



## Staffordshire County Council General Risk Assessment Record Form

1. **Section/Service/Team**...Tynsel Parkes CE Primary Academy. 2. **Assessor(s)**...Rachel Chandler/Emma Sandbach
2. **Description of Task/Activity/Area/Premises etc.** Schools full opening Sept 2020 - Minimising the risk of transmission of COVID-19

Review Date	Amendments shown in:
03/11/20	Green text (new appendix added "SCC - Quick guide for parents/carers")
18/11/20	Purple text (following new advice from SCC regarding additional symptoms + updated links section)
14/12/20	Red text (following advice regarding shorter self isolation period of 10 days)
07/01/21	Orange text (National Lockdown)

### Useful contact information:

(The SLT have a separate "Covid 19 Confirmed Case Action Plan" detailing all the key contacts for dealing with cases in school).

DFE COVID-19 - Educational advice line - 0800 046 8687

Staffordshire County Council: Health and Safety Service - 01785 355777, [Infection control concerns, 01785 854004](mailto:InfectionControl@staffordshire.gov.uk)

Public Health England - 0344 225 3560

NHS – 111 ([119 to book a test](https://nhs.uk))

Settings are advised to report outbreaks e.g. where they have 2 or more confirmed/suspected cases within 14 days (linked to staff or pupils) to Public Health England and the Local Authority Outbreak Management Team. If they have a single case, they are also encouraged to report this to the Local Authority Outbreak Management Team for early advice and support.

Please report by emailing the council [C19LocalOutbreakControl@staffordshire.gov.uk](mailto:C19LocalOutbreakControl@staffordshire.gov.uk),  
<https://apps2.staffordshire.gov.uk/WEB/TestTrace/>

The Education and Early Years LA Outbreak control team can be contacted on [C19LOC.education@staffordshire.gov.uk](mailto:C19LOC.education@staffordshire.gov.uk)

Tynsel Parkes CE Primary Academy's risk assessments and procedures are accessible to all staff at all times and are located in the school office.

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>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><b>New strain/variant of Covid is more easily transmissible</b></p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>Anyone <b>who has the main</b> COVID-19 symptoms or who have someone in their household who does is informed not to attend school.</li> <li><b>As a precaution anyone with symptoms listed below is urged to get a test but can still attend work/school if they are well enough to do so and only need to self isolate if the test is positive:</b> <ul style="list-style-type: none"> <li><b>Headaches</b></li> <li><b>Aches &amp; pains</b></li> <li><b>Feeling very tired for no good reason</b></li> <li><b>Sore Throat</b></li> <li><b>Runny Nose</b></li> <li><b>Sneezing</b></li> <li><b>Sometimes tummy ache in children.</b></li> </ul> </li> <li>Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks – Child taken to designated room and wait for parents. Clean the room thoroughly after use and double bag PPE in bin for 72 hours.</li> </ul>	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> <li>Individual risk assessments carried out for staff and pupils at higher risk and those who exit shielding from 1<sup>st</sup> Aug (CEV &amp; CV). <b>CEV staff/pupils to resume shielding as advised by letter 30/12/20 and work from home. Risk assessments to be reviewed for National Lockdown.</b></li> <li>Reviewed team stress risk assessment September.</li> <li>Record kept for 21 days of visitors to site – ensure all visitors leave a contact number.</li> <li>Anyone who displays symptoms must book a test. Tests can be booked online through the <a href="#">NHS testing and tracing for coronavirus website</a>, <a href="#">the SCC testing website</a> or ordered by telephone</li> </ul>	<p>Completed 16/07/2020 for all relevant staff (not aware of any children who have been shielding)</p> <p><b>SCC symptoms letter sent to staff/parents /LAC 17/11/20</b></p> <p>Letter home 14/07/20</p> <p>Issued to staff 14/07/20</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

