

## Staffordshire County Council COVID Risk Assessment Form

1. Norton Canes High School-whole school.

2. Assessor(s) JKE and H & S Subcommittee.

3. Description of Task/Activity/ Area /Premises etc. Delivering Education during the COVID-19 Pandemic from 15th June 2020 What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	Risk rating H, M, L Section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Complete State the date completed and sign.	What is risk rating no H, M, L? See Section 5
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**Staffordshire County Council COVID Risk Assessment Form**

<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>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>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>○ These guidelines are to include COVID 19 and the new strain. Our controls are very stringent and a reminder to staff, pupils and parents of our risk assessment. <ul style="list-style-type: none"> <li>○ <b>Continue and follow our processes</b></li> <li>○ <b>Masks to be worn at all times, including when sitting in the classroom.</b></li> <li>○ <b>Reminder of catch, it, bin, kill it to students.</b></li> <li>○ <b>Reminder where and how to dispose of worn mask.</b></li> <li>○ Cleaning of work area to be carried out every hour.</li> <li>○ Staff and students sanitising every hour in or out of classroom or the building.</li> </ul> </li> <li>○ Staff consultation and distributed. <ul style="list-style-type: none"> <li>○ Timetable and use of classrooms reviewed to reduce movement around the building.</li> <li>○ Organising classrooms and other rooms used for learning to support distancing i.e. seating pupils side by side and facing forwards.</li> </ul> </li> <li>○ Anyone with COVID-19 symptoms or has someone in their household who is unwell <b>do not</b> attend school.</li> <li>○ Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks</li> <li>○ Active engagement with NHS Test and Trace service and COVID19 team SCC.</li> <li>○ only absolutely necessary medication will be administered during the school day</li> <li>○ This document will be communicated to all staff, governors, parents and outside agencies via email and website.</li> <li>○ Visitors onto site will be questioned at door, and complete medical questionnaire. Then directed to read copy of risk assessment displayed in reception.</li> <li>○ Visitors to complete a sign in sheet with details for track and trace.</li> <li>○ All confirmed cases would be reported to LA and public health.</li> <li>○ Instructions are issued to staff twice weekly advising when not to attend due to symptoms, contact, confirmed cases, this includes contact through test and trace.</li> <li>○ Staff told to report any changes in circumstances to HT.</li> <li>○ Testing available for staff, all pupils and households.</li> <li>○ <b>Mass Testing in school has commenced. Currently we have set up stations, trained volunteers, gained parental consent, set up covid register.</b></li> <li>○ <b>We have been testing vulnerable students and Key workers since early February.</b></li> <li>○ <b>Home testing for staff and students is expected to start week 15<sup>th</sup> march. Two tests per week, 3-5 days apart.</b></li> <li>○ <b>A full risk assessment carried out.</b></li> <li>○ Risk assessments for staff to be carried for staff who are CV and who be on school rota for key worker students.</li> <li>○ Staff who are CEV are currently not on site, a revised RA will take place before return.</li> <li>○ Supporting staff and pupils who are contacted through test and trace to remain at home.</li> <li>○ Students should walk or cycle to school and avoid public transport, especially at peak times. Anyone who has to use public transport to wear a face covering.</li> <li>○ Masks to be worn upon entry to school, by students and staff, whilst moving along corridors, to the canteen and class rooms. (Allowances made for exemptions, although encouraged where possible). Follow correct procedure for removal and bagging.</li> <li>○ Transport into schools in not to be staggered. One journey in and one journey out.</li> <li>○ Students can sit next to each other side by side, in year bubbles, seats to be allocated.</li> <li>○ Masks are to be worn, on school transport, seated in bubbles on coach.</li> <li>○ Students who need to dispose of their masks are encouraged to put in sealed bag there is a yellow clinical waste disposal bin on site. Students will be informed where this is located.</li> <li>○ Guidance in how to wear face covering (see below).</li> <li>○ All students to be shown WHO video clip on the correct usage of masks.</li> <li>○ (Where Year 7 and above are educated – In local interventions (lockdown) areas, adults and pupils to wear face coverings in communal areas unless exempt)</li> <li>○ Hands to be cleansed up embarking and disembarking of coach- companies to provide</li> <li>○ Grouping pupils together in year group and avoiding contact between groups</li> <li>○ Social distancing maintained wherever possible between all adults on site.</li> <li>○ Staggered start and finish times:</li> </ul> <p><b>Arrival</b> Start of skills. Yr. 11 9.00</p>	<p>Please report by emailing the council <a href="mailto:C19LocalOutbreakControl@staffordshire.gov.uk">C19LocalOutbreakControl@staffordshire.gov.uk</a> The Education and Early Years LA Outbreak control team can be contacted on <a href="mailto:C19LOC.education@staffordshire.gov.uk">C19LOC.education@staffordshire.gov.uk</a></p> <p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a></p> <p>Record kept for 21 days of visitors to site.</p> <p>Individual risk assessments carried out for staff and pupils at higher risk and those who exit shielding from 1<sup>st</sup> Aug.</p> <p>Actions to be updated regularly.</p> <p>School policy on the wearing of face coverings to be written. Messaging to staff and pupils on how to put on, remove, store and dispose of face coverings.</p> <p>Contingency supply of face coverings available where pupils are struggling to access a face covering or where they have forgotten it or are unable to use their face covering due to having become soiled/unsafe to use</p> <p>'Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).</p> <p>'It is a legal requirement that employers must consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by staff.'</p> <p>Risk assessment for taxi use.</p> <p>Bins for tissues emptied during the day.</p> <p>Risk assessment in place, Coach Company.</p>	<p>SLT July 2020</p> <p>August 2020</p> <p>16<sup>th</sup> July 2020.</p>	<p>L</p>
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Yr. 7 8.40  
 Yr. 8 8.45  
 Yr. 10 8.55  
 Yr. 9 8.50  
**Dismissal**  
 Yr. 7 2.50  
 Yr. 11 3.10  
 Yr. 9 3.00  
 Yr. 10 3.05  
 Yr. 8 2.55

