



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
things as the surface type, its moisture content and temperature).		<p>Control Plans Sept 21. Local management plan updated when necessary – as a separate document.</p> <ul style="list-style-type: none"> <li>• Attendance in school in line with national/local restrictions.</li> <li>• Frequent handwashing is regular practice.</li> <li>• Hand sanitiser available in classrooms, shared spaces, entrance and exit points.</li> <li>• Good respiratory hygiene encouraged by promotion of 'catch it, bin it, kill it' approach.</li> <li>• Enhanced cleaning schedule includes regular cleaning of areas and equipment with a focus on frequently touched surfaces. Three daytime cleaners are employed to continue to clean flash points throughout the day to decrease the spread of Covid-19.</li> <li>• Ventilation in the building maximised by opening windows and doors. Carbon Dioxide monitors will be received into school to enable airflow monitoring in all classrooms.</li> <li>• Control measures in place for staff</li> </ul>	M	<ul style="list-style-type: none"> <li>• Review COSHH assessment for hand sanitiser and cleaning materials.</li> <li>• Signage to promote hygiene.</li> <li>• Maintain stocks of soap, hand sanitiser, number of hand sanitiser stations, tissues.</li> <li>• Disposable tissues available in classrooms and bins for tissues emptied regularly.</li> <li>• Poorly ventilated areas identified, and steps taken to improve fresh air flow in these areas. Wand dispenser used daily.</li> <li>• Ensure increased ventilation measures do not compromise student or staff safety.</li> <li>• Review how good ventilation is achieved whilst maintaining a comfortable environment.</li> </ul>	Sept 21	L



<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><i>day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8. Health and social care workers, including those working in education settings, should follow guidance for their sector on taking LFD tests on day 8, 9 and 10.. Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation.</i></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.</p> <p>These particles can be breathed in by another person. The particles can also land on surfaces and be passed from person to person via touch. Particles can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Students</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>• Dedicated school transport arrangements and plans revised by SCC.</li> <li>• Students aged 11 and over wear a face covering on public and dedicated transport (unless exempt).</li> <li>• Face masks highly recommended in class for students and during transition &amp; breaktime for students and staff. Upon review when Management Plan is operational.</li> <li>• Vehicles are well ventilated when occupied.</li> <li>• Active travel promoted. Parents, staff, and students encouraged to walk, scoot or cycle to school.</li> <li>• Staff, students and visitors informed to sanitise hands on arrival at school.</li> </ul> <p><b>Updated guidance on the use of face coverings in education settings</b>  <i>From today, Sunday 2 January, it is recommended that face coverings are worn in classrooms where pupils in year 7 and above are educated. The advice is short term only, to support pupils and teachers as they return to school this term and builds on the existing proportionate guidance that recommends face coverings for all adults in communal areas of all settings. We are updating our</i></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Discuss transport arrangements with providers, LA and parents.</li> <li>• Contingency supply of face coverings available where students cannot access a face covering, where they have forgotten it or are unable to use their face covering due to having become soiled/unsafe to use.</li> <li>• Review of cycle storage facilities upgraded 2021.</li> <li>• Review arrangements for parents to “drop off” students. Parents not to drop off at school entrance. New signs erected.</li> </ul>	<p>Sept 21</p>	<p>L</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
<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>These particles can be breathed in by another person. The particles can also land on surfaces and be passed from person to person via touch. Particles 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 students</p> <p>Transmission may occur during learning activities, and sharing spaces and equipment.</p>	<ul style="list-style-type: none"> <li>• Shared equipment and instruments avoided where possible.</li> <li>• Where equipment and instruments are shared, they are cleaned regularly and/or between users.</li> <li>• Indoor spaces used for sports and performance are well ventilated.</li> <li>• Outdoor PE equipment cleaned regularly.</li> <li>• 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, and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19.</li> <li>• Staggered arrival and departure locations remain in place, for all year groups.</li> <li>• Staggered AM &amp; lunch breaks remain in place to break to transmission change.</li> <li>• Staggered locations also remain in place for AM &amp; lunch breaktimes.</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>• Review Culture &amp; Ethos policy Sept 21.</li> <li>• Reviewed cleaning regime following any increase in the virus transmission rate, changes in national/local restrictions and following any local outbreaks.</li> <li>• Enabled regular hand cleaning such as provision of hand sanitiser.</li> <li>• Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. School kitchens to comply with the government’s guidance for food businesses on coronavirus (COVID-19).</li> </ul>	<p>Aug 21</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.</p> <p>These particles can be breathed in by another person. The particles can also land on surfaces and be passed from person to person via touch. Particles 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 students. Transmission may occur when providing personal or intimate care</p> <p>Staff and casualty. Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> <li>• PPE provided (such as disposable gloves, disposable apron)</li> <li>• Hand washing before and after providing care.</li> </ul> <ul style="list-style-type: none"> <li>• Wash/sanitise hands before and after treating a casualty.</li> <li>• Minimise time sharing a breathing zone.</li> <li>• Wear appropriate PPE (such as disposable gloves, disposable apron).</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>M</p>	<p>Staff using PPE instructed on the safe “donning and doffing” of PPE. Reviewed personal care plans to assess PPE requirements.</p> <ul style="list-style-type: none"> <li>• Review first aid needs assessment and PPE requirements.</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. <a href="mailto:Emergency.ppe@staffordshire.gov.uk">Emergency.ppe@staffordshire.gov.uk</a></li> <li>• List of LA PPE suppliers communicated to schools.</li> <li>• Special schools may be able to access PPE Portal</li> </ul> <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>Sept 21</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 style="color: red;">Paediatric advice - Resuscitation Council UK Statement: It is likely that a child/infant 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/infant. 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 students 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 student 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.</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>	Sept 21	L
	<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>• Review medication plans to assess PPE requirements (if any) for staff administering medication.</li> </ul>		

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:**

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

**26/1/2022**

### 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.