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		<ul style="list-style-type: none"> <li>If pupils need to go to the bathroom while waiting to be collected, they should use a separate bathroom (where possible) which should be thoroughly cleaned and disinfected before being used by anyone else. (Bathroom to be signed as closed after use and during deep cleaning).</li> <li>PPE worn by staff caring for the child while they await collection,</li> <li>Children advised to have a test. Adults to leave the building immediately and advised to take a Covid test (their emergency contact will be notified). The academy asks parents and staff to inform them immediately of the results of a test:</li> <li>A small number of home test kits has been supplied to the school, these will be distributed to staff/pupils of Tynsel Parkes only at the Principals discretion, according to the criteria agreed with the SLT.</li> <li>Control measures in place for clinically vulnerable staff and pupil – See individual risk assessments for</li> </ul>	<p>L</p> <p>M</p> <p>M</p> <p>L</p> <p>L</p> <p>M</p> <p>L</p>	<p>via NHS 119 for those without access to the internet.</p> <ul style="list-style-type: none"> <li>Record of staff and pupils in groups – staffing timetables available to all.</li> <li>Follow local health protection team advice – contact the local office.</li> <li>Encourage staff and parents to engage with Test and Trace process and inform the school immediately of the results of a test – remind through newsletters.</li> <li>Minimise the number of contacts between staff and pupils- revised timetable for adults. <b>New rota for January Lockdown</b></li> <li><b>Government guidance for CEV staff followed and supersedes individual risk assessments (i.e Lockdown 2)</b></li> <li>Review COSHH</li> </ul>	<p>Completed and distributed 15/05/20</p> <p>Completed 27<sup>th</sup> May 2020 and August 2020</p> <p>Ongoing For the start of Autumn term</p> <p>24<sup>th</sup> August 2020</p> <p>Started from 1<sup>st</sup> Jun phased return to continue Autumn 2020</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

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		<p>the adults and children – where required.</p> <ul style="list-style-type: none"> <li>Wellbeing support in place for staff and pupils – Curriculum to support pupil wellbeing/ timetabling of lessons. Staff meetings and open door policy to support staffing. Staff timetabling to ensure support for all.</li> <li>Active engagement with NHS Test and Trace service.</li> <li>Aware of LA Local Outbreak Control Plans.</li> <li>The HPT will work with the academy to guide them through the actions they need to take for any confirmed cases. Based on the advice from the HPT, the academy must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for <b>10 days from onset of symptoms or 10 days from point of taking a positive test of asymptomatic.</b></li> <li>Grouping pupils together and avoiding contact between groups – children to be placed into groups and</li> </ul>	<p>L</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>assessments for hand sanitiser and cleaning materials- if new materials are bought for the school and review and update the COSHH assessments.</p> <ul style="list-style-type: none"> <li>Signage used to promote hygiene and social distancing.</li> <li>Review stocks of soap, hand sanitiser and number of hand sanitiser stations, tissues.</li> <li>Risk assessment placed on the website.</li> <li>The academy will be deep cleaned prior to re-opening in September 2020.</li> <li><b>Covid 19 Positive Case Action Plan issued to SLT 12.11.20</b></li> <li>The wraparound care facility will operate using strict social distancing and social practices. With</li> </ul>	<p>August 2020</p> <p>July 2020</p> <p>Continued from June 1<sup>st</sup>, 2020</p> <p>Reminders given to all staff 02.11.20</p> <p>Ongoing</p>	<p>M</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

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		<p>avoid contact between them.</p> <ul style="list-style-type: none"> <li>• Social distancing maintained wherever possible between all adults on site.</li> <li>• Frequent handwashing promoted – staff to ensure children have regular handwashing time, posters promoting handwashing placed throughout the school and regular time in class to teach how to wash hands appropriately.</li> <li>• Hand sanitiser available in classrooms, shared spaces, entrance and exit points – all classrooms have hand sanitiser available and hand sanitiser station in office entrance for visitors on site.</li> <li>• Good respiratory hygiene encouraged by promotion of ‘catch it, bin it, kill it’ approach – Bins in all rooms, tissues available for children and adults.</li> <li>• Enhanced cleaning of frequently touched surfaces – use of cleaning charts to ensure regular cleaning takes place.</li> <li>• Staff, parents and visitors informed of the measures in place to reduce transmission.</li> </ul>	M	<p>children using their own equipment at their own desk. This is because mixing between year groups will occur. Frequent cleaning and records in place, frequent hand washing promoted. Records of attendance kept.</p> <ul style="list-style-type: none"> <li>• A cleaning schedule ensures more frequent cleaning of surfaces that are frequently touched, toilets cleaned regularly and pupils are encouraged to clean their hands thoroughly after using the toilets. <b>Cleaning regimes must be stringently adhered to at all times with the new strain being more easily spread..</b></li> <li>• Hand sanitiser station in office entrance for visitors. <b>All staff to sanitise on arrival to school</b></li> <li>• Update signage in classrooms</li> </ul>	Reminders sent in weekly newsletters	

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				<ul style="list-style-type: none"> <li>• Cleaning check sheets updated throughout the day. New strain is more easily transmissible and touch points will need to be cleaned more often, checks to be recorded and monitored by SLT.</li> <li>• Keep all informed of any changes in government guidance.</li> <li>• School to identify critical workers, vulnerable children and offered a place at school for when their parents are at work only. Bubble sizes to be continuously monitored and action taken where necessary if bubbles are larger than 15. If possible close the TP for days where no children are booked in.</li> <li>• New rota to be put in place to minimise staff mixing bubbles and ensure staff are allowed time to work from home where possible to provide home learning support for</li> </ul>	07/01/21	

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				<p>children. Where staff are moving between bubbles it is crucial that these staff strictly maintain two metres distance from other adults.</p> <ul style="list-style-type: none"> <li>Children are spaced out as much as possible within classrooms during national lockdown period to enhance social distancing.</li> </ul>		

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		will be carried out, and ALL visitors to the school will be asked to wear a mask and sanitise on arrival.		<ul style="list-style-type: none"> <li>Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time. Where possible maintenance visits to be out of hours. External agencies directly related to childrens' welfare are permitted on site and in classrooms as long as masks are worn and social distancing maintained.</li> </ul>	Reminder given to all staff 02.11.20	

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				<ul style="list-style-type: none"> <li>Physical activity – Forest Schools, active learning prioritised and contact sports avoided.</li> <li>Music lessons – separate risk assessment in place, instruments selected so that each child has their own (ukulele/keyboard/steel drums). Choir suspended.</li> </ul>		
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things as the surface type, its moisture content and temperature).		<p>during the school day when required.</p> <ul style="list-style-type: none"> <li>Preventing toilets from becoming crowded by managing numbers accessing them at any one time.</li> <li>Storerooms and cupboards accessed by one person at a time.</li> <li>Tasks organised so that the shared use and passing of work equipment is limited. Work equipment to be cleaned before and after use.</li> <li>Contractors delivering services using school facilities, such as catering, and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19.</li> <li>All Staff can wear face masks/visors if they wish to – being mindful of any pupils/adults with hearing/sight difficulties.</li> </ul>	<p>M</p> <p>L</p> <p>L</p> <p>M</p> <p>M</p>	<p>with the government’s guidance for food businesses on coronavirus (COVID-19).</p> <ul style="list-style-type: none"> <li>Risk assessments received from Hi Spec and Dolce</li> </ul> <p>Advised 02.11.20</p>	<p>Reception and Nursery to use separate toilets per year group rather than boys/girls</p> <p>Risk assessment received</p> <p>Advised 02.11.20</p>	<p>L</p> <p>N</p>