- o Students arriving by taxi will have a risk assessment.
- o All students to bring own equipment, drinks and snacks. (As canteen limited to once daily).
- o Designated times to be communicated for students to take bottles to the dining area in hot weather, should they run out. Anti-viral wipes to be used.
- o Everyone on site to wear clean clothes, uniform is required, ties not required.

Y7 Rms	1, 2, 3	Rm 2 entrance	Rm 1 toilets
Y8 Rms	4, 5, 23, 24	GA office entrance	Maths toilets
Y9 Rms	42, 43, 44, 45	Direct Access	PE toilets
Y10 Rms	32 31, 36, 37	Languages entrance	Languages toilets
Y11 Rms	8,14 15	rear of science rooms	Science toilets
Y12 /13Rms	12,15,21	GA office Entrance	Post 16 corridor

- o The dining are will be zoned off by floor markings. Each bubble will be allocated a zone, then immediate cleaning will take place.
- o The outside areas will be zoned off and each area designated to a year group.

Year 7 ZONE 1- Top Tarmac area.  
 Year 8 ZONE 2 – Top Tarmac back of room 3.  
 Year 9 ZONE 3 – Bottom tarmac area compound  
 Year 10 ZONE 4 – Left hand side of Tennis Courts  
 Year 11 ZONE 5- right hand side of tennis courts..

Dining area to be ZONE A and ZONE B. Pathway down the middle for kitchen sales

- Notice on door to visitors, not to enter site if displaying symptoms.
- o Visitors to complete questionnaire.
- o Social distancing maintained wherever possible between all adults on site and between pupil groups.
- o Social distancing policy written.(see below)
- o Risk Assessment from Acurro in place.
- o Reviewed cleaning schedules. Cleaner on site all day, contact cleaning, toilets and dining area.
- o Signage used to promote hygiene (respiratory and hand) and social distancing.
- o Reviewed stocks of soap, hand sanitiser, tissues.
- o Reviewed COSHH assessment for hand sanitiser and cleaning materials.
- o Install paper hand towel dispensers.
- o Reviewed bins on site, replacing with foot operated.
- o Frequent handwashing promoted.
- o Hand sanitiser available in classrooms, shared spaces, and entrance and exit points.
- o Student and staff encouraged to bring own sanitiser for usage during the day.
- o Anti-viral wipes provided by printers, notices up to instruct to wipe keypad after use, wipes provided.
- o Frequent cleaning of surfaces that pupils touch.
- o Disposable tissues available in classrooms.
- o Bins for tissues.
- o Staff, parents and visitors informed of the measures in place to reduce transmission.
- o Rota is distributed to cleaners weekly, deep clean is undertaken at the end of school day, all rooms and touch points identified.

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<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p>	<p>Staff and pupils.</p> <p>Transmission may occur when providing personal or intimate care</p>	<ul style="list-style-type: none"> <li>• If a student becomes unwell in setting, we are following the implementing and protective measures guidance.</li> <li>• Designated room for first aid usage.</li> <li>• First Aid staff refresher training undertaken.</li> <li>• PPE provided (such as disposable gloves, disposable apron, masks)</li> <li>• Hand washing after providing care.</li> </ul>	<p>ALL L</p>	<p>Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. All first aid staff to undertake training. Review personal care plans to assess PPE requirements based on individual circumstances.</p>	<p>06.06.2020</p>	<p>L</p>

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<p>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 casualty. Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> <li>Wash/sanitise hands before and after treating a casualty.</li> <li>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.</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> </ul>	<p>ALL L</p>	<p>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 Local Resilience Forum/LA.</p> <p>PPE Exchange can be used to help with finding a supplier.</p> <p><a href="https://www.ppeexchange.co.uk/">https://www.ppeexchange.co.uk/</a></p>		
<p>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>						
	<p>Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.</p>	<ul style="list-style-type: none"> <li>Increase ventilation in the room if possible.</li> <li>PPE provided for supervising adult: Fluid resistant surgical mask if a 2-metre distance cannot be maintained. Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron.</li> </ul>	<p>ALL L</p>	<p>Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA. Supervising adult instructed on the safe "donning and doffing" of PPE. Consider using first aiders to supervise to reduce numbers of staff who need access to PPE.</p>		
	<p>Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>	<ul style="list-style-type: none"> <li>Supervising staff to maintain 2m social distance.</li> </ul>	<p>L</p>	<p>Review medication plans to assess PPE requirements (if any) for staff administering medication.</p>		

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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: J K Evans

Date approved by full governors 03.08.2020.

Signature of Line Manager:

Print Name:

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.

## How to wear a face covering

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession
- Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, place in individual, sealable plastic bags between use.
- wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- After removal wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed