

**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 2020**

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</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"> Anyone feeling unwell or has someone in their household who is unwell informed not to attend school. Testing available for pupils, staff (LFD from 25th Jan 2021) and household – please inform SLT if you or someone in your household requires/is being tested. 2m social distancing maintained wherever possible between all adults on site and between pupil classes. Frequent handwashing promoted. 	<p>H</p>	<ul style="list-style-type: none"> Please see most up to date guidance for full opening – schools, dated 30.12.20: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Five Ways has been and will be continuing to apply the full protective measures outlined in the Gov. 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. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield until the end of Feb 2021 whilst in lockdown and whilst SCC is assessed as a Tier 4 area – this means they have been instructed not to attend school. Allocated area (KS1 Girls' changing room) for people who become unwell at school. 	<p>w/c:4.1.21</p> <p>25.1.21</p> <p>w/c:4.1.21</p> <p>w/c 4.1.21</p>	<p>L</p>

<p>surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>		<ul style="list-style-type: none"> • Hand sanitiser available in classrooms, shared spaces, entrance and exit points. • Frequent cleaning of surfaces that pupils touch. • Disposable tissues available in classrooms. • Staff, parents, pupils, suppliers and contractors informed of the measures in place to reduce transmission. 		<ul style="list-style-type: none"> • PPE to be worn by first aiders treating person with Covid-19 symptoms. • Review COSHH assessment for hand sanitiser and cleaning materials. • Review cleaning schedules and agree actions with cleaning personnel. Additional cleaning to take place each lunchtime. • 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. • Ensure that help is available for children who have trouble cleaning their hands independently. • Staff to teach and practise hygiene (respiratory, handwashing, tissue disposal and toilet flushing with lid closed) habits with children through games, rhymes and repetition. • Each classroom will be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment. • Bins for tissues emptied at lunchtime and at the end of the day. • Review school rules; regularly and rigorously reinforcing throughout every day. (Please see Appendix 1: Updated School Rules.) • Updated class risk assessments to be discussed with pupils and signed by pupils in Sept 2020. • Review stocks of liquid soap, hand sanitiser, tissues. (Bar soap should be removed.) • Review the number of bins on site, ensuring all rooms have a bin. • Any push lids that are on bins within the building must 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. • Double bag tissue bins. 	<p>1.6.20</p> <p>8.6.20</p> <p>8.6.20</p> <p>March 20</p> <p>Dec 20</p> <p>8.6.20</p> <p>22.1.21</p>	
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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. 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>Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Allocate classrooms to class sized groups of children. • From 11th Jan 2021, only bubbles of 15 pupils to be taught in school by 2 staff members and an allocated SA. • Bubbles will be taught in their allocated classroom rather than sharing rooms with other classes, therefore reducing movement around the building and the contamination of different classrooms. • Minimise staff moving from 1 bubble to another. • Where possible, classes will not be expected to move rooms. • Remind adults that they should maintain 2m distance from each other, and from children. • Adults should avoid face to face contact with other adults and children. • Remind staff that time spent within 1 metre of other adults and children should be minimised. 	H	<ul style="list-style-type: none"> • Review Fire Safety Evacuation Procedures to ensure that any measures put in place do not compromise evacuation routes. Communicate to all staff and pupils who might be affected. Practise fire drill during w/c 8th June 2020, considering how this will be done safely, such as group by group/slow motion walking drills. Fire drills will take place during the autumn term – carried out in year group bubbles. • Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply. • Accessing rooms from outside using external doors and limiting the use of communal entrances. • Unnecessary items and those items hard to clean removed from classrooms / placed at edge of classroom and cordoned off. • Libraries placed out of use and cordoned off. • Home reading will commence on 14th September. When a book is returned, it will be stored in a safe place and left in 'quarantine' before it is placed back on a shelf within a classroom/reading storage area. Separate year groups will be allocated areas where they can change their reading books when books come out of quarantine. • All corridors will be marked out with hazard tape in both buildings so that people can walk on one side of it - communicate appropriately to staff and pupil. • Pupils will be taught to walk in single file without holding hands. • Ensure increased ventilation measures do not compromise pupil or staff safety. No fire doors to be propped open. 	<p>8.6.20</p> <p>1.9.20</p> <p>4.1.21</p> <p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p>	L

