

# WESTCLIFF HIGH SCHOOL FOR BOYS

## COVID-19 Risk Assessment Record Form



**Assessor(s):** Mrs K Mumford (Second Deputy Head, Miss E Lewis (Facilities & Premises Officer)  
Ratified by Mr M Skelly (Headmaster)

### Description of Task/Activity/Area/Premises etc. Delivering Education during the COVID-19 Pandemic from 1 September 2020

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 Below	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 Below
<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).</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between staff, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Anyone feeling unwell or has someone in their household who is unwell informed not to attend school.</li> <li>• Social distancing maintained wherever possible between all adults on site (2m) and between pupil groups (1m where possible) and between adults and pupils (2m)</li> <li>• Frequent handwashing promoted through Form Period, PSHE lessons and signage throughout the building at entrances and exit of 'Zones' and in toilets</li> <li>• Hand sanitiser available in classrooms, shared spaces and entrance and exit points.</li> <li>• Throughout the day, surfaces that pupils touch will be cleaned.</li> <li>• Disposable tissues available in classrooms.</li> <li>• Bins for tissues emptied at least once a day.</li> <li>• Staff, parents and visitors informed of the measures in place to reduce transmission.</li> <li>• Control of Substances Hazardous to Health (COSHH) assessment has been undertaken for hand sanitiser and cleaning materials.</li> <li>• Cleaning schedules have been reviewed and now incorporate a whole day rota for the cleaning of surfaces, toilets and classrooms throughout the day.</li> <li>• Stocks of sanitiser, soap and tissue are adequate and a reliable replenishment scheme is in place.</li> <li>• All bins in classrooms have been replaced with foot operated pedal bins.</li> <li>• Signage has been placed around the school for hygiene and social distancing.</li> </ul>	H	Individual risk assessments carried out for staff at higher risk.	ST	M

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	<p>Staff and casualty. Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> <li>Wash/sanitise hands before and after treating a casualty.</li> <li>Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit.</li> <li>If CPR is required an ambulance should be telephoned and those administering CPR should use compression only CPR until the ambulance arrives.</li> <li>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</li> </ul>	M	First aiders instructed on the safe “donning and doffing” of PPE.	ST	M
	<p><b>Resuscitation Council UK Statement:</b>  <b>It is likely that a child having an out-of-hospital cardiac arrest will be known to the School. 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.</b></p>					
	<p>Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID19 and need direct personal care until they return home.</p>	<ul style="list-style-type: none"> <li>Increase ventilation in the room if possible.</li> <li>PPE provided for supervising adult:</li> <li>Fluid resistant surgical mask if a 2-metre distance cannot be maintained.</li> <li>Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron.</li> <li>Stocks of PPE have been secured and a reliable system is set-up for replenishment.</li> <li>Supervising adult instructed on the safe “donning and doffing” of PPE.</li> <li>First aiders are used for supervision to reduce the numbers of staff who have access to PPE.</li> </ul>				

### 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):**  
**Print Name:**

**K Mumford**

**Signature of Line Manager:**  
**Print Name:**

**Date Assessed: 29 October 2020**

**Review Date: 29 December 2020**

**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.