

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

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

Reviewed by Chair of Governors Vice-Chair of governors, members of Health & Safety Committee and all staff.

Description of Task/Activity/Area/Premises etc. **Delivering Education during the COVID-19 Pandemic reviewed and updated 11th November 2020**

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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"> • Anyone feeling unwell or has someone in their household who is unwell informed not to attend school. • 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. • All Covid 19 infections reported - 0344 225 3560 (option 0 then 2) • Testing available for staff and households - https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested- • Social distancing maintained wherever possible between all adults on site and between pupil groups. • 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. • Hand wash, hot water and paper towels available in every room • Hand sanitiser available in classrooms, shared spaces, entrance and exit points. • Frequent cleaning of surfaces that pupils touch. • Disposable tissues available in classrooms. • 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 only enter school premises in exceptional circumstances and asked to hand wash and wear a mask. 	<p>M</p>	<ul style="list-style-type: none"> • Individual risk assessments carried out for staff at higher risk. • Review team stress risk assessment. • Review COSHH assessment for hand sanitiser and cleaning materials. • Review cleaning schedules. • Signage used to promote hygiene (respiratory and hand) and social distancing. • Review stocks of soap, hand sanitiser, tissue weekly. 	<p>1.9.20 - completed.</p> <p>10.9.20 - completed.</p> <p>10.10.20 - completed.</p> <p>1.9.20 - completed</p> <p>Ongoing.</p>	<p>M</p>

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	<p>Everyone on site.</p> <p>Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Only one parent/ carer to drop off and pick up at the designated time and place • Families allocated drop off and pick up times -. Staff on hand at start and end of day to guide children and parents. • Parents and carers not to congregate outside school. • Shared areas and outdoor areas sectioned and timetabled. 72 hour lapse between use of outdoor equipment and equipment in classrooms which is difficult to clean between bubbles. • 'Bubbles' to enter and exit classroom through external doors. • Pupils allocated a space in the classroom (year 2 to 6) • Unnecessary items and those items hard to clean removed from classrooms and learning environments. (ie cushions, bean bags, resources currently not in use) • Thorough cleaning of rooms at end of the day. • Teachers to thoroughly clean key boards daily • Ventilation in the building maximised by opening windows and doors • Visitors on site limited and access to building controlled. Visitors will be kept at a distance and asked to wear face mask and hand wash on entry. • Office out of use and not to be accessed by parents, staff or children. • One- way system in place in corridors and on stairs, with arrows to assist. • From 2nd November French (KS2) and PE (dance and gymnastics) suspended. Alternative PE in place. To be reviewed 2nd December. 		<ul style="list-style-type: none"> • Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes. • Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply. • Staff to show their bubbles where they would congregate in the event of a fire. • Ensure increased ventilation measures do not compromise pupil or staff safety. • Review access points for visitors - all to wear face masks. • Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time. • Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact. 	<p>Individual class drills by 10.10.20 - completed.</p> <p>10.10.20 - completed.</p> <p>Signage - 1.9.20 - completed</p> <p>30.8.20 - completed</p>	

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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. • If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. 		<ul style="list-style-type: none"> • Review Assessment of First Aid Needs. 	<p>1.9.20 - completed (see H&S matrix)</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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	<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 - extractor fan in medical room, door slightly ajar. • 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. • 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. • Staff to use PPE and practise good hygiene. 		<ul style="list-style-type: none"> • Review medication plans to assess PPE requirements (if any) for staff administering medication. 	10.10.20 - completed.	

<p>Impact on mental health and well-being as a result of:</p> <ol style="list-style-type: none"> 1. stress caused by worry about catching the virus 2. responsibility of ensuring safety and well-being of children and colleagues. 3. Children scared by the new stringent measures in place as well as family members catching the virus. 4. Bereavement for staff or children. 	<p>Staff, children</p>	<p><u>For staff:</u> Good communication between staff via WhatsApp, email, text and telephone. Clear procedures for health & safety in place which are communicated and reviewed regularly. Team effort with roles and responsibilities shared by those working in school and those working from home. Regular meetings via Zoom will be held in place of staff meetings where possible. Governors highly involved in all safety processes and in constant touch with HT. Robust measures in place to keep track of people being tested - central information point, shared responsibility between HT and office re daily registers etc. <u>Children and Parents:</u> Parents have received regular communication regarding procedures, online learning as well as telephone and email support. Children have been organised into small 'bubbles' to enhance safety which will help them to feel more secure. Listening Ear/pastoral support available if children suffer loss of a family member.</p>	<p>M</p>	<p>Remind staff about Mindkind resources available to support mental health and well-being - https://www.staffordshire.gov.uk/Secure/Schools/Health-and-Safety/Mindkind/Mindkind.aspx</p> <p>Teachers will spend time talking to children about the virus and measures in place to keep us safe in an age-appropriate way - https://e-bug.eu/</p> <p>Parents will be reminded about the necessity of social distancing and that school will take whatever measures necessary to protect the safety of staff.</p>	<p>10.10.20</p>
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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: 11th November 2020

Review date: 2nd December 2020 (earlier if necessary)

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.