

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

1. **Queen's Croft High School** 2. **Assessor(s) Debbie Bailey, Jackie Hesslegrave**
3. **Description of Task/Activity/Area/Premises etc. Schools full opening January 2022 - 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 through contact with an infected person.</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing.</p> <p>These particles can be breathed in by another person. The particles can also land on surfaces and be passed from person to person via touch. Particles can survive on surfaces for a period after transfer (depending on such things as the surface</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, has a positive test result or is required to isolate or quarantine does not attend school. • Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks. • Symptomatic staff and pupils advised to access testing. Home test kits offered to individuals who would not be able to access testing by the normal testing routes. • Staff and pupils receive on-site lateral flow device on return to school. • Staff and students encouraged to continue with twice weekly home testing. • Active engagement with NHS Test and Trace service. 	M	<ul style="list-style-type: none"> • Contingency/Outbreak Management Plan developed outlining extra actions to be taken if there is an outbreak in school or local area, if advised to take extra measures or to respond to a Variant of Concern. • Follow advice given by local outbreak/health protection teams. • Encourage staff and parents to engage with Test and Trace process and to inform them immediately of the results of a test. • Rapid testing (LFDs) encouraged and promoted. • Risk assessment in place for use of LFDs. 		

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type, its moisture content and temperature).		<ul style="list-style-type: none"> • Aware of LA Local Outbreak Control Plans. • Awareness campaigns to staff and parents of precautionary symptoms • Attendance in school in line with national/local restrictions. • Staff and eligible pupils encouraged to have COVID-19 vaccination. • Frequent handwashing is regular practice. • Hand sanitiser available in classrooms, shared spaces, entrance and exit points. • Good respiratory hygiene encouraged by promotion of 'catch it, bin it, kill it' approach. • Cleaning schedule includes regular cleaning of areas and equipment with a focus on frequently touched surfaces. Escalation procedures are in place. • Ventilation in the building maximised by opening windows, doors or using ventilation units. • Control measures in place for staff and pupils who are clinically 	M	<ul style="list-style-type: none"> • Review COSHH assessment for hand sanitiser and cleaning materials. • Refresh signage to promote hygiene. • Maintain stocks of soap, hand sanitiser, number of hand sanitiser stations, tissues. • Disposable tissues available in classrooms and bins for tissues emptied regularly. • Poorly ventilated areas identified, and steps taken to improve fresh air flow in these areas. • Ensure increased ventilation measures do not compromise pupil or staff safety. • Review how good ventilation is achieved whilst maintaining a comfortable environment. • Introduce DfE Ventilation monitoring 		

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		<p>vulnerable or at higher risk.</p> <ul style="list-style-type: none"> • Wellbeing support in place for staff and pupils. • Staff, pupils, parents and visitors informed of the measures in place to reduce transmission. • Risk assessment reviewed following changes in guidance and national/local restrictions. • Stocks of PPE, cleaning materials, tissues and hand sanitiser maintained in each classroom. Classroom staff are to continue with regular sanitisation of desks, chairs, touch points within their classroom through out the day • All classrooms have foot operated pedal lids • Key stage system maintained to limit close contact amongst students from other key stages • Porta loos hired to support the Key stage bubble system and ensure that students do not cross bubbles whilst toileting. Porta loos feature on the school cleaning schedules and are cleaned through the day. 	M	<p>CO2 devises to classrooms when delivered following guidance. Information from these units to inform actions and risk assessments moving forward</p> <ul style="list-style-type: none"> • Individual risk assessments carried out for staff and pupils who are clinically extremely vulnerable or at higher risk. • Review team stress risk assessment. 		

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		<ul style="list-style-type: none"> • Staff are to continue to interact with colleagues from another key stage via virtual meetings or email. • Face to face interaction with SLT and office is minimal and distancing to be maintained. • Lunch to be served in classrooms through out the spring term although this will be reviewed regularly in line with Government advice • Students to wear PE kits in school on days they have PE lessons • Students discouraged from bringing unessential items e.g. toys. Any birthday treats to be individually wrapped with material which can be wiped with disinfectant • Face coverings are a requirement in school unless medically exempt students are required to wear them in communal areas and classrooms as per DfE guidance. • Whilst on educational visits using the school minibuses staff and students may wear a face covering if they choose 	M			

