

**Staffordshire County Council**  
**General Risk Assessment Record Form: Churnet View Middle School**

1. **Section/Service/Team** Churnet View Middle School
2. **Assessor(s)** – S Fryer /S Burgess
3. **Description of Task/Activity/Area/Premises etc.** – Covid 19, Re-opening of school 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 5
<p><b>Exposure to Covid 19</b>                      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><b>Students, staff, parents, visitors</b></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>• Testing available for all – refer to local test plans. See appendix A.</li> <li>• Social distancing maintained wherever possible between all adults on site and between student groups.</li> <li>• Frequent hand washing promoted via posters and staff briefing of pupils.</li> <li>• Ongoing promotion of CATCH IT KILL IT BIN IT</li> <li>• Hand sanitiser available at key points around school and shared spaces.</li> <li>• Frequent cleaning of surfaces that students touch, including keyboards (where used).</li> <li>• Disposable paper towels available in classrooms.</li> <li>• Staff, students, parents and visitors informed of the measures in place to reduce transmission.</li> <li>• Controlled flow of movement throughout the whole site where conducive and external fire exits used where possible.</li> <li>• Signage throughout site to promote distancing and hygiene.</li> </ul>	<p style="text-align: center;"><b>M</b></p>	<ul style="list-style-type: none"> <li>• Individual risk assessments carried out for staff / students at higher risk.</li> <li>• Cleaning schedules reviewed and include pupils involvement to clean equipment they have used.</li> <li>• Ensure stocks of soap, disinfectant spray, hand sanitiser, wipes, tissues and paper towels.</li> <li>• Review site signage to ensure systems are clear.</li> <li>• Barriers in place to support necessary flow of movement</li> <li>• Duty rota implemented to ensure full supervision.</li> </ul>	<p>SF completed</p> <p>SB completed</p> <p>JM completed</p> <p>SB/DW in progress Barriers purchased. Use TBA.</p> <p>AK completed</p>	<p>L</p>

		<ul style="list-style-type: none"> <li>Staggered use of catering facilities.</li> <li>Designated social areas for each Year Group/Key Stage, including toilets.</li> <li>Mandatory use of face coverings for ks2 and ks3 pupils, staff and visitors (providing medical circumstances permit) in all corridors and communal areas and when dealing with anyone who may be presenting symptoms. Face coverings strongly advised when working in very close quarters with a child or other adult.</li> </ul>			Completed SF/SB	L
Parental contact during drop off/collection of students. Difficulties with social distancing guidelines - higher risk of spreading the virus.	Parents, staff and students	<ul style="list-style-type: none"> <li>Information provided to parents before reopening to explain importance of social distancing during these times.</li> </ul>	M	<ul style="list-style-type: none"> <li>Staff on duty outside at key points to ensure students follow one-way system when arriving/leaving.</li> </ul>	AK completed	L
Parents not maintaining 2m distance between themselves and staff - higher risk of spreading the virus.	Parents and staff	<ul style="list-style-type: none"> <li>Encourage correspondence via email/phone call, MyEd app. Pupils asked not to attend office.</li> </ul>	L	Letter sent to parents to sign up to My Ed.	SS to chase parents in Sept	L
Students not maintaining 2m distance from each other – higher risk of spreading the virus.	Students and staff	<ul style="list-style-type: none"> <li>Students encouraged to maintain distance between peers and staff.</li> <li>Students (and staff) to sanitise hands on arrival, before and after lunch. Hand washing hygiene to be promoted throughout the day.</li> <li>Students to follow one-way system where in operation and remain within designated social spaces.</li> <li>Students to work at the same desk each time they are in a classroom. Forward facing desks where possible.</li> <li>Movement in classrooms reduced.</li> <li>Assemblies to be delivered via MS</li> </ul>	M	<ul style="list-style-type: none"> <li>Review of how best to hold parents' evenings and other school events.</li> <li>Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes. See amended procedures.</li> <li>Ensure student groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply.</li> <li>Ensure increased ventilation</li> </ul>	SF  SB completed  New distanced Fire Assembly points	L

