

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

**Description** Pupil & Staff Safety & Wellbeing during full re-opening of school from September 2020, amid COVID-19 Pandemic

<b>What are the hazards?</b>	<b>What are you already doing?</b> List the control measures already in place	<b>What is the risk rating – H, M, L?</b>	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b>	<b>Action Completed</b> State the date completed and sign.
1. Personal accidents or ill health.	<ul style="list-style-type: none"> <li>• Need for first aid provision in school assessed.</li> <li>• Designated first aiders/emergency first aiders have received the appropriate training, and are available to administer care.</li> <li>• First aid stocks are available in school and content checks carried out.</li> <li>• The school has accident reporting and investigation procedures in place including parent/guardian contact details.</li> <li>• Provision of PPE when dealing with a pupil who presents with virus symptoms, or sickness.</li> <li>• Testing available for staff and household.</li> <li>• Active engagement with NHS Test &amp; Trace as per Government policy.</li> </ul>	L	<p>Ensure PPE available for dealing with pupils who are ill</p> <p>Ensure an isolation area available for children/adults who are displaying symptoms</p> <p>Engage fully with NHS Test &amp; Trace, communicating the importance of this strategy with all stakeholders</p>	
2. Emotional health	<ul style="list-style-type: none"> <li>• Arrangements for privacy and dignity</li> <li>• Staff member with pastoral role</li> <li>• Counselling support</li> <li>• Nurture provision</li> <li>• Support for families, due to the re-introduction of mandatory attendance policies</li> </ul>	L	<p>Ensuring access to JD, enabling both staff and pupils to approach for support, as necessary</p> <p>Monitor attendance rigorously and adopt a rapid response</p>	
3. Business Continuity	<ul style="list-style-type: none"> <li>• School emergency plans in place (including fire evacuation plan).</li> <li>• Personal emergency evacuation plans in place for pupils who need assistance or support to evacuate the premises.</li> <li>• Emergency plans are tested and reviewed.</li> <li>• Following Government and PHE guidance.</li> </ul>	L	<p>Ensure plan in place to deal with potential virus outbreak</p> <p>Communicate updates in full, with all stakeholders</p>	

<b>What are the hazards?</b>	<b>What are you already doing?</b> List the control measures already in place	<b>What is the risk rating – H, M, L?</b>	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b>	<b>Action Completed</b> State the date completed and sign.
4. Cross contamination	<ul style="list-style-type: none"> <li>• One-way system around school in place</li> <li>• Social distancing being encouraged</li> <li>• Personal water bottles used by all pupils</li> <li>• Staggered break/lunch times</li> <li>• Staggered drop-off/collection times</li> <li>• Specific drop-off/collection points</li> <li>• Year group/phase bubbles</li> <li>• Handwashing/sanitation stations, situated around school to strongly encourage good hygiene</li> <li>• ‘Catch-it, Bin-it, Kill-it’ enforced</li> <li>• Consideration given to classroom set-up and equipment provided</li> <li>• Where possible equipment used by pupils to be stored individually i.e. pens/pencils in plastic wallet (with child’s name)</li> <li>• Resources brought into school strictly controlled</li> <li>• Resources sent home, limited to those considered integral to education</li> <li>• Pupils to face forward, sitting side-by-side</li> <li>• Regular cleaning of equipment and surfaces</li> <li>• Ventilation of rooms</li> <li>• Regular deep-cleaning of school by cleaning team</li> <li>• Staff/pupils to be sent home if presenting with symptoms of virus</li> <li>• Active engagement with NHS Test &amp; Trace as per Government policy</li> <li>• Plans in place to offer remote education, to pupils who are self-isolating</li> <li>• Visitors on site limited and access to building controlled</li> <li>• When satisfied that the safety of all stakeholders remains uncompromised, we will begin to consider the reopening of BASC</li> </ul>	M/L	<p>Ensure all classes have access to antibacterial hand-gel and tissues, reinforcing good hygiene habits</p> <p>Ensure all staff have access to cleaning materials (adhering to COSHH guidelines) and conduct regular cleaning of environment</p> <p>Ensure staff remain aware of social distancing during break, lunch-times and PPA</p> <p>One-way system to be adhered to by all service users</p> <p>Communicate control measures with all stakeholders, ensuring full compliance at all times</p>	

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.

**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

**Signature of Assessor(s):**  
**Print Name: T BLANKLEY**

**Signature of Line Manager:**  
**Print Name:**

**Date Assessed:**

**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.