

Berkswich CE COVID-19 Risk Assessment Record Form (adapted from the Staffordshire County Council model)

Section/Service/Team: Cedars after school and before school care club at Berkswich CE Primary School

Assessor(s): R. Joint and P. Johnston

Description of Task/Activity/Area/Premises etc. Revised Whole School Risk Assessment—November 2020

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	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? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 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).	Everyone on site. General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.	Control measures in place for clinically vulnerable staff and pupils – see individual risk assessments. Anyone with COVID-19 symptoms or who has someone in their household who has COVID-19 symptoms is not to attend school. Children who are symptomatic whilst in school will be isolated in TN office and member of staff to wear PPE, room to be well-ventilated with child / staff 2 metres socially distanced. In the event of needing the bathroom, the disabled toilet to be used. Waste such as tissues will be double bagged and stored in a secure area for 72 hours prior to disposal. Member of staff in hall will release another member to supervise child. PPE provided for supervising adult: fluid resistant surgical mask and disposable apron if a 2-metre distance cannot be maintained. Children will be sent home. TN Room and bathroom to be disinfected after use – no one else to use rooms until this has been completed. PPE to be safely removed and disposed of. Symptomatic staff and pupils advised to access testing. Home test kits offered to individuals who would not be able to access testing by the normal testing routes. Active engagement with NHS Test and Trace service. School is aware of LA Local Outbreak Control Plans https://www.staffordshire.gov.uk/Coronavirus/Information-for-providers/Health-and-safety-advice-for-schools/Local-Outbreak-Control-Plans.aspx	M	Individual risk assessments carried out for staff and pupils at higher risk and those who exited shielding on the 1st August (these are currently for those who are asthmatic, but are reviewed and added to if a new member has medical needs). No visitors are allowed to Cedars, School visitor record kept for 21 days of visitors to site using sign-in screen. Visitors use hand sanitiser before and after use. Record of staff and pupils in groups including before and after school provision kept by PJ and also via schoolcomms. Encourage staff and parents to engage with Test and Trace process and inform school immediately of the results of a test. Isolate - anyone who experiences coronavirus symptoms must self-isolate for at least 10 days. Anyone else in the household must self-isolate for 14 days from when the person started having symptoms. Test - get a free NHS test immediately to check if you have coronavirus or call 119 if no internet access. Results: if the test is positive the person must complete the remainder of the 10-day self-isolation. Anyone in the household must also complete self-isolation for 14 days from when the person started having symptoms. Share contacts – in the event of positive results follow the NHS Test and Trace instructions. Maintain stock of home testing kits. Follow local health protection team advice. Staffordshire Local Outbreak Control Plans	09/11/20 PJ OK/KH ongoing PJ ongoing Ongoing SJ/KH SJ/RJ/KH/SC All staff ongoing SJ/KH	M

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		When performing CPR: 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. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available Medicine such as asthma inhalers to be kept in the teachers cupboard in the classroom / social bubble space not in medical room	M	Resuscitation Council UK advice: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19		M
	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.					

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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. Joint

Print Name: Rachel Joint

Date Assessed: 6/11/20

Signature of Line Manager: P. Johnston

Print Name: Paula Johnston

Review Date: 03/12/20

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.