		<ul style="list-style-type: none"> • Where possible, children should be supported to maintain distance and not touch staff and their peers. This will not always be possible with younger children in primary schools and this is why children will be kept in classes and year group 'bubbles' to reduce the risk of infection. • Organising classrooms to support social distancing where possible – this means seating pupils side by side and facing forwards, rather than face to face or side on. • Children from Year 1 – Y6 to be allocated a desk and chair and remain in that place for the duration of their time in school. • Thorough cleaning of rooms at end of the day by cleaning contractors. • Ventilation in the building maximised by opening windows, doors or using ventilation units. • Transport arrangements and plans revised. • Suppliers and contractors on site limited, and access to building controlled. No access unless agreed by SLT. 	<ul style="list-style-type: none"> • Staff shared equipment, such as, but not limited to photocopiers, kettles and fridges, should be cleaned before and after use following cleaning guidelines. • Where photocopying is essential for distribution, staff are asked to wash their hands after using the photocopier and/or loading the copier. Staff must disinfected their hands with hand sanitiser between uses. • Where staff wish to bring substances to school to clean their personal belongings, permission must be granted for their use from the SLT once a COSHH assessment has taken place. • Groups of staff must not gather together within carparks. • Review access and exit points for staff, parents, pupils, suppliers and contractors. • Arrange times that suppliers and contractors are on site to minimise numbers on site at any one time. • Contractors should work in an area that is clearly cordoned off to prevent contamination. • Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact. Remind parents about the rules regarding 2m social distancing when queuing at drop off / collection times. • Parents to receive guidance on social distancing specific for our site. • Drop off and collection points will be established with a 2m queuing system and a process for staff to greet each child either at an external door. • Any pupil feeling unwell or has someone in their household who is unwell must inform their allocated staff member at drop off time and before entering the school building. • Remind parents that unless there are mitigating reasons, only one parent per family to and from school. 	<p>4.1.21</p> <p>8.6.20</p> <p>4.1.21</p> <p>8.6.20</p> <p>4.1.21</p>	
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					1.9.20	
					4.1.21	
					Nov 2020	
					4.1.21	
Exposure to COVID-19	Staff and pupils	<ul style="list-style-type: none"> • Children taught in complete classes and operate class 'bubbles' of 15 children. 	H	<ul style="list-style-type: none"> • Review Behaviour and Discipline Policy implementing new school rules. • Implement new Organisation and Procedure Document from September 2020. • Only class assemblies will be permitted. 	1.9.20	L
					1.9.20	