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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 PPE provided (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 fluids entering the eyes due to repeated coughing, spitting or vomiting. – Children to go to designated room and parents contacted immediately to collect.</li> <li>When performing CPR phone an ambulance and <b>use compression only CPR</b> until the ambulance arrives.</li> </ul>	<p>M</p> <p>M</p> <p>H</p>	<ul style="list-style-type: none"> <li>First aiders instructed on the safe “donning and doffing” of PPE.</li> <li>Maintain stocks of PPE. Staff to inform office staff if stocks are running low.</li> <li>There is no way to minimise this risk if CPR is performed.</li> </ul>		<p>L</p> <p>L</p> <p>H</p>

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<p>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>						
<p>Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 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>• Staff to dispose of PPE equipment in appropriate way – double bag and put in designated bin.</li> </ul>	<p>L</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> <li>• Maintain stocks of PPE.</li> <li>• Supervising adult instructed on the safe “donning and doffing” of PPE.</li> </ul>	<p>July 2020</p>	<p>L</p> <p>L</p> <p>L</p>
<p>Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>		<ul style="list-style-type: none"> <li>• Supervising staff to maintain 2m social distance.</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>• Review medication plans to assess PPE requirements (if any) for staff administering medication.</li> </ul>		<p>L</p>

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):**

**Print Name:** Rachel Chandler/Emma Sandbach

**Signature of Line Manager:**

**Print Name:**

**Date Assessed:** 14<sup>th</sup> July 2020

**Review Date:** 03/09/20, 03/11/20,18/11/20, 14/11/20,07/11/21

### 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.

Risk assessment emailed to all staff on 17<sup>th</sup> July 2020

Updated risk assessment emailed to all staff/LAC 03/09/20

Updated risk assessment emailed to all staff/LAC 03/11/20

Updated risk assessment emailed to all staff/LAC 19/11/20

Updated risk assessment emailed to all staff/LAC 14/12/20

Updated risk assessment emailed to all staff/LAC 08/01/21

### Key Links:



[Guidance for schools](#)

[Guidance for full opening: schools](#)

[Guidance for education settings: new national restrictions](#)

[New national restrictions](#)

[COVID-19 cleaning in non-healthcare settings outside the home](#)

[Face coverings in education](#)

[Hygiene: handwashing, sanitation facilities and toilets](#)

[Safe working in education](#)

[Air conditioning and ventilation during the coronavirus pandemic](#)

[Keeping children safe in out-of-school settings: code of practice](#)

[Coronavirus test kits for schools](#)

[Safer travel guidance for passengers](#)

[Guidance for vulnerable individuals](#)

[Transport](#)

[RCOG](#)


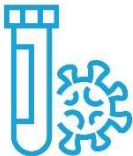


[Sports Guidance](#)

## Principles for staff

- 1) Do not come to work if you have coronavirus (COVID-19) symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible. You can do this by visiting the [NHS website to ask for a test](#) or calling the NHS on 119 if you do not have internet access.
- 2) Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- 3) Use the 'catch it, bin it, kill it' approach.
- 4) Avoid touching your mouth, nose and eyes.
- 5) Clean frequently touched surfaces often using standard products, such as detergents and bleach.
- 6) Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
- 7) Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
- 8) Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
- 9) Prevent your class from sharing equipment and resources (like stationery).
- 10) Keep your classroom door and windows open if possible for air flow.
- 11) Limit the number of children from your class using the toilet at any one time.
- 12) Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.

