

General Risk Assessment Record Form

1. **Section/Service/Team**... ..Cicely Haughton School.....
2. **Assessor(s)**.....
3. **Description of Task/Activity/Area/Premises etc.**COVID – 19 Preparation for staged opening of school.....

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>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>Effective infection protection and control.</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <ul style="list-style-type: none"> • Follow all guidance noted in section 1, 2, below under Infection Control. • Relevant PPE and cleaning stocks kept on site and stock controlled by the Site Manager • Whole staff training and information on infection control and safe use of PPE • Specific site layout identifying safe use in respect of teaching / work areas routes around site and grouping of pupils and staff noted in section below under Infection Control • Identified personal hygiene facilities see in section below under Infection control <p>Increased cleaning of site as identified in section below under Infection control</p>	<p>M</p>			

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<p>Exposure to COVID-19 as above - 1.Infection Control</p>	<p>Everyone on site - as above</p> <p>Students/Staff/Public/Contractors/Parent/Carers</p>	<ul style="list-style-type: none"> • Following current guidelines from Gov.uk • Public Health England • School COVID 19 Risk Assessment in place • Promote good hygiene procedures • Handwashing on arrival to school • Handwashing every time a transition to or from the bubble room takes place • Expectation that everyone wears clean clothes each day • Catch it, bin it, kill it reminders and signage • Recommended that face coverings be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Pupils in school do not need to wear a face covering. We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point. • In School Lateral Flow Testing is offered to staff on a weekly basis • Home Lateral Flow Testing is offered to staff to complete twice a week 	<p>M</p>	<ul style="list-style-type: none"> • Continue to follow the Government guidelines (https://gov.uk) • Contact details for Health, Safety and Wellbeing Team shss@staffordshire.gov.uk Tel: 01785 355777 	<p>See Gov.uk updates Ongoing</p>	

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<p>Exposure to COVID-19 as above - 2. Infection Control - Social Distancing</p>	<p>Everyone on site - as above Staff and pupils</p>	<ul style="list-style-type: none"> • Staff arrivals - all doors opened by site supervisor for 8-8:30 arrival and 3:20-4 exit. • Staff arrivals and departures outside of this time will be facilitated by Site Manager, H&S lead, SLT or be provided with cleaning materials to use themselves. • Staff enter their bubble via their unique bubble entrance. • Staff to enter and leave individually observing social distancing <p>Bubble 1 - back of PCO classroom Room 1 Bubble 2 - back of JSH classroom Room 3 Bubble 3 - main wooden door CBe Room 4 Bubble 4 - main wooden door DBo Room 11 Bubble 5 - staff room fire door KLH room 10 Bubble 6 - Cottage entrance (staff to park here but taxis to meet in usual place and Bubble staff to walk from entrance to cottage) JAH to oversee this Bubble 7 (site and residential staff) - blue entrance side door Bubble 8 -office/PSP - main school entrance Bubble 9 - main wooden door DBe Room 5</p>	<p>M</p>			

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<p>Exposure to COVID-19 as above - 2. Infection Control - Social Distancing continued</p>	<p>Everyone on site - as above Staff and pupils</p>	<ul style="list-style-type: none"> • Pupil Arrivals managed- taxis held in queue, one taxi unloaded at a time, student(s) directed to awaiting staff member from bubble to enter the building via their unique bubble entrance • Taxis with more than one pupil will where possible for pupils from the same bubble. • Roll call complete and co-ordinated by the office once the final taxi has arrived • Classroom bubbles established with places for vulnerable and key worker children as identified by parents and school leaders • Bubbles to have access to own WC where possible for pupils one at a time. Shared toilets will have an enhanced cleaning programme. • Seating for students will be facing the same way where possible • Increased ventilation throughout the school including in classrooms • Outside space used for education where possible • Transitions to and from bubbles separated by limiting access to staircases/corridors • Break times on a staggered timetable • Lunch to be eaten in classroom bubble - packed lunches from home for all pupils and staff. Kitchen staff will prepare packed lunches for FSM pupils • Individual resources to be named and kept separate when storing ie. Pencils in trays • Removal of all but essential shared resources- eg. Soft toys, pens, pencils, dictionaries • Access to shared resource spaces to be restricted - set iPads and laptops to be assigned to bubbles and individuals, and when not possible, be cleaned prior to changing bubble • Departures managed- one taxi loaded at a time, individuals remain in bubbles until being collected • Restrict use of staffrooms - timetables • Removal of non-essential soft furnishings from classrooms/seating from corridors/foyers 	<p>M</p>			

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<p>Exposure to COVID-19 as above - 3. Infection Control - Cleaning</p>	<p>Everyone on site - as above</p>	<ul style="list-style-type: none"> • Full clean of contact points and surfaces before start of every school day • Shared area contact points cleaned at least once during the school day (door handles, hand rails, toilets etc) • Staff and young people where appropriate to clean their own classroom and resources at the end of each day • Shared equipment to be cleaned by bubble users after use - equipment provided • There will always be a cleaner on site during school opening hours • Each toilet and bathroom will be cleaned regularly throughout the day • Entrance and exit points cleaned prior to opening and closing at the beginning and end of each day 	<p>M</p>			
<p>Exposure to COVID-19 as above - 4. Infection Control - External bodies eg visitors, contractors</p>	<p>Everyone on site - as above</p>	<ul style="list-style-type: none"> • Limit Contractor contact in school hours • Communication - ensure they are well • Induction • Contractors expected to provide their own risk assessment - to be recorded in Hazard Exchange • Test and Trace system in place to log contact details of visitors/contractors etc to be kept for 14 days from date of visit 	<p>M</p>			

