



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

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 Authorised by: C. Leach
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Academy: Hazel Slade Primary Cannock Wood Street Cannock WS12 0PN		Activity/Workplace: Novel Coronavirus (COVID-19)	Next Review Date: 19.04.2024 or change in guidance								
		RA Number: 040	<table border="1"> <tr> <th>Residual Risk</th> <th>Review Period</th> </tr> <tr> <td>High, Medium & Low</td> <td>1 Year</td> </tr> <tr> <td>Low & Medium</td> <td>2 Years</td> </tr> <tr> <td>Low Only</td> <td>3 Years</td> </tr> </table>	Residual Risk	Review Period	High, Medium & Low	1 Year	Low & Medium	2 Years	Low Only	3 Years
Residual Risk	Review Period										
High, Medium & Low	1 Year										
Low & Medium	2 Years										
Low Only	3 Years										
		Revision Number: 24									
Prepared By: Chris Leach Date: 19.04.2023		Made Specific By IOSH Managing Safely Trained Staff: Samantha Mason Date: 01.06.2023 Subject/Activity Lead Staff: N/A Date:	Authorised By IOSH Managing Safely Trained Staff: Date:								
Staff Member Agreement of Individual Risk Assessment: Sign: N/A Date:											
School Appointed Person (where applicable): N/A		Contractor (where applicable): Contact Name (where applicable): N/A									

Revision	Revised By	Details of Change

Assessment Key = Severity x Likelihood

S E V E R I T Y	FATALITY (5)	5	10	15	20	25
	SEVERE (4)	4	8	12	16	20
	MAJOR (3)	3	6	9	12	15
	MINOR (2)	2	4	6	8	10
	NEGLIGIBLE (1)	1	2	3	4	5
			IMPROBABLE (1)	REMOTE (2)	OCCASIONAL (3)	PROBABLE (4)
LIKELIHOOD						

Risk Rating	17-25 UNACCEPTABLE RISK, STOP ACTIVITY AND MAKE IMMEDIATE IMPROVEMENTS
	10-16 HIGH TOLERABLE RISK, LOOK TO IMPROVE IF POSSIBLE WITHIN TIMESCALE. SEEK FURTHER ADVICE FROM MANAGER OR TRUST CRM
	5-9 MEDIUM ADEQUATE RISK, IF RISK CANNOT BE LOWERED FURTHER CONSIDER RISK AGAINST BENEFIT, LOOK TO IMPROVE AT NEXT REVIEW
	1-4 LOW ACCEPTABLE RISK, NO FURTHER ACTION REQUIRED, <u>BUT</u>, ENSURE CONTROL MEASURES ARE MAINTAINED

Calculate Using	THE SEVERITY		X	THE LIKELIHOOD	
	1	NEGLIGIBLE (No Injury)	1	IMPROBABLE (Very Un-Likely)	
	2	MINOR (Needs First Aid)	2	REMOTE (Un-Likely)	
	3	MAJOR (Up to 3 Days Absence)	3	OCCASIONAL (Possible)	
	4	SEVERE (More Than 3 Days Absence)	4	PROBABLE (Likely)	
	5	FATALITY (Death)	5	FREQUENT (Very Likely)	



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How COVID-19 is spread

COVID-19 spreads very easily through close contact with people who have the virus.

When someone with COVID-19 breathes, speaks, coughs or sneezes, they release small droplets containing the virus. You can catch it by breathing in these droplets or touching surfaces covered in them.

You are more likely to catch it indoors and in crowded places.

You can still catch or spread COVID-19 if you:

- do not have symptoms
- are fully vaccinated
- have had the virus before

Many people will no longer be infectious to others after 5 days, but you can be infectious for up to 10 days.

Symptoms of COVID-19

COVID-19 symptoms can include:

- a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to your sense of smell or taste
- shortness of breath
- feeling tired or exhausted
- an aching body
- a headache
- a sore throat
- a blocked or runny nose
- loss of appetite
- diarrhoea
- feeling sick or being sick

The symptoms are very similar to symptoms of other illnesses, such as colds and flu.

Most people feel better within a few days or weeks of their first COVID-19 symptoms and make a full recovery within 12 weeks. For some people, it can be a more serious illness and their symptoms can last longer.



