

General Risk Assessment Record Form

1. **Section/Service/Team**.....Cicely Haughton School.....

2. **Assessor(s)**.....Paul Spreadbury.....

3. **Description of Task/Activity/Area/Premises etc.**COVID – 19 **LIVING WITH COVID-19 – 1st April 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 |
|--|---|---|---|--|---|---|
| <p>Exposure to COVID-19 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>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>From the 1st April 2022 the national guidance for schools changed. This now states that staff and pupils do not need to test but are advised to stay at home if they display COVID symptoms for 5 days for adults and 3 days for children. You do not need to have a negative result to return to school. Please note that the day you test is considered Day 0 and the first full day is the following full day</p> <ul style="list-style-type: none"> • Follow all guidance noted 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 • Identified personal hygiene facilities see in section below under Infection control • Cleaning of site as identified in section below under Infection control • Action to be taken if either of the following thresholds are reached: 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10 day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10 day period. Contact the LOC Education team. <p>Living with COVID-19 Webinar is available for all to watch https://youtu.be/X5o2ufiCQqY</p> <p>For more information please refer to COVID-19 Response: Living with COVID-19 - GOV.UK (www.gov.uk)</p> | <p>M</p> | <p>Any concerns please contact a member of the Senior Leadership Team 01782 550202 pspreadbury@cicely.manorhall.academy</p> <p>jhancock@cicely.manorhall.academy</p> <p>krutter@cicely.manorhall.academy</p> <p>OR</p> <p>Health & Safety dburrows@cicely.manorhall.academy</p> <p>Any Safeguarding concerns krutter@cicely.manorhall.academy</p> <p>See CHS Covid Outbreak Contingency Plan Sept 21 Updated Mar 22 Updated May 22</p> | <p style="text-align: right;">Sept 21</p> <p style="text-align: right;">Mar 22 May 22</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/General Visitors</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 Catch it, bin it, kill it reminders and signage Good ventilation in classrooms, offices and generally throughout the school - CO2 Monitors in classrooms/housetrooms readings recorded and monitored | <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>Installed w/c 04.10.21</p> | <p>See Gov.uk updates Ongoing</p> <p>Ongoing</p> | <p>M</p> |
| <p>Exposure to COVID-19 as above - 2. Infection Control - Cleaning</p> | <p>Everyone on site - as above</p> | <ul style="list-style-type: none"> Full clean of classrooms, contact points and surfaces before start of every school day, residential after each residential programme Shared area contact points cleaned at least once during the school day (door handles, hand rails, toilets etc) Each toilet and bathroom will be cleaned regularly throughout the day | <p>M</p> | | | <p>M</p> |
| <p>Exposure to COVID-19 as above - 3. Infection Control - External bodies eg visitors, contractors</p> | <p>Everyone on site - as above</p> | <ul style="list-style-type: none"> Communication - ensure they are well Induction Contractors expected to provide their own risk assessment - to be recorded in Hazard Exchange Visitors to be asked if they are well on arrival | <p>M</p> | | | <p>L</p> |
| <p>Exposure to COVID-19 as above - 4. Infection Control - Personal Protective Equipment and control</p> | <p>Everyone on site - as above</p> <p>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 training available for staff training. 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 | <p>M</p> | | | <p>L</p> |

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| Shielding and Clinically vulnerable children and young people. | Pupils | <ul style="list-style-type: none"> N/A | M | | | L |
| Shielding, clinically and extremely clinically vulnerable adults. | Staff | <ul style="list-style-type: none"> N/A | M | | | L |
| Exposure to COVID-19 as above - Managing School Premises | Everyone on site - as above Site Staff/SLT/H&S Officer | <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 | M | | | L |
| Safeguarding | Pupils/Staff | <ul style="list-style-type: none"> Staff school Safeguarding leads available Individual pupil risk assessments in place | M | | | L |
| Attendance | Pupils Staff | <ul style="list-style-type: none"> All pupils expected to attend Individual pupil risk assessments in place, including for vulnerable pupils <p>No one with symptoms should attend school - if you display symptoms you are requested to stay at home for 3 days. You do not need to have a negative result to return to school.</p> <ul style="list-style-type: none"> All staff expected to attend Individual staff risk assessments in place, for vulnerable staff, with the responsibility of staff to update school on any changes <p>No one with symptoms should attend school - if you display symptoms you are requested to stay at home for 5 days. You do not need to have a negative result to return to school.</p> | M | <ul style="list-style-type: none"> Individual Risk Assessments are reviewed regularly | | L |

