

## Staffordshire County Council General Risk Assessment Record Form

1. **Section/Service/Team:** St Peter's Primary School2. **Assessor(s):** Sarah George/ SLT3. **Description of Task/Activity/Area/Premises etc.** ...Corona Virus – Living with Corona Virus 2022

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures in place	What is the risk rating – H, M, L? See section 5
Operation control	<ul style="list-style-type: none"> <li>Staff pupils</li> </ul>	<p>To ensure the children remain safe in school and the school can remain operational the following standards are what need to be in place to remain operational. See outbreak plan.</p> <ul style="list-style-type: none"> <li>Paediatric first aid (2)– one member of staff must be onsite for the EYFS to remain open.</li> <li>Teaching staff (6)– Teaching staff to be replaced by Head / supply staff where possible, max two classes combined in hall with support staff with teacher, no more than three supply teachers onsite.</li> <li>1-1 support staff (4) – use other support staff to cover, less hours potentially than in EHCP, teaching staff to inform parents what is happening. Child A needs most support for safety.</li> <li>Support staff (2.5) – other staff to cover if possible younger classes priority over booster groups.</li> <li>Nursery staff (2) – two staff required replaced by other support staff regardless of qualifications pertinent to nursery or supply staff.</li> <li>Dinner staff (6) – Need 1 per class EYFS/KS1 and minimum 2 staff KS2. Possible solutions combine F1/F2, Y5/6 in the hall.</li> <li>SLT (3) – At least one member of SLT in school.</li> </ul>	M
Gatherings  Social Distancing	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul> <p>Contracting virus Flu Like Symptoms Shortness of breath Fatality</p>	<p><b>Parents at the beginning and end of the school day:-</b></p> <ul style="list-style-type: none"> <li>Children to hang limited items on peg then go to classrooms where wash hands. If congested sit in own seat to wait to be called up.</li> <li>Y6 / F2 sanitise as no running hot water.</li> <li>Children join in activity –maths fluency when arrive. Same activity is repeated at the end of the day as children leave.</li> </ul>	L

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Gatherings  Social Distancing	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul> Contracting virus Flu Like Symptoms Shortness of breath Fatality	<b>Corridors:-</b> <ul style="list-style-type: none"> <li>1 class only in corridor</li> <li>Staff to lead children to and from playground to ensure classes don't cross over</li> <li>Toilet times / rotas adjusted so that congestion doesn't happen.</li> <li>Adults to wear masks / visors in communal spaces.</li> </ul> <b>Assemblies:-</b> <ul style="list-style-type: none"> <li>Classes to sit in lines around the hall.</li> </ul> <b>Classroom:-</b> <ul style="list-style-type: none"> <li>Teaching activities to reduce movement around the room.</li> <li>Desks can be spread out into carpet area to increase distancing</li> <li>2 child per desk</li> <li>Layout of desks need to ensure easy evacuation.</li> <li>Staff must be aware they should not be in close, face to face contact with pupils.</li> <li>1-1 support staff to complete more shoulder surfing activities – looking at work then moving away so as to minimise contact. Any face to face activity staff must wear a mask / visor.</li> </ul>	M
Gatherings  Social Distancing	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul> Contracting virus Flu Like Symptoms Shortness of breath Fatality	<b>Dinnertime</b> *Aim – to provide nutritious hot meal for those that require them. <ul style="list-style-type: none"> <li>Enhanced cleaning between groups in hall.</li> <li>Juniors to eat in classroom or outside dependant on weather. (Y6 hall)</li> <li>Tables to stay out from Breakfast for dinner to afterschool club</li> <li>Lunchtime supervisor to be designated class to supervise.</li> <li>KS1/2 children to scrape own plates – EYFS to hand to staff – must be wearing gloves</li> </ul>	M
Gatherings  Social Distancing	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul> Contracting virus Flu Like Symptoms Shortness of breath Fatality	<b>Wrap around provision:-</b> <ul style="list-style-type: none"> <li>To continue with staff risked assessed to do so.</li> <li>In hall with class tables.</li> <li>Limited activities – Bing, films, colouring (set of colours needed)</li> <li>Food hygiene practises followed.</li> <li>Snack choices are those that are individually wrapped.</li> <li>Outside used as much as possible with possible blurring of classes in open air.</li> <li>Booking only – no cash</li> <li>Breakfast club go to classroom from 8:40am</li> </ul>	M

