

**Merryfields School part of the Manor Hall Academy Trust  
General Risk Assessment Record Form**

1. **Section/Service/Team:** Merryfields School
2. **Assessor(s):** Josie Atkins, Neil Brannigan, Geraldine Eld & Dave Ellis  
(documents used in the completion of this risk assessment include generic risk assessments from Manor Hall Academy Trust, SCC Health, Safety and Wellbeing Team, DfE Guidance for full opening (Special Schools), Government Covid-19: cleaning in non-healthcare settings outside the home guidance)
3. **Description of Task/activity/area/premises:** COVID-19 Risk Assessment – Full school opening September 2020  
**January 2021 – full review undertaken, updates in purple**

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><b>Exposure to COVID-19</b></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><b>Everyone on site</b></p> <p><b>General transmission may occur:</b></p> <p>Through close contact between colleagues, pupils and visitors and touching contaminated surfaces</p>	<ul style="list-style-type: none"> <li>• Social distancing to be maintained wherever possible between all adults on site.</li> <li>• Grouping pupils together and avoiding contact between groups. Each class bubble is in a larger bubble 'fruit bubble': <ul style="list-style-type: none"> <li><b>Apricot bubble</b> = classes EYFS/C1, C3 &amp; C8</li> <li><b>Raspberry bubble</b> = C2, C4 &amp; C5</li> <li><b>Blueberry bubble</b> = C6 &amp; C7</li> <li><b>Plum bubble</b> = C9, C10 &amp; C11</li> </ul> </li> <li>• Control measures in place for clinically vulnerable &amp; clinically extremely vulnerable staff and pupils i.e. individual risk assessments</li> <li>• Frequent handwashing promoted</li> <li>• Hand sanitiser available in classrooms, shared spaces (school office, staffroom etc.), WC's and entrance and exit points.</li> <li>• Good respiratory hygiene – encouraged promotion of 'catch it, bin it kill it' approach.</li> <li>• Promote good hygiene procedures.</li> <li>• Disposable tissues available in all classrooms.</li> <li>• Bins for tissues emptied during the day.</li> <li>• Ensure good ventilation</li> </ul>	<p><b>M</b></p>	<ul style="list-style-type: none"> <li>• Staff to attend risk assessment training: <ul style="list-style-type: none"> <li>01.09.20 (Teachers/TA's/Admin staff)</li> <li>02.09.20 Cleaning &amp; Site staff: 08:00 Lunchstaff: 11:45</li> </ul> </li> <li>• <b>Staff can choose to wear a face mask in communal areas i.e. corridors and staffroom.</b></li> <li>• <b>Staff must ensure they follow the correct procedures when donning and doffing (putting on and taking off) and storage of a reusable face mask.</b></li> <li>• <b>Face masks are available in school if required.</b></li> <li>• <b>Only school issued face masks i.e. surgical type PPE masks should be used for first aid and intimate/personal care.</b></li> <li>• <b>Face masks <u>SHOULD NOT</u> be worn in classrooms</b></li> </ul>	<p><b>M</b></p>
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		<p>Cleaning to take place as usual prior to school commencing (a.m.). In addition as an enhanced measure, cleaning of frequently touched surfaces, communal areas and WC's (non-classroom) will take place following the lunchtime break. Cleaning team to ensure they fully comply with the <b>COVID-19: cleaning in non-healthcare settings outside the home</b>  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <ul style="list-style-type: none"> <li>• No visitors or contractors allowed on site within school hours unless by prior appointment or an emergency.</li> <li>• Everyone on-site MUST sign in - adults (staff, visitors, contractors) via the Sign In App and pupils via Arbor registers (taken by classes) to ensure H&amp;S compliance. Sign In App is a new sign in system. Staff can sign-in using a QR code on their smartphone which will stop the use of shared pens. A printed staff badge with a QR code will be available for anyone who doesn't have a smartphone.</li> <li>• Test and trace require a record of all visitors which should be retained for 21 days.</li> </ul>				
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<p><b>Exposure to COVID-19</b></p> <p><b>(Learning activities/curriculum)</b></p>	<p><b>Everyone on site</b></p> <p><b>Transmission may occur:</b></p> <p>During learning activities and behaviour management</p>	<p><b>Classrooms</b></p> <ul style="list-style-type: none"> <li>• All staff and pupils should wash their hands upon arrival at school.</li> <li>• All classroom doors should remain open until all children have arrived into class (unless there is a risk of a pupil absconding – see individual pupil risk assessment) this will ensure unnecessary contact with touch-points.</li> <li>• Ensure maximum ventilation by opening as many doors and windows as possible at the start of the day and keeping open (unless there is a risk of absconding). All must be closed at the end of the school day.</li> <li>• Singing will be allowed in individual classrooms but not as a whole school or multi-class group and choir practice will not be allowed.</li> <li>• Classroom based resources for teaching and learning such as books and games can be shared within the class bubble. These should be cleaned regularly, along with all frequently touched surfaces.</li> <li>• Individual and frequently used equipment such as pencils and pens should not be shared.</li> <li>• Resources shared between bubbles such as sports equipment should be</li> </ul>	<p><b>M</b></p>			<p><b>M</b></p>
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		<p>cleaned meticulously between bubbles or rotated to allow them to be left unused for 48hrs (72hrs for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> <li>• If cleaning or disinfection is not possible or practical, resources will have to be restricted to one user or left unused for 48/72hrs.</li> <li>• Additional cleaning should take place throughout the day as required e.g. touchpoints inc. tabletops, chairs, door handles, light switches, sinks and WC's. Thorough wiping of all surfaces should take place at the end of the day including all ICT equipment.</li> </ul> <p><b>Behaviour Management</b></p> <ul style="list-style-type: none"> <li>• Transmission may occur during actions taken with behaviour management. Where possible, actions taken for behaviour management will not involve touching a pupil. PBSP's should be reviewed prior to pupils returning to school.</li> <li>• Class teachers should ensure that all staff in their class are aware of pupils who have a PBSP in place (including lunch staff)</li> <li>• If the use of PPE equipment is required for managing behaviour or carrying out a physical intervention this</li> </ul>				
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		<p>should be clearly documented in their PBSP and RA.</p> <ul style="list-style-type: none"> <li>• Hand washing and respiratory hygiene as well as enhanced cleaning will also support risk controls.</li> </ul> <p><b>Swimming Pool</b></p> <ul style="list-style-type: none"> <li>• <u>The pool is currently unavailable for use</u> The school has RAG rated guidance from Swim England (guidelines for COVID-19) and the RSSL UK (lifesaving guidance). Guidelines cannot be met by the school currently. This will be reviewed on a half termly basis.</li> </ul> <p><b>Outdoor areas</b></p> <ul style="list-style-type: none"> <li>• Outdoor areas should be used for breaktime, lunchtime, reward time and PE.</li> <li>• <b>EYFS, C1, C4, C5, C6, C7</b> should use their own self-contained play areas <b>C2 &amp; C3</b> should use their joint play areas. A rota for use should be introduced (AR &amp; LP to develop) – there should be no equipment sharing in this play area. <b>C8, C9, C10 &amp; C11</b> should use the new playground, the sensory garden, the sensory playground and the adventure playground. This</li> </ul>				
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		<p>should be on a weekly rota – SG to develop rota.</p> <ul style="list-style-type: none"> <li>• Outdoor playground equipment should be more frequently cleaned.</li> <li>• Handwashing to take place after use of the play areas.</li> </ul> <p><b>PE / School Hall</b></p> <ul style="list-style-type: none"> <li>• Prioritise outdoor PE in your self-contained play area where possible.</li> <li>• Class bubbles and their larger ‘fruit bubbles’ can use the hall on the same day.</li> <li>• Class staff to thoroughly clean the equipment after the lesson.</li> <li>• Handwashing to take place after the lesson.</li> <li>• External sports coaches can be used where it is safe to do so i.e. Street Dancing. A risk assessment will be required from any external sports coach.</li> </ul> <p><b>Cloud room</b></p> <ul style="list-style-type: none"> <li>• Used for OT assessments and input. Not to be used by classes. OT responsible for hygiene procedures, including cleaning resources.</li> </ul> <p><b>The Zone</b></p> <ul style="list-style-type: none"> <li>• Class staff to clean the zone after use. Door to be left open after use.</li> </ul>				
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		<p><b>Haven</b></p> <ul style="list-style-type: none"> <li>• For use by HI/VI, School nurse, S&amp;L, Julia to use Wednesday and Thursday all day. Windows left open to ventilate when not in use.</li> </ul> <p><b>PPA room</b></p> <ul style="list-style-type: none"> <li>• Maximum use = 2 staff</li> <li>• Ventilation – open window at the beginning of individual’s use and individual to close at the end of use.</li> <li>• Surfaces to be cleaned at the end of individuals use. Wipes to be provided.</li> </ul> <p><b>Educational Visits</b></p> <ul style="list-style-type: none"> <li>• Overnight visits are still advised against.</li> <li>• Day trips are now permitted, however, we are restricting to local walks, a drive on the mini-bus/safari etc. No visits to playgrounds, cafes or supermarkets should take place – i.e. avoid public facilities. Visits can only take place following a full risk assessment and appropriate COVID-19 control measures. Staff should book a slot for the mini-bus with KP</li> <li>• Mini-bus checklist to include ‘cleaning of the bus after use’</li> <li>• Cleaning and PPE box to be available on the bus.</li> </ul>				