		<p>Teams for the foreseeable future.</p> <ul style="list-style-type: none"> <li>• Ventilation in the building maximised by opening windows, doors or using ventilation units.</li> <li>• Preventing toilets from becoming crowded by managing number accessing them at any one time – max 3</li> <li>• Mandatory use of face coverings for ks2 and ks3 pupils, staff and visitors (providing medical circumstances permit) in all corridors and communal areas and when dealing with anyone who may be presenting symptoms. Face coverings strongly advised when working in very close quarters with a child or other adult.</li> </ul>		measures do not compromise student or staff safety. External gates must be kept locked during the day to ensure site safety.	marked out on yard	
Items within school to become contaminated.	Students and staff. Parents once students return home.	<ul style="list-style-type: none"> <li>• Regular, thorough cleaning of areas used.</li> <li>• Cleaning materials available in all classrooms.</li> <li>• Stationery to be given to students who have forgotten their own – not loaned.</li> <li>• Students to use the same table when they are in the same classroom.</li> <li>• Bags and coats to be hung on pegs where available. Staff to manage lesson changeover and allow time to collect and deposit coats and bags.</li> <li>• If computers are used, to be cleaned following each use.</li> <li>• Doors left open where possible</li> <li>• Windows open to provide good ventilation.</li> <li>• Staff to ensure staff room table is kept clear and no unnecessary clutter starts to gather around school or in staff room areas.</li> <li>• Additional staffroom spaces allocated throughout school to support social distancing at breaks.</li> </ul>	M	Staff briefing 1 <sup>st</sup> September	SF	L
				Rm 26 and LRC		L
Risk of virus spreading due to contact with students and staff.	Students and staff. Parents once students	<ul style="list-style-type: none"> <li>• Students to stay at tables during lessons (see above).</li> <li>• PPE available for staff if required</li> <li>• No/limited physical contact unless</li> </ul>	M	Staff briefing and parent letter 1 <sup>st</sup> September 2020		L

	return home.	<p>necessary e.g. first aid.</p> <ul style="list-style-type: none"> <li>• Staff to use own equipment e.g. pens and pencils.</li> <li>• Staff to remind students of distancing.</li> <li>• Hand hygiene regimes to be regular and robust for everyone. Hand sanitiser to be available as well as soap and water washing.</li> <li>• Mandatory use of face coverings for ks2 and ks3 pupils, staff and visitors (providing medical circumstances permit) in all corridors and communal areas and when dealing with anyone who may be presenting symptoms. Face coverings strongly advised when working in very close quarters with a child or other adult.</li> </ul>				
Anxiety from students due to circumstances.	Students	<ul style="list-style-type: none"> <li>• Staff to reassure the students and pass on any worries the students have had to parents via email or phone call.</li> <li>• Pastoral care to be available each day. See Appendix B</li> <li>• Online support list to be kept up to date. See Appendix B</li> </ul>	M	Appendices published on website and shared with all staff	Completed	L
Staff not maintaining social distancing. Risk of transmission between colleagues, students and visitors	Staff	<ul style="list-style-type: none"> <li>• All staff to be reminded about the social distancing regulations to keep everyone safe.</li> <li>• Staff to be reminded that some people may feel more anxious about the return to work than others and therefore the social distancing should be maintained to reassure people.</li> <li>• Staff to keep their distance wherever possible when in classrooms together and when passing in the corridor.</li> <li>• Staff to be proactive with their own safety, particularly when in communal areas such as the staff room</li> <li>• PPE to be used as available/appropriate.</li> <li>• Training to be delivered remotely where appropriate. Meetings to be via email/online unless social distancing rules can be adhered to due to the size of the room/number of staff</li> </ul>	M	Staff briefing 1 <sup>st</sup> September 2020		L

