

**Staffordshire County Council  
General Risk Assessment Record Form**

**CHURNET VIEW MIDDLE SCHOOL**

**Assessor(s) S FRYER / S BURGESS**

**Schools full opening Sept 2020 - Minimising the risk of transmission of COVID-19 updated September 2020**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b> List the control measures already in place	<b>What is the risk rating – H, M, L?</b> See section 5	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b>	<b>Action Completed</b> State the date completed and sign.	<b>What is the risk rating now – H, M, L?</b> 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"> <li>• Anyone with COVID-19 symptoms or who have someone in their household who does is informed not to attend school.</li> <li>• Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks.</li> <li>• 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.</li> <li>• Active engagement with NHS Test and Trace service.</li> <li>• Aware of LA Local Outbreak Control Plans.</li> <li>• All adults and pupils to wear face coverings in communal areas unless exempt.</li> <li>• Frequent handwashing promoted.</li> <li>• Hand sanitiser available in classrooms, shared spaces, and key points around the school.</li> <li>• Good respiratory hygiene encouraged by promotion of</li> </ul>	H	<ul style="list-style-type: none"> <li>• School letter to parents on the wearing of face coverings published on school website</li> <li>• Training for staff and pupils on how to put on, remove, store and dispose of face coverings completed.</li> <li>• Contingency supply of face coverings available where pupils are struggling to access a face covering or where they have forgotten it or are unable to use their face covering due to having become soiled/unsafe to use.</li> <li>• Advice given by local outbreak/health protection teams will be followed.</li> <li>• Encourage staff and parents to engage with Test and Trace process and to inform them immediately of the</li> </ul>	Completed Sept 20	M

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>'catch it, bin it, kill it' approach.</p> <ul style="list-style-type: none"> <li>• Enhanced cleaning of frequently touched surfaces.</li> <li>• Disposable tissues available in classrooms.</li> <li>• Bins for tissues emptied every day.</li> <li>• Control measures in place for staff and pupils who are clinically vulnerable or at higher risk.</li> <li>• Wellbeing support in place for staff and pupils.</li> <li>• Grouping pupils together and avoiding contact between groups.</li> <li>• Social distancing maintained wherever possible between all adults on site.</li> <li>• Staff, pupils, parents and visitors informed of the measures in place to reduce transmission.</li> </ul>		<p>results of a test.</p> <ul style="list-style-type: none"> <li>• Maintain supply of home test kits.</li> <li>• Record kept for 21 days of visitors to site.</li> <li>• Record of staff and pupil groups.</li> <li>• COSHH assessment for hand sanitiser and cleaning materials reviewed.</li> <li>• Cleaning schedules. include more frequent cleaning of touch points and shared rooms/areas.</li> <li>• Signage to promote hygiene and social distancing.</li> <li>• Stocks of soap, hand sanitiser, number of hand sanitiser stations, tissues are monitored.</li> <li>• Foot operated waste bins located in every classroom and other key rooms.</li> <li>• Minimise the number of contacts between staff and pupils</li> <li>• Individual risk assessments carried out for staff and pupils</li> </ul>	<p>JM to complete COSHH info for sanitiser</p>	

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b> List the control measures already in place	<b>What is the risk rating – H, M, L?</b> See section 5	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b>	<b>Action Completed</b> State the date completed and sign.	<b>What is the risk rating now – H, M, L?</b> See Section 5
				who are clinically vulnerable or at higher risk. <ul style="list-style-type: none"> <li>• Team stress risk assessment to be discussed at Departmental meetings and reviewed by H&amp;S Committee.</li> <li>• Risk assessment on school website.</li> </ul>	Department meetings Sept 20	