<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 (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Transmission may occur during learning activities and behaviour management.</p>	<ul style="list-style-type: none"> • Different bubbles do not mix during the day or on subsequent days. • Bubbles use the same classroom throughout the day. Hall use is timetables and cleaned between different bubbles. • Outside space used for PE lessons as much as possible, weather dependent, but children from different year groups are not permitted to mix. • Coats, bags and packed lunches from home to be placed in year group cloakrooms. Cloakrooms to be allocated to specific year groups and no mixing to take place between different year groups within cloakrooms. • All children, staff and visitors to wash hands upon arrival in school. (if this is not possible – hand sanitiser to be used.) • Sharing of stationery prevented – placed in separate containers/bags and allocated to a specific child. • Resources that are shared between classes, such as sports, art and 		<ul style="list-style-type: none"> • Review teaching styles and interaction with children to keep contact to a minimum – implement ‘teaching from the front’ of the class where possible – mark out teaching area with hazard tape in all classrooms from Y1 – Y6. (Please see Appendix 2: Principles for Staff.) • Enforce the 2m rule with staff - staff to avoid face to face contact with children (approach from behind). • Essential equipment can be brought into school each day and taken home as follows: lunch box, hats, coats, school bags, including PE kits, reading books, Home-Link books (Y1-Y6 only), CGP books (Y6), homework books and mobile phones for older children. Staff must 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. • 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. • No pencil cases from home permitted. • Individual school equipment to be issued and remain in a position that children can access individually and not be shared, for example, sections of textbooks to be photocopied rather than books being handed out. • Resources for painting, sticking, cutting should be washed before/after use and where possible, should not be shared between year groups unless cleaned meticulously. 	<p>1.9.20 11.1.21</p> <p>4.1.21</p> <p>1.9.20</p> <p>22.1.21</p> <p>1.9.20</p> <p>1.9.20</p>	
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		<p>science equipment should be cleaned frequently.</p> <ul style="list-style-type: none"> Resources that are shared between year groups, such as sports, art and science equipment they 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 48 hours (72 hours for plastics) between use by different year groups. Where possible actions taken for behaviour management will not involve touching a pupil. Extended Provision will operate every day. Breakfast club will be open from 7.45am and 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. Pupils within these areas will remain with other pupils from their year group to maintain the year group bubble system. 	<ul style="list-style-type: none"> Children need to wash their hands after using wheeled bikes, trikes and other large, movable toys (EYFS). 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. Staff must wash their hands and surfaces before and after handing pupils' books. Staff are permitted to take home and bring back to school equipment like exercise books if they wish to. School uniform must be worn; as well as PE kits/outdoor PE clothes and trainers for usual PE lessons. Staff should wear usual, professional clothing in line with the Five Ways dress code detailed in the Org. & Proc. Doc. Only games that adhere to social distancing (strictly non-contact) during PE lessons and whilst outside are permitted, e.g. supervised non-touch running games within their group. (Year groups are not permitted to mix for sporting activities.) PE lessons will commence as normal in September however, the same strict protective measures must be followed. Where possible, PE lessons should be delivered outside, weather dependent. A TA from each year group must be identified to clean high touch areas in the hall if an indoor lesson has taken place. YLs are required to organise this. Any PE and sports equipment must be cleaned between use between classes within the same year group. Any PE and sports equipment must be cleaned meticulously between use before being used by a different year group. If this is not possible, it must be placed in quarantine for 72 hrs. Contact sport is not permitted. 	<p>1.4.20</p> <p>8.6.20</p> <p>1.9.20</p> <p>1.9.20</p> <p>11.1.21</p>	
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		(Breakfast Club and ASC not operating during National lockdown 3.)		<ul style="list-style-type: none"> The gymnastics equipment such as wall bars and floor mats will also be out of use for the time being. The trim trail and outdoor gym equipment remains out of use. 		
<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 transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Staff and pupils</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> Breaks staggered to limit numbers in corridors and circulation routes. Lunch times staggered and pupils wash hands and eat sandwiches in their designated classroom at their allocated desk. Hot meals eaten in the classroom and classes will not mix. Classes kept apart when outside, and ideally only 1 year group on the same playground at any 1 time – classes separated within the year group. Prevent toilets from becoming crowded by managing numbers accessing them at any one time. Where possible, allocate toilets and sinks to year groups. Staff to supervise pupils in toilets. Prevent staff toilets from becoming crowded by managing numbers accessing them at any one time. Limited number of staff rooms to reduce contact 	H	<ul style="list-style-type: none"> Rota system for break times and lunchtimes to prevent class bubbles from mixing. Classes will be separated on the playground to prevent mixing of class bubbles. This will take place at lunchtimes as well. Where snacks are provided it will be in separate plastic bowls that can be brought to the group. Pupils are not permitted to take fruit/biscuits, etc. out of a shared bowl, in order to reduce risk of cross infection. Pupils are not permitted to help themselves to snacks or fruit from shared bowls / grab bags. All snacks / fruit should be handed to pupils in individual bowls as appropriate. Bowls should be placed in the dishwasher each day after use just like drinking beakers. Fruit supplied from our fruit scheme should be washed beforehand (apples, tomatoes) and handed to pupils one by one by a member of staff wearing gloves. Pupils are not permitted to help themselves from class fruit bowls. Staff collecting fruit from staffrooms from our fruit scheme must wear gloves when handling the fruit. Packed lunches delivered to classrooms. Children are permitted to bring lunch boxes from home. Hot school meal pupils eating their lunch in classrooms. Allocate toilets and sinks to year groups, where possible. Maximum capacity will be indicated in all toilet blocks (staff and pupils) and floor markings will be used to indicate waiting spaces. Signage on staff toilets and staff rooms to limit numbers. 	1.9.20 4.1.21 22.1.21 1.9.20 4.1.21	L

