

Staffordshire County Council General Risk Assessment Record Form

1. School: Tittensor CE (VC) First School

2. Assessor: G Craig

3. Description of Task/Activity/Area/Premises etc. Schools full opening Sept 2020 - Minimising the risk of transmission of 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 with COVID-19 symptoms or who have someone in their household who does 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. Home test kits offered to individuals who would not be able to access testing by the normal testing routes. • Active engagement with NHS Test and Trace service. Signing in book reflects Test and Trace • Aware of LA Local Outbreak Control Plans. Updated school Outbreak Management plan 30.11.21 • Frequent handwashing promoted: extra soap and paper towels continuously 	<p>M</p> <p>H</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Information shared with staff and on the wearing of face coverings and displayed. Optional for staff, visors given to all staff and staff know where to find disposable face masks. • Continue to 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-displayed banners from LA to promote this. • Maintain supply of home test kits. 	<p>30.11.21</p> <p>30/11/21</p>	<p>M</p>

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		<p>stocked. Hand sanitiser stocked in abundance.</p> <ul style="list-style-type: none"> • Hand sanitiser available in classrooms, shared spaces, entrance and exit points: excess quantities. • Good respiratory hygiene encouraged by promotion of ‘catch it, bin it, kill it’ approach- posters around the school. • Enhanced cleaning of frequently touched surfaces. • Disposable tissues available in all classrooms and offices. • Bins for tissues emptied during the day. • Control measures in place for staff and pupils who are clinically vulnerable or at higher risk- Individual RA to be devised when member of staff comes back from shielding • Wellbeing support in place for staff and pupils: Mental Health First Aiders and Wellbeing Lead in place • Grouping pupils together and avoiding contact between groups- Classes isolated from each other, separate toilets, own dining area, own zoned area of the playground, no collective worship, and access to alternative entrances. 	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Record kept for 21 days of visitors to site.New Track and Trace visitors book in place. • Record of staff and pupil groups. • Reviewed COSHH assessment for hand sanitiser and cleaning materials. • Reviewed cleaning schedules. include more frequent cleaning of touch points and shared rooms/areas. • Signage to promote hygiene and social distancing- One-way system clearly marked with painted arrows and signage, regular reminders through Dojo • Continually reviewing stocks of soap, hand sanitiser, number of hand sanitiser stations, tissues. 		

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		<ul style="list-style-type: none"> • Social distancing maintained wherever possible between all adults on site- when not possible face masks to be worn. Staff given visors and know how to access face coverings and given the option to wear 30.11.21 • Staff, pupils, parents and visitors informed of the measures in place to reduce transmission- office staff to communicate this. 30.11.21 Reduced visitors on site. Parents to communicate via the phone, email, Dojo • All visitors to wear face masks.30.11.21 		<ul style="list-style-type: none"> • Reviewed number, type and location of waste bins • Minimised the number of contacts between staff and pupils- Children in rows facing the front, staff sit by the side of children, at a distance, not face on • Individual risk assessments carried out for staff and pupils who are clinically vulnerable or at higher risk- When member of staff is due to return to work • Review team stress risk assessment. 		

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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>Pupils</p> <p>Transmission may occur:</p> <p>When travelling to and from school</p> <p>When arriving and leaving school.</p>	<ul style="list-style-type: none"> One – way system around the school, with exceptions for the Blue Badge holders to park and use the gate in the Blue Badge bay. (Posters to remind people of one-way system route, painted arrows on the path), posters to promote social distancing. Banners from the LA to remind people to go for testing. Active travel promoted. Parents, staff and pupils encouraged to walk, scoot or cycle to school- Newsletter to promote this Staff, pupils and visitors informed to wash/sanitise hands on arrival at school and at key intervals throughout the day. 	<p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact. Review arrangements for parents to “drop off” pupils. Remind people using the Blue Badge bay that they need to present their Blue Badge to the office to keep traffic on site to a minimum to keep children and adults safe Discourage car sharing between different households. 	<p>See policy on face masks 31.8.20</p> <p>Continual reminders via school website, newsletter, text and Dojo</p> <p>Continual reminders via school website, newsletter, text and Dojo</p>	<p>M</p> <p>M</p>

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<p>Exposure to COVID-19</p>	<p>Staff and pupils. Transmission may occur</p>	<ul style="list-style-type: none"> • PPE provided (such as disposable gloves, disposable apron) • Hand washing before and after providing care. 	<p>M</p> <p>M</p>	<p>Staff using PPE instructed on the safe “donning and doffing” of PPE.</p>	<p>1.9.21</p>	

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The virus is spread in minute water droplets that are expelled from	when providing personal or intimate care			Posters given to staff to promote this		

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<p>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>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>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Reviewed first aid needs assessment and PPE requirements. • First aiders instructed on the safe “donning and doffing” of PPE. • Continually 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>	<p>1.9.21</p> <p>1.9.21</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>M M</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>M</p>	<ul style="list-style-type: none"> • Review medication plans to assess PPE requirements (if any) for staff administering medication. 		

