

Staffordshire County Council General Risk Assessment Record Form

1. **Location: William Shrewsbury Primary School.** 2. **Assessors: Elaine Curtis/Mike Randles**
 3. **Description of Task/Activity/Area/Premises etc. School lockdown January 2021 - Minimising the risk of transmission of COVID-19**

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. 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"> • Anyone with COVID-19 symptoms or who have someone in their household who does is informed not to attend school. • Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks • Anyone attending school (or whose child is), who displays any symptoms must stay at home and be tested for the virus. • If a child or member of staff within a bubble has received a positive test result, the entire learning group (including the teacher) will be sent home and asked to isolate for 10 days. • Staff and parents are encouraged to engage with Test and Trace process and inform them immediately of the results of a test. Weekend Covid email address set up to report when school closed. • SLT are following local health protection team advice in event of a positive case. 	<p>H</p>	<ul style="list-style-type: none"> • Review individual risk assessments carried out for staff and pupils at higher risk as they return to work. • Review team stress risk assessment. • Update record of staff and pupils in groups. • Review COSHH assessment for hand sanitiser and cleaning materials. • Consider if skin friendly skin cleaning wipes are needed for younger children and pupils with complex needs. • Reviewed risk assessment to be published on school website. • Ensure pupil groups and social distancing 	<p>Completed 13.1.21 – amended as necessary</p> <p>Amended as products changed</p> <p>To be done 18.1.21</p>	<p>When complete</p> <p>M</p>

<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>(cont) 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"> ● Non-verbal SEND children to have temperature checked by their 1:1 if they present as unwell (no contact thermometer) ● Clinically vulnerable staff and pupils will have separate risk assessments in place and care plans where appropriate. ● Wellbeing support in place for staff and pupils. ● Record kept for 21 days of visitors to site. ● Aware of LA Local Outbreak Control Plans. ● Minimising the number of contacts between staff and pupils. Grouping pupils together and avoiding contact between groups eg From Jan lockdown, Year group bubbles of no more than 30 to be taught in groups of no more than 15 in a classroom. ● Social distancing maintained wherever possible between all adults on site, pupils and staff and between class bubbles. ● Signage used to promote hygiene and social distancing ● Fire safety procedures reviewed with Staffordshire Fire service 11.11.20 to ensure that any measures put in place do not compromise evacuation routes. Eg fire doors closed ● Frequent handwashing promoted. ● Ongoing review of stocks of soap, hand sanitiser and number of hand sanitiser stations, tissues etc. ● Hand sanitiser available in classrooms, shared spaces and entrance and exit points and regular use encouraged. ● Good respiratory hygiene encouraged by promotion of 'catch it, bin it, kill it' approach. ● Enhanced cleaning of frequently touched surfaces. ● Cleaners will wear gloves, aprons and any other PPE identified as essential for their work 		<p>maintained during fire drills. NOTE: in an emergency social distancing may not apply.</p>		
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		<ul style="list-style-type: none"> • No swimming lessons. • No events where groups of parents and friends would be present such as school shows. • Shared resources e.g. (sports, art and science equipment) sterilised between use by different bubbles. 				
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<p>moisture content and temperature).</p>		<ul style="list-style-type: none"> • Each bubble has its own outdoor play equipment at break times. • Children informed of out of bounds areas. • Tasks organised so that the shared use and passing of work equipment is limited. Work equipment to be cleaned before and after use. • 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. • Children should not be allowed in corridors, foyers or the reading maze unsupervised other than to exit and enter the classroom at break times to create 'barriers' for BAME and other vulnerable staff. • disposable paper towels provided to dry hands. Tea towels in staffroom removed • School kitchens to comply with the government's guidance for food businesses on coronavirus (COVID-19). Five stars awarded by environmental Health on 2.12.20 • Catering company, Mellors have own risk assessment in addition to ours, also checked by Trustees. 				
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	<p>Staff and casualty.</p>	<ul style="list-style-type: none"> • Wash/sanitise hands before and after treating a casualty. • Wear PPE provided (such as disposable gloves, disposable apron, mask, visor). When 	<p>H</p>	<ul style="list-style-type: none"> • Review Assessment of First Aid Needs. • First aiders instructed on the safe 	<p>Inset day 1.9.20 Reminder video 15.1.21</p>	<p>When complete M</p>