		<p>with colleagues. An additional staff room to be made available in both buildings. Staff may eat outside if they wish.</p> <ul style="list-style-type: none"> Limited use of front and back offices in KS1 to reduce contact with colleagues. Only 2 staff members permitted in the front and back offices in KS1 at any one time. Staff to approach office staff in the front office behind the window in the reception area, if both office staff are sitting at their desks. Storerooms and cupboards accessed by one person at a time. PE equipment cleaned between use by different classes and most importantly between different year groups, e.g. racquets, balls. Trim Trial and outdoor gym equipment remain OUT OF USE. Nursery climbing equipment to be cleaned at the end of each day. Tasks organised so that the shared use and passing of work equipment is limited. Work equipment to be 		<ul style="list-style-type: none"> Signage will be provided in toilet cubicles requesting lids be closed before flushing. Staff chairs in staffrooms to be marked out to maintain 2m distancing. Food preparation areas to be limited to 1 member of staff at a time. Material chairs will be covered in plastic to limit contamination. Ideally, material chairs in classrooms will be placed out of use however, if this is not possible, they will be covered in plastic and disinfected after each use. Regular cleaning of surfaces throughout the day with a focus on high usage areas such as desks, doors, play equipment, toys. Wipes or suitably COSHH assessed cleaning products provided for staff in between cleaning rounds. Office space to be allocated – NO HOT SEATING. Offices will comply with the 2m rule and ventilation. No more than 2 members of staff in each office. Staff will not sit directly opposite each other. If 2 staff members share an office on the same day, face masks must be worn by both members of staff, unless medical exemption applies. If a microwave is required, ensure effective cleaning after each use. All shared crockery and cutlery to be dishwasher washed and then stored in a cupboard. All communal tea towels will be removed and paper towels will be provided. Staff are advised that shared treats such as biscuits, cakes and chocolates, can no longer be shared amongst staff as this provides another opportunity for contamination to take place when staff are handling packets. For this reason, staff are asked to keep food and treats for their own consumption and not to offer / share food with other members of staff. I realise that this decision goes against our kind 	<p>4.1.21</p> <p>4.1.21</p> <p>1.6.20</p> <p>8.6.20</p> <p>1.9.20</p> <p>4.1.21</p> <p>4.1.21</p> <p>1.9.20</p> <p>1.6.20</p> <p>1.6.20</p> <p>22.1.21</p>	
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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. The virus can be transferred to the hands and from</p>	<p>Staff and pupils. Transmission may occur when providing personal or intimate care</p>	<ul style="list-style-type: none"> PPE provided (disposable gloves, disposable apron, masks, eye protection). Hand washing after providing care. 	H	<ul style="list-style-type: none"> Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. Review personal care plans to assess PPE requirements based on individual circumstances. Review pupils attending alongside care plans/asthma register in place. 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. Prepare allocated area (KS1 Girls’ changing room) for people who become unwell at school. 	1.6.20	L

<p>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"> • Wash/sanitise hands before and after treating a casualty. • 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. • When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. • If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. 	<p>H</p>	<ul style="list-style-type: none"> • All staff must wear a fluid resistant surgical mask when in communal areas such as corridors, toilets, etc. Staff working with more than 1 bubble must wear a mask as detailed above when working with different bubbles. If the face mask is removed during the school day, it must be placed in a plastic bag that the wearer has brought with them in order to take home. The wearer must then wash their hands. • The above specified face masks must be replaced daily or straight away if they become wet inside. Further masks will be ordered from SCC. • Review Assessment of First Aid Needs. • Consider nominating first aider for each building. • 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>PPE Exchange can be used to help with finding a supplier.</p> <p>https://www.ppeexchange.co.uk/</p>	<p>4.1.21</p> <p>22.1.21 8.6.20</p>	<p>L</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/staff taken ill with symptoms of COVID-19 and need direct personal care until they return home.</p>	<ul style="list-style-type: none"> • Pupil or staff member isolated in KS1 Girls' changing room. • If the person requires the bathroom while waiting to be collected, they must use the toilet within the changing room. • Sign on door to ensure staff are aware. • Increase ventilation in the room if possible via window – door closed. • No unauthorised staff permitted. • Walkie Talkie in operation to enable effective communication between changing room and office. • In an emergency, call 999. • PPE provided for supervising adult. • Fluid resistant surgical mask if a 2-metre distance cannot be maintained. • Pupil / staff member sent home for 14 days (or until negative test result). • First aider to wash their hands thoroughly for 20 seconds after any contact 	<p>H</p>	<ul style="list-style-type: none"> • 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. • Designated welfare staff to administer first aid to reduce the number of staff who need access to PPE. • School will take advice from H&S at SCC and DfE if necessary. • All children and staff that present with Covid-19 symptoms will be advised to take a test for Covid-19. Available via testing centres or post (call 119) • Increased Testing Programme for Staffordshire Residents Staffordshire County Council is increasing the testing of residents in a bid to identify more cases of Covid-19 and thus reduce the spread of the infection. Staffordshire are also expanding their advice around when to get a test. Currently anyone who has one of the main symptoms, ie, a persistent cough, high temperature, new cough or loss of taste or smell must self-isolate immediately and book a test. However, with many people displaying symptoms, Staffordshire residents are also being asked to consider getting tested as a precaution if they have other symptoms such as: • Headache • Aches and pains • Feeling tired for no good reason • Sore throat • Runny nose 	<p>1.6.20</p> <p>1.9.20</p> <p>Nov 2020</p>	<p>L</p>