		<p>at one time.</p> <ul style="list-style-type: none"> <li>• Additional staffroom spaces allocated within the school.</li> <li>• Storerooms and cupboards accessed by one person at a time.</li> <li>• Work equipment to be cleaned before and after use.</li> <li>• Mandatory use of face coverings for ks2 and ks3 pupils, staff and visitors (providing medical circumstances permit) in all corridors and communal areas and when dealing with anyone who may be presenting symptoms. Face coverings strongly advised when working in very close quarters with a child or other adult.</li> </ul>				
Risk of transmission in practical settings - PE, Drama, Art, Music, D and T, Science.	Students and staff	<ul style="list-style-type: none"> <li>• Non-contact activities only (to be reviewed according to guidance prior to September)</li> <li>• Hands washed / sanitised before and after any physical activity.</li> <li>• Equipment to be cleaned after use (to be reviewed according to guidance prior to September).</li> <li>• Science, PE, Music and Art/DT practical activities completed subject to staff risk assessment.</li> <li>• Distancing between students to be considered in all lessons / activities.</li> <li>• Mandatory use of face coverings for ks2 and ks3 pupils, staff and visitors (providing medical circumstances permit) in all corridors and communal areas and when dealing with anyone who may be presenting symptoms. Face coverings strongly advised when working in very close quarters with a child or other adult.</li> </ul>	M	<ul style="list-style-type: none"> <li>• Review changing room spaces to ensure appropriate – not in use until further notice. Pupils to wear PE kit to school when required. No peripatetic music lessons in school until further notice. MfL have been advised to contact parents to make alternative arrangements.</li> </ul>		L
Risk of transmission between colleagues, students and visitors		<ul style="list-style-type: none"> <li>• Visitors on site limited and access to building controlled</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> <li>• This risk assessment will be made available to</li> </ul>	M	<ul style="list-style-type: none"> <li>• Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time.</li> <li>• Only essential visitors allowed to enter the site.</li> </ul>		L

		<p>external agencies via the school website.</p> <ul style="list-style-type: none"> <li>• Mandatory use of face coverings for ks2 and ks3 pupils, staff and visitors (providing medical circumstances permit) in all corridors and communal areas and when dealing with anyone who may be presenting symptoms. Face coverings strongly advised when working in very close quarters with a child or other adult.</li> </ul>				
Staff anxiety due to circumstances	Staff	<ul style="list-style-type: none"> <li>• Inclusion in risk assessment process and control measures.</li> <li>• Regular staff meetings to discuss RA and concerns</li> <li>• Sharing of support helplines and resources. See Appendix B</li> <li>• PPE available for staff as needed (see above).</li> <li>• Information communicated clearly and effectively with clear processes in place for raising concerns.</li> <li>• Urgent staff concerns to be addressed to SF or SB immediately.</li> </ul>	M	Staff briefing 1 <sup>st</sup> September 2020. Resources available on website and shared with all staff.		L
Risk of spreading virus due to contact with students – 1:1 and restraint	Staff and students	<ul style="list-style-type: none"> <li>• Individual risk assessments for students who may require restraint</li> <li>• Individual risk assessments for students who will find it difficult to follow new routines. 1:1 work may be required.</li> <li>• PPE for first aid treatment</li> <li>• Handwashing essential after providing care</li> <li>• If 1:1 working is required adhere to distancing where possible and adults to remain at height.</li> <li>• When administering first aid: 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</li> </ul>	M	<ul style="list-style-type: none"> <li>• Risk assessments to be completed and discussed with parents as necessary.</li> </ul>		L