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>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"> <li>• Start and finish times staggered to keep groups apart as they arrive and leave school.</li> <li>• School transport arrangements and plans supplied by LA.</li> <li>• Pupils aged 11 and over to wear a face covering on public and dedicated transport (unless exempt).</li> <li>• Active travel promoted. Parents, staff and pupils encouraged to walk, scoot or cycle to school.</li> <li>• Staff, pupils and visitors informed to wash/sanitise hands on arrival at school.</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>• Messaging to staff and pupils on how to put on, remove, store and dispose of face coverings.</li> <li>• Contingency supply of face coverings available where pupils are unable to use their face covering due to it having become soiled/unsafe to use.</li> <li>• Transport arrangements communicated to parents by LA and providers.</li> <li>• Parents informed of arrangements for drop off and collection procedures to reduce adult to adult contact.</li> <li>• Cycle storage facilities are sufficient.</li> <li>• Arrangements for parents to “drop off” pupils reviewed and communicated to parents.</li> <li>• Discourage car sharing between different households.</li> </ul>	<p>Completed Sept 20</p>	<p>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 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>Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Circulation routes in place in the building have been communicated appropriately to staff and pupil.</li> <li>• Timetable and use of classrooms reviewed to reduce movement around the building.</li> <li>• Access rooms from outside where possible.</li> <li>• Organising classrooms and other rooms used for learning to support distancing i.e. seating pupils side by side and facing forwards where possible.</li> <li>• Unnecessary items and those items hard to clean removed from classrooms and learning environments.</li> <li>• Staff and pupils only bring essential equipment into school.</li> <li>• Thorough cleaning of rooms at start and end of the day.</li> <li>• Ventilation in the building maximised by opening windows, doors.</li> <li>• Visitors on site limited and access to building controlled.</li> </ul>	<p>H</p>	<ul style="list-style-type: none"> <li>• Fire safety procedures reviewed and published on staff noticeboard ensuring that any measures put in place do not compromise evacuation routes.</li> <li>• Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply.</li> <li>• Staff encouraged to increase ventilation measures but ensure they do not compromise pupil or staff safety.</li> <li>• Access point for visitors remains the same.</li> <li>• Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time.</li> <li>• Minimise visitors to site by using virtual meetings where possible.</li> </ul>	<p>Fire drill due Sept 20</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 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>Staff and pupils</p> <p>Transmission may occur during learning activities and behaviour management.</p>	<ul style="list-style-type: none"> <li>• Consistent groups of pupils and staff. Mixing of groups avoided where possible.</li> <li>• Timetabling to keep groups apart and minimise movement around school.</li> <li>• Assemblies or collective worship limited to one group.</li> <li>• Pupils encouraged to keep their distance within groups.</li> <li>• Limited interaction, sharing of rooms and social spaces between groups as much as possible.</li> <li>• Staff maintain distance from pupils and other staff (ideally 2 metres from other staff) where possible.</li> <li>• Sharing of stationary prevented.</li> <li>• Shared resources – equipment cleaned regularly and between groups or rotated to allow them to be left unused and out of reach.</li> <li>• Where possible actions taken for behaviour management will not involve touching a pupil.</li> <li>• Physical activity - Outdoor sports prioritised.</li> <li>• Singing, wind and brass playing – Group size dependant on location, available space, natural airflow and social distancing. Sharing of instruments avoided.</li> <li>• Dance and drama – contact between teachers and pupils and between pupils prevented.</li> </ul>	<p>H</p>	<ul style="list-style-type: none"> <li>• Size and composition of groups reviewed and amended where possible.</li> <li>• Staff to avoid face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• Staff and pupils provide their own pens and pencils.</li> <li>• Storage of rotated shared resources e.g. (sports, art and science equipment) for 48 hours (72 hours for plastics) or cleaned after each use.</li> <li>• Behaviour management plans and procedures reviewed and communicated to staff..</li> <li>• Increase use of outside spaces for teaching and learning activities where possible.</li> <li>• Use of microphones to encourage singing quietly.</li> <li>• Review team sports provided.