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		<ul style="list-style-type: none"><li>• Review of Educational visits to take place on a half termly basis.</li></ul>				
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<p><b>Exposure to COVID-19</b></p> <p><b>(Arrival and departure from school including transport)</b></p>	<p><b>Staff and Pupils</b></p> <p><b>Transmission may occur:</b></p> <p>When travelling to and from school</p> <p>When arriving and leaving school</p> <p>Close contact between colleagues, pupils and transport staff e.g. taxi drivers and personal assistants</p>	<ul style="list-style-type: none"> <li>• Encourage parents, staff and pupils to walk or cycle to school.</li> <li>• Follow government guidance</li> <li>• Transport providers (Staffordshire &amp; Stoke LA's) to follow hygiene rules and try, where possible, to keep distancing</li> <li>• Signage for parent/carers to ensure social distancing whilst waiting.</li> <li>• Face coverings – are only for those children aged 11 and over.</li> <li>• Parent/Carers are not allowed into the school foyer at the start and end of the school day. Messages/enquiries can be emailed or telephoned to the school office team. Messages from class will be via the communication books and Seesaw.</li> </ul> <p><b>Arrival at school (morning)</b></p> <ul style="list-style-type: none"> <li>• <del>All staff to remain in hall after briefing ready for collection of children from taxis.</del></li> <li>• Transport co-ordinators to go to hall for 09:00 ready for collection of children from taxis/parents</li> <li>• Staggered start <ul style="list-style-type: none"> <li>○ 9:00 – pupils who arrive in taxis (left hand side of entrance porch)</li> <li>⊖ 09:15 – pupils who arrive on foot with their parent</li> </ul> </li> </ul>	<p><b>M</b></p>			<p><b>M</b></p>
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		<p><del>(right hand side of entrance porch)</del></p> <ul style="list-style-type: none"> <li>○ <del>(to wait at main school gate entrance by friendship sign)</del></li> <li>• KB to manage traffic on turning circle</li> <li>• One nominated member of staff from each class/bubble to act as their 'transport coordinator.</li> <li>• Optional face shields for staff use if required</li> <li>• 09:00 - a designated member of staff will call a taxi number and a member of staff from the school hall will collect their child from the taxi and take them to their classroom. <del>This should continue until all staff members are in the classroom.</del> The 'transport coordinator' should then return to the hall until all taxi pupils are in class.</li> <li>• 09:15 – class transport coordinator to return to hall where a designated member of staff will call them to take their children to class. This should be repeated until all children have arrived.</li> <li>• Transport team – MS, LS &amp; JB to gather information from individual taxis (driver, PA contact details) from day one.</li> </ul> <p><b>Departure from school (afternoon)</b></p>				
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		<ul style="list-style-type: none"><li>• 15:00 - 1 x member of the transport team staff to relay information via Yammer – <del>use computer in school office</del></li><li>• Class transport coordinator to escort child to taxi and then to return to class to wait for their next child to be called.</li><li>• 15:15 remaining children (not taxi children) will be called from classrooms by transport team. Class transport co-ordinator to escort to parent/carer.</li></ul>				
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<p><b>Exposure to COVID-19</b></p> <p><b>(Lunchtime arrangements)</b></p>	<p><b>Staff and pupils</b></p> <p><b>Transmission may occur:</b></p> <p>Close contact between colleagues and pupils, during mealtimes and the lunchtime break</p>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Class staff to complete daily attendance and lunch registers by 9:45am. Register folder to be placed onto Velcroed area on classroom door. Register to be collected by office staff.</li> <li>• <u>ALL</u> children to eat in their classrooms</li> <li>• Lunchtime staff to collect pupil's meals from the kitchen and deliver to classrooms.</li> <li>• Children to play out in their allocated play areas.</li> <li>• Lunchtime staff to collect and return all crockery/cutlery to the kitchen</li> </ul> <p><b>Staff</b></p> <p>The class teacher will manage lunches for all class staff. Assistance over the lunchtime period will be available – see separate timetable.</p> <p>Three different options to choose from:</p> <ul style="list-style-type: none"> <li>• Eat in classroom &amp; take 45 minutes out of class e.g. walk, car, outside area</li> <li>• Go home for lunch</li> <li>• Eat in the outside area or car</li> <li>• Maximum of 5 staff in staffroom at any one time</li> <li>• Staff can eat in the school hall at individual tables of 2m</li> </ul>	<p><b>M</b></p>			<p><b>M</b></p>
