

## Ryecroft C.E. Middle School Risk Assessment Record Form

1. **Section/Service/Team**..... 2. **Assessor(s)**.....T Evans.....
3. **Description of Task/Activity/Area/Premises etc.** ...COVID-19

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

### Handy links

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

<https://www.gov.uk/government/publications/school-governance-update/school-governance-update-march-2020>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

<https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

What are the hazards?	Who might be harmed?	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

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<p>1. <b>Spread of Covid-19 Coronavirus</b> 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>	<ul style="list-style-type: none"> <li>➤ Pupils</li> <li>➤ Staff</li> <li>➤ Visitors to our premises</li> <li>➤ Cleaners</li> <li>➤ Contractors</li> <li>➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions</li> </ul> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces</p>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>✓ Stakeholders informed of importance of this key control measure – hand hygiene</li> <li>✓ Hand washing facilities available and fully stocked with antiviral soap and hand towels</li> <li>✓ Stringent hand washing taking place.</li> <li>✓ See hand washing guidance.</li> <li>✓ <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>✓ Drying of hands with disposable paper towels and/or hand driers.</li> <li>✓ Posters, leaflets and other materials are on display.</li> <li>✓ <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></li> <li>✓ Staff, pupils and visitors to sanitise hands on arrival and before entering the building – sensor sanitising stations located at entry points</li> <li>✓ Hand sanitiser available in classrooms, shared spaces, entrance and exit points.</li> <li>✓ <b>Supervision of hand sanitiser use given risks around ingestion</b></li> </ul>	Medium	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>➤ Personal alcohol hand sanitizer issued to all employees - <b>TE</b></li> <li>➤ Confirm with suppliers that more stocks can be sourced if needed/low – <b>TE</b></li> <li>➤ Pupils and Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands – <b>SLT</b></li> <li>➤ Tissues will be made available throughout the workplace – <b>TE</b></li> <li>➤ Review bins, consider replacing with foot operated</li> <li>➤ ‘Bubbles’ located in classrooms with sinks and sensor hand sanitiser stations provided in classrooms without sinks</li> <li>➤ hand sanitiser should not be used on dirty hands and the exclusive use of hand sanitiser should be discouraged - use soap and water after 5 uses of sanitiser</li> </ul>	<p>01.06.2020</p> <p>12.06.2020</p> <p>Recurrent Weekly staff TEAM meetings</p> <p>01.06.2020 03.06.2020 – clinical waste bins for all classrooms and communal areas</p>	Medium

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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 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.</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>		<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> <li>➤ List of LA PPE suppliers communicated to schools.</li> </ul> <p>PPE Exchange can be used to help with finding a supplier.</p> <ul style="list-style-type: none"> <li>➤ <a href="https://www.ppeexchange.co.uk/">https://www.ppeexchange.co.uk/</a></li> </ul>		
	<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 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> </ul>		<ul style="list-style-type: none"> <li>➤ Review medication plans to assess PPE requirements (if any) for staff administering medication.</li> </ul>		



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: Tracey Evans**  
**Position: Business Manager**

**Approved by LGB 19.05.2020**

**Date Assessed: 15.04.2020**

**Review Date: Continual – based on daily DfE/Government updates**

## 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.

<b>Version control</b>			
<b>Version Number</b>	<b>Date issued</b>	<b>Author</b>	<b>Update information</b>
V1.1	15.04.2020	T Evans	First published version
V1.2	06.05.2020	T Evans	Updated to include measures for school re-opening
V1.3	13.05.2020	T Evans	Updated to include measures for re-opening for Yr6
V1.4	19.05.2020	T Evans	Updated to Include Public Health symptoms update - loss or change to sense of smell or taste
V1.5	03.06.2020	T Evans	Updated to include reference to “test and trace” procedures; changes to reference that hand driers can be used; guidance with regard to when providing first aid
V1.6	30.06.2020	T Evans	Updated to include measures for: <ul style="list-style-type: none"> <li>➤ moving staff between Bubbles</li> <li>➤ storage of equipment trays in Maths Bubble</li> </ul>
V1.7	13.07.2020	T Evans	Updated to include measures for <ul style="list-style-type: none"> <li>➤ September 2020 re-opening to all pupils</li> </ul>
V1.8	14.07.2020	T Evans	Updated to include measures for <ul style="list-style-type: none"> <li>➤ LA HTS guidance</li> </ul>