

**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 and new variants updated March 2021**

<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 and new variants with increased rates of transmission</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>• The school will commence a phased reopening from 8<sup>th</sup> March 2021 in accordance with government guidelines.</li> <li>• All staff (apart from those in receipt of a shielding letter) will return to site from 8<sup>th</sup> March 2021. Staff who are shielding will continue to work remotely from home.</li> <li>• Anyone with COVID-19 symptoms or is required to self-isolate does not attend school.</li> <li>• Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks – see First Aid procedures for PPE and isolation.</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>• assessment</li> <li>• Active engagement with NHS Test and Trace service.</li> <li>• Aware of LA Local Outbreak</li> </ul>	<p>H</p>	<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 results of a test.</li> </ul>		<p>M</p>

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		<p>Control Plans.</p> <ul style="list-style-type: none"> <li>• Attendance in school in line with national/local restrictions.</li> <li>• Face coverings are used in recommended circumstances as detailed in DfE guidance – in our mixed primary and secondary setting the arrangements are as follows;</li> <li>• All pupils, staff and visitors are asked to wear a mask in corridors, communal areas and classrooms.</li> <li>• Parents may choose to exempt their child from this request and in this instance a lanyard will be issued for the child to wear.</li> <li>• Staff asked to be vigilant in class for any pupil struggling to keep the mask on for extended periods and can arrange short breaks outside if necessary.</li> <li>• An additional morning break has been included in the timetable to allow pupils to take their mask off outside between lessons.</li> <li>• Staff to call a first aider or dial 999 if any child experiences any breathing difficulties.</li> <li>• Face shields must not be worn at any time unless worn with a face mask</li> <li>• All staff in all areas of school, where you are or likely to be</li> </ul>		<ul style="list-style-type: none"> <li>• Rapid testing (LFDs) encouraged and promoted.</li> <li>• Risk assessment in place for use of LFDs.</li> <li>• Record kept for 21 days of visitors to site.</li> <li>• Record of staff and pupil groups.</li> <li>• Remote/online/blended learning available and implemented in line with national/local restrictions</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</li> </ul>		

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		<p>within 2 metres of another person, must be wearing a face mask</p> <ul style="list-style-type: none"> <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 'catch it, bin it, kill it' approach.</li> <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 including weekly Teams meetings for staff and pastoral support of pupils and parents off site.</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> <li>• Risk assessment reviewed following changes in guidance and national/local restrictions.</li> </ul>		<p>contacts between staff and pupils</p> <ul style="list-style-type: none"> <li>• Individual risk assessments carried out for staff and pupils who are clinically vulnerable or at higher risk.</li> <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> <li>• Staff to be aware of the changes on close contact definition and to maintain all measures detailed in this risk assessment</li> <li>• Staff to report to the Headteacher any close contacts with positive COVID 19 cases immediately and take appropriate isolation measures.</li> </ul>		

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		<p><u>Revised definition of “close contacts” in the event of a positive COVID-19 case was published by the government on 30<sup>th</sup> November 2020.</u></p> <p>Close contacts are anyone in contact with a confirmed case during the infectious period, in the following circumstances:</p> <p><b>a. Household contact.</b></p> <p><b>b. Direct contact:</b></p> <ul style="list-style-type: none"> <li>• Face to face contact within one metre for any duration;</li> <li>• Skin to skin contact;</li> <li>• Someone the case coughed on;</li> <li>• Any contact within one metre for more than one minute.</li> </ul> <p><b>c. Proximity contact:</b></p> <ul style="list-style-type: none"> <li>• Within one to two metres on one or more occasions during a single day for a total duration of more than 15 minutes; or</li> <li>• Travelling in a car or other small vehicle or close to the case on a bus, train, plane.</li> </ul>				

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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>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</p>	<p>L</p>

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	<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>

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<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> <li>Isolation area to be deep cleaned after use.</li> </ul>	<p>H</p>	<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>	<p>Completed Sept 20</p>	<p>M</p>
<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>	<p>H</p>	<ul style="list-style-type: none"> <li>Review medication plans to assess PPE requirements (if any) for staff administering medication.</li> </ul>	<p>Completed Sept 20</p>	<p>M</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.

<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):**  
**Date Assessed: 5<sup>th</sup> March 2021**

**Print Name: S Fryer, S Burgess**  
**Review Date: 5/3/22 or as required**

### 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.