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| 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 | | | L |
| <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> | | | | | | |
| Accident Reporting | Everyone on site - as above Staff and casualty. Transmission may occur when providing First Aid | <ul style="list-style-type: none"> Contact Health, Safety and Wellbeing Advisory team Contact details for Health, Safety and Wellbeing Team shss@staffordshire.gov.uk Tel: 01785 355777 Update on My Health & Safety | M | | | L |
| Illness | Everyone on site - as above Staff and casualty. Transmission may occur when providing First Aid | <ul style="list-style-type: none"> Isolation of suspected or confirmed case Follow UKHSA (United Kingdom Security Agency) advice on school closure and deep cleaning https://www.gov.uk/government/organisations/uk-health-security-agency | M | Guidance from Health, Safety and Wellbeing Team (SCC) See Gov.uk updates | | L |
| Physical Intervention | Pupils/Staff | <ul style="list-style-type: none"> De-escalate where possible PPE available Individual risk assessments to be in place | M | | | L |
| Wellbeing of Staff | Staff | <ul style="list-style-type: none"> Staff provided with Covid 19 training Staff to have representation on Covid Response Team and the review of control measures Individual staff risk assessments, where needed Access to Occupational Health Thinkwell Access to SLN wellbeing page School staff Wellbeing First Aiders available for advise See link for further advice https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Coronavirus-HSW-Service-Support/Overview.aspx | M | <ul style="list-style-type: none"> 1st March 2021 School fully opened to all staff 8th March 2021 school fully opened to all pupils | | |

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| Residential | Staff and Pupils | <ul style="list-style-type: none"> • Pedal bins in each designated area • Appropriate distribution of cleaning materials and PPE • Adequate stock of first aid items placed in each duty room • Covering of notice boards by bed spaces to enable cleaning • The residential kitchen to be an 'adult only' zone • Ensure ventilation during waking hours • Use of laundry bags to minimise staff contact when handling laundry Residence will continue as planned | M | | | |
| Pupil Wellbeing | Pupils | <ul style="list-style-type: none"> • Curriculum provided for opportunities to share experiences • 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 | N/A | M | | | |
| Parents/Carers Collecting Pupils | Pupils/Staff/Parent/Carers | <ul style="list-style-type: none"> • Encourage one family member where possible • Not to attend school if unwell | M | | | |
| Communication | Staff/Parent/Carers/ | Use of Website Letters Posters Text service Telephone Email Class DOJO Virtual meetings <ul style="list-style-type: none"> • COVID-19 Action Team meetings where applicable eg school outbreak or change in government guidance • 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 | | | |

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| Vaccinations | Staff | <ul style="list-style-type: none"> Encourage staff to have vaccinations | | Encourage staff to have all eligible vaccination and boosters | | |

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.

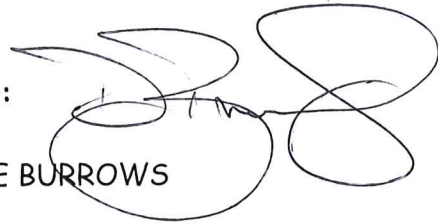
5. Risk Rating The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

| | | Potential severity of harm <i>(this may injury, loss or damage)</i> | | |
|------------------------------|----------------------|---|--------------------|-------------------|
| | | 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 Line Manager:



Print Name: DIANE BURROWS

Date Assessed: 16.05.22

Signature of Assessor(s):



Print Name: PAUL SPREADBURY

Review Date: 16.05.22

Signature of Line Manager:

Print Name:

Date Assessed:

Signature of Assessor(s):

Print Name:

Review Date:

Signature of Line Manager:

Print Name:

Date Assessed:

Signature of Assessor(s):

Print Name:

Review Date:

Signature of Line Manager:

Print Name:

Date Assessed:

Signature of Assessor(s):

Print Name:

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.

