

**All Saints' Primary School, Alrewas  
Risk Assessment Record Form**

Assessor(s) **Anna Golden & Rachael McCarthy**

**Reviewed by Chair of Governors Vice-Chair of governors and Chair of Health & Safety Committee**

Description of Task/Activity/Area/Premises etc. **Delivering Education during the COVID-19 Pandemic reviewed and updated 3<sup>rd</sup> September 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 5
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<p><b>Exposure to COVID-19</b></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><b>General transmission</b> may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Anyone feeling unwell or has someone in their household who is unwell informed not to attend school.</li> <li>• If any person - staff or child - shows COVID 19 symptoms, then they will be sent home immediately to isolate and test following latest government guidance.</li> <li>• All staff and pupils to wash hands as soon as they enter the school building, after using the toilet and before any food or drink as a minimum throughout the day.</li> <li>• Hand wash, hot water and paper towels available in every room</li> <li>• Hand sanitiser available in classrooms, shared spaces, entrance and exit points.</li> <li>• Bins, with lids and bags, for tissues and hand towels. Staff, parents and visitors informed of the measures in place to reduce transmission. Parents and visitors entering school premises are asked to do a lateral flow test before hand</li> <li>• Children have been asked to keep equipment, bags etc to a minimum to make cleaning easier.</li> <li>• Staff, governors and visitors to take lateral flow tests before entering school.</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>• Review stocks of soap, hand sanitiser, tissue weekly.</li> </ul>	<p>Ongoing</p>	<p>M/L</p> <p>M</p>

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	<p>Everyone on site.</p> <p><b>Site related transmission</b> may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Thorough cleaning of rooms at end of the day.</li> <li>• Ventilation in the building maximised by opening windows and doors</li> <li>• Visitors on site limited and access to building controlled.</li> </ul>		<ul style="list-style-type: none"> <li>• Ensure increased ventilation measures do not compromise pupil or staff safety.</li> </ul>	Fire drills Sept 21	M/L
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are</p>	<p>Staff and pupils.</p> <p><b>Transmission may occur when providing personal or intimate care</b></p>	<ul style="list-style-type: none"> <li>• PPE provided (such as disposable gloves, disposable apron, mask and face shields.</li> <li>• Hand washing after providing care.</li> <li>• Staff providing personal or intimate care instructed on the safe "donning and doffing" of PPE.</li> </ul>		Review personal care plans to assess PPE requirements based on individual circumstances.	8.3.21 - completed.	

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<p>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>Staff and casualty. <b>Transmission may occur when providing First Aid</b></p>	<ul style="list-style-type: none"> <li>Wash/sanitise hands before and after treating a casualty.</li> <li>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.</li> <li>When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives.</li> <li>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</li> </ul>		<ul style="list-style-type: none"> <li>Review Assessment of First Aid Needs.</li> </ul>	19.9.21 -	M/L
<p><b>Resuscitation Council UK Statement:</b> 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 <b>Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.</b></p>	<ul style="list-style-type: none"> <li>Increase ventilation in the room if possible - extractor fan in medical room, door slightly ajar.</li> <li>PPE provided for supervising adult: Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron.</li> <li>Maintain stocks of PPE.</li> <li></li> </ul>				

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	Staff and pupil. <b>Transmission may occur when staff administer medicines</b> or supervise pupils who self-administer.	<ul style="list-style-type: none"> <li>Staff to use PPE and practise good hygiene.</li> </ul>		<ul style="list-style-type: none"> <li>Review medication plans to assess PPE requirements (if any) for staff administering medication.</li> </ul>	8.9.21	

<p>Impact on mental health and well-being as a result of:</p> <ol style="list-style-type: none"> <li>stress caused by worry about catching the virus</li> <li>responsibility of ensuring safety and well-being of children and colleagues.</li> <li></li> </ol>	Staff, children	<p><u>For staff:</u> Good communication between staff via WhatsApp, email, text and telephone. Clear procedures for health &amp; safety in place which are communicated and reviewed regularly. Measures in place to record cases and liaise with LO Team if necessary - instructions visible in office. <u>Children and Parents:</u> Parents have received regular communication regarding procedures, online learning as well as telephone and email support. If cases increase again we have plans in place to increase measures in place. Children have been organised into small 'bubbles' to enhance safety which will help them to feel more secure.</p>	M	Remind staff about Mindkind resources available to support mental health and well-being - <a href="https://www.staffordshire.gov.uk/Secure/Schools/Health-and-Safety/Mindkind/Mindkind.aspx">https://www.staffordshire.gov.uk/Secure/Schools/Health-and-Safety/Mindkind/Mindkind.aspx</a>	Ongoing
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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): **Anna Golden**  
 Print Name:

Signature of Line Manager: **Sue Durrant (Chair of Governors)**  
 Print Name:

Date Assessed: **3<sup>rd</sup> September 2021**

Review date: **17<sup>th</sup> December 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.