Completed 01/01/21	L
		<ul style="list-style-type: none"> Frequent cleaning of surfaces that pupils touch. 	M	<ul style="list-style-type: none"> Review stocks of soap, hand sanitiser, tissues. 	Completed 01/01/21	L
		<ul style="list-style-type: none"> Disposable tissues available in classrooms. 	M	<ul style="list-style-type: none"> Review bins on site, consider replacing with foot operated. 	Completed 01/01/21	L
		<ul style="list-style-type: none"> Bins for tissues emptied during the day. Staff, parents and visitors informed of the measures in place to reduce transmission. 	M			

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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>	<p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Review Assessment of First Aid Needs. • 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>Completed 01/01/21</p> <p>Completed 01/01/21</p> <p>Completed 01/01/21</p>	<p>L</p> <p>L</p> <p>L</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>					

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	Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.	<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. 	M M	<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. • <i>Consider</i> using first aiders to supervise to reduce numbers of staff who need access to PPE. 	<p>Completed 01/01/21</p> <p>Completed 01/01/21</p> <p>Completed 01/01/21</p>	L L L
	Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.	<ul style="list-style-type: none"> • Supervising staff to maintain 2m social distance. 	M	<ul style="list-style-type: none"> • Review medication plans to assess PPE requirements (if any) for staff administering medication. 	Completed 01/01/21	

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
					✓	✓

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: Mr A Minott

Signature of Line Manager:
Print Name: Mr A Minott

Date Assessed: 01/01/21

Review Date: 31/03/21

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.

Actions:

Review bins on site, consider replacing with foot operated bins.

Entrances and Exit Times for 'Bubbles'

Group A - surnames from A-H -

8:20 start & 2:45 finish

Bubbles 1 and 2 - looking at roughly 65 children through the gate

Bubble 3 - 52 children

Group B - surnames I - Z

8:35 start & 3pm finish

Bubbles 1 and 2 - looking at 70 children

Bubble 3 - 40 children

If siblings have different surnames, then it'll be the oldest child times to go for 😊

Bubble rotas: Bubble 1 Rota – see Mrs Love

Bubble 2 & 3 – see below.

Bubble 2 Duty Rota

	Door (am) 8:20 8:35		Break Duty 10:30 - 10:45	Group A 14:45 finish
Monday	Mrs Hill	Mrs Matthews	Ms Capelen Mrs Lloyd-Smith	Mrs Hill (Mrs Hingorani)
Tuesday	Mrs Matthews	Mrs Smith	Mrs Smith Mrs Tilt	Mrs Smith (Mrs Lloyd-Smith)
Wednesday	Mrs Smith	Mrs Hill	Mrs Hill Mrs Lloyd-Smith	Mrs Tilt (Mrs Hill)
Thursday	Mrs Matthews	Mrs Smith	Mrs Matthews Mrs Tilt	Mrs Tilt (Mrs Hill)
Friday	Mrs Hill	Mrs Matthews	Ms Capelen Mrs Hill/Mrs Matthews	Ms Capelen (Mrs Hall-Davies)

Brackets represent who will be with the other half of the class.

Bubble 3 Duty Rota

	<i>Gates (am)</i>		<i>Break Duty</i>	<i>Group A</i>
	<i>8:20 open</i>	<i>8:45 closed</i>	<i>10:45 - 11:00</i>	<i>14:45 finish</i>
Monday	Mrs Hawkings	Miss Burton	Mrs Hardwick Mrs Williams	Mrs Harris (Mrs Dixey)
Tuesday	Mrs Hawkings	Miss Burton	Miss Burton Mrs Harris	Miss Burton (Mrs Hardwick)
Wednesday	Mrs Hawkings	Miss Burton	Mrs Dixey Mrs Hardwick	Mrs Williams (Mrs Hawkings)
Thursday	Mrs Hawkings	Miss Burton	Mrs Harris Mrs Williams	Mrs Hardwick (Miss Burton)
Friday	Mrs Hawkings	Miss Burton	Mrs Dixey Mrs Hawkings	Mrs Dixey (Mrs Harris)

Brackets represent who will be with the other half of the class.