

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

Safety & Wellbeing during opening of school from September 2021 with restrictions being lifted – including OUTBREAK guidance reviewed in response to positive PCR results. October 2021

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?	Action Completed State the date completed and sign.
1. Personal accidents or ill health.	<ul style="list-style-type: none"> • Need for first aid provision in school assessed. • 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. • LFT Kits available for staff via school stock/local testing centres. • Isolation room available – for children/adults displaying symptoms. • Parents informed of the importance of ensuring children tested if presenting with symptoms. • Children must be tested using PCR centres as opposed to LFTs. • Following a negative PCR Test result, if close contact with a confirmed case continues, a further PCR Test should be taken approximately seven days later. Pupils can continue to attend while awaiting their results (provided they have no symptoms). 	L	<p>Continue to ensure stocks of PPE are regularly replenished and increase access to sanitisation stations.</p> <p>Advising parents, if child presents with symptoms to get a PCR Test.</p> <p>Staff to once again begin weekly testing.</p>	

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2. Emotional health	<ul style="list-style-type: none"> • Counselling support. • Nurture provision. • Support for families, due to the re-introduction of mandatory attendance policies. • Attendance monitored rigorously and rapid response in place. • Weekly RSHE Lessons being delivered. • Wellbeing Wheel in each class, enabling pupils to identify and share their feelings. • All staff (with the exception of BASC), must be off-site by 4.30pm at the VERY latest. • Y5 Buddies offering pastoral support to KS1 and EYFS, whilst adhering to safety measures. • Staff meetings to be conducted via Microsoft Teams. • Briefing to be conducted in the school hall, promoting social distancing. 	L	Continually monitor wellbeing in school and deal with incidences as appropriate	

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3. Business Continuity	<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. • 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 continue to focus on extreme ‘high traffic’ areas i.e. door handles, surfaces... ensuring these are deep cleaned daily. • User risk assessments to be regularly updated and reviewed, to reflect the ever-changing Covid landscape. • Staff to be double vaccinated as soon as possible 	L	<p>Fire Drill</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"> • 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 updated remote learning policy in place, to reflect the 3 tiered approach. • Resources moving between home and school, remain 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 • Trips/visits to resume provided pupils do not mix with other schools. • Closely monitor visitors accessing the site. 	L	<p>Remote learning to be monitored and supported by CDG Leaders.</p> <p>Share updated remote learning policy with all stakeholders, and upload onto Website.</p>	

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5. Cross contamination	<ul style="list-style-type: none"> Personal water bottles used by all pupils Handwashing/sanitation stations, situated around school to strongly encourage good hygiene 'Catch-it, Bin-it, Kill-it' enforced – hands-face-space being enforced. Resources brought into school remain controlled 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 Government policy Plans in place to offer remote education, to pupils who are self-isolating Prevent 'mass gatherings' of 40+ pupils indoors. During lunchtimes, social distancing of key phases (whilst indoors) will be introduced. The availability of KS2 Tuck has been reduced to three days per week, and the flow of children strictly supervised. 	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>Communicate PHE/SCC advice with all stakeholders, ensuring full compliance at all times</p> <p>Access to staffroom restricted, to minimise contact between staff members.</p> <p>Review restrictions in place, while considering the viability of upcoming events, during SLT Meetings.</p>	

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):

Signature of Line Manager:

Print Name: T BLANKLEY

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.

OUTBREAK GUIDANCE

Key stakeholder	Role for outbreak management
Staff (includes employees, and volunteers)	<ul style="list-style-type: none"> • Communicate with key stakeholders
Pupils	<ul style="list-style-type: none"> • Maintain awareness of safety measures
Parents/carers	<ul style="list-style-type: none"> • Maintain awareness of safety measures
Visitors	<ul style="list-style-type: none"> • Avoid visiting during an outbreak
Contractors and delivery personnel (eg cleaners, catering staff)	<ul style="list-style-type: none"> • Varies according to how affected.
Where to seek Local Outbreak Advice	<ul style="list-style-type: none"> • LA Local Outbreak Control Team /PHE/DFE Helpline available to support with advice and guidance when there is a confirmed case(s) associated with the Setting.
Other relevant stakeholders	<ul style="list-style-type: none"> • Governors

Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by the setting with support from LA local outbreak control team/PHE or DFE in close liaison with the setting outbreak management coordination team.

Key stakeholder	What they need to know	How we'll communicate	Contact information
Staff (includes employees and volunteers)	<ul style="list-style-type: none"> Level of risk, number and location of cases linked to an outbreak The importance of hand hygiene, respiratory hygiene and physical distancing measures 	<ul style="list-style-type: none"> Meetings Staff Intranet Microsoft Teams 	<ul style="list-style-type: none">
Pupils	<ul style="list-style-type: none"> Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting Arrangements for managing any self isolation requirements Expectations about not attending school if symptomatic Changes to staffing/rostering arrangements Arrangements to support health and wellbeing 	Class teacher	
Parents and careers		Newsletter School app Text message	
Visitors		Phone, email or direct.	
Contractors and delivery personnel (e.g. cleaners, electricians)			
Local Outbreak Teams		<ul style="list-style-type: none"> Outbreak management risks specific to the setting. Names and contact details of potential contacts of the confirmed case. 	<ul style="list-style-type: none"> Email Telephone Meetings

Stage 1 – Prevent and Prepare

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations

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See whole-school COVID-19 Risk Assessment					

Stage 2 – Respond

The response stage is triggered by the identification of one or more cases of COVID-19 within or linked to the setting. The goal is to contain the virus as quickly as possible while providing appropriate care and support to confirmed cases.

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
<i>Activate the outbreak response team</i>	<i>By email and phone</i>	<i>SLT</i>	<i>Immediately on becoming aware of a confirmed case</i>	<i>None</i>	<i>If afterhours, contact all team members by mobile phone</i>
Deep Clean due to positive case in setting	Line manager to communicate with cleaners.	<i>SJB</i>	<i>Immediately on becoming aware of a confirmed case</i>	Detail the cleaning materials or approach	

Stage 3 – Stand-down

The stand-down stage is triggered when the outbreak is over, usually 14 days after isolation of the last case. Measures introduced by local Director of Public Health will also be kept under review and should be stood back down when local transmission advice allows.

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Monitor response to outbreak	Meetings, updates, registers...	SLT	Daily	none	
Adapt safety measures as appropriate.	Discuss implementation of changes and share with stakeholders.	SLT	As necessary	TBC	