

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

1. **Section/Service/Team – Five Ways Primary School** 2. **Assessor(s) – Mrs Rachel Mander (Headteacher)**  
3. **Description of Task/Activity/Area/Premises etc. Delivering Education during the COVID-19 Pandemic from 1st September 2021**

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? 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 State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<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. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a</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>• Anyone feeling unwell with Covid-19 symptoms must take a PCR test and stay at home until results are received.</li> <li>• Twice weekly LFD testing available for all staff until end of Sept 2021 when this will be reviewed by the DfE.</li> <li>• Frequent handwashing promoted.</li> <li>• Hand sanitiser available in classrooms, shared spaces, entrance and exit points.</li> <li>• Frequent cleaning of surfaces that pupils touch.</li> </ul>	<p style="text-align: center;">H</p>	<ul style="list-style-type: none"> <li>• Please see most up to date operational guidance for schools dated 17th July 2021: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></li> <li>• Five Ways has been and will be continuing to apply the protective measures outlined in the guidance found above, so that the risks to all staff will continue to be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable.</li> <li>• Clinically extremely vulnerable (CEV) staff are advised to attend school and as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">guidance on protecting people who are CEV from COVID-19</a>.</li> </ul>	<p>1.9.21</p>	<p style="text-align: center;">L</p>

<p>period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>		<ul style="list-style-type: none"> <li>• Disposable tissues available in classrooms.</li> <li>• Staff, parents, pupils, suppliers and contractors informed of the measures in place to reduce transmission.</li> </ul>	<ul style="list-style-type: none"> <li>• Allocated area (KS1 Girls' changing room) remains in place for people who become unwell at school.</li> <li>• PPE to be worn by first aiders treating person with Covid-19 symptoms.</li> <li>• Remind cleaning staff about cleaning schedules and agree actions with cleaning personnel. Additional cleaning to take place each lunchtime.</li> <li>• Signage used to promote hygiene (respiratory and hand) and social distancing. Display posters in every classroom to be used, at the main entrance, office, staffroom and staff/pupil toilets.</li> <li>• Ensure that help is available for children who have trouble cleaning their hands independently.</li> <li>• Staff to teach and practise hygiene (respiratory, handwashing, tissue disposal and toilet flushing with lid closed) habits with children through games, rhymes and repetition.</li> <li>• Each classroom will be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment.</li> <li>• Bins for tissues emptied at lunchtime and at the end of the day.</li> <li>• Updated class risk assessments to be discussed with pupils and signed by pupils in Sept 2021.</li> <li>• Review stocks of liquid soap, hand sanitiser, tissues. (Bar soap should be removed.)</li> <li>• Ensure all rooms have a bin.</li> <li>• Any push lids on bins within the building will be removed to help prevent contamination as they are considered high touch points. (Only the lid needs to be removed.) Bins without lids are considered the most safe as long as they are double bagged.</li> <li>• Double bag tissue bins.</li> <li>• Hand dryers are permitted.</li> <li>• All drinks fountains will remain out of use. Pupils will be served water / drinks from plastic beakers or will be permitted to bring a drinks bottle to school.</li> </ul>	<p>1.9.21</p>	
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				<ul style="list-style-type: none"> <li>Contractors should work in an area that is clearly cordoned off to prevent contamination.</li> <li>The wearing of face masks is no longer a government directive. Therefore, face coverings will no longer be advised for staff and visitors either in classrooms or in communal areas. However, staff and parents are more than welcome to wear a mask if they consider this to be in the interest of our school community.</li> <li>Any pupil feeling unwell with Covid-19 symptoms must inform their allocated staff member at drop off time and before entering the school building.</li> <li>Where appointments must take place, they must be pre-booked and agreed by a member of teaching staff / SLT to allow for a planned, safe meeting to take place. Waiting areas must be managed.</li> <li>Multi-use signing in sheets/pens should not be used.</li> <li>Parents should come into school buildings only when strictly necessary, by appointment only and agreed by the SLT / classteachers,</li> <li>Only 1 family at a time to enter the office waiting area.</li> <li>Breakfast club and After School club parents to wait outside or in the office area when dropping off / collecting children.</li> <li>Volunteers will be permitted in school however, they will need to agree to carry out a LFD test the night before or the morning of volunteering in school. All volunteers must read and agree to follow the school's Covid-19 risk assessment.</li> </ul>		
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled</p>	<p>Staff and pupils</p> <p>Transmission may occur during learning</p>	<ul style="list-style-type: none"> <li>Year group bubbles do not mix during the day or on subsequent days.</li> <li>Both halls are timetabled and need to continue to be cleaned between different classes / year group assemblies.</li> </ul>	H	<ul style="list-style-type: none"> <li>Follow Behaviour and Discipline Policy reminding pupils about the school rules related to Covid-19.</li> <li>Year group assemblies will be permitted commencing Sept 2021.</li> <li>Remind staff to continue 'teaching from the front' of the class where possible, during the autumn term 2021. Staff to avoid face to face contact with children (approach from behind).</li> </ul>	1.9.21	L

<p>from the body through sneezing, coughing, talking and breathing. 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>activities and behaviour management.</p>	<ul style="list-style-type: none"> <li>• Outside space used for PE lessons as much as possible, weather dependent and children from different year groups are not permitted to mix.</li> <li>• Coats, bags and packed lunches from home to be placed in class specific cloakroom areas. Cloakrooms to be allocated to specific year groups and no mixing to take place between different year groups within cloakrooms.</li> <li>• All children, staff and visitors to wash hands upon arrival in school. (if this is not possible – hand sanitiser to be used.)</li> <li>• Resources that are shared between year groups, such as sports, art and science equipment should always be cleaned meticulously. If cleaning is not possible, resources should be rotated to allow them to be left unused and out of reach for a period of 72 hours between use by different classes.</li> <li>• Extended Provision will operate every day. Breakfast club will be open from 7.45am and</li> </ul>		<ul style="list-style-type: none"> <li>• Essential equipment can be brought into school each day and taken home as follows: lunch box, hats, coats, school bags, reading books, Home-Link books (Y1-Y6 only), CGP books (Y6), homework books and mobile phones for older children. Staff should continue to abide by hygiene regulations and not touch their face when handling pupils' books. Staff must wash their hands after handling pupils' books, particularly Home-Link books and Homework books.</li> <li>• All drink fountains will remain out of use. If a pupil asks a member of staff to fill their drinks bottle, please ensure staff wash their hands before and after handling the drinks bottle. Staff should be careful to ensure the rim of the pupil's drink bottle does not touch the water dispenser / tap outlet due to contamination. Pupils are not permitted to fill their drinks bottles themselves from the staffroom water dispensers.</li> <li>• Resources for painting, sticking, cutting should be washed before/after use and where possible, should not be shared between year groups unless cleaned meticulously.</li> <li>• Children need to wash their hands after using wheeled bikes, trikes and other large, movable toys (EYFS).</li> <li>• Some pupils may wish to bring into school their own hand sanitiser; this should be for personal use only and pupils should be self-sufficient in being able to use and apply it safely.</li> <li>• Staff must wash their hands and surfaces before and after handing pupils' books.</li> <li>• Staff are permitted to take home and bring back to school equipment like exercise books if they wish to.</li> <li>• School uniform must be worn; as well as PE kits/outdoor PE clothes and trainers for usual PE lessons.</li> </ul>		
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		<p>the after school club will close at 5.30pm. The club will take place in the KS1 hall for the older children and the Nursery department for our younger children.</p> <ul style="list-style-type: none"> <li>In line with government guidance, pupils attending our Extended Provision facility will be able to mix with other children from different classes and year groups as appropriate.</li> </ul>		<ul style="list-style-type: none"> <li>Staff should wear usual, professional clothing in line with the Five Ways dress code detailed in the Org. &amp; Proc. Doc.</li> <li>Where possible, PE lessons should be delivered outside, weather dependent.</li> <li>Any PE and sports equipment must be cleaned between use before being used by a different class / year group. If this is not possible, it must be placed in quarantine for 72 hrs.</li> <li>The gymnastics equipment such as wall bars and floor mats can be used but should be cleaned before being used by a different class / year group.</li> <li>The trim trail and outdoor gym equipment can be used but should be cleaned before being used by a different class / year group.</li> </ul>		
<p><b>Exposure to COVID-19</b></p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer</p>	<p><b>Staff and pupils</b></p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> <li>Breaks staggered to limit numbers in corridors and circulation routes.</li> <li>Lunch times staggered and pupils wash hands and eat sandwiches in their designated classroom / hall. Hot meals eaten in classrooms / dining hall and year groups will not mix.</li> <li>Year groups kept apart when outside during playtimes and lunchtimes.</li> <li>Where possible, allocate toilets and sinks to year groups. Staff to supervise pupils in toilets.</li> <li>PE equipment cleaned between use by different classes, e.g. racquets, balls.</li> </ul>	H	<ul style="list-style-type: none"> <li>Rota system for break times and lunchtimes to prevent year group bubbles from mixing.</li> <li>Year groups will be separated on the playground to prevent mixing of year group bubbles. This will take place at lunchtimes as well.</li> <li>Packed lunches delivered to classrooms / halls as appropriate. Children are permitted to bring lunch boxes from home.</li> <li>Allocate toilets and sinks to year groups, where possible.</li> <li>Signage will be provided in toilet cubicles requesting lids be closed before flushing.</li> <li>Regular cleaning of surfaces throughout the day with a focus on high usage areas such as desks, doors, play equipment, toys.</li> <li>Wipes or suitably COSHH assessed cleaning products provided for staff in between cleaning rounds.</li> <li>If a microwave is required, ensure effective cleaning after each use.</li> <li>All shared crockery and cutlery to be dishwasher washed and then stored in a cupboard.</li> </ul>	1.9.21	L