Tier	This means:	Actions to consider
<p>Local Covid Alert- Medium This is for areas where national restrictions continue to be in place.</p>	<ul style="list-style-type: none"> • you must not socialise in groups larger than 6, indoors or outdoors (other than where a legal exemption applies)N/A in National lockdown now no socialising <ul style="list-style-type: none"> • businesses and venues can continue to operate, in a COVID-secure manner, other than those that remain closed in law • certain businesses are required to ensure customers only consume food and drink while seated, and must close between 10pm and 5am • businesses and venues selling food for consumption off the premises can continue to do so after 10pm as long as this is through delivery service, click-and-collect or drive-through • schools and universities remain open • places of worship remain open, subject to the rule of 6 • weddings and funerals can go ahead with restrictions on numbers of attendees • exercise classes and organised sport can continue to take place outdoors, or indoors if the rule of 6 is followed; there are exceptions for supervised activities for under-18s, and disability sport <p>You must:</p> <ul style="list-style-type: none"> • wear a face covering in those areas where this is mandated <p>You should continue to:</p> <ul style="list-style-type: none"> • follow social distancing rules 	<p>Schools remain open, in case of suspected cases in school follow government guidance and if possible provide remote learning in line with the school's Remote Learning policy</p>

	<ul style="list-style-type: none"> • work from home where you can effectively do so • when travelling, plan ahead or avoid busy times and routes; walk or cycle if you can 	
<p>Local COVID alert level: high</p> <p>This is for areas with a higher level of infections where some additional restrictions are in place.</p>	<p>This means on top of restrictions in alert level medium:</p> <ul style="list-style-type: none"> • you must not socialise with anybody outside of your household or support bubble in any indoor setting, whether at home or in a public place • you must not socialise in a group of more than 6 outside, including in a garden or other spaces like beaches or parks (other than where specific exemptions apply in law) • businesses and venues can continue to operate, in a COVID-secure manner, other than those that remain closed in law • certain businesses are required to ensure customers only consume food and drink while seated, and must close between 10pm and 5am • businesses and venues selling food for consumption off the premises can continue to do so after 10pm as long as this is through delivery service, click-and-collect or drive-through • schools, universities and places of worship remain open • weddings and funerals can go ahead with restrictions on the number of attendees • exercise classes and organised sport can continue to take place outdoors; these will only be permitted indoors if it is possible for people to avoid mixing with people they do not live with or share a support bubble with; there are exceptions for supervised activities for under-18s, and disability sport 	<p>Schools remain open, in case of suspected cases in school follow government guidance and if possible provide remote learning in line with the school’s Remote Learning policy</p>

	<ul style="list-style-type: none"> • you can continue to travel to venues or amenities that are open, for work or to access education, but should look to reduce the number of journeys you make where possible <p>You must:</p> <ul style="list-style-type: none"> • wear a face covering in those areas where this is mandated <p>You should continue to:</p> <ul style="list-style-type: none"> • follow social distancing rules • work from home where you can effectively do so • walk or cycle where possible, or plan ahead and avoid busy times and routes on public transport 	
<p>Local COVID alert level: very high No</p> <p>This is for areas with a very high level of infections and where tighter restrictions are in place. The restrictions placed on areas with a very high level of infections can vary, and are based on discussions between central and local government. You should therefore check the specific rules in your area.</p>	<p>At a minimum, this means:</p> <ul style="list-style-type: none"> • you must not socialise with anybody you do not live with or have formed a support bubble with, in any indoor setting or in any private garden or at most outdoor hospitality venues and ticketed events • you must not socialise in a group of more than 6 in an outdoor public space such as a park or beach, the countryside, a public garden or a sports venue • pubs and bars must close; they can only remain open where they operate as if they were a restaurant, which means serving substantial meals, like a main lunchtime or evening meal, and they may only serve alcohol as part of such a meal • schools and universities remain open • places of worship remain open, but household mixing is not permitted 	<p>Schools remain open, in case of suspected cases in school follow government guidance and if possible provide remote learning in line with the school's Remote Learning policy</p>

	<ul style="list-style-type: none"> • weddings and funerals can go ahead with restrictions on the number of attendees; however, wedding receptions are not allowed • exercise classes and organised sport can continue to take place outdoors; these will only be permitted indoors if it is possible for people to avoid mixing with people they do not live with or share a support bubble with; there are exceptions for supervised activities for under-18s, and disability sport • you should try to avoid travelling outside the very high alert level area you are in or entering a very high alert level area, other than for things like work, education or youth services, to meet caring responsibilities or if you are travelling through as part of a longer journey • you should avoid staying overnight in another part of the UK if you are resident in a very high alert level area, or avoid staying overnight in a very high alert level area if you are resident elsewhere <p>You must:</p> <ul style="list-style-type: none"> • wear a face covering in those areas where this is mandated <p>You should continue to:</p> <ul style="list-style-type: none"> • follow social distancing rules • work from home where you can effectively do so • travel to venues or amenities that are open, for work or to access education, but aim to reduce the number of journeys you make 	
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	<p>This is the baseline in very high alert level areas. The government will also seek to agree additional interventions in consultation with local authorities, in order to reduce the spread of the virus. These could include the following options:</p> <ul style="list-style-type: none"> • restrictions preventing the sale of alcohol in hospitality or closing all hospitality (except takeaway and delivery) • closing indoor and outdoor entertainment venues and tourist attractions • closing venues such as leisure centres and gyms (while ensuring provision remains available for elite athletes, youth and disabled sport and physical activity) • closing public buildings, such as libraries and community centres (while ensuring provision remains available for youth and childcare activities and support groups) • closing personal care and close contact services or prohibiting the highest-risk activities • closing performing arts venues for the purposes of performing to audiences 	
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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): Gail Craig
Print Name:

Signature of Line Manager: Sarah W0oley
Print Name:

Date Assessed: Sep 2020 Revised Jan 2021 Revisited Sep 2021 Revisited: 30.11.21 Review Date: On-going in line with government guidelines

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.