

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

1. **Section/Service/Team**...May Bank Infants School.... 2. **Assessor(s)** P. Colley.....

2. **Description of Task/Activity/Area/Premises etc. Delivering Education during the COVID-19 Pandemic from 1 June 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

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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>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 feeling unwell or has someone in their household who is unwell informed not to attend school.</li> <li>• Testing available for staff and household.</li> <li>• Individual risk assessments carried out for staff at higher risk.</li> <li>• Teams involved in the planning of return so that issues are shared between staff and worries solved together to reduce anxiety. Review team stress risks ongoing.</li> <li>• 2m social distancing maintained wherever possible between all adults on site and distancing encouraged between pupil groups.</li> <li>• Frequent handwashing promoted.</li> <li>• Signage used to promote hygiene (respiratory and hand) and social distancing.</li> <li>• Hand sanitiser available in classrooms, shared spaces, entrance and exit points.</li> <li>• Frequent cleaning of surfaces that pupils touch.</li> <li>• Disposable tissues available in classrooms.</li> <li>• Foot operated pedal bins are provided for tissues and PPE waste and these are emptied during the day. (Catch it, Bin it, Kill it)</li> <li>• Staff, parents and visitors informed of the measures in place to reduce transmission.</li> </ul>	<p>H</p>	<ul style="list-style-type: none"> <li>• Continue to review COSHH assessment for hand sanitiser and cleaning materials as changes occur.</li> <li>• Additional cleaning by contractor at lunchtime (touchpoints, bins etc.</li> <li>• Ongoing review to ensure stocks of soap, hand sanitiser, tissues.</li> </ul>	<p>1.9.2020</p>	<p>M</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>• 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.</li> <li>• When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives.</li> </ul> <p>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p>	H	<ul style="list-style-type: none"> <li>• Review Assessment of First Aid Needs.</li> <li>• First aiders instructed on the safe “donning and doffing” of PPE.</li> <li>• Maintain stocks of PPE.</li> </ul>	1.9.2020	M
	<p><b>Resuscitation Council UK Statement:</b>                  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.</li> <li>• Ensure PPE packs are replenished upon use.</li> <li>• Supervising adult instructed on the safe “donning and doffing” of PPE.</li> </ul>	H	<ul style="list-style-type: none"> <li>• Maintain stocks of PPE.</li> <li>• Maintain hygiene and organisation of medical room.</li> </ul>	1.9.2020	M

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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"> <li>Supervising staff to maintain 2m social distance if possible and appropriate PPE worn.</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>	1.9.2020	M
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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>Staff and pupil transmission</p>	<ul style="list-style-type: none"> <li>• Windows are open to allow for the circulation of natural ventilation.</li> <li>• Doors are open if it is safe to do so for the circulation of air.</li> <li>• Windows in the school hall (high level windows) are open throughout the day.</li> <li>• Parents have been asked to put another layer of clothing under uniform or send an additional fleece etc to keep children warm.</li> </ul>	<p>H</p>	<p>Maintaining a comfortable occupied environment:</p> <ul style="list-style-type: none"> <li>• natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).</li> <li>• Opening internal doors can also assist with creating a throughput of air</li> <li>• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul>	<p>Revised 19.11.2020 communicated to all staff</p>	<p>M</p>

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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: Pauline Colley**

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

**Date Assessed:** 19.5.2020/1.6.2020/22.7.2020/2.9.2020/ 2.10.2020/15.10.20/18.11.2020  
 19.11.2020; 22.1.2021      **Review Date:** 2.02.2021

### 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.