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		<p>spacings. Lunchtime staff will put the tables out for lunch and individual staff members will be responsible for cleaning their own tables and putting them away at the end of their lunch break.</p> <ul style="list-style-type: none"> <li>• Staffroom should only be used by staff who want to use the microwave or make a hot drink.</li> <li>• Hot drinks are only allowed in classrooms if they are in a thermos cup with a fitted lid.</li> <li>• All shared equipment and cutlery should be removed - staff should use their own.</li> <li>• Tea towels should be removed and paper towels used in their place</li> <li>• Microwaves should be cleaned after each use – user to be responsible for completing this task – wipes to be provided</li> <li>• Communal fridges should not be used. Fridges allocated as below: <ul style="list-style-type: none"> <li>○ Fridge 1 Staffroom = EYFS, C1, C3 &amp; C8</li> <li>○ Fridge 2 Staffroom = C2 &amp; C4</li> <li>○ All other classes to use fridges in their classes</li> </ul> </li> </ul>				
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<p><b>Exposure to COVID-19</b> <b>(Personal / intimate care)</b></p>	<p><b>Staff and pupils</b></p> <p><b>Transmission may occur:</b></p> <p>Close contact between colleagues and pupils, during mealtimes and the lunchtime break</p>	<ul style="list-style-type: none"> <li>• Follow current Personal Care Policy – Feb20</li> <li>• PPE currently provided – disposable aprons and disposable gloves.</li> <li>• Government guidance states that face masks are <u>NOT</u> required for intimate care unless already stated in a pupil’s individual care plan. <b>Update</b> staff can chose to wear a face mask should they wish to do so. If they chose to do so then strict donning, doffing and disposal of the mask must take place.</li> <li>• Staff have received training in ‘donning and doffing’</li> <li>• Staff to make themselves familiar with personal care plans for pupils in their class bubble.</li> <li>• Should a child showing COVID-19 symptoms soil themselves whilst waiting for their parent to collect them staff should not under any circumstances provide personal care.</li> </ul>	<p><b>M</b></p>			<p><b>M</b></p>
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<p><b>Exposure to COVID-19</b></p> <p><b>(First aid / medication)</b></p>	<p><b>Staff and pupils</b></p> <p><b>Transmission may occur:</b></p> <p>Close contact between colleagues and pupils, during mealtimes and the lunchtime break</p>	<ul style="list-style-type: none"> <li>• First Aid Risk Assessment in place. Appropriate first aiders in school at all times</li> <li>• First aid and PPE packs available in all classes</li> <li>• Wash/sanitise hands prior/following treatment of casualty</li> <li>• Staff to wear PPE if entering a different 'fruit' bubble (face mask, apron &amp; gloves)</li> <li>• Staff entering different 'fruit bubbles' should, where possible, treat pupil's/staff outside of the classroom</li> <li>• Staff have received training in 'donning and doffing'</li> <li>• First aider to treat casualty as required and record and communicate in the usual way.</li> <li>• Pupil accident books are located in individual class PPE/first aid boxes</li> <li>• Adult accident book is kept in the bursar's office.</li> <li>• Medication should continue to be administered as required following usual procedures.</li> </ul> <p><b>First Aider bubbles:</b></p> <p>Raspberry (2,4 &amp; 5) = DE, CR &amp; MB  Apricot (EYFS,1,3 &amp; 8) = SJ, DL, GD &amp; LM  Plum (9,10 &amp; 11) = SJ SR  Blueberry (6&amp;7) = MB</p>	<p><b>M</b></p>			<p><b>M</b></p>
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**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><b>Exposure to COVID-19</b></p> <p><b>(PPE &amp; chemicals/substances)</b></p>	<p><b>Staff and pupils</b></p> <p><b>Incorrect use of PPE, chemicals/substances may cause the spread of the virus and or cause harm</b></p>	<ul style="list-style-type: none"> <li>• Each class has a PPE box containing, white roll, hand sanitiser, tissues, disposable gloves, disposable aprons, sick bags, hazardous waste bags, face masks and a face shield.</li> <li>• COSHH risk assessments are available for all substances</li> <li>• Any new substances brought to site must be risk assessed and require both a safety data sheet and a COSHH assessment.</li> <li>• Only school supplied cleaning supplies/substances can be used. Supplies from home should <u>NOT</u> be used as they have not been assessed.</li> <li>• Infection Control Policy in place</li> <li>• Class box of cleaning materials including cloths, washing liquid, disinfectant spray cleaner (safe zone), hand soap and bin liners (tissue bins)</li> <li>• Each class has their own pedal operated bin for tissues</li> <li>• Cleaning of the school takes place by school staff each morning. In addition as an enhanced measure, cleaning of frequently touched surfaces, communal areas and WC's (non-classroom) will take place following the lunchtime break.</li> </ul>	<p><b>M</b></p>			<p><b>M</b></p>