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		<ul style="list-style-type: none"> • School minibuses are cleaned regularly in addition before use by a group the door handles and hard surfaces will be wiped down by a member of staff taking the group out. They will then be wiped down once the group has returned to school. • School minibuses are equipped with cleaning materials, PPE, and hand sanitiser. • Visitors to school remain restricted and upon invitation by SLT only. Visitors will continue to be required to complete a visitor agreement. • Parents wishing to speak to staff are informed that the majority of interaction is to take place by phone or Microsoft Teams. Any face to face interaction is strictly limited and by prior arrangement only. There will not be the opportunity to speak to staff at the end of the day and parents are discouraged from congregating on the school site. • Use guidance in the Proact Scipr UK Risk assessment regarding 	M			

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		<p>physical interventions.</p> <ul style="list-style-type: none"> • Toilets breaks are managed in the key stage with classes allocated specific times for these. TAs accompany the class to ensure they are not overcrowded and numbers accessing them at any one time are limited. This includes both staff toilets and those used by pupils • Staff rooms restricted to colleagues within a key stage; food and drinks can be taken in the classroom • Pupils may not enter the reprographics or staff rooms • Pupils are not allowed to roam the corridors • Maximum of 4 colleagues in the main office at any one time, reduced access to the office to bring about significant reduction in contact with colleagues. Only two colleagues in the, Assistant Headteachers, Deputy Headteacher, Business office, P16 office at any one time and a maximum of 4 in the Headteacher's office. 	M			

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		<ul style="list-style-type: none"> • Storerooms and cupboards accessed by one person at a time. 				

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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, coughing, talking, and breathing.</p> <p>These particles can be breathed in by another person. The particles can also land on surfaces and be passed from person to person via touch. Particles can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Pupils</p> <p>Transmission may occur:</p> <p>When travelling to and from school</p> <p>When arriving and leaving school.</p>	<ul style="list-style-type: none"> • Dedicated school transport arrangements and plans revised. • Students wear a face covering on public and dedicated transport (unless exempt). • Vehicles are well ventilated when occupied. • Active travel promoted. Parents, staff, and students encouraged to walk, scoot or cycle to school. • Staff, students and visitors informed to wash/sanitise hands on arrival at school. • The car park risk assessment has been updated and information provided to staff, parents and transport regarding the arrangements for drop off and collection procedures to reduce adult to adult contact. • Staggered arrival and collection times with designated entrance points based on the class groups. 	M	<ul style="list-style-type: none"> • Discuss transport arrangements with providers, LA and parents. • Contingency supply of face coverings available where pupils cannot access a face covering, where they have forgotten it or are unable to use their face covering due to having become soiled/unsafe to use. • Review of cycle storage facilities. • Review arrangements for parents to “drop off” pupils. 		

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Individuals developing symptoms of stress and anxiety as a result of having to self isolate, bubble closure or general fear regarding the pandemic	Staff, Students Parents	<ul style="list-style-type: none"> • Staff whole school stress risk assessment updated • Staff referral to Occupational health • Staff early welfare visits with a member of SLT or SMT • Regular contact with affected • Where available students and staff have been provided with ICT equipment to maintain contact and assist with effective communications, and to ensure remote learning gives focus and sense of purpose • Individual risk assessments and intervention plans are developed • Non judgemental and empathetic approach to those who display symptoms of stress and anxiety • Continue to offer practical support to those who are having to isolate e.g. food parcels 	M	<ul style="list-style-type: none"> • Continue to agree mechanisms of communication and support • Seek ways to engage with students and staff • Continue to access mental health resources from NHS and organisations such as MIND Review and update individual risk assessments • Amended RTW interview proforma for staff who are returning to work following a Covid absence 		M

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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. • Minimise time sharing a breathing zone. • Wear appropriate PPE (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 body fluids entering the eyes. <p>When performing CPR:</p> <ul style="list-style-type: none"> • Call an ambulance • Use chest compressions or defibrillator • Use a cloth or towel to cover the casualty’s mouth and nose while still permitting breathing • Use PPE – gloves, apron, fluid repellent surgical mask, eye protection. 	M	<ul style="list-style-type: none"> • Review first aid needs assessment and PPE requirements. • First aiders instructed on the safe “donning and doffing” of PPE. • Maintain stocks of PPE. Where this is not available contact LA. Emergency.ppe@staffordshire.gov.uk • List of LA PPE suppliers communicated to schools. • Special schools may be able to access PPE Portal Resuscitation Council UK advice: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19 		

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<p style="color: red;">Paediatric advice - Resuscitation Council UK Statement: It is likely that a child/infant 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/infant. 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"> • 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"> • Maintain stocks of PPE. • 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"> • Review medication plans to assess PPE requirements (if any) for staff administering medication. 		

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: Jackie Hesslegrave

Signature of Line Manager:
Print Name: Debbie Bailey

Date Assessed:

Review Date:22/02/2022

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.