</li> </ul>	<p>Completed Sept 20</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 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>Staff and pupils</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> <li>• Groups separated at break time to limit numbers in corridors and circulation routes.</li> <li>• Groups separated at lunch times. Pupils sanitise hands and enter lunch areas in their group. Groups kept apart and tables cleaned between groups.</li> <li>• Preventing toilets from becoming crowded by managing numbers accessing them at any one time. This includes staff and those used by pupils</li> <li>• Staff rooms, shared staff areas and offices set up and used to support social distancing between colleagues.</li> <li>• Storerooms and cupboards accessed by one person at a time.</li> <li>• Outdoor play equipment cleaned frequently.</li> <li>• Tasks organised so that the shared use and passing of work equipment is limited. Work equipment to be cleaned before and after use.</li> <li>• Hand cleaning after using shared resources and equipment.</li> <li>• Contractors delivering services using school facilities, such as catering, asked to provide copies of their risk assessment for managing exposure to COVID-19.</li> </ul>	<p>H</p>	<ul style="list-style-type: none"> <li>• May need to provide lunch in alternative rooms/spaces if hygiene and distance cannot be maintained in lunch areas.</li> <li>• Provide facilities to dry hands eg disposable paper towels and/or hand driers.</li> <li>• Information sharing with contracted catering services to reduce exposure to COVID-19.</li> <li>• Catering provider to comply with the government’s guidance for food businesses on coronavirus (COVID-19).</li> </ul>	<p>Completed Sept 20</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 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>Staff and pupils. Transmission may occur when providing personal or intimate care</p>	<ul style="list-style-type: none"> <li>• PPE provided (disposable gloves, disposable apron, face visor and face masks)</li> <li>• Hand washing before and after providing care.</li> </ul>	<p>H</p>	<p>Staff using PPE instructed on the safe “donning and doffing” of PPE.</p> <p>Personal care plans reviewed to assess PPE requirements.</p>	<p>Completed Sept 20</p>	<p>M</p>
	<p>Staff and casualty. Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> <li>• Wash/sanitise hands before and after treating a casualty.</li> <li>• Assist at a safe distance where possible, if they are capable instruct them to do things for you.</li> <li>• Minimise time sharing a breathing zone.</li> <li>• Wear appropriate PPE (such as disposable gloves, disposable apron, face visor and mask).</li> <li>• 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.</li> </ul> <p>When performing CPR:</p> <ul style="list-style-type: none"> <li>• Call an ambulance</li> <li>• Use chest compressions or defibrillator</li> <li>• Use a cloth or towel to cover the casualty’s mouth and nose while still permitting breathing</li> <li>• Use PPE – gloves, apron, fluid repellent surgical mask, eye protection.</li> </ul>	<p>H</p>	<ul style="list-style-type: none"> <li>• First aid needs assessment and PPE requirements reviewed.</li> <li>• First aiders instructed on the safe “donning and doffing” of PPE.</li> <li>• Maintain stocks of PPE. Where this is not available contact LA.</li> <li>• List of LA PPE suppliers communicated to schools.</li> <li>• PPE Exchange can be used to help with finding a supplier.</li> </ul> <p><a href="https://www.ppeexchange.co.uk/">https://www.ppeexchange.co.uk/</a></p> <p>Resuscitation Council UK advice: <a href="https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19">https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</a></p>	<p>Completed Sept 20</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 5
<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"> <li>Increase ventilation in the room if possible.</li> <li>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.</li> </ul>	H	<ul style="list-style-type: none"> <li>Maintain stocks of PPE.</li> <li>Supervising adult instructed on the safe “donning and doffing” of PPE.</li> <li>Consider using first aiders to supervise to reduce numbers of staff who need access to PPE.</li> </ul>	Completed Sept 20	M
	<p>Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>	<ul style="list-style-type: none"> <li>Supervising staff to maintain 2m social distance.</li> </ul>	H	<ul style="list-style-type: none"> <li>Review medication plans to assess PPE requirements (if any) for staff administering medication.</li> </ul>	Completed Sept 20	M

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.

<b>Risk Rating</b>	<b>Description</b>	<b>Action Priority</b>
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:**

**S Fryer**

**S Burgess**

**Signature of Line Manager:**  
**Print Name:**

**Date Assessed: 16<sup>th</sup> September 2020**

**Review Date: 16/9/2021**

## 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.