

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.

RA and Operational Management Plan control measures developed in consultation with staff and are frequently monitored and reviewed – reminding procedure in place of the importance of infection control procedures (staff and pupils). As of 01.03.2021, Ryecroft has not had any in-school staff or pupil confirmed positive covid-19 cases.

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. Spread of Covid-19 Coronavirus 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"> ➤ Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces</p>	<p>Hand Washing</p> <ul style="list-style-type: none"> ✓ Stakeholders informed of importance of this key control measure – hand hygiene ✓ Hand washing facilities available and fully stocked with antiviral soap and hand towels ✓ Stringent hand washing taking place. ✓ See hand washing guidance. ✓ https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ✓ Drying of hands with disposable paper towels and/or hand driers. ✓ Posters, leaflets and other materials are on display. ✓ https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 ✓ Staff, pupils and visitors to sanitise hands on arrival and before entering the building – sensor sanitising stations located at entry points ✓ Hand sanitiser available in classrooms, shared spaces, entrance and exit points. ✓ Supervision of hand sanitiser use given risks around ingestion 	<p>Medium</p>	<p>Hand Washing</p> <ul style="list-style-type: none"> ➤ Personal alcohol hand sanitizer issued to all employees - TE ➤ Confirm with suppliers that more stocks can be sourced if needed/low – TE ➤ 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 – SLT ➤ Tissues will be made available throughout the workplace – TE ➤ Review bins, consider replacing with foot operated ➤ ‘Bubbles’ located in classrooms with sinks and sensor hand sanitiser stations provided in classrooms without sinks ➤ 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 	<p>01.06.2020 01.09.2020 12.06.2020 Recurrent Weekly staff TEAM meetings 01.06.2020 03.06.2020 – clinical waste bins for all classrooms and communal areas</p>	<p>Medium</p>

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<p>✓ COVID-19 Risk Assessment Form - Version 2.4 HSF19 Risk Assessment</p>						

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<p>Exposure to Covid-19 Coronavirus</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>Staff and pupils</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> ✓ Breaks staggered to limit numbers in corridors and circulation routes. ✓ Lunch times staggered and pupils wash hands and enter lunch areas in their group. Groups kept apart and tables cleaned between groups. ✓ Preventing toilets from becoming crowded by managing numbers accessing them at any one time. This includes both staff toilets and those used by pupils – Enhanced cleaning of toilets during the school day ✓ Facilities available to dry hands e.g. disposable paper towels and/or hand driers. ✓ Staggered use of staff rooms and offices to reduce contact with colleagues. ✓ Storerooms and cupboards accessed by one person at a time <p><u>Equipment</u></p> <ul style="list-style-type: none"> ✓ Sharing of equipment wherever possible will be avoided – if unavoidable item will be fully cleansed by Bubble Leader after use, to include PE equipment items and computer equipment. ✓ Pupils prohibited from using external and internal play equipment and wherever possible sectioned off ✓ Tasks organised so that the shared use and passing of work equipment is limited. ✓ Work equipment including photocopier to be cleaned before and after use. 	<p>Medium</p>	<ul style="list-style-type: none"> ➢ Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. <p><u>Equipment</u></p> <ul style="list-style-type: none"> ➢ For individual and very frequently used equipment such as pencils and pens – all staff and pupils must have their own. ➢ Recommend that pupils limit the amount of equipment they bring into school – only if absolutely necessary mobile phone to be bought in and must remain in the pupils bag during the school day (sanctions in place for any breaches) ➢ Classroom based resources such as books can be used and shared within the Bubble – these should be cleaned regularly along with all frequently touched surfaces. ➢ Resources shared between Bubbles such as science, art and PE equipment must be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for 48 hrs (72 hrs for plastics) between use by different bubbles. 	<p>continual</p> <p>01.09.2020</p>	<p>Medium</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. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. 		<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 LA. ➤ List of LA PPE suppliers communicated to schools. <p>PPE Exchange can be used to help with finding a supplier.</p> <ul style="list-style-type: none"> ➤ https://www.ppeexchange.co.uk/ 	01.04.2020 01.09.2020	
<p style="color: red;">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 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. 	<p>01.04.2020 02.09.2020</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: Tracey Evans

Approved by LGB 19.05.2020
24.09.2020
COG 05.01.2021

Position: Business Manager

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.

Version control			
Version Number	Date issued	Author	Update information
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"> ➤ moving staff between Bubbles ➤ storage of equipment trays in Maths Bubble
V1.7	13.07.2020	T Evans	Updated to include measures for <ul style="list-style-type: none"> ➤ September 2020 re-opening to all pupils
V1.8	14.07.2020	T Evans	Updated to include measures for <ul style="list-style-type: none"> ➤ LA HTS guidance
V1.9	05.11.2020	T Evans	Updated following Government Guidance regarding use of PPE
V2.0	27.11.2020	T Evans	Updated: <ul style="list-style-type: none"> ➤ Inclement weather Procedures effective from 7th December 2020 ➤ 3rd December 2020 – Tier 3; all pupils to wear face coverings on school transport unless exempt
V2.1	11.12.2020	T Evans	Updated – following Chief Medical Officer announced a change from 14 days to 10 days for self-isolation as a contact of a positive case
V2.2	05.01.2020	T Evans	Review- to consider that as the new variant of the Covid-19 virus is more transmissible and that there is increasing prevalence of Covid-19 in the community
V2.3	26.02.2021	T Evans	Updated to include measures for: <ul style="list-style-type: none"> ➤ 8th March 2021 re-opening and changes relating to the wearing of face Coverings ➤ Entry into school building - Inclement entry procedures suspended – revert back to September procedures
V2.4	17.05.2021	T Evans	Updated: As part of the government’s move to Step 3 of the roadmap, from Monday 17 May, new advice applies to the use of face coverings by staff, pupils and students in school. Face coverings will no longer be recommended for pupils and students in classrooms or communal areas, in school. Face coverings will also no longer be recommended for staff in classrooms. Recommendation is for face coverings to be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).

