



Staffordshire County Council Risk Assessment Record Form

1. **Section/Service/Team** Hutchinson Memorial CE First School 2. **Assessor(s)** Paula Snee (Headteacher)/
Governors/CEO of the ULT

2. **Description of Task/Activity/Area/Premises** Schools full opening Sept 2020 – minimising the risk of transmission of COVID-19 V7

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

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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.</p> <p>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. Testing available for staff and pupils. • Social distancing maintained wherever possible between all adults on site and between pupil groups. • Frequent handwashing promoted. • Hand sanitiser available in classrooms, shared spaces, entrance and exit points. • Disposable tissues available in classrooms. • Bins for tissues emptied during the day. • Staff, parents and visitors informed of the measures in place to reduce transmission. • Parents to contact the school via email or telephone –asked not to visit the school office in person. • School to close for Friday pm to allow for additional deep cleaning 	<p>Medium</p>	<ul style="list-style-type: none"> • Individual risk assessments carried out for staff at medium risk – vulnerable, extremely vulnerable & pregnant workers PS • Review team stress risk assessment PS • Review COSHH assessment for hand sanitiser and cleaning materials. PS & Aspens • Frequent cleaning of surfaces that pupils and adults touch. • Review cleaning schedules. PS • Signage used to promote hygiene (respiratory and hand) and social distancing Classteachers • Review stocks of soap, hand sanitiser, tissues CT • Review bins on site, replace with foot operated PS • Review refuse disposal: all bins with potential contaminated waste (all bins) to be double bagged – outer bag to be yellow to identify potential contamination. • Agree hygiene protocol for using photocopier all staff • Staff not to make drinks for each other 	<p>✓ 03.06.20 PS</p> <p>✓ 04.06.20 PS</p> <p>✓ 02.06.20 PS</p> <p>✓ 10.06.20 AJ/PS</p> <p>✓ 07.06.20 PS Further delivery expected 12.06.20</p> <p>✓ Arrived 07.06.20</p> <p>✓ 10.06.20 AM</p>	<p>Medium</p>

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	<p>General transmission may occur: Through close contact between colleagues, pupils and visitors</p>	<ul style="list-style-type: none"> • An adequate supply of PPE purchased and made available for staff for their own personal use. • Those using personal non-disposable masks will be responsible to clean the mask themselves before and immediately after wearing using a suitable disinfectant cleaning wipe (following manufacturer guidance to avoid damaging the mask). • Use is at the staff member’s own risk. 	<p>Medium</p>	<p>Monitor stocks of all PPE and maintain supplies CT</p> <p>Collect emergency PPE kit issued from SCC SO</p> <p>Collect face shields from TAHS PS</p>	<p>✓ 27.05.20 SO</p> <p>✓ 04.06.20 PS</p>	

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	Staff and casualty. Transmission may occur when providing First Aid	<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 / visor 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. 	Medium	<ul style="list-style-type: none"> Review Assessment of First Aid Needs. AH & SO All staff instructed on the safe “donning and doffing” of PPE. PS Maintain stocks of PPE. CT If a decision is made to perform mouth-to-mouth resuscitation, an appropriate mouth shield to be worn. <p>Action: to check stock and order as needed.</p>	<p>✓ 10.06.20 SO /AJ completed First Aid refresher online training.</p> <p>✓ 02.06.20 staff training using SCC powerpoint.</p> <p>✓ Recvd 04.06.20 PS</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"> Isolate child – use the Den If possible, avoid direct care, reassure the child and supervise from the window. Increase ventilation if using the Den. PPE provided for supervising adult: Where contact with the pupil is needed and a 2m distance cannot be maintained: Fluid resistant surgical mask, face visor, disposable gloves and disposable apron. Actions: call home/dial 999 if serious/open window/keep door closed/stay 2m away from child/use bathroom next door but clean down after/adult to clean down room after/wash hands/child to self-isolate for 10 days – family for 14 days/get tested https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/ /if negative return/if positive the 'bubble' to self-isolate for 14 days 	<p>Medium</p>	<ul style="list-style-type: none"> Maintain stocks of PPE. Where this is not available contact ULT/Local Resilience Forum/LA. All staff to be instructed on the safe “donning and doffing” of PPE. 	<p>✓ See above training</p>	

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	Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.	<ul style="list-style-type: none"> Supervising staff to maintain 2m social distance if child is able to self-administer. 	Medium	<ul style="list-style-type: none"> Review medication plans. If a child needs medication and cannot self-administer Staff to administer in PPE (as per first aid). Staff to access refresher Paediatric First Aid training where needed. 	<p>✓ 10.06.20 SO/AJ</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
x			x		x	x

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	Medium priority

	could result e.g. off work for over 3 days	
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): Paula Snee
Print Name:

Signature of Line Manager:
Print Name:

Date Assessed: 18.05.2020 Amended 24.05.20 Amended 04.06.20 Amended 11.06.20 Amended 16.07.20 Amended 01.09.2020
Review Date:

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.