Blythe Bridge High School & Sixth Form General Risk Assessment Record Form

- 1. **Section/Service/Team** ...Blythe Bridge High School & Sixth Form......
- 2. Assessor(s).....W.Keeble....
- 3. Description of Task/Activity/Area/Premises etc. Schools full opening September 2021 Minimising the risk of transmission of COVID-19 updated 1/11/21 & 29/11/2021/8/12/2021/3/01/2022

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
Exposure to COVID-19 through contact with an infected person. The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing. 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	Everyone on site. General transmission may occur: Through close contact between colleagues, students and visitors and touching contaminated surfaces.	 Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks. Symptomatic staff and students advised to access testing. Home test kits offered to individuals who would not be able to access testing by the normal testing routes. Secondary students receive 1 onsite lateral flow device tests in the first week of the spring term January 2022 SLT Staff rota completed and all LFT risk assessments in place. Twice weekly home testing for staff and (secondary) students until the end of September. Active engagement with NHS Test and Trace service. Aware of LA Local Outbreak 	M	 Contingency/Outbreak Management Plan developed outlining extra actions to be taken if there is an outbreak in school or local area, if advised to take extra measures or to respond to a Variant of Concern. Follow advice given by local outbreak/health protection teams where necessary. Continue and encourage staff and parents to engage with Test and Trace process and to inform them immediately of the results of a test. Risk assessment in place for use of LFTs. 	Sept 21 Aug 21	L

HSF 19 Page 2 of 9

<u> </u>					raye z ui 9	
What are the hazards?	Who might be	What are you already doing?	What is the risk rating	What further action, if any, is necessary, if so	Action Completed	What is the risk rating
	harmed and	List the control measures already	– H, M, L?	what action is to be taken	State the	now –
	how?	in place	See section 5	by whom and by when?	date	H, M, L?
			000 000011 0	by whom and by when:	completed	See Section
					and sign.	5
things as the surface		Control Plans Sept 21. Local		Review COSHH	Sept 21	L
type, its moisture		management plan updated when		assessment for hand		
content and		necessary – as a separate		sanitiser and cleaning		
temperature).		document.		materials.		
tomporatoro).		 Attendance in school in line with 		Signage to promote		
		national/local restrictions.		hygiene.		
		 Frequent handwashing is regular 		Maintain stocks of soap,		
		practice.	N 4	hand sanitiser, number		
		 Hand sanitiser available in 	M	of hand sanitiser		
		classrooms, shared spaces,		stations, tissues.		
		entrance and exit points.		 Disposable tissues 		
		 Good respiratory hygiene 		available in classrooms		
		encouraged by promotion of		and bins for tissues		
		'catch it, bin it, kill it' approach.		emptied regularly.		
		Enhanced cleaning schedule		 Poorly ventilated areas 		
		includes regular cleaning of areas		identified, and steps		
		and equipment with a focus on		taken to improve fresh		
		frequently touched surfaces.		air flow in these areas.		
		Three daytime cleaners are		Wand dispenser used		
		employed to continue to clean		daily.		
		flash points throughout the day to		Ensure increased		
		decrease the spread of Covid-19.		ventilation measures do		
		Ventilation in the building		not compromise student		
		maximised by opening windows		or staff safety.		
		and doors. Carbon Dioxide		Review how good		
		monitors will be received into		ventilation is achieved		
		school to enable airflow		whilst maintaining a		
		monitoring in all classrooms.		comfortable		
		 Control measures in place for staff 		environment.		

HSF 19 Page 3 of 9

<u> </u>					rayesus	
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
		who are clinically vulnerable or at higher risk. Individual staff risk assessments are completed if necessary. • Wellbeing support in place for staff and students. Care Plans & RA's are updated. • Staff, students, parents and visitors informed of the measures in place to reduce transmission. • Risk assessment reviewed following changes in guidance and national/local restrictions. Information on the changes to the selfisolation period for individuals who test positive for COVID-19 Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.	M	Review team stress risk assessment Dec 21/Jan 22. Consider publishing risk assessment on school website.	and sign. Sept 21	
		Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative				
		test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than				

HSF 19 Page 4 of 9

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
		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.				