<p>as the surface type, its moisture content and temperature).</p>	<p>Transmission may occur when providing First Aid</p>	<p>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.</p> <ul style="list-style-type: none"> 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. BAME and other vulnerable staff find another member of staff to deal with this, if possible. 		<p>“donning and doffing” of PPE.</p> <ul style="list-style-type: none"> Maintain stocks of PPE. Where this is not available contact LA. List of LA PPE suppliers communicated to schools. PPE Exchange can be used to help with finding a supplier. https://www.ppeexchange.co.uk/ 	<p>Ongoing since March – provided by school and Trust</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"> A quarantine room has been set up in the large study room. Children showing any symptoms must be taken there immediately to wait to be collected by a parent. They will have access to a segregated toilet facility which will not be used by any other member of the school if it has been used by a quarantined child (in this case the female staff toilet off the hall) A sign must be placed on the door of this toilet if it is used for this purpose. They will be supported by a nominated member of staff wearing full PPE (mask, apron, gloves, visor) Their parents will be immediately called and asked to collect their child within 30 minutes. Parents pick up child from Junior gate as this is closest exit to quarantine room. The classroom will be deep cleaned. Increase ventilation in the room if possible. 	<p>H</p>	<ul style="list-style-type: none"> Maintain stocks of PPE. Where this is not available contact LA. 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. 	<p>Two main first aiders and lunchtime using PPE since 1.6.20</p>	<p>When complete M</p>

		<ul style="list-style-type: none"> • 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. • BAME and other vulnerable staff find another member of staff to deal with this, if possible. 				
	<p>Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>	<ul style="list-style-type: none"> • Supervising staff to maintain 2m social distance. • Individual Risk Assessments for children with EHCPs and complex needs who require daily medication or treatment. 	<p>H</p>	<ul style="list-style-type: none"> • Review medication plans to assess PPE requirements (if any) for staff administering medication. 	<p>1.9.20 and ongoing as required</p>	<p>When complete M</p>
	<p>Social distancing and cross contamination when collecting/ eating lunch</p>	<ul style="list-style-type: none"> • EYFS, KS1 and Y3 classes will eat their lunches in the main hall. Year 4, 5 and 6 will eat in their classrooms. • The children will be in the hall two bubbles at a time on a strict timetable. • new rotas organised for lunchtime supervisors 6.1.21 • Some children have TA support over lunchtime and therefore these children will need to come together and eat in a classroom with the TAs. The children will sit facing the same direction and distanced from others not in the same bubble. Parents are informed of the arrangements. This will be up to 10 children with 4 adults. Staff have the option to wear masks. • Children will all be seated side by side, not opposite to one another. • There will be a 15 minute break between bubbles leaving and entering the halls for cleaning. 	<p>H</p>	<ul style="list-style-type: none"> • Assess whether additional staff/ additional hours will be required to enforce the rota, cleaning and supervision. 	<p>Additional cleaning costs for touch points since 16.9.20</p>	<p>When complete M</p>

		<ul style="list-style-type: none"> • Cooked meals will be served to children in a disposable box. • Mellors staff have been instructed not to serve front of house in their RA. • Parents of juniors who choose to have packed lunches will be asked to provide children with food that the children can access themselves (ie no packaging which needs scissors or adult help to open). 				
	Social distancing on playground at break and lunchtimes	<ul style="list-style-type: none"> • Each year group bubble will have their own demarcated play area. • Groups will be staggered on the playground • Members of staff will occupy 'corridor' areas between the zones to supervise at break times. • While it is challenging to achieve social distancing during play, children will be encouraged not to make actual physical contact (bearing in mind the age of the children). • Some children with complex needs may need alternative arrangements at playtimes as they do not understand the need to stay in their zone. Individual plans will be put in place dependent on need and in agreement with parents. • Equipment will not be shared between zones. • Scientific advice is that transmission rates outside are low. 	H	<ul style="list-style-type: none"> • Ensure children know their new zones for January lockdown. 	Completed by 11.1.21	When complete M
	Cross contamination and social distancing in toilet areas	<ul style="list-style-type: none"> • Each class has a dedicated toilet area. Some classes will have to share toilet blocks. Here, children must go to the toilet one bubble at a time and teachers will operate rotas for lunch and break time hand washing. • Children may also wash hands in the classroom sinks. 	H			When complete M

		<ul style="list-style-type: none"> • Handwashing will be required regularly and after every visit to the toilet. Children will also gel hands before visiting the toilet. • Toilet touchpoints will be disinfected in the middle of the day and during daily clean. • See Intimate Care Policy and Toileting Risk Assessment for those who need support with self-care needs (also see intimate care section above on page 10) 				
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<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing,</p>	<p>Pupils and staff may suffer anxiety related to the risks, and consequences of</p>	<ul style="list-style-type: none"> • Resources to support the emotional wellbeing of children remain on our website and these can be signposted if required. • All staff had had bereavement training. This has included having access to a range of resources to support children's emotional wellbeing. 	M	<ul style="list-style-type: none"> • Reminder to staff about where they can access resources to support emotional wellbeing for children and for themselves on the training day. 	<p>ELSA links shared 19.3.20</p> <p>Thinkwell and Burton Wellbeing group below reminders</p>	When complete L