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Gatherings  Social Distancing	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> Contracting virus Flu Like Symptoms Shortness of breath Fatality	<b>Playtime :-</b> <ul style="list-style-type: none"> <li>• Use all the school grounds to provide large space to play in</li> <li>• Split playtimes.</li> </ul> <b>Staff Meetings:-</b> <ul style="list-style-type: none"> <li>• To sit around the edge of the classroom / hall.</li> </ul> <b>Staffroom:-</b> <ul style="list-style-type: none"> <li>• Staff to leave a chair space between themselves – chairs removed and labelled.</li> <li>• One staff member in the kitchen area</li> <li>• Dishes to go straight into dishwasher – to be put on for 2hrs rather than 30mins.</li> <li>• Split lunch considered if necessary.</li> <li>• Snug to be considered to be used as staffroom. KS2 in the snug.</li> <li>• No dishes must be left in sinks – everyone responsible for own dishes.</li> </ul>	M

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<p>Spread of Germs</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Public</li> <li>• Contractors</li> </ul> <p>Touching a surface or object that has been contaminated.</p> <p>Directly transferred by coughing and sneezing.</p> <p>Contracting virus Flu Like Symptoms Shortness of breath Fatality.</p>	<p><b>Reduce the number of items the children / staff come into contact with.</b></p> <ul style="list-style-type: none"> <li>• Own stationary</li> <li>• <b>Ipads designated per class – anti bacterial wipes after finished.</b></li> <li>• Use own chair/ table all day</li> <li>• <b>Laptops – anti bacterial wipes after finished.</b></li> <li>• PE kept to athletics, football, dance / aerobics, cross country.</li> <li>• Doors which can safely be <b>kept open are</b> – classroom, corridors – nominated person closing main doors. Children / staff to come into school through <b>open door.</b></li> <li>• Toilet – wash hands before and after use – posters to remind.</li> <li>• Posters up on how to remove PPE</li> <li>• F1/2 provision will be as normal for their age group but enhanced cleaning will be in place, reduction of equipment out as well as enhanced hygiene.</li> <li>• No volunteers until half term.</li> <li>• Bins with lids in each classroom.</li> <li>• <b>Intervention groups?</b></li> </ul> <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• Use face masks when administering first aid or intimate care.</li> <li>• Decide on line to take with EYFS pupils and toileting accidents.</li> <li>• Posters up in first aid room, hall etc on how to remove PPA</li> </ul> <p><b>Uniform</b></p> <ul style="list-style-type: none"> <li>• Normal uniform ok from September</li> <li>• Children to attend in PE kit on days where that is being taught.</li> </ul> <p><b>Contractors / Public</b></p> <ul style="list-style-type: none"> <li>• Contractors must have made prior appointment to ensure they can enter safely.</li> <li>• No public allowed on site</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Wipes available near common used areas – key panel, <b>photocopier.</b> front door</li> <li>• Number of staff using computer / phones limited.</li> <li>• Focus areas for cleaning each day including – common touch points, door handles, chairs, desks, computers, phones, white board pens,</li> <li>• Regular wipe down of tables and chairs by staff throughout the day.</li> <li>• Pupils clean hands when they arrive, return from break, before and after dinner and if they change rooms. (younger pupils will need to be supervised so don't ingest sanitiser)</li> <li>• All desks, surfaces must remain absolutely clear to ensure ease of cleaning at the beginning and end of day.</li> </ul> <p><b>SEND</b></p> <ul style="list-style-type: none"> <li>• Risk assessments in for pupils / staff with health care plans.</li> </ul>	<p>M</p>