HSF 19 Page 5 of 9

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
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing. 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).	Students Transmission may occur: When travelling to and from school When arriving and leaving school.	 Dedicated school transport arrangements and plans revised by SCC. Students aged 11 and over wear a face covering on public and dedicated transport (unless exempt). Face masks highly recommended in class for students and during transition & breaktime for students and staff. Upon review when Management Plan is operational. Vehicles are well ventilated when occupied. Active travel promoted. Parents, staff, and students encouraged to walk, scoot or cycle to school. Staff, students and visitors informed to sanitise hands on arrival at school. Updated guidance on the use of face coverings in education settings 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 	M	 Discuss transport arrangements with providers, LA and parents. 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. Review of cycle storage facilities upgraded 2021. Review arrangements for parents to "drop off" students. Parents not to drop off at school entrance. New signs erected. 	Sept 21	L
Version 4 Septemb	er 2021	proportionate guidance that recommends face coverings for all adults in communal areas of all settings. We are updating our				

HSF 19 Page 6 of 9

					Page 6 01 9	
What are the hazards? Exposure to COVID-19	Who might be harmed and how? Staff and	What are you already doing? List the control measures already in place • Shared equipment and	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? • Review Culture & Ethos	Action Completed State the date completed and sign. Aug 21	What is the risk rating now – H, M, L? See Section 5
The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing. 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).	students Transmission may occur during learning activities, and sharing spaces and equipment.	 Shared equipment and instruments possible. Where equipment and instruments are shared, they are cleaned regularly and/or between users. Indoor spaces used for sports and performance are well ventilated. Outdoor PE equipment cleaned regularly. Work equipment to be cleaned before and after use. Hand cleaning after using shared resources and equipment. 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. Staggered arrival and departure locations remain in place, for all year groups. Staggered AM & lunch breaks remain in place to break to transmission change. Staggered locations also remain in place for AM & lunch breaktimes. 		 Review Culture & Ethos policy Sept 21. Reviewed cleaning regime following any increase in the virus transmission rate, changes in national/local restrictions and following any local outbreaks. Enabled regular hand cleaning such as provision of hand sanitiser. 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). 	Aug 21	

HSF 19 Page 7 of 9

пог 19				1	rage / 019	T
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
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing.	Staff and students. Transmission may occur when providing personal or intimate care	 PPE provided (such as disposable gloves, disposable apron) Hand washing before and after providing care. 	М	Staff using PPE instructed on the safe "donning and doffing" of PPE. Reviewed personal care plans to assess PPE requirements.	Sept 21	L
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).	Staff and casualty. Transmission may occur when providing First Aid	 Wash/sanitise hands before and after treating a casualty. Minimise time sharing a breathing zone. Wear appropriate PPE (such as disposable gloves, disposable apron). 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. When performing CPR: Call an ambulance Use chest compressions or defibrillator Use a cloth or towel to cover the casualty's mouth and nose while still permitting breathing Use PPE – gloves, apron, fluid repellent surgical mask, eye protection. 		 Review first aid needs assessment and PPE requirements. First aiders instructed on the safe "donning and doffing" of PPE. Maintain stocks of PPE. Where this is not available contact LA. Emergency.ppe@staffordshire.gov.uk List of LA PPE suppliers communicated to schools. Special schools may be able to access PPE Portal Resuscitation Council UK advice: https://www.resus.org.uk/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19 		

HSF 19 Page 8 of 9

1101 10					i age o oi o	
		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
	It is likely that a chil risk of transmitting t action as this will re	Resuscitation Council UK Statement: d/infant having an out-of-hospital cardiac arre the COVID-19 virus, either to the rescuer or t sult in certain cardiac arrest and the death of	he child/infant. H			
	Staff Transmission may occur when supervising students taken ill with symptoms of COVID-19 and need direct personal care until they return home.	 Increase ventilation in the room if possible. PPE provided for supervising adult: Fluid resistant surgical mask if a 2-metre distance cannot be maintained. Where contact with the studentl is needed: Fluid resistant surgical mask, disposable gloves and disposable apron. 	M	 Maintain stocks of PPE. Supervising adult instructed on the safe "donning and doffing" of PPE. Consider using first aiders to supervise to reduce numbers of staff who need access to PPE. 	Sept 21	L
	Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self- administer.			Review medication plans to assess PPE requirements (if any) for staff administering medication.		

^{4.} Tick (**v**) if any of the identified hazards relate to any of the following specific themes:

HSF 19 Page 9 of 9

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery		Individual Person such as Young Person New/ Expectant Mother or Service User
✓			✓		\checkmark	\checkmark

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	Urgent action
	major injury or ill-health could result	
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	No action or low priority action
	injury could result e.g. cuts, bruises, strain	

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.