		<p>with someone who is unwell.</p> <ul style="list-style-type: none"> Classroom and area pupil / staff member have been in contact with to receive extra clean. Room cleaned straight after pupil / staff sent home, sign on door to remain until area clean. All staff can access testing – please see a member of SLT. 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. <p><u>If confirmed case of COVID-19:</u></p> <ul style="list-style-type: none"> Whole year groups to be sent home for 10 days to self-isolate, including teachers and or TAs. Clean of classrooms within year group and girls' changing room. Disposal of PPE through approved hazardous waste collection 		<ul style="list-style-type: none"> Sneezing Tummy ache in children <ul style="list-style-type: none"> All staff advised to get a test on 18.12.20 to identify any A-symptomatic staff. Database sent to SCC with results of testing programme. Encourage all staff to download and turn on the NHS Covid App. The Local Authority have also issued advice stating: If you live in one of Staffordshire's COVID-19 hotspots please take part in our community testing programme for people without symptoms. The leaders of Staffordshire's county, borough and district councils have joined forces to appeal for all workers who can't work from home to book a regular Covid test – as part of the rollout of mass testing of people without symptoms. From 25th January 2021, all staff working within school will be offered LFD to be taken at home twice weekly. 	<p>18.12.20</p> <p>4.1.21</p> <p>30.12.20</p> <p>19.1.21</p> <p>25.1.21</p>	
	Staff and pupil. Transmission may occur when staff administer first	<ul style="list-style-type: none"> Supervising staff to maintain 2m social distance. 	M	<ul style="list-style-type: none"> Review medication plans to assess PPE requirements (if any) for staff administering first aid and medication. 	1.6.20	L

	aid and medicines or supervise pupils who self-administer.					
Mental Health	Staff	<ul style="list-style-type: none"> Teachers have time to plan as well as conduct Zoom calls as appropriate. Regular communication to all staff. Sharing of support lines. Reassure staff who are on clinically extremely vulnerable list. 	M	<ul style="list-style-type: none"> Teacher allocated to each class of children. Timetable adapted to limit the number of staff having contact with each class. SF/RM to revise timetables again to limit further 'swapping' of staff when providing PPA cover. Risk assessment shared with staff, staff consultation / training arranged alongside written guidance, e.g. updated risk assessment. Regular virtual feedback meetings to take place to gather views of staff / offer support / make adjustments to risk assessment. SCC counselling service made available to staff. Staff to be referred to occupational health if required. 	w/c 13.7.20 7.12.20 4.1.21 1.9.20 June 20 onwards	L
	Pupils	<ul style="list-style-type: none"> School staff to support pupils who: <ul style="list-style-type: none"> Have found the long period at home hard to manage Have developed anxieties related to the virus May make safeguarding disclosures once they are back at school May have experienced bereavements in their 	M	<ul style="list-style-type: none"> Staff should provide pupils with: <ul style="list-style-type: none"> Opportunities to talk about their experiences through daily circle time sessions. 1 to 1 conversations with a trusted adult Some refocussed lessons on relevant topics, e.g. mental well-being or staying safe Pastoral activities such as positive opportunities to re-establish friendships Other enriching developmental activities. 	1.9.20 1.9.20	L

		<p>immediate family or wider circle of friends or family.</p> <ul style="list-style-type: none"> • Pupils who are self-isolating as part of a class or year group bubble being sent home due to a confirmed case will have access to online learning via their classteacher. Work will be set on a weekly basis. • For pupils who are self-isolating due to a family member with a confirmed case of Covid-19 they will be directed to online resources such as Oak academy/BBC Bitesize. 			1.9.20	
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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: 1.9.2020

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

Review Date: 22.1.21 and weekly 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.