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<p>Exposure to COVID-19 as above - 5. Infection Control - Personal Protective Equipment and control</p>	<p>Everyone on site - as above All identified staff</p>	<ul style="list-style-type: none"> • Disposable gloves, apron, masks available and reusable goggles • Whole staff training completed for COSHH/Infection Control/Prevent COVID 19 • Infection Control CD available for staff training. • Safe disposal of waste cleaning items and PPE - must be double bagged • Staff to carry First Aid Kit including relevant PPE (gloves, mask, apron, goggles when leaving school building/s on an activity • PPE available to use if Physical Intervention is absolutely necessary - pupils may not be invited back into school if an Individual RA review has identified that it is not safe • Lateral Flow Testing Team adhere to training received, Lateral Flow Testing Risk Assessment using appropriate PPE as per training. 	<p>M</p>			
<p>Shielding and Clinically vulnerable children and young people.</p>	<p>Pupils</p>	<ul style="list-style-type: none"> • N/A 	<p>M</p>	<ul style="list-style-type: none"> • Ongoing assessment as information or issues arise. 		
<p>Shielding, clinically and extremely clinically vulnerable adults.</p>	<p>Staff</p>	<ul style="list-style-type: none"> • N/A 	<p>M</p>	<ul style="list-style-type: none"> • Ongoing assessment and review as information, guidance or issues arise. 		
<p>Exposure to COVID-19 as above - Managing School Premises</p>	<p>Everyone on site - as above Site Staff/SLT/H&S Officer</p>	<ul style="list-style-type: none"> • Regular compliance checks as legally required • Cleaning rota in place ensuring all areas are cleaned regularly throughout the day and before the start of a new school day • Contractors dealt with as listed under Infection Control point 4 	<p>M</p>			

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Safeguarding	Pupils/Staff	<ul style="list-style-type: none"> • Staff school Safeguarding leads available • Individual pupil risk assessments in place • See links below for advise • www.gov.uk/government/publications/covid-19-safeguarding-schools • the DfE has published <u>new interim guidance</u> and <u>delayed</u> its consultation on updates to Keeping Children Safe in Education from September 2020. It has also published suggestions for <u>how to safeguard pupils during remote learning</u> 	M			
Attendance	Pupils Staff	<ul style="list-style-type: none"> • All pupils expected to attend • Individual pupil risk assessments in place, including for vulnerable pupils • No one with symptoms should attend school <p>All vulnerable staff to have had a reset opportunity, discuss plans and have a personalised risk assessment</p>	M			
Accident	Everyone on site - as above 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 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. 	M			
		<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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Residential	Staff and Pupils	<ul style="list-style-type: none"> • Removal of soft furnishings from the houserooms, such as cushions and beanbags • Removal of excessive cuddly toys from the bedrooms • Lidded storage boxes underneath each bed to store bedding when not in use • Pedal bins in each designated area • Appropriate distribution of cleaning materials and PPE • Homely remedies removed out of the medical room and relocated into the 3rd duty room • Adequate stock of first aid items placed in each duty room • Trays and resource packs devised for each individual child who accesses residence to minimise sharing resources • Covering of notice boards by bed spaces to enable cleaning • Only one child to sleep in one room per night • No sharing of bedspaces • Staff members to sleep in on a rotated basis on a bi-weekly cycle, to allow the duty room beds to air thoroughly before use the next week, by a different team member. • The residential kitchen to be an 'adult only' zone • Staggered shower times to allow staff to clean individual use • Ensure ventilation during waking hours • Use of dissolvable laundry bags to minimise staff contact when handling laundry • Residential Kitchen and Meeting Room opposite to be available to use. In the event of a pupil or staff member being quarantined, these areas will be out of use until a deep clean completed. 	M			

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Pupil Wellbeing	Pupils	<ul style="list-style-type: none"> Curriculum provided for opportunities to share experiences Focus on Recovery Curriculum NGA recommended organisations to support with bereavement Communication through class DOJO Use of appropriate signage through the school Class based discussions Family support/Counselling/school nurse input 24/7 NHS mental health helplines in place 'Every Mind Matters' https://www.nhs.uk/oneyou/every-mind-matters/ Rise above (https://riseabove.org.uk/) DSL and Family Support Input 	M			
Transport	Pupils/Staff/Drivers/Escorts	Pupils to travel in bubbles where possible based on location and suitability. Transport teams to be liaised with. Transport teams to be reminded of enhanced hygiene protocols. Transport teams to wear masks.	M			
Parents/Carers Collecting Pupils	Pupils/Staff/Parent/Carers	<ul style="list-style-type: none"> Parent/Carers to wait outside the school security gate Encourage one family member where possible Not to attend school if unwell 	M			
Communication	Staff/Parent/Carers/	Use of Website Letters Text service Telephone Email Virtual meetings <ul style="list-style-type: none"> SLT Team to review weekly COVID-19 Action Team regular meetings Tell parent/carers that only one parent should attend school and wait at school gate Ensure parent/carers are aware of recommendations on transport to and from school 	M			

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		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.

		Potential severity of harm (this may injury, loss or damage)		
		Minor Harm 1	Moderate Harm 2	Serious Harm 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Low 2	Medium 3
	Unlikely 2	Low 2	Medium 4	High 6
	Likely 3	Medium 3	High 6	High 9

Risk Rating	Action Priority
High (6-9)	Immediate action required
Medium (3-4)	Actions to control the risk must now be considered and steps to manage the risk until control measures can be provided must implemented.
Low (2)	Implement reasonable control measures and monitor.
Trivial (1)	No action required unless level of harm or likelihood changes.

6. Assessment

Signature of Assessor(s):



Print Name:

D BURROWS

Date Assessed:

01/03/21

Signature of Line Manager:



Print Name:

P SPENCE

Review Date:

01/03/2021

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.