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		<ul style="list-style-type: none"> <li>• Staff training has taken place as follows: donning &amp; doffing of PPE, Covid-19 awareness training (inc. infection control &amp; PPE)</li> <li>• Stock checks to take place on a weekly basis. First Aid &amp; PPE (SJ&amp;MB) Cleaning materials by (MW &amp; KB)</li> <li>• If a member of staff or pupil arrives at school wearing a mask/face covering this should be removed correctly and either disposed of correctly or if it is a reusable mask store it in a reusable plastic bag.</li> <li>• <b>Staff to be allowed to wear face coverings</b></li> </ul>				
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<p><b>Exposure to COVID-19</b></p> <p><b>(Visiting professionals, contractors, visitors)</b></p>	<p><b>Everyone on site</b></p> <p>Transmission may occur through sharing spaces and equipment</p>	<p><b>Maintenance &amp; statutory testing</b></p> <ul style="list-style-type: none"> <li>To take place outside school hours where possible, other than in emergency situations.</li> <li>Contractors must complete hazard exchange paperwork.</li> </ul> <p><b>Chartwells Catering</b></p> <ul style="list-style-type: none"> <li>Provide a copy of their RA and confirm all cleaning substances have a COSHH assessment in place.</li> <li>Chartwells must follow government guidance in place for food businesses</li> </ul> <p><b>Staffs Tech personnel</b></p> <ul style="list-style-type: none"> <li>School visits to recommence. Based at DE's desk.</li> <li>Staffs Tech to provide a copy of their RA</li> </ul> <p><b>Visiting Professionals</b></p> <ul style="list-style-type: none"> <li>School nurse, OT, Physio, SALT, HI/VI – all to provide RA</li> <li>Timetable to be put into place confirming dates and rooms to be used</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>Students will not be accepted at present. This will be reviewed later in the term. <b>A review was undertaken at the end of the Autumn term and students will now be accepted on a case by case basis.</b></li> </ul>	<p><b>M</b></p>			<p><b>M</b></p>
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		<p><b>Volunteers</b></p> <ul style="list-style-type: none"> <li>• Volunteers can attend site following an individual RA.</li> </ul> <p><b>Parent/Carers</b></p> <ul style="list-style-type: none"> <li>• Communication via telephone, email, seesaw or pupil's blue book where possible.</li> <li>• Annual reviews to take place via telephone/Teams</li> <li>• <b>Prospective parents will not be allowed on site as of the 04.01.21.</b></li> </ul>				
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<p><b>Workplace stress and anxiety</b></p> <p><b>(Supporting staff)</b></p>	<p><b>Staff</b></p> <p>Staff may be anxious or become stressed if correct support not in place</p>	<ul style="list-style-type: none"> <li>• Promote a good work-life balance and support the wellbeing of all staff</li> <li>• Individual RA's to be put into place where needed i.e. those returning from shielding from 1<sup>st</sup> August, those who have a higher risk of COVID-19, those who have family members who may be at an increased risk of COVID-19</li> <li>• Remind staff of services available to them: ThinkWell, OHU, MindKind (Wellbeing Action Plan)</li> <li>• Return to work interviews for those staff returning after shielding.</li> <li>• Additional wellbeing support from the DfE  <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></li> <li>• The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing  <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a></li> </ul>	<p><b>M</b></p>			<p><b>M</b></p>
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<p><b>Exposure to COVID-19</b> <b>(Showing symptoms)</b></p>	<p><b>Everyone on site</b> <b>Transmission of the virus</b></p>	<ul style="list-style-type: none"> <li>• If anyone shows COVID-19 symptoms in school, new continuous cough, high temperature or a loss of, or change in normal sense of taste or smell (anosmia), they must be sent home. They must follow the <b>COVID-19: guidance for households with possible coronavirus infection guidance</b> <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>• The person showing symptoms must register for a COVID-19 test and self-isolate for at least 10 days from when the symptoms started. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> Alternatively school can arrange a test via the employer referral portal <a href="mailto:portalsrvice@dhsc.gov.uk">portalsrvice@dhsc.gov.uk</a></li> <li>• Staff members should register and provide school with an isolation note. <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a></li> <li>• All other households members must stay at home and self-isolate for <b>14 10</b></li> </ul>	<p><b>M</b></p>			<p><b>M</b></p>