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Hazard					Initial Risk			Control Measures			Action Plan			Residual Risk		
Hazard					Likelihood	Consequence	Risk L/M/H	What controls are already in place			Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H
<p>Hazard, Initial risk and Controls measures sections to be reviewed and amended where required by staff holding a IOSH Managing Safely training certificate and subject/activity lead and where appropriate HR guidance</p>					<p>Action plan and residual risk sections to be completed by staff holding a IOSH Managing Safely training certificate and subject/activity lead</p>											
<p>Awareness and understanding</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>		<p>Who is affected and how?</p> <ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects</p> <p>Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			<p>Likelihood</p> <p>3</p>	<p>Consequence</p> <p>4</p>	<p>Risk L/M/H</p> <p>HIGH</p>	<ul style="list-style-type: none"> • Latest PHE Coronavirus (COVID-19) information posters displayed in staff areas/visitor areas, entrances, classrooms and toilets for guidance on vaccinations, hand hygiene, respiratory hygiene, surface cleaning and ventilation. • Regular briefings of GOV.UK Coronavirus (COVID-19) latest information given to all staff. • COVID-19 risk assessment and revisions communicated to staff. • Pupils reminded regularly to tell a member of staff if they feel unwell. • e-Bug resources used to teach pupils and parents about hygiene. • Pupils with SEND provided with specific help in preparation for changes. • Staff provided with increased control measure information when transmission rates are high. • Guidance provided to visitors, parents and contractors before entry to the school building around persons with COVID-19 symptoms, COVID-19 positive persons, hand hygiene, respiratory hygiene. • Additional COVID-19 control measure training given to school hosts. 			<p>Further action required</p> <p>Updates to staff via briefing and emails</p> <p>Principal to liaise with parents if pupils are struggling</p>	<p>By whom</p> <p>KC</p> <p>KC</p>	<p>By when</p> <p>Immediate</p> <p>As required</p>	<p>Likelihood</p> <p>1</p>	<p>Consequence</p> <p>4</p>	<p>Risk L/M/H</p> <p>LOW</p>



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<p>Pupil attendance</p>	<ul style="list-style-type: none"> • Pupils <p>Effects Loss of learning Loss of social development Safeguarding concern Stress</p>	4	3	HIGH	<ul style="list-style-type: none"> • Pupil attendance is mandatory for all pupils, unless they have tested positive for COVID-19 or are unwell and have a high temperature. • Where a pupil is unable to attend because they are following clinical and/or public health advice, they are offered access to remote education immediately. • Any concerns from staff, parents and pupils about being at school are discussed with the SLT and individuals. • Pupils who are reluctant or anxious to attend school are identified and SLT develop plans to re-engage these pupils. 	Attendance to be monitored	KC / KF / SM	On going	2	3	MEDIUM
<p>Staff at higher risk of becoming seriously unwell from COVID-19</p>	<ul style="list-style-type: none"> • Staff <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	5	VERY HIGH	<ul style="list-style-type: none"> • Staff should attend school unless advised to shield by a medical professional. • COVID-19 Individual Risk Assessment completed with staff. • COVID-19 Individual Risk Assessment reviewed, action plan updated and agreed as guidance or health conditions change. • Additional support provided for hand hygiene, surface cleaning and ventilation through increased communication, facilities and materials. • Concerns discussed with SLT when shown by staff. • Staff recommended not to: <ol style="list-style-type: none"> deliver first aid provide personal or intimate care to pupil's supervise pupil's showing COVID-19 symptoms or virus symptoms or high temperatures. • SLT to encourage staff compliance with disclosed medical advice. • Unvaccinated or partially vaccinated staff advised to take a more precautionary approach. • Avoid close contact with staff and pupils showing who are unwell and have a high temperature. • Pregnancy risk assessment for new and expectant mothers carried out and additional precautions to be taken considered. • Pregnancy risk assessment to be reviewed when guidance or medical conditions change. 	<p>Staff informed via updated Risk Assessment</p> <p>Individual Risk Assessments to be updated / completed with vulnerable staff</p>	<p>KC</p> <p>KC</p>	<p>Immediate</p> <p>As required</p>	2	5	HIGH



