

**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 1st September 2020**

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 M/L

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
<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</p> <p>10.9.20</p> <p>10.10.20</p> <p>1.9.20</p>	<p>M/L</p> <p>M</p>

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
						M/L
	<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 gates • 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 • 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 using detergent • 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. 		<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</p> <p>10.10.20</p> <p>Signage - 1.9.20</p> <p>30.8.20</p>	

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
<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>Staff and pupils</p> <p>Transmission in 'Bubbles', during learning activities and behaviour management.</p>	<ul style="list-style-type: none"> Classes split into 'bubbles' which will not inter mix. One lunchtime supervisor allocated to each bubble Staff allocated to Key Stages and not to mix with other Key Stages unless wearing a face shield or mask. Bubbles do not mix during the day or on subsequent days. Bubbles use the same classroom or outdoor learning area throughout the day. Outside space carefully timetabled to allow for outdoor education where possible. KS1 and KS2 pupils to have an allocated place to sit, with allocated stationery and exercise books and asthma inhalers if necessary. IPads will be cleaned at the end of every day Practical lessons (ie PE)- equipment cleaned after use Adults to maintain a 2 metre distance from all pupils where possible and to wear face coverings for small group work and intimate care. 		<ul style="list-style-type: none"> Review behaviour management plans and procedures and share with staff and parents. 	2.9.20	M/L

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
<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>Staff and pupils</p> <p>Transmission through shared spaces and equipment</p>	<ul style="list-style-type: none"> • Breaks staggered to limit numbers in corridors accessing toilets • Access to toilets supervised to allow 1 in at a time. • Outdoor areas timetabled to allow use by one bubble at a time • All children to eat lunch in classrooms or where possible, outside in the band stand, under the pergola or in the gazebos (timetabled). Reception to eat in the hall. • Lunch time supervisors to ensure that only one person at a time uses the toilet. Ensure hands washed and handles wiped down in between use • Staff room out of use - staff to use facilities within bubbles • Only one member of staff at a time to use the staff toilets. Door handles wiped regularly. • Storerooms and cupboards accessed by one person at a time. • Outdoor play equipment allocated to bubbles and not shared • Where possible tasks designed to allow for limited use of passing of equipment - use of screens in KS2 • Contractors delivering services using school facilities, such as catering and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19. • Children to wear trainers/comfortable clothes to avoid changing/PE bags in school. • Cleaning of 'hot spots' daily (and throughout the day) • AG and MW to check PPE and cleaning supplies daily to ensure we don't run out. 		<ul style="list-style-type: none"> • Lunches provided in classrooms. • Provide disposable paper towels in toilets to replace use of hand driers. • Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. • Outdoor play/field to be demarcated using tape so that bubbles use one area only. • Outdoor equipment to be rotated and 'rested' for 72 hours between bubbles. 	<p>In place.</p> <p>In place.</p> <p>In place.</p>	<p>M/L</p>

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
<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>Staff and pupils. Transmission may occur when providing personal or intimate care</p>	<ul style="list-style-type: none"> • PPE provided (such as disposable gloves, disposable apron, mask and visor) • Hand washing after providing care. • Staff providing personal or intimate care instructed on the safe "donning and doffing" of PPE. 		<p>Review personal care plans to assess PPE requirements based on individual circumstances.</p>	<p>110.10.20</p>	<p>M/L</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. • 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</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>						

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
						M/L
	<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. • 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. • 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	

<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>For staff: 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. Governors highly involved in all safety processes and in constant touch with HT. Children and Parents: 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>
---	------------------------	---	----------	---	-----------------

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: 1st September 2020

Review date: 16th October 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.