

Staffordshire County Council General Risk Assessment Record Form

Pupil & Staff Safety & Wellbeing during full re-opening of school from September 2020/November 2020/ January 2021, **LOCKDOWN** JAN 2021 amid COVID-19 Pandemic

What are the hazards?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L?	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.
<p>1. Personal accidents or ill health.</p>	<ul style="list-style-type: none"> • Need for first aid provision in school assessed. • Designated first aiders/emergency first aiders have received the appropriate training, and are available to administer care. • First aid stocks are available in school and content checks carried out. • The school has accident reporting and investigation procedures in place including parent/guardian contact details. • Provision of PPE when dealing with a pupil who presents with virus symptoms, or sickness. • Testing available for staff and household. • Active engagement with NHS Test & Trace as per Government policy. • Temperature Guns purchased for all classes, staff checking temperature regularly or as required. • Isolation room available – for children/adults displaying symptoms. • Parents informed of the importance of ensuring children tested if presenting with symptoms, children must not return to school within 10 days if no test administered. • Ordered additional temperature guns, ensuring both pupils and staff are temperature checked each day. 	<p>L</p>	<p>Engage fully with NHS Test & Trace, communicating the importance of this strategy with all stakeholders.</p> <p>Continue to ensure stocks of PPE are regularly replenished and increase access to sanitisation stations.</p>	

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2. Emotional health	<ul style="list-style-type: none"> • Arrangements for privacy and dignity. • Staff member with pastoral role. • Counselling support. • Nurture provision. • Support for families, due to the re-introduction of mandatory attendance policies. • Attendance monitored rigorously and rapid response in place. • Staff wellbeing audit completed. • Weekly RSHE Lessons being delivered. • Weekly remote staff meetings, observing social distancing – ensuring staff keep in touch and are able to share updates/concerns – briefings held in hall. • BASC (Breakfast and After School Club) reopened in support of working parents/key workers. • Wellbeing drop-in sessions available to all pupils/adults as required. • Class wellbeing blogs for pupils to share feelings, updates and concerns. • Wellbeing Wheel in each class, enabling pupils to identify and share their feelings. • Purchased equipment for break times – providing pupils with appropriate safe zones in which to play. • All adult stakeholders advised to wear masks on site, during drop-off and collection all teaching staff to wear visors when working with children, and masks at all other times. • Office staff wearing masks when dealing with members of the public – office is now 'out of bounds'. • Access to school site monitored daily by SLT. • Access to school site limited is now restricted for emergencies only. • Sports' Therapy provided in support of pupils' mental health and wellbeing. • PPA must now be taken at home. • All staff (with the exception of BASC), must be off-site by 4.30pm at the VERY latest. 	L	<p>Continually monitor wellbeing in school and deal with incidences as appropriate</p> <p>Talk to staff regarding union representation.</p>	

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<p>3. Business Continuity</p>	<ul style="list-style-type: none"> • School emergency plans in place (including fire evacuation plan). • Personal emergency evacuation plans in place for pupils who need assistance or support to evacuate the premises. • Emergency plans are tested and reviewed. • Following Government and PHE guidance. • Designated working areas for staff during PPA staff now working from home. • Staffroom regulations in place, with clear zones and limited access – now used for food and drink preparation only. • Staff with children isolating, provided with support and cover (through DH) as necessary. • The most up-to-date SCC Covid-19 guidance shared with all staff and parents. • Following advice from PHE and Staffordshire Covid Team. • Increased handwashing and use of gel, and the introduction of more sanitisation stations around school. • Cleaning staff advised to focus on extreme ‘high traffic’ areas i.e. door handles, surfaces... ensuring these are deep cleaned daily. • Staff advised to prevent children sitting on floors, with the exception of: Nursery, Reception and the hall. • BASC staff to wear visors and aprons at all times, and gloves when handling food, and masks when dealing with parents. • Staff to ensure emails remain open at all times, enabling office staff to share important information/updates. • User risk assessments to be regularly updated and reviewed, to reflect the ever-changing Covid landscape. • Schools have a legal obligation to protect their employees, and others, including children, from harm – we will therefore limit the numbers of children attending to maintain the safety of both staff and pupils. 	<p>L</p>	<p>Fire Drill</p> <p>Ensure plan in place to deal with potential virus outbreak</p> <p>Communicate updates in full, with all stakeholders</p> <p>Continue to hold weekly SLT meetings, to discuss and assess the ever-changing Covid landscape</p>	

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4. Curriculum & Pupil Learning	<ul style="list-style-type: none"> • All pupils issued with personal stationery set, reducing cross contamination • All desks in classrooms front-facing (as appropriate) as per Government guidance • Reading books decontaminated prior to being issued to pupils, and before being returned - Items from home brought into school, is restricted and vice-versa. • Classrooms well ventilated – windows and doors remain open (if weather permits and providing safety remains uncompromised) • Whole-class and individual remote learning available as per Government guidance • Resources moving between home and school, strictly limited • Classrooms and toilets regularly cleaned throughout the day – followed by a deep clean at the end of each day • Handwashing encouraged and hand-gel available at all times • Snuffle stations available in all classes • Staggered break-times in place for all classes • Staggered lunchtimes in place for all classes • Separate drop-off and collection points for all classes, with staggered finishing times, to reduce numbers of people on site at any one time • Enrichment activities, including singing, should be assessed by the class teacher and appropriate measures put in place • Staff supplied with disposable gloves for marking of books. • Interventions to only be delivered in class, all external support cancelled. • Cover to be rearranged, ensuring no mixing of bubbles. 		<p>In the event of a third National lockdown, staff need to be fully prepared for whole-class remote learning, covering new objectives to ensure continuity of curriculum learning. Including the delivery of on-line lessons.</p> <p>Remote learning to be monitored and supported by CDG Leaders.</p> <p>Plan for a national lockdown, where schools are closed to all but keyworkers and vulnerable pupils.</p>	

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<p>5. Cross contamination</p>	<ul style="list-style-type: none"> • One-way system around school in place • Social distancing being encouraged enforced • Personal water bottles used by all pupils • Staggered break/lunch times • Staggered drop-off/collection times • Specific drop-off/collection points • Year group/phase bubbles • Handwashing/sanitation stations, situated around school to strongly encourage good hygiene • ‘Catch-it, Bin-it, Kill-it’ enforced – hands-face-space being enforced. • Consideration given to classroom set-up and equipment provided • Where possible equipment used by pupils to be stored individually i.e. pens/pencils in plastic wallet (with child’s name) • Resources brought into school strictly controlled • Resources sent home, limited to those considered integral to education • Pupils to face forward, sitting side-by-side • Regular cleaning of equipment and surfaces • Ventilation of rooms • Regular deep-cleaning of school by cleaning team • Staff/pupils to be sent home if presenting with symptoms of virus • Active engagement with NHS Test & Trace as per Government policy • Plans in place to offer remote education, to pupils who are self-isolating • Visitors on site limited and access to building controlled • When satisfied that the safety of all stakeholders remains uncompromised, we will begin to consider the reopening of BASC – open for working parents and children of keyworkers. • LSAs to install additional sanitisation stations in hall. • LSAs to wear visors, when in hall. • LSAs to wear masks when on playground. • Kitchen staff to ensure food for EYFS is already prepared into bite-sized pieces. 	<p>M/L</p>	<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.