		<p>shield where available.</p> <ul style="list-style-type: none"> <li>Mandatory use of face coverings for ks2 and ks3 pupils, staff and visitors (providing medical circumstances permit) in all corridors and communal areas and when dealing with anyone who may be presenting symptoms. Face coverings strongly advised when working in very close quarters with a child or other adult.</li> </ul>				
Risk of spreading virus through contact of shared resources	Students and staff	<ul style="list-style-type: none"> <li>Frequent hand sanitation / washing enforced.</li> <li>Students to ensure they bring all the necessary equipment with them to school.</li> <li>Adults store personal belongings separately from each other.</li> <li>No personal items from home to be brought into the classroom by students other than materials for their lessons.</li> <li>Student shared equipment to be sterilised according to CLEAPPS and AFPE advice.</li> <li>Staff are permitted to use personal mobile phones for communication with other staff members in relation to H&amp;S.</li> <li>Pupils may bring mobiles into school but they must be switched off and stored in bags. Sanctions will be applied for misuse.</li> </ul>	L	Parent letter issued and published on website		L
Risk of illness of vulnerable staff and family members	Staff and staff family members	<ul style="list-style-type: none"> <li>Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding</li> <li>Separate risk assessment to be completed for clinically vulnerable staff.</li> </ul>	M	RA's completed with staff as required		L
Risk of illness of vulnerable students and family members	Students and their family members	<ul style="list-style-type: none"> <li>Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of staff who will remain on the shielded patient</li> </ul>	M			L

		list can also return to school, as can those who have family members who are shielding.				
Risk of spreading virus through poor hygiene (all year groups)	Students and staff	<ul style="list-style-type: none"> <li>Handwashing guidance posters displayed</li> <li>Maximum three at a time system for using the toilets and allocated toilets for Year Group/Key Stage.</li> <li>Good supply of tissues and staff to reinforce 'catch it, bin it, kill it'.</li> <li>Liquid soap in the toilets.</li> <li>Supply of hand sanitiser for students and staff.</li> </ul>	M		Completed	L
Students or staff displaying symptoms of COVID-19	Students and staff	<ul style="list-style-type: none"> <li>Use of contactless thermometer.</li> <li>Students displaying symptoms sent home and advised to follow Coronavirus infection guidance.</li> <li>Students displaying symptoms to be isolated in a room and monitored while awaiting collection.</li> <li>Staff checking on students in isolation to wear PPE.</li> <li>Thorough clean of spaces/ resources.</li> <li>Staff to return home as soon as symptoms develop and inform SF/SB.</li> <li>Staff to access test as soon as possible and follow local track and trace procedures.</li> <li>Students to access test as soon as possible and follow local track and trace procedures.</li> <li>School to follow 'implementing protective measures' and follow local guidance following a positive result from staff member or child within that group.</li> <li><u>Resuscitation Council UK Statement:</u> 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.</li> <li>Mandatory use of face coverings for ks2</li> </ul>	M		Completed	L

		and ks3 pupils, staff and visitors (providing medical circumstances permit) in all corridors and communal areas and when dealing with anyone who may be presenting symptoms. Face coverings strongly advised when working in very close quarters with a child or other adult.				
Risk of transmission between staff and students	Staff Transmission may occur when supervising students taken ill with symptoms of COVID-19 and need direct personal care until they return home.	<ul style="list-style-type: none"> <li>• Increase ventilation in the room if possible.</li> <li>• PPE provided for supervising adult/first aider: 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>	M	<ul style="list-style-type: none"> <li>• Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA.</li> <li>• Supervising adult instructed on the safe “donning and doffing” of PPE.</li> <li>• First aiders to supervise to reduce numbers of staff who need access to PPE.</li> </ul>	Completed	L
	Staff and pupil Transmission may occur when staff administer medicines or supervise students who self-administer.	<ul style="list-style-type: none"> <li>• Supervising staff to maintain 2m social distance.</li> </ul>	L	<ul style="list-style-type: none"> <li>• Review medication plans to assess PPE requirements (if any) for staff administering medication.</li> </ul>	Completed	L

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):**

**Print Name S FRYER S BURGESS**

**Date Assessed: August 2020**

**Signature of Line Manager:**

**Print Name: Steve Fryer**

**Review Date: August 2020**

### 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.

APPENDIX A

[Track and Trace Procedures](#)

APPENDIX B

[Mental Health Resources](#)

[Coronavirus - Supporting Employees Mental Health Resources](#)

[Recovery re-introduction and renewal](#)

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