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<p>Pupils at higher risk of becoming seriously unwell from COVID-19</p>	<ul style="list-style-type: none"> • Pupils <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	5	VERY HIGH	<ul style="list-style-type: none"> • Pupils should attend school unless advised to shield by a medical professional. • Pupil Care Plans reviewed and amended to reduce the risk of COVID-19 infection in accordance with the latest guidance or when medical conditions change. • Additional support provided for hand hygiene, surface cleaning and ventilation through increased communication, facilities and materials. • Concerns discussed with SLT when shown by pupils or parents. • Pupils encouraged by staff to follow good hand and respiratory hygiene practises. • Staff to encourage pupil compliance with disclosed medical advice. 	<p>Care Plans updated as required</p>	<p>KC / SM</p>	<p>As required</p>	2	5	HIGH
<p>Unvaccinated members of staff</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	5	VERY HIGH	<ul style="list-style-type: none"> • All eligible staff are upon request provided with information for NHS vaccine guidance. • Staff eligible for vaccination are allowed to attend booked appointments. • The vaccination status of staff should be shared with the School Principal so consideration can be given where needed to protect staff and pupils. • Any communications produced by the school regarding vaccination are retained, in line with the Data Protection Policy. • Staff who are not fully vaccinated should pay particular attention to the school's existing COVID - 19 controls around ventilation, hand washing, cleaning of surfaces etc. • School Principal to consider additional measures to protect staff who are not fully vaccinated case-by-case. • In all cases, the school does not discriminate against any member of staff who has not being fully vaccinated for any reason, and adheres to its duties under the Equality Act 2010. • The NHS website provides information about available vaccines and when to have them. 	<p>To be actioned as need arises - current staffing shows that all school employed staff have received their vaccinations.</p>	<p>KC</p>	<p>As required</p>	1	4	LOW



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<p>Staff confirmed COVID-19 positive or showing symptoms</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	5	4	VERY HIGH	<ul style="list-style-type: none"> • Staff with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, can continue to attend work. • Staff who are unwell and have a high temperature should avoid contact with other persons and remain at home when possible until they feel well enough to attend and their temperature has returned to normal. • Staff who are unwell and have a high temperature who choose to take a COVID-19 test and test positive should avoid contact with others and try to stay at home for 5 days after the day of the initial positive test result. • Staff who have tested positive for COVID-19 who then test negative within the 5 day stay at home period may return to work. • Staff who become unwell and have a high temperature whilst at school should inform a member of SLT and return home. Unwell staff should wear a well-fitting face covering made with multiple layers or a surgical face mask whilst on the school premises. • COVID-19 positive staff should avoid contact with higher risk persons regardless of vaccination status for 10 days after the day the positive test result. • Where required relevant parents and staff are informed of confirmed COVID-19 cases; however, the name of the individual is not shared. 	<p>Areas/ classrooms to be cleaned, sprayed and fogged (when appropriate) following staff member being unwell.</p> <p>Staff to follow the appropriate guidance to ensure they are safe and well along with other members of school</p>	KC / PM	As required	3	4	HIGH
<p>Pupils confirmed COVID-19 positive or showing symptoms</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	5	4	VERY HIGH	<ul style="list-style-type: none"> • Pupils with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, can continue to attend school. • Pupils who are unwell and have a high temperature should avoid contact with other persons and remain at home when possible until they feel well enough to attend and their temperature has returned to normal. • Pupils who are unwell and have a high temperature who choose to take a COVID-19 test and test positive should avoid contact with others and try to stay at home for 3 days after the day of the initial positive test result. 	<p>Areas/ classrooms to be cleaned, sprayed and fogged (when appropriate) following pupil being unwell.</p>	KC / PM	As required	3	4	HIGH



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				VERY HIGH	<ul style="list-style-type: none"> • Pupils who become unwell and have a high temperature whilst at school should be placed in an isolated location and parents contacted to collect the pupil. • Careful consideration given to refuse a pupils access to school who are unwell and have a high temperature. Decisions made using latest PHE guidance. • Where required relevant parents and staff are informed of confirmed COVID-19 cases; however, the name of the individual is not shared. 	Parents/Pupils to follow the appropriate guidance to ensure they are safe and well along with other pupils	KC / KF / SM to update parents	As required			
<p>Pupil isolation at school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Casualty • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	5	4	VERY HIGH	<ul style="list-style-type: none"> • Supply of disposable tissues, a foot operated bin with bin bag, anti-bacterial wipes, sink with liquid soap and disposable hand towels or hand sanitiser 60% alcohol, face masks with an FFP2 or FFP3 rating where available or fluid resistant surgical masks, latex free disposable gloves, disposable aprons, face visor or safety goggles. • Use of a separate bathroom if possible. • Isolated pupils reminded: <ol style="list-style-type: none"> a. not to touch people, surfaces and objects b. cover their mouth/nose with a tissue when they cough or sneeze. c. put used tissues in a bin or in a bag or their pocket for disposing in a bin later. d. if tissues are not available to cough and sneeze into the crook of their elbow. e. wear a face covering when possible • Emergency assistance is called immediately if the pupil's symptoms worsen, and they require further medical care. • Where direct personal care is needed and staff cannot maintain a distance of two metres staff to wear: <ol style="list-style-type: none"> a. FFP2, FFP3 tight-fitting face mask where available or fluid resistant surgical face mask. b. face visor or goggles to be worn if the isolated person is coughing, sneezing, vomiting or spitting. c. latex free gloves and disposable apron if physical contact is necessary. • Staff to receive training on the correct method required to put on and remove PPE. 	<p>Areas/ classrooms to be cleaned, sprayed and fogged (when appropriate) following pupil being unwell.</p> <p>Parents/Pupils to follow the appropriate guidance to ensure they are safe and well along with other pupils</p>	<p>KC / PM</p> <p>KC / KF / SM to update parents</p>	As required	2	4	MEDIUM



