

**Queen’s croft High School
General Risk Assessment Record Form**

1. **Section/Service/Team** Queen’s Croft High School 2. **Assessors** Jackie Hesslegrave, Peter Hawksworth

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 someone in their household is unwell informed not to attend school. • Test and Trace service launched. • Local Outbreak Control Plans. • Social distancing maintained wherever possible between all adults on site and between pupil groups. • Frequent handwashing promoted. • Hand sanitiser available in classrooms, shared spaces, entrance and exit points. • Frequent cleaning of surfaces that pupils touch. • Disposable tissues available in classrooms. • Bins for tissues emptied during the day. • Staff, parents and visitors informed of the measures in place to reduce transmission. 	<p>H</p>	<ul style="list-style-type: none"> • Individual risk assessments carried out for staff at higher risk. • Review team stress risk assessment. • Wellbeing support in place for pupils and considered in individual risk assessments. • Review COSHH assessment for hand sanitiser and cleaning materials. • Review cleaning schedules (during the day and end of day). • Signage used to promote hygiene and social distancing. • Review stocks of soap, hand sanitiser, tissues. • Foot operated bins ordered for classrooms. 		<p>M</p>

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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 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>	M	<ul style="list-style-type: none"> • Review Assessment of First Aid Needs on a regular basis dependent upon staff . • First aiders instructed on the safe “donning and doffing” of PPE. • Maintain stocks of PPE. Where this is not available contact LA. • QCHS able to access list of LA PPE suppliers. <p>PPE Exchange can be used to help with finding a supplier. https://www.ppeexchange.co.uk/</p>		M

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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>						
	<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"> • Room 8 assigned as the holding room for ill students, the accessible toilet across the corridor from this will be available for ill students • Increase ventilation in the room by opening the window/external door. • PPE provided for supervising adult: <ul style="list-style-type: none"> ○ 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. • De-contamination deep clean conducted at the end of each day when this room has been in use. 	<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>M</p>

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	Staff and pupils. Transmission may occur when staff administer medicines or supervise pupils who self-administer.	<ul style="list-style-type: none"> Supervising staff to maintain 2m social distance where possible. 	H	<ul style="list-style-type: none"> Review medication plans to assess PPE requirements (if any) for staff administering medication. Task procedures developed which mitigate the risks where possible 		M

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<p>Covid-19 virus transmitted/ brought into the school environment</p> <p>PHE state The main symptoms of coronavirus are:</p> <p>high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p>new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</p> <p>loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</p> <p>Anyone with symptoms should remain away from school for at least 7 days from when symptoms started. After 7 days, if the individual is well and has not had a temperature for 48 hours, they do not need to self-isolate any longer.)</p>	<p>Everyone on site</p> <p>Transmission may occur if an infected person entre the site</p>	<ul style="list-style-type: none"> • Strict rules relating to Staff, students and visitors who are unwell are not to attend school • Staff informed of this in the induction and training back into school environment • Any staff or students who test positive for Covid -19 to inform school via the appropriate communication • Any staff or student member who has a household member who tests positive for covid-19 to inform school immediately as per appropriate procedures • Clinically extremely vulnerable staff and students identified via the individual risk assessment process • Clinically moderately vulnerable staff and students identified though the risk assessment process • Staff and pupils to wash their hands upon arrival in school • Staff to be involved in general disinfection and good hygiene practices within the classroom - self clean arrangements for during day hard surface cleans 	<p>H</p>	<ul style="list-style-type: none"> • Parent/career agreement to ensure rules of engagement are adhered to • Staff guidelines developed and adhered to • Roles and responsibilities for those in school and those working from home developed • Visitors asked on arrival if they have the symptoms • Posters on the main reception door • Covid-19 area of the website updated to identify rules of engagement • One way system developed in school • Social distancing marking placed outside areas • Access and egress areas identified and mapped out. • Video developed on return to school and social distancing 		<p>M</p>

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<p>School facility is compliant for wider opening</p>	<p>Staff, students, visitors</p> <p>Legionella, electrocution, CO2 exposure, burns, broken bones</p>	<ul style="list-style-type: none"> • During lockdown statutory compliance testing has continued • School has a calendar or statutory compliance works and checks as per the Property Services SLA • Caretaker has been on site the whole of lockdown and the weekly and monthly testing has been completed for water, little used outlets, emergency lighting and fire alarm break glass points. • Statutory compliance undertaken Access Control systems serviced 11/06/20 Lifting equipment 21/01/20 Fixed wire testing due August 2023 Fire Alarm service Emergency Lighting 10/03/20 GAS supply due May 2021 Boiler Service due Sept 2020 Lightening protection 8/10/19 Intruder alarms due June 2020 Sewerage plant 07/05/20 Water Hygiene 14/05/20 	<p>L</p>	<ul style="list-style-type: none"> • Continue to permit compliance testing as per the calendar schedule whilst complying with social distancing 		<p>L</p>

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):

Print Name:

Date Assessed:

Signature of Line Manager:

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.