



| What are the hazards? | Who might be harmed and how? | What are you already doing?<br>List the control measures already in place   | What is the risk rating – H, M, L?<br>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<br>State the date completed and sign. | What is the risk rating now – H, M, L?<br>See Section 5 |
|-----------------------|------------------------------|---|---|---|--|---|
|                       |                              | <ul style="list-style-type: none"> <li>• Named First Aid staff member on weekly rota, with deputy for back-up. (Reduces minimum contact).</li> <li>• First aider on duty to carry school phone to enable easy contact.</li> <li>• Deputy can be contacted via SIMS alert.</li> <li>• Students with first aid issues to be taken by nominated first aider to first aid room for assessment.</li> <li>• Lunch and break time provision, student to speak to member of staff to contact first aid.</li> <li>• Follow procedure for suspected case (see below). Append A.</li> <li>• Advice sheet given to parents upon collection. Append. B</li> <li>• If a student has an epileptic fit during lesson, the class to walk calmly to an empty classroom in their leaning year zone, Leisure zone or canteen.</li> <li>• If no other member of staff present, one student to be sent to reception for help. (This would be as a last resort- most classes have more than one adult).</li> </ul> | LOW   | <ul style="list-style-type: none"> <li>• Supervising adult instructed on the safe “donning and doffing” of PPE</li> <li>• Use first aiders to supervise to reduce numbers of staff who need access to PPE.</li> <li>• Review medication plans to assess PPE requirements (if any) for staff administering medication.</li> </ul> <p>First aid can be contacted by phone call or text message or SIMS alert.</p> |  |   |

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|                       |                              | <ul style="list-style-type: none"> <li>• If a student presents with COVID symptoms, a call home to be collected immediately. Room to be locked off until full cleaning has taken place.</li> <li>• Cleaning can be undertaken immediately.</li> <li>• Student to take test and report results to school as soon as possible.</li> <li>• Student and parents informed of isolation period for household members.</li> <li>• If results are positive students and staff to be made aware, check they are not presenting with symptoms.</li> <li>• Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron</li> <li>• PPE provided (such as disposable gloves, disposable apron)</li> <li>• All first aid staff undertake PPE donning and doffing.</li> <li>• Hand washing after providing care.</li> </ul> | LOW   | NHS guidance reviewed regularly.   |  |   |

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|                       |                              | <ul style="list-style-type: none"> <li>• Wash/sanitise hands before and after treating a casualty.</li> <li>• Wear PPE provided (such as disposable gloves, disposable apron). When directly treating people with symptoms of COVID-19 a fluid repellent surgical mask should be worn and eye protection may be needed where there is a risk of fluids entering the eyes due to repeated coughing, spitting or vomiting.</li> <li>• Packs in each classroom to treat emergencies in the classroom.</li> <li>• When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives.</li> <li>• If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</li> <li>• Increase ventilation in the room if possible.</li> <li>• PPE provided for supervising adult:</li> <li>• Fluid resistant surgical mask if a 2-metre distance cannot be maintained.</li> </ul> | LOW   | <ul style="list-style-type: none"> <li>• Stock check on PPE weekly. (spreadsheet set up in COVID folder)</li> <li>• All first aid issues to be booked in medical book.</li> </ul> |  |   |

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|---|------------------------------|---|---|--|--|---|
| <p>Resuscitation Council UK Statement:<br/>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> |                              |   |   |  |  |   |
|   |                              |   |   |  |  |   |

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:**

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

**Date approved full governors: 03.08.2020**

**Review Date;**

**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.

## Append A.

### Procedure for first aid-suspected case.

- 1) On route to the pupil e.g. classroom, **wash your hands**.
- 2) Talk to the pupil in the corridor (keep to the 2 metre distancing) if possible.
- 3) If student complains of:

*'The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:*

- *a new continuous cough*
- *a high temperature*
- *a loss of, or change in, your normal sense of taste or smell (anosmia)'*

- 4) Escort to support room, by room 1.
- 5) Use the non-contact thermometer to take temperature. Record with time and date in first aid records.
- 6) After taking their temperature, if their temperature is normal between 36.1C- 37.2C and they have no other symptoms, take them back to lesson, if their temperature is 38C or over, contact parents and explain their temperature and they need to go home ASAP.
- 7) STAY with the pupil until the parents arrive.
- 8) Take off your PPE using the donning and doffing procedure.
- 9) Lock the room if you suspect student has COVID.
- 10) Report to reception for immediate cleaning.

**WASH YOUR HANDS**

Advice for parents: Correct 30.07.2020.

*‘Clear medical advice is to immediately self-isolate at home for at least 10 **days** from when your symptoms started. Do not go to a GP surgery, pharmacy or hospital. You should arrange to have a test to see if you have COVID-19 –Contact NHS - Testing and tracing for coronavirus*

*‘After 10 days, or longer, if you still have symptoms other than cough or loss of sense of smell/taste, you must continue to self-isolate until you feel better.*

*You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.*

*If you live with others and you are the first in the household to have symptoms of COVID-19, then you must stay at home for at least 10 days. All other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill.*



Append. B.

Advice for PARENTS-FLYER. - If your child has symptoms or tested positive-see guidance.

### **Self-isolate for at least 10 days**

You must self-isolate for at least 10 days if:

- you have symptoms of coronavirus and tested positive, had an unclear result or did not have a test
- you tested positive but have not had symptoms

The 10 days starts from when your symptoms started. If you have not had symptoms, the 10 days starts from when you had the test.

### **Stop self-isolating after 10 days if you feel OK**

You can stop self-isolating after 10 days if either:

- you do not have any symptoms
- you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone

### **Keep self-isolating if you feel unwell**

Keep self-isolating if you have any of these symptoms after 10 days:

- a high temperature or feeling hot and shivery
- a runny nose or sneezing
- feeling or being sick
- diarrhoea
- loss of appetite

Only stop self-isolating when these symptoms have gone.

If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped.

If you live with someone who has symptoms or tested positive

**Self-isolate for 14 days**

You must self-isolate for 14 days if you live with (or are in a support bubble with) someone who:

- has symptoms of coronavirus and tested positive, had an unclear result or did not have a test
- tested positive but has not had symptoms

The 14 days starts from:

- when the first person in your home or support bubble started having symptoms
- the day they were tested, if they have not had symptoms

This is because it can take 14 days for symptoms to appear.

**Stop self-isolating after 14 days if you do not get symptoms**

You can stop self-isolating after 14 days if you do not get any symptoms.

**Keep self-isolating and get a test if you get symptoms**

If your test is negative, you must keep self-isolating for the rest of the 14 days.

If your test is positive, you must self-isolate for 10 days from when your symptoms started. This might mean you're self-isolating for longer than 14 days overall.

If you've been told to self-isolate by NHS Test and Trace

If you've been in close contact with someone who has coronavirus, you may get a text, email or call from the NHS Test and Trace service.

They may tell you to self-isolate for 14 days.