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					<ul style="list-style-type: none"> Once vacated places of isolation, toilets and other locations such as classrooms or offices used by the symptomatic person will be cleaned and disinfected in accordance with PHE "Decontamination in non-healthcare settings guidance" using standard cleaning products. Staff should wear as a minimum disposable gloves and apron. Additional PPE (FFP2, FFP3 tight-fitting face mask if available or fluid resistant surgical face mask and face visor or goggles worn when a risk assessment indicates a higher level of virus may be present. All waste that has been in contact with the symptomatic person, including used tissues and PPE, all PPE worn by staff in close contact with the person and all cloths and mop heads used to disinfect areas are put in a plastic rubbish bag and tied when full. The plastic bag then placed in a second bin bag and tied. Waste put in a secure safe place and marked for storage for at least 72 hours before putting into usual external household waste bin. Staff to wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser following cleaning of or areas, removal of PPE and after any contact with someone who is unwell. 	Chartwells Cleaning Staff						
Hand hygiene Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	3	4	HIGH	<ul style="list-style-type: none"> Adequate handwashing (soap and running water) and hand sanitising facilities provided. Skin-friendly sanitising wipes used for pupils who may ingest hand sanitiser. Hand dryers or disposable paper towels provided for drying hands. Waste bins with remote/foot operated lids and lined with a bin bag provided for paper towels disposal. Visual aids displayed reminding pupils, staff, and visitors, parents to wash or sanitise their hands regularly. Pupils using hand sanitiser are appropriately supervised to avoid ingestion. Younger pupils and those with complex needs are supported to practice good hand cleaning. Hand sanitiser COSHH Assessment communicated to staff. 	Ensure liquid soap only used for all hand washing. Lidded and lined bins available in all classrooms and bins for toilets (including staff toilets) Hand sanitiser gel is readily available.	KC / PM	To be replaced / updated as required	1	4	LOW	



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<p>Respiratory hygiene</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	3	4	HIGH	<ul style="list-style-type: none"> • Adequate amounts of tissues provided in occupied areas. • Waste bins with remote/foot operated lids and lined with a bin bag provided for used tissue and face coverings disposal. • Visual aids displayed reminding pupils, staff, visitors, parents to follow the 'catch it, bin it, kill it' approach. • Younger pupils and those with complex needs supported to practice good respiratory hygiene. • Individual risk assessments conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 	<p>Tissue available in all classrooms and toilets.</p> <p>Lidded and lined bins available in all classrooms.</p>	KC / PM	To be replaced / updated as required	1	4	LOW
<p>Cleaning Rooms Shared spaces Materials Equipment</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> <p>Effects of using hazardous cleaning substances Irritation of skin and respiratory system, damage to eyes and internal organs</p>	3	4	HIGH	<ul style="list-style-type: none"> • Deep clean using fogging equipment and disinfectant solution at School Principal or SBMAT CLT request. • A cleaning schedule maintained for frequent cleaning of rooms, equipment and materials using standard cleaning products, detergents or anti-bacterial products. • Anti-bacterial wipes/sprays available and securely stored to prevent pupil access. • Waste bins emptied frequently to suit usage. • Staff wear latex free gloves when cleaning and handling waste such as used tissues and PPE and wash hands after use. • Staff read and follow cleaning products COSHH Assessments. • Cleaning contractors asked to provide copies of their risk assessment for managing exposure to COVID-19. • School information sharing with contracted cleaning services to reduce exposure to COVID-19. • Germ Defence website used to identify ways to protect against COVID-19. 	<p>Fogging undertaken by Premises Officer as required</p> <p>All areas cleaned and bins emptied daily</p> <p>COSHH Risk assessments available to all staff</p>	KC / PM Chartwells Cleaning Staff	On going	1	4	LOW
<p>Ventilation</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors 	3	4	HIGH	<ul style="list-style-type: none"> • Use of outside space wherever possible and appropriate. • Ventilation increased and adequate room size when hosting events. • Annual inspections of ventilation systems in accordance with manufacturer's recommendations to confirm fully operational. 	Areas in school ventilated by regularly opening outside doors.	All Staff	On going	1	4	LOW