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		<p>days (follow above Covid-19 stay at home guidance)</p> <ul style="list-style-type: none"> <li>• A member of the SLT must be informed immediately if anyone who shows symptoms in school. A First Aider should not be called for COVID-19 symptoms alone.</li> <li>• A designated quarantine room (swimming pool changing room) has been allocated. This room should be used for staff or pupils who are showing symptoms whilst waiting to be collected by parent etc.</li> <li>• One member of staff should remain with the pupil at all times until collection by the parent is possible. A member of the SLT will advise if a further member of staff is needed i.e. 1:1 supervision is unsafe.</li> <li>• Staff member to open window in changing room to ensure good ventilation.</li> <li>• The member of staff supervising the pupil should wear PPE (gloves, apron, mask and face shield)</li> <li>• The pupil's parent should be called immediately and asked to collect their child from school.</li> <li>• The parent must arrange a COVID-19 test for their child and follow the Covid-19 stay at home guidance.</li> <li>• If a bathroom is required they should use the WC in</li> </ul>				
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		<p>the swimming pool changing room. The WC should be cleaned following the <i>COVID-19: cleaning in non-healthcare settings outside the home guidance</i> before being used by anyone else. If a pupil needs personal care whilst waiting to be collected staff should follow the PPE guidance.</p> <ul style="list-style-type: none"> <li>• The parent should collect their child from the swimming pool corridor entrance to avoid wider spread.</li> <li>• If a member of staff has helped someone who was unwell with symptoms of COVID-19 they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the symptomatic person tests positive or they have been requested to do so by Test and Trace. The staff member may, however, go home to shower and change and then return to school the same day.</li> <li>• Parents of pupils within the bubble should be informed that a member of their child's bubble has been sent home with suspected symptoms</li> <li>• Where the staff member or pupil tests negative, they can return to school and fellow household members can end their self-isolation. Evidence</li> </ul>				
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		<p>of a negative test must be seen by a member of the SLT.</p> <ul style="list-style-type: none"> <li>• Where the staff member or pupil tests positive, the rest of their class bubble should be sent home <del>and advised to arrange a COVID-19 test,</del> self-isolate for <del>14</del> <b>10</b> days and follow the Covid-19 stay at home guidance. A self-isolation note will be required from staff members.</li> <li>• Cleaning of the quarantine area should take place following the <b>COVID-19: cleaning in non-healthcare settings outside the home</b> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Cleaning of the symptomatic person's classroom - a thorough clean of all areas the person has come into contact with should take place by classroom staff prior to leaving school. The classroom will then be cleaned following the above guidance by the cleaning team the following day.</li> </ul> <p><b>What to do if there is an outbreak/response to any infection:</b> Schools are advised to report an outbreak e.g. where there is 2 or more confirmed/suspected cases</p>				
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		<p>within 14 days (linked to staff or pupils) to Public Health England  <a href="mailto:C19LocalOutbreakControl@staffordshire.gov.uk">C19LocalOutbreakControl@staffordshire.gov.uk</a></p> <ul style="list-style-type: none"> <li>and the LA Outbreak Management Team  <a href="mailto:C19LOC.education@staffordshire.gov.uk">C19LOC.education@staffordshire.gov.uk</a></li> <li>PHE (WMids) have prepared advice and a resource pack for schools should an outbreak occur.</li> <li><b>Additional guidance rec 16.11.20 from SCC</b> – pupils &amp; staff also to arrange a test in they have additional symptoms such as headaches, aches &amp; pains sore throats (full list on H&amp;S board in staffroom) Staff and pupils can, however, carry on attending school/work if they are well enough to do so and only need to self-isolate if the test comes back positive. Communicated to both staff and parents W/c 30.11.20</li> </ul>				
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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
<b>X</b>			<b>X</b>			