(depending on such things as the surface type, its moisture content and temperature).		<ul style="list-style-type: none"> <li>• Nursery climbing equipment to be cleaned at the end of each day and when used by different Nursery bubbles.</li> <li>• Adult work equipment to be cleaned before and after use – this includes wiping down computer keyboards, etc. after use at the end of each day.</li> </ul>		<ul style="list-style-type: none"> <li>• All communal tea towels will be removed and paper towels will be provided.</li> <li>• Staff must wash their hands before and after using the kitchen area within the staffrooms.</li> <li>• Staff must wash their hands before and after touching tea and coffee condiments / milk containers / mugs, etc. when preparing drinks for themselves or other members of staff.</li> <li>• Computer equipment to be cleaned between uses.</li> <li>• Physical staff meetings will not take place during the autumn term 2021, and digital solutions will be utilised, to avoid transmission between groups.</li> </ul>		
<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. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after</p>	<p>Staff and pupils. Transmission may occur when providing personal or intimate care</p>	<ul style="list-style-type: none"> <li>• PPE provided (disposable gloves, disposable apron, masks, eye protection).</li> <li>• Hand washing after providing care.</li> </ul>	H	<ul style="list-style-type: none"> <li>• Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE.</li> <li>• Review personal care plans to assess PPE requirements based on individual circumstances.</li> <li>• Review pupils attending alongside care plans/asthma register in place.</li> <li>• Where children are being supported under the Intimate Care and Toileting Policy, this must continue to be followed, with the added precaution of Eye and Face mask protection. Waste to be disposed of in the usual fashion.</li> <li>• Allocated area (KS1 Girls’ changing room) for people who become unwell at school will remain in place.</li> </ul>	1.9.21	L

transfer (depending on such things as the surface type, its moisture content and temperature).	Staff and casualty. Transmission may occur when providing First Aid	<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>	H	<ul style="list-style-type: none"> <li>First aiders instructed on the safe “donning and doffing” of PPE.</li> <li>Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA.</li> </ul> <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>		L
<p><b>Resuscitation Council UK Statement:</b>  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>						
	Staff Transmission may occur when supervising pupils/staff taken ill with symptoms of COVID-19 and need direct personal care	<ul style="list-style-type: none"> <li>Pupil or staff member isolated in KS1 Girls’ changing room.</li> <li>If the person requires the bathroom while waiting to be collected, they must use the toilet within the changing room.</li> <li>Sign on door to ensure staff are aware.</li> <li>Increase ventilation in the room when in use by</li> </ul>	H	<ul style="list-style-type: none"> <li>Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA.</li> <li>Supervising adult instructed on the safe “donning and doffing” of PPE.</li> <li>Designated welfare staff to administer first aid to reduce the number of staff who need access to PPE.</li> </ul> <ul style="list-style-type: none"> <li>School will take advice from H&amp;S at SCC / Local Outbreak Team and DfE if necessary.</li> </ul>	1.9.21	L