# COVID-19 (coronavirus) absence:



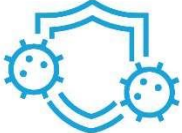

A quick guide for parents / carers

What to do if...		Action needed	Back to school...
	<p>...my child has COVID-19 (coronavirus) symptoms*</p>	<ul style="list-style-type: none"> <li>• Child shouldn't attend school</li> <li>• Child should get a test</li> <li>• Whole household self-isolates while waiting for test result</li> <li>• Inform school immediately about test result</li> </ul>	<p>...when child's test comes back negative and symptom free for 48 hours</p>
	<p>...my child tests positive for COVID-19 (coronavirus)</p>	<ul style="list-style-type: none"> <li>• Child shouldn't attend school</li> <li>• Child self-isolates for at least 10 days from when symptoms* started (or from day of test if no symptoms)</li> <li>• Inform school immediately about test results</li> <li>• Whole household self-isolates for 10 days from day when symptoms* started (or from day of test if no symptoms) – even if someone test negative during those 10 days</li> </ul>	<p>...when child feels better, and has been without a fever for at least 48 hours They can return to school after 10 days even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.</p>
	<p>...somebody in my household has COVID-19 (coronavirus) symptoms*</p>	<ul style="list-style-type: none"> <li>• Child shouldn't attend school</li> <li>• Household member with symptoms should get a test</li> <li>• Whole household self-isolates while waiting for test result</li> <li>• Inform school immediately about test results</li> </ul>	<p>...when household member test is negative, and child does not have COVID-19 symptoms*</p>
	<p>...somebody in my household has tested positive for COVID-19 (coronavirus)</p>	<ul style="list-style-type: none"> <li>• Child shouldn't attend school</li> <li>• Whole household self-isolates for 10 days from day when symptoms* started (or from day test if no symptoms) – even if someone tests negative during those 10 days</li> </ul>	<p>...when child has completed 10 days of self-isolation, even if they test negative during the 10 days</p>

A household includes everyone living in one home plus their support bubble (if you have one).

\*Symptoms include at least one of a high temperature; a new continuous cough; a loss of or change to your sense of taste or smell.

See more at: [www.nhs.uk/conditions/coronavirus-covid-19/symptoms](http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms)

What to do if...		Action needed	Back to school...
	<p>...NHS Test and Trace / Local Authority Outbreak Control has identified my child as a 'close contact' of someone with symptoms* or confirmed COVID19 (coronavirus)</p>	<ul style="list-style-type: none"> <li>• Child shouldn't attend school</li> <li>• Child self-isolates for <b>10</b> days (as advised by Test and Trace) – even if they test negative during those <b>10</b> days</li> <li>• Rest of household does not need to self-isolate unless they have also been identified as a 'close contact' of someone with a positive result</li> </ul>	<p>...when the child has completed <b>10</b> days of self-isolation, even if they test negative during those <b>10</b> days</p>
	<p>...we / my child has travelled and has to self-isolate as part of a period of quarantine</p>	<ul style="list-style-type: none"> <li>• Do not take unauthorised leave in term time</li> <li>• Consider quarantine requirements and FCO advice when booking travel</li> <li>• Provide information to school as per attendance policy</li> </ul> <p>Returning from a destination where quarantine is needed</p> <ul style="list-style-type: none"> <li>• Child shouldn't attend school</li> <li>• Whole household self-isolates for <b>10</b> days – even if they test negative during those <b>10</b> days</li> </ul>	<p>...when the quarantine period of <b>10</b> days has been completed for the child, even if they test negative during those <b>10</b> days.</p>
	<p>...we have received advice from a medical / official source that my child must resume shielding</p>	<ul style="list-style-type: none"> <li>• Child shouldn't attend school</li> <li>• Contact school as advised by attendance officer/pastoral team</li> <li>• Child should shield until you are informed that restrictions are lifted and shielding is paused again</li> </ul>	<p>...when school / other agencies inform you that restrictions have been lifted and your child can return to school again</p>
	<p>...I am not sure who should get a test for COVID-19 (coronavirus)</p>	<ul style="list-style-type: none"> <li>• Only people with symptoms* need to get a test</li> <li>• People without symptoms are not advised to get a test, even if they are a 'close contact' of someone who tests positive</li> </ul>	<p>...when conditions above, as matching your situation, are met</p>

For further information: [www.staffordshire.gov.uk/coronavirus](http://www.staffordshire.gov.uk/coronavirus)