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.

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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):**

**Print Name:** Josie Atkins

**Date Assessed:** 1<sup>st</sup> September 2020

**Signature of Line Manager:**

**Print Name:** Neil Brannigan

**Date:** 1<sup>st</sup> September 2020

**7. Communication and Review**

The risk assessment will be communicated to all staff within Merryfields School. A register of signatures will be kept to ensure everyone has read and understood the risk assessment. Any comments or questions should, in the first instance, be through the Covid-19 Response Team (team members details to be forward to all staff) which will then be fed back to the SLT at their next meeting, Meetings will be held on a weekly basis until deemed otherwise. Any updates will be communicated to all staff via email and a copy of the updated risk assessment will be posted onto the Covid-19 Noticeboard in the staffroom.

**Review date:**

- 01.12.20 - JA
- 04.01.21 - JA
- 13.01.21 - JA

Version 2 01.12.20	<p><b>Page 2</b> – Clinically extremely vulnerable, updated wording</p> <p><b>Page 11</b> – Transport co-ordinators, updated procedure</p> <p><b>Page 15</b> – Staff lunch, addition of school hall for staff lunches</p>
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	<p><b>Page 16</b> – Personal/intimate care, updated procedure</p> <p><b>Page 17</b> – First Aid, minor update when crossing bubbles &amp; updated list of first aiders</p> <p><b>Page 28</b> – Showing symptoms, updated symptoms list</p>
Version 3 04.01.21	<p><b>Page 21</b> – Students on-site – following a review at the end of the autumn term, students will be allowed in school on a case by case basis.</p> <p><b>Page 22</b> – Prospective parents will not be allowed on-site for school visits</p> <p><b>Pages 24 &amp; 27</b> – Self-isolation number of days reduced from 14 to 10 days</p>
Version 4 13.01.21	<p><b>Page 2</b> – Addition of wearing an optional face mask in communal areas</p>