<p>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>catching COVID-19</p>	<ul style="list-style-type: none"> ● We have three members of staff with Hope Training to support children with more extreme anxiety or other emotional issues ● The Inclusion/ HOPE team also offer a range of family support and will support the whole family through any challenges they may have or may be experiencing ● During the January lockdown, Clinically vulnerable staff members may work school as long as the medical advice supports this. If it is possible they may work at home. Support will be given to those who are anxious and individual risk assessments will be completed for anyone who considers that there is an issue of vulnerability for themselves or a member of their family. ● SLT and the pastoral team are available for personal conversations if needed to provide reassurance of their understanding of and support around issues related to the anxiety - Access to counselling services through Thinkwell think.well@staffordshire.gov.uk or 01785 276284 during office hours and the Burton and Uttoxeter Wellbeing Team 0300 303 0923 or local Burton office 01283 504872 made available. ● Reminders to BAME and other vulnerable staff that managers are available to talk to ● Sharing this document with everyone, including BAME and other vulnerable staff to show the risks have taken seriously ● School inclusion officer's phone number made available to BAME and other vulnerable staff, if they do not already have it, to facilitate dialogue related to anxiety 		<ul style="list-style-type: none"> ● Share this RA with all staff members ● Good dialogue between line managers & BAME and other vulnerable staff members ● Review of staff emotional wellbeing by SLT and pastoral team ongoing. 	<p>shared by email 15.1.21</p> <p>Telephone calls to vulnerable members of staff by HT in w/c 4.1.21 then ongoing</p>	
<p>Exposure to COVID-19 The virus is spread in minute water droplets that</p>	<p>Potential for increased workload from home learning</p>	<ul style="list-style-type: none"> ● Home learning will continue for the majority of children (two thirds of pupils). ● Staff are clear about the expectations of home learning and there is are guidelines to explain 	<p>M</p>	<p>Help year groups to find smart ways of working now that we have 225 children in school:</p>	<p>Guidelines issued w/c 11.1.21</p>	<p>When complete L</p>

<p>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>and class teaching and impacting on wellbeing</p>	<p>this to staff. SLT support staff in finding ways to reduce workload.</p> <ul style="list-style-type: none"> Staff have access to 'ready-made' resources which can be amended to suit learners rather than 'starting from scratch.' Eg Oak Academy, White Rose, own past planning. 		<ul style="list-style-type: none"> Share tasks out. Zoom children in school and at home at same time Use of ready made videos Distance marking Put PPA in place Loom training <p>Let parents know arrangements about distance marking, PPA etc</p>	<p>SLT working to support staff with workload from 6.1.21 and ongoing</p> <p>HT letter to parents on home learning 15.1.21</p>	
	<p>Children and staff may be exposed to unsafe practices online during remote learning</p>	<ul style="list-style-type: none"> Regular reminders to staff, parents and children about internet safety. Zoom protocols shared with staff and parents Two members of staff on all zoom calls Parents to be present during zoom calls Only trusted video links shared with children eg Oak academy or our own videos 	<p>H</p>	<ul style="list-style-type: none"> DSLs class teachers or TAs to follow up if they have any concerns that a child may be at risk from unsafe online behaviours. 	<p>Ongoing since first lockdown</p>	<p>M</p>
	<p>Potential for vulnerable families not sending children back to school</p>	<ul style="list-style-type: none"> Ongoing safe and well checks will be undertaken and support provided for any vulnerable children still not being sent into school. School will work with Social Services and the Virtual School to ensure children return as quickly as possible. The vast majority of known vulnerable children are now in school. CIN and CP meetings are still taking place. 	<p>H</p>	<ul style="list-style-type: none"> Most of these children are in school working with other agencies for January lockdown. 	<p>Continued use of My Concern and attendance at CP, CIN meetings ongoing.</p>	<p>When complete M</p>
	<p>Vulnerable staff may be harmed if they cannot access their medication in the event of an emergency</p>	<ul style="list-style-type: none"> All BAME and other vulnerable staff carry their medication with them at all times. If possible, this is named so it is clear to whom it belongs in the event of a medical emergency Line managers are clear on what the protocol is for the identified medication in case the BAME and other vulnerable staff members are 	<p>H</p>	<ul style="list-style-type: none"> BAME and other vulnerable staff members carry medication with them at all times Line managers speak to BAME and other vulnerable staff members so 	<p>Individual Risk Assessments given as staff returned to work</p>	<p>When complete M</p>

		unable to administer this themselves. (If assistance is to be given to the BAME and other vulnerable staff member, the above guidance on assisting in a medical emergency shall be adhered to).		they area clear who has which needs.	Updated care plan in place for one member of staff though they are not currently in school at present. Nov 2020
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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
					<input type="checkbox"/>	<input type="checkbox"/>

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: Elaine Curtis

Signature of Line Manager:
Print Name:

Date Assessed: July 2020. **Reviewed** 26.8.2020, 31.8.20, 3.9.2020, 10.9.20, 20.9.20,3.10.20, 16.1.21 **Review Date:** 11.2.21

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.