

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

**Green Lea FS**

1. Section/Service/Team..... 2. Assessor(s).....  
 3. Description of Task/Activity/Area/Premises etc. Schools full opening Sept 2020 - Minimising the risk of transmission of COVID-19 **Close contact re-defined – please read the notes at the end of the risk assessment on page 9 (30.11.20)**

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	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? <i>Examples could include:</i>	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. 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 with COVID-19 symptoms or who have someone in their household who does is informed not to attend school.</li> <li>• Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks</li> <li>• Control measures in place for clinically vulnerable staff and pupils.</li> <li>• Wellbeing support in place for staff and pupils.</li> <li>• Active engagement with NHS Test and Trace service.</li> <li>• Aware of <b>LA Local Outbreak Control Plans</b>.</li> <li>• Grouping pupils together and avoiding contact between groups</li> <li>• Social distancing maintained wherever possible between all adults on site.</li> <li>• Frequent handwashing promoted.</li> <li>• Hand sanitiser available in classrooms, shared spaces, entrance and exit points.</li> </ul>	<p>All M</p> <p><b>LA response team 01785 355777</b></p>	<ul style="list-style-type: none"> <li>• Individual risk assessments carried out for staff and pupils at higher risk and those who exit shielding from 1<sup>st</sup> Aug.</li> <li>• Review team stress risk assessment.</li> <li>• Record kept for 21 days of visitors to site.</li> <li>• Record of staff and pupils in groups.</li> <li>• Follow local health protection team advice.</li> <li>• Encourage staff and parents to engage with Test and Trace process and inform them immediately of the results of a test.</li> <li>• Minimise the number of contacts between staff and pupils</li> <li>• Review COSHH assessment for hand sanitiser and cleaning materials.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Good respiratory hygiene encouraged by promotion of ‘catch it, bin it, kill it’ approach.</li> <li>• Enhanced cleaning of frequently touched surfaces.</li> <li>• Disposable tissues available in classrooms.</li> <li>• Bins for tissues emptied during the day.</li> <li>• Staff, parents and visitors informed of the measures in place to reduce transmission.</li> <li>• All visitors to give their name to Office Manager, along with the name of the company, mobile number and times arriving/leaving. (Track and trace) – details kept for 21 days as per guidance.</li> <li>• Shared toilet between two bubbles – one toilet and one sink allocated per class. Class 3 can use running hot water in the class to wash hands.</li> <li>• Toilets cleaned during the day.</li> </ul>	All M	<ul style="list-style-type: none"> <li>• Review cleaning schedules to include more frequent cleaning</li> <li>• of rooms/shared areas used by different groups.</li> <li>• Signage used to promote hygiene and social distancing.</li> <li>• Review stocks of soap, hand sanitiser and number of hand sanitiser stations, tissues.</li> <li>• Consider if skin friendly skin cleaning wipes are needed for younger children and pupils with complex needs.</li> <li>• Review bins consider replacing with foot operated.</li> <li>• Consider publishing risk assessment on school website.</li> </ul>		

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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 PPE provided (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 fluids entering the eyes due to repeated coughing, spitting or vomiting.</li> <li>• When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</li> </ul>	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. Where this is not available contact LA.</li> </ul> <p>List of LA PPE suppliers communicated to schools.</p> <p>PPE Exchange can be used to help with finding a supplier. <a href="https://www.ppeexchange.co.uk/">https://www.ppeexchange.co.uk/</a></p>		
	<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>					

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	<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. Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron.</li> </ul>	H	<ul style="list-style-type: none"> <li>• Maintain stocks of PPE. Where this is not available contact LA.</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> <li>•</li> </ul>		
	<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>• Supervising staff to maintain 2m social distance.</li> <li>• Children to apply own creams</li> </ul>	M	<ul style="list-style-type: none"> <li>• Review medication plans to assess PPE requirements (if any) for staff administering medication.</li> </ul>		



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Wraparound care	Staff and pupils	<ul style="list-style-type: none"> <li>• Children from different bubbles to socially distance where possible</li> <li>• Parents to drop/collect from the middle white doors, then from the nursery entrance</li> <li>• Numbers limited to 15 children</li> <li>• Separate equipment to be used for wraparound, and cleaned when used</li> <li>• Parents not to enter school to drop/collect – staff to collect children and take to the parent. Staff to socially distance from the parent</li> </ul>	M	<ul style="list-style-type: none"> <li>• Accurate records to be kept of children in/times collected and by whom (in case of track and trace)</li> </ul>		

**Revised definition of close contact (SCC 30.11.20)**

a) A household contact

b) **Face to face within one metre for any duration**; skin to skin contact; someone the case coughed on; **any contact within one metre for more than 1 minute**

c) **Within one or two metres on one or more occasions during a single day for a total duration of 15 minutes**; travelling in a case or small vehicle or close to the contact on a bus, train or plane.

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):** K Wilson  
**Print Name:**

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

**Date Assessed:** 15.7.20 & 24.8.20 & 30.11.20

**Review Date:** 5.1.21

**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.