	<p>until they return home.</p>	<p>opening the window – door closed.</p> <ul style="list-style-type: none"> <li>• No unauthorised staff permitted.</li> <li>• Walkie Talkie in operation to enable effective communication between changing room and office.</li> <li>• In an emergency, call 999.</li> <li>• PPE provided for supervising adult.</li> <li>• Fluid resistant surgical mask if a 2-metre distance cannot be maintained.</li> <li>• Pupil / staff member sent home for 10 days (or until negative test result).</li> <li>• First aider to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>• Classroom and area pupil / staff member have been in contact with to receive extra clean.</li> <li>• Any PPE used must be double bagged, date marked, then stored securely for 72 hours, then thrown away in the regular rubbish if negative result is given.</li> </ul> <p><b><u>If confirmed case of COVID-19:</u></b></p>		<ul style="list-style-type: none"> <li>• All children and staff that present with Covid-19 symptoms will be advised to take a PCR test for Covid-19. Available via testing centres or post (call 119)</li> <li>• Encourage all staff to download and turn on the NHS Covid App.</li> <li>• From 25th January 2021, all staff working within school will be offered LFD to be taken at home twice weekly.</li> <li>• All staff including teachers, teaching assistants, office staff, lunchtime supervisors and the catering team, etc. will continue to have the opportunity to be tested twice a week until the end of September 2021, in line with Government guidelines. (This will be reviewed by the DfE before the end of Sept 2021.) Should a staff member test positive following taking one of these tests they will isolate immediately and need to get a PCR test to check if they have Covid-19. Any close contacts will be identified via NHS Test and Trace and schools will no longer be expected to undertake contact tracing.</li> </ul>		
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		<ul style="list-style-type: none"> <li>• Pupil or staff member who has tested positive to be sent home for 10 days to self-isolate.</li> <li>• Clean of classroom and girls' changing room.</li> <li>• Disposal of PPE through approved hazardous waste collection</li> </ul>				
	Staff and pupil. Transmission may occur when staff administer first aid and medicines or supervise pupils who self-administer.	<ul style="list-style-type: none"> <li>• Supervising staff to avoid face to face contact with children (approach from behind).</li> </ul>	M	<ul style="list-style-type: none"> <li>• Review medication plans to assess PPE requirements (if any) for staff administering first aid and medication.</li> </ul>	1.9.21	L
Mental Health	Staff	<ul style="list-style-type: none"> <li>• Teachers have time to plan as well as conduct Zoom calls as appropriate.</li> <li>• Regular communication to all staff.</li> <li>• Sharing of support lines.</li> <li>• Reassure staff who are on clinically extremely vulnerable list.</li> </ul>	M	<ul style="list-style-type: none"> <li>• Risk assessment shared with staff, staff consultation / training arranged alongside written guidance, e.g. updated risk assessment.</li> <li>• Regular feedback meetings to take place to gather views of staff / offer support / make adjustments to risk assessment.</li> <li>• SCC counselling service made available to staff.</li> <li>• Staff to be referred to occupational health if required.</li> </ul>	1.9.21	L
	Pupils	<ul style="list-style-type: none"> <li>• School staff to support pupils who: <ul style="list-style-type: none"> <li>- Have developed anxieties related to the virus</li> <li>- May have experienced bereavements in their</li> </ul> </li> </ul>	M	<ul style="list-style-type: none"> <li>• Staff should provide pupils with: <ul style="list-style-type: none"> <li>- Opportunities to talk about their experiences through daily circle time sessions.</li> <li>- 1 to 1 conversations with a trusted adult</li> <li>- Some refocussed lessons on relevant topics, e.g. mental well-being or staying safe</li> <li>- Other enriching developmental activities.</li> </ul> </li> </ul>	1.9.21	L

		<p>immediate family or wider circle of friends or family.</p> <ul style="list-style-type: none"> <li>Pupils who are self-isolating due to testing positive, will have access to online learning via their classteacher if they are well enough to access it. Work will be set on a weekly basis.</li> </ul>				
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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):** *R.E.Mander*  
**Print Name:** Mrs Rachel Mander (Headteacher)

**Date Assessed:** 1.9.2021

**Signature of Line Manager:** *L. Bullock*  
**Print Name:** Mr Les Bullock (Chair of Governors)

**Review Date:** 6.9.21 and half termly from here.

## 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.