



Staffordshire County Council General Risk Assessment Record Form

1. **Section/Service/Team** Horton Lodge Community Special School. 2. **Assessor(s)**...Lucy Bloor
2. **Description of Task/Activity/Area/Premises etc.** April 2022- Minimising the risk of transmission of COVID-19 during 'Living with Covid Plan'

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
Exposure to COVID-19	Everyone on site. General transmission may occur: Through close contact between colleagues, pupils and visitors.	<ul style="list-style-type: none"> • Anyone with COVID-19 symptoms is not required to test but is asked to not attend school (5 days for staff, 3 days for pupils). Staff and pupils should not return to school if they still have a high temperature or if they are experiencing ongoing sickness and diarrhoea. • Staff have been vaccinated and boosters are encouraged. • Frequent handwashing promoted. • Hand sanitiser available in classrooms, shared spaces, entrance and exit points. • Good respiratory hygiene encouraged by promotion of 'catch it, bin it, kill it' approach. • Enhanced cleaning of frequently touched surfaces. • Disposable tissues available in classrooms and bins for tissues 	M	<ul style="list-style-type: none"> • Outbreak Management Plan developed outlining extra actions to be taken if there is an outbreak in school or local area, if advised to take extra measures or to respond to a Variant of Concern. • Follow advice given by local outbreak team. • Encourage staff and parents to communicate when there are cases in their household. • Signage to promote hygiene. • Maintain stocks of soap, hand sanitiser, number of hand sanitiser stations, tissues. • Skin friendly cleaning 		M



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		<p>emptied daily.</p> <ul style="list-style-type: none"> • Wellbeing support in place for staff and pupils. • Staff, pupils, parents and visitors informed of the measures in place. • 2 staffrooms available to reduce close contact and ensure ventilation. • SLT to hold overview of how many visitors are on site. • CO2 monitors in place in most populated areas. 		<p>wipes available for younger children and pupils with complex needs.</p> <ul style="list-style-type: none"> • Disposable tissues available in classrooms and bins for tissues emptied regularly. • Foot operated waste bins in place. • Ensure increased ventilation measures do not compromise pupil or staff safety. • Review how good ventilation is achieved whilst maintaining a comfortable environment. • Headteacher will keep the school’s ‘control measures and procedures’ up to date. • Team stress risk assessment will be kept under review. 		



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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). There is evidence that new strains of COVID-19 are more transmissible but do not cause a more severe infection</p>	<p>Staff and pupils</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> • Work equipment to be cleaned after use. • Hand cleaning after using shared resources and equipment. • From the 1 April 2022 there is no longer free universal symptomatic and asymptomatic Covid testing for the public in England. People with symptoms of a respiratory illness are advised to stay at home and avoid contact with other people whilst they feel unwell. Living with COVID-19 Webinar is available for all to watch • https://youtu.be/X5o2ufiC0qY • For more information please refer to COVID-19 Response: Living with COVID-19 - GOV.UK (www.gov.uk) 	<p>M</p>			



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	<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 appropriate PPE (such as disposable gloves, disposable apron). • When directly treating people with symptoms of COVID-19 a fluid repellent surgical mask should be worn and eye protection may be needed where there is a risk of body fluids entering the eyes. <p>When performing CPR:</p> <ul style="list-style-type: none"> • Call an ambulance • Use chest compressions or defibrillator • Use a cloth or towel to cover the casualty’s mouth and nose while still permitting breathing • Use PPE – gloves, apron, fluid repellent surgical mask, eye protection. 	M	<p>Resuscitation Council UK advice: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p>		M
<p>Paediatric advice - 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>						



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	Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.	<ul style="list-style-type: none"> • Increase ventilation in the room if possible. • 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. 	M			M

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
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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): L. Bloor
Print Name: Lucy Bloor

Signature of Line Manager:
Print Name:

Date Assessed: 25.04.22

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.