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Spread of Germs	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Public</li> <li>Contractors</li> </ul> <p>Touching a surface or object that has been contaminated.</p> <p>Directly transferred by coughing and sneezing.</p> <p>Contracting virus Flu Like Symptoms Shortness of breath Fatality.</p>	<p><b>Subject Specific</b></p> <p><b>Music:-</b></p> <ul style="list-style-type: none"> <li>No wind / brass instruments</li> <li>No sharing instruments</li> <li>Complete in a space well ventilated.</li> </ul> <p><b>PE</b></p> <ul style="list-style-type: none"> <li>Sports equipment must be thoroughly cleaned.</li> <li>Outdoor where can</li> <li>Maximise distance</li> <li>Scrupulous attention to hygiene.</li> <li>Complete activity that doesn't require equipment - dance</li> </ul>	M
Visitors / workmen to school	<ul style="list-style-type: none"> <li>Staff, pupils, visitors</li> </ul>	<ul style="list-style-type: none"> <li>Visitors should be advised to test before arriving at school.</li> <li>Visitors should only visit small areas of the school linked to their role. Exposure to as few as members of school community as possible / necessary</li> <li>Wearing masks mandatory</li> <li>Distance of 2m to be kept between visitors and staff / children</li> </ul>	M
Pregnancy	<ul style="list-style-type: none"> <li>Mother and child</li> </ul>	<ul style="list-style-type: none"> <li>See separate risk assessment in school</li> <li>Risk assessments sort for visiting staff.</li> </ul>	H

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<p>Spread of Germs</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Public</li> <li>• Contractors</li> </ul> <p>Touching a surface or object that has been contaminated.</p> <p>Directly transferred by coughing and sneezing.</p> <p>Contracting virus Flu Like Symptoms Shortness of breath Fatality.</p>	<p><b>Symptoms Plan</b> No one should be in school if they or their family are experiencing symptoms.</p> <p><b>*Child</b></p> <ul style="list-style-type: none"> <li>• Isolate in meeting room</li> <li>• Staff to use PPE</li> <li>• Parents called asap</li> <li>• Parents told to engage with track and trace. <u>test: order a test immediately at <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> or call 119 if you have no internet access</u></li> <li>• Child to be off for 7 days</li> <li>• Close contact off for 14 days (face to face within 1m, up to 2m for more than 15mins, in the same vehicle.</li> <li>• If the test for those with close contact comes back negative they still have to self-isolate for 14 days.</li> <li>• Staff not to be in vehicles with pupils</li> <li>• Contact local health team / LA team– follow their advice.</li> </ul> <p><b>1. PHE West Midlands North Health Protection Team, Stonefield House, St Georges Hospital Corporation Street, Stafford, ST16 3SR</b></p> <p><b>Phone: <a href="tel:03442253560">0344 225 3560 option 2</a></b></p> <p><b>Out of hours for health professionals only: please phone 01384 679 031</b></p> <ul style="list-style-type: none"> <li>• <a href="mailto:C19LOC.education@staffordshire.gov.uk">C19LOC.education@staffordshire.gov.uk</a> The email address is manned between 8 am and 8 pm Monday to Friday and 10-4 at weekend. You can also fill in the incident form by using the link adjacent: <a href="https://apps2.staffordshire.gov.uk/WEB/TestTrace/">https://apps2.staffordshire.gov.uk/WEB/TestTrace/</a> or ring 01785 355777 and select LOC (local outbreak control).</li> </ul> <p><b>*Children parents with symptoms</b></p> <ul style="list-style-type: none"> <li>• Ok to stay in school but prefer they remain at school</li> </ul> <p><b>*Children parents with symptoms</b></p> <ul style="list-style-type: none"> <li>• Child to remain at home for 7/14 days dependent on test results.</li> <li>• Parents to communicate with school over test results.</li> </ul> <ul style="list-style-type: none"> <li>• School to keep a record of who has been onsite for 21 days.</li> </ul>	<p>M</p>