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	<p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			<p style="text-align: center;">HIGH</p>	<ul style="list-style-type: none"> • Ventilation systems remain in use in normal operating mode. • Mechanical ventilation re-circulatory systems adjusted to full fresh air. • Windows and trickle vents in windows open when rooms are occupied. • Classrooms rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs. • High level windows opened in preference to low level windows, to reduce draughts. • Ventilation increased while the space is unoccupied, e.g. during break and lunchtimes. • Staff and pupils allowed to wear additional indoor clothing in cooler temperatures. • Heating used as necessary to ensure comfort levels are maintained in occupied spaces • CO2 monitors used in accordance with the manufacturers operating instructions to assess ventilation levels. • Where the CO2 monitor reading exceeds 800ppm, ventilation is increased in the necessary spaces. • School Principal considers the use of air cleaning units where consistently high CO2 readings of 1,500 particles per million (ppm) or higher for at least one week while the room is occupied and where increasing ventilation such as opening of windows and doors is not possible. 	<p>Each classroom to ensure there is a window open to allow fresh air</p> <p>CO2 monitor readings to be noted</p> <p>Air cleaning units available to use in classrooms</p>					
<p>Catering Missed meals Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Effects Hunger Depression Poor nutrition Chronic illness Poor performance Delayed physical and mental development</p>	4	4	<p style="text-align: center;">HIGH</p>	<ul style="list-style-type: none"> • FSM or food parcels are provided for eligible pupils who are not attending school during term time where they: <ul style="list-style-type: none"> - Are self-isolating. - Have COVID-19 symptoms or a positive test result. • Catering contractors asked to provide copies of their risk assessment for managing exposure to COVID-19. • School information sharing with contracted catering services to reduce exposure to COVID-19. • Plates and cutlery thoroughly washed at 70°C between each use. 	<p>Food parcels available to eligible pupils as required</p> <p>Tables and seats in the hall are cleaned and spray cleaned by lunchtime staff</p>	<p>KC</p> <p>Lunchtime Staff</p>	<p>As required</p> <p>Daily</p>	1	4	<p style="text-align: center;">LOW</p>



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	<p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			HIGH	<ul style="list-style-type: none"> • Tables regularly cleaned / disinfected by staff. • Staff wash hands for at least 20 seconds with soap and water before serving food and before/after cleaning down. 							LOW
<p>Remote learning</p> <p>Pupils following clinical or government guidance to avoid contact with others.</p> <p>Pupils who are COVID-19 positive or are unwell and have a high temperature.</p>	<ul style="list-style-type: none"> • Pupils <p>Effects Loss of learning Loss of social development</p>	4	3	HIGH	<ul style="list-style-type: none"> • Pupils given access to remote education as soon as reasonably practicable. • School provision of remote education equipment and learning resources in accordance with Department of Education guidance. 	<p>Remote learning available to those isolating but are well enough to access learning.</p> <p>Work pack option is also available to those families who would be unable to access online learning.</p>	Teaching Staff	As required	1	4	LOW	
<p>Providing personal or intimate care to pupils</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ul style="list-style-type: none"> • Staff at higher risk of becoming seriously unwell from COVID-19 advised not to provide close contact personal or intimate care. • PPE provided for staff use including disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles. • Staff instructed on the safe "donning and doffing" of PPE. • Review of Care Plans for pupils who spit uncontrollably or use saliva as a sensory stimulant to be carried out to determine PPE requirements based on individual circumstances. • Hand washing or sanitising by staff and pupils receiving support before and after care is provided. 	<p>Ensure all staff are reminded how to use PPE.</p> <p>Ensure stocks of PPE are available and well stocked</p> <p>Review Care Plans</p>	KC / KF / PM SM	<p>Additional supplies to be purchased as required</p> <p>As required</p>	1	4	LOW	
<p>Providing first aid</p>	<ul style="list-style-type: none"> • Staff • Casualty 			HIGH	<ul style="list-style-type: none"> • Staff at higher risk of becoming seriously unwell from COVID-19 advised not to provide first aid. 						HIGH	



