

General Risk Assessment Record Form

1. **Section/Service/Team**...Senior Leadership Team..... 2. **Assessor(s)**.....Michelle Masters.....

3. Description of Task/Activity/Area/Premises etc. Delivering Education during the COVID-19 Pandemic from 1 June 2020

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 feeling unwell or has someone in their household who is unwell informed not to attend school for relevant periods of time • Advised to seek Covid 19 testing. • Social distancing maintained wherever possible between all adults on site and between pupil groups. • Frequent handwashing promoted. • Hand washing facilities available in classrooms, shared spaces, entrance and exit points. • Frequent cleaning of surfaces that pupils touch. • Signage to encourage the 'Catch it, Bin it, Kill it' approach in school. • Disposable tissues available in classrooms. • Bins for tissues emptied during the day. • Staff, parents and only necessary visitors (medical personnel, emergency services) informed of the measures in place to reduce transmission. • Other visitors (such as contractors) to visit outside of school hours to reduce transmission and potential contacts 		<ul style="list-style-type: none"> • Individual risk assessments carried out for staff at higher risk. • Review team stress risk assessment. • Review COSHH assessment for hand sanitiser and cleaning materials. • Review cleaning schedules. • Signage used to promote hygiene (respiratory and hand) and social distancing. • Review stocks of soap, hand sanitiser, tissues. • Review bins on site, consider replacing with foot operated. 		

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	<p>Staff and casualty. Transmission may occur when providing First Aid</p>	<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 cleaning vomit, blood or other body fluids, staff are to wear full PPE, clean the area with relevant cleaning products (vomit powder etc) before then cleaning surfaces with anti-bacterial sprays. Any body fluids are to be tied into small refuse bags and disposed of in the large bin outside the school building. • When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. <p>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p>		<ul style="list-style-type: none"> • Review Assessment of First Aid Needs. • First aiders instructed on the safe “donning and doffing” of PPE. • Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA. 		

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<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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	<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"> • 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 pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron. <ul style="list-style-type: none"> • Once a child has been collected from the school, the touchpoints and surfaces within the waiting area are to be cleaned with disinfectant. Cleaners will be directed that evening to 'deep' clean the area. 		<ul style="list-style-type: none"> • Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/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>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. 		<ul style="list-style-type: none"> • Review medication plans to assess PPE requirements (if any) for staff administering medication. 		

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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
					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.

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:

MMasters
Michelle Masters

Signature of Line Manager:
Print Name:

Date Assessed:

18.05.2020/ 01.07.2020/ 20.08.2020/ 30.12.21/ 26.01.2021 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.