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures in place	What is the risk rating – H, M, L? See section 5
<ul style="list-style-type: none"> <li>Wellbeing / mental health</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Families</li> </ul>	<p><b>Identify vulnerable pupils</b></p> <ul style="list-style-type: none"> <li>Contact throughout school shutdown those pupils the school has deemed as vulnerable – list in place.</li> <li>If in our power invite these pupils back into school first.</li> </ul> <p><b>Bereavement</b></p> <ul style="list-style-type: none"> <li>Explore counselling available</li> <li>Discussions in class / assemblies</li> <li>Taking part in memorial activities / services</li> <li>Find out from parents if any additional bereavements other than AC.</li> </ul> <p><b>DV / Safeguarding</b></p> <ul style="list-style-type: none"> <li>Review vulnerable list – take part in conversations with pupils as they return to school these need to be ongoing highlighting school as a safe space.</li> <li>Briefing with staff on return – how to spot concerns, what to do, pupils who have been most at risk</li> <li>Highlight any unexpected behaviour for the child to DSL and Deputy DSL.</li> </ul> <p><b>Separation Anxiety / Anxiety about coming to school.</b></p> <ul style="list-style-type: none"> <li>Ask staff to identify children</li> <li>Contact parents to discuss personal return to school plan.</li> <li>Videos from key worker children saying how safe it is in school sent out.</li> <li>Email to pupils to excite them to come back to school.</li> <li>Rebuild friendships</li> <li>Improve physical and mental well being</li> <li>Engage external support when necessary</li> <li>Staff access to resilience hub.</li> </ul> <p><b>Different Experiences</b></p> <ul style="list-style-type: none"> <li>Allow children time to discuss what they have been up to and value what they are saying – they will need to do a lot of talking.</li> <li>Staff to be aware not to put anyone down who has not been able to do planned in work.</li> <li>First week into school to be about what we have done – time capsule activity.</li> <li>Pupils not to feel under any stress about doing well in tests – not to be planned in.</li> <li>Key worker children to be aware of new expectations and reductions of freedoms they have had before it happens.</li> </ul>	M

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Expectations of work on staff / pupils (linked to above)	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul>	<p><b>Staff</b></p> <p><b>Workload</b></p> <ul style="list-style-type: none"> <li>Limited planning, marking expected as staff have been working throughout shut down.</li> </ul> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>Gradual reintegration of children to formal lessons. Wk 1 find out what they have been doing Wk 2 informal assessment Wk 3 normal maths lessons with English integrated into topic. Wk 4 maths and English lessons taking place with afternoon based creatively around topic. Following what we planned to cover ie Greeks KS2</li> </ul> <p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>No formal testing to start with.</li> <li>Gaps analysed through discussions, verbally, through other mediums ie written work for topic.</li> </ul> <p><b>PPA</b></p> <ul style="list-style-type: none"> <li>Depends on rota in place and which class returns first .</li> </ul> <p><b>On site</b></p> <ul style="list-style-type: none"> <li>Staff to be risked assessed to return to school – this may include being tested.</li> <li>Those who can not still need to be continuing with work from activities list.</li> <li>Staffing levels on site during transition will be kept to a minimum.</li> </ul> <p><b>Pupils</b></p> <p><b>Stamina</b></p> <ul style="list-style-type: none"> <li>Children will have reduced the amount of time they can concentrate / write for and staff need to be mindful of this when giving out activities.</li> </ul> <p><b>Routines</b></p> <ul style="list-style-type: none"> <li>Children need to know the new routine expected of them even if it is not yet what it used to be like. Staff to provide clear guidelines for class. This will also ensure that pupils are aware of expectations for behaviour.</li> <li>As children reset body clocks lateness will not be an issue. (wk1/2 only)</li> <li>Afternoon breaks can be brought in for KS2</li> </ul>	M
Changes to safeguarding practises with new systems	<ul style="list-style-type: none"> <li></li> </ul>	<p>Fire drill</p> <p>Staff on site</p> <p>Open doors</p> <p>Review other risk assessment alongside this document.</p>	<ul style="list-style-type: none"> <li></li> </ul>



What are the hazards?	What further action is necessary?	By whom?	By when?	Action Completed	What is the risk rating now – H, M, L? See Section 5

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes: 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.

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person <small>Such as Young Person New/ Expectant Mother or Service User</small>
					•	•

### 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):****Signature of Line Manager:** Sarah George

<b>Date Created</b>	5.5.2020	<b>Review Date</b>	After first week back
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**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.

**This Document has been shared with:**

<b>Teaching, Support staff and Office staff</b>	•	<b>Contractors</b>	
<b>Site technician</b>	•	<b>Pupils</b>	•
<b>Lunchtime supervisors</b>	•	<b>Parents</b>	•

<b>Date Reviewed</b>	29.6.20 12.7.20 2.9.20 23.10.20 4.1.20 5.3.21 2.9.21 4.1.22	<b>Amendments</b>	In yellow – changes In red – Points to note.	<b>Review Date</b>	
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