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<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ul style="list-style-type: none"> • If the casualty is capable, first aider to instruct casualty to self administer treatment. • First aiders to wash/sanitise hands before and after treating a casualty. • Disposable gloves, disposable apron, fluid resistant surgical mask worn when administering first aid to a COVID-19 symptomatic person. • Safety goggles or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting. • First aiders instructed on the safe “donning and doffing” of PPE. • When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. • Use a resuscitation face shield whilst performing mouth to mouth resuscitation. • In an emergency call 999 and inform the emergency services if the injured person is showing COVID-19 symptoms. • Assessment of First Aid requirements reviewed as COVID-19 guidance changes. 	<p>Ensure all staff are reminded how to use PPE.</p> <p>Ensure stocks of PPE are available and well stocked</p> <p>Ensure contactless thermometer is available</p>	KC / KF / PM	Additional supplies to be purchased as required	2	4	MEDIUM
<p>Staff administration of medicines or supervision of pupils who self-administer.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ul style="list-style-type: none"> • Staff to wash/sanitise hands before and after administering medication to each pupil. 	Hand sanitiser available in all classrooms and main office where medication is stored.	KC / PM	On going	2	4	MEDIUM
<p>Availability of equipment and PPE</p>	<ul style="list-style-type: none"> • Staff • Pupils 	4	4	HIGH	<ul style="list-style-type: none"> • Alcohol-based hand sanitiser containing at least 60% alcohol available where hand wash sinks are not available such as isolation rooms, first aid rooms, shared spaces, entrance and exit points. 	Ensure all staff are reminded how to use PPE.	KC	Regular Briefings	2	4	MEDIUM



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<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			<p>HIGH</p>	<ul style="list-style-type: none"> • Latex free gloves available in classrooms and isolation locations and first aid rooms. • Face masks with an FFP2 or FFP3 rating if available or fluid resistant surgical mask in isolation rooms. • Fluid resistant surgical mask available in first aid rooms and classrooms. • Face visors or safety goggles available in isolation locations and first aid rooms. • Disposable aprons available in isolation locations and first aid rooms. • Replenishment of stocks of hand sanitising gel, liquid soaps and PPE. 	<p>Ensure stocks of PPE are available and well stocked</p>	<p>KC / KF/ PM</p>	<p>Additional supplies to be purchased as required</p>			
<p>Educational visits Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Volunteers <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>3</p>	<p>4</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • A full and thorough risk assessment including the spread or transmission of COVID-19 is made in relation to all educational visits to ensure they can be undertaken safely, and all trips are conducted in line with their risk assessment. 	<p>Evaluation of proposed educational visits to ensure suitability</p>	<p>KC / SM</p>	<p>As required</p>	<p>1</p>	<p>4</p>	<p>LOW</p>
<p>Stress</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms Anxiety Excessive drinking Overeating Sleeping poorly Shaking, chills or hot flushes A tingling sensation in your arms or legs Headaches Muscle tension Dizziness High blood pressure Indigestion Constipation or diarrhea</p>	<p>4</p>	<p>4</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • SBMAT Stress Policy communicated to all staff. • Awareness about all types of stress and its causes raised through discussions, literature and training. • Changes to work-related practices to reduce the factors which may lead to stress in the workplace. • Opportunities for staff and employees to maintain and promote their health and well-being. • A culture of open communication throughout the organisation. • Good management and team building practices for those with management and supervisory responsibilities. • Supportive environment in which issues and concerns can be raised and dealt with appropriately. • Guidance for managers to assist in the sensitive management of staff likely to encounter stressful situations. 	<p>Principal to offer support and has an open door policy</p>	<p>KC</p>	<p>On going</p>	<p>2</p>	<p>4</p>	<p>MEDIUM</p>



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

	<p>Shallow breathing or hyperventilating</p> <p>Effects Poor emotional and physical wellbeing</p>				<ul style="list-style-type: none"> • Appropriate training interventions to help alleviate the stress. • Assist and advise staff suffering from work-related stress. • Internal and external sources of assistance for staff with clearly identified work-related stress issues. • Access to a free helpline for school staff and targeted support for mental health and wellbeing available at The Education Support Partnership and Wellbeing for Education Return programme. 						
<p>Contingency planning</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ul style="list-style-type: none"> • The school has a Coronavirus (COVID-19): Contingency Plan that can be implemented if restrictions need to be stepped up due to coronavirus, including the reintroduction of face coverings. 	Contingency Plan from SBMAT is in place should steps and measures need to be taken.	KC	As required	2	4	MEDIUM

