

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. Academic Year Sept 2021 - Minimising the risk of transmission of COVID-19**

Review Date	Amendments shown in:

Useful contact information:

(Tynsel Parkes has a separate COVID Management plan including the “COVID 19 Confirmed Case Action Plan” detailing all the key contacts for dealing with an outbreak of COVID 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

Public Health England - 0344 225 3560

NHS – 111 (119 to book a test)

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,

The Education and Early Years LA Outbreak control team can be contacted on 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>New strain/variant of COVID is more easily transmissible</p>	<p>Everyone on site.</p> <p>General transmission may occur:</p> <p>Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Anyone who has the main COVID-19 symptoms does not attend school and has a PCR and isolates pending results. • 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: <ul style="list-style-type: none"> • Headaches • Aches & pains • Feeling very tired for no good reason • Sore Throat • Runny Nose • Sneezing • Sometimes tummy ache in children. • 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. • 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. 	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Individual risk assessments carried out for staff and pupils at higher risk. • Reviewed team stress risk assessment September. • Record kept for 21 days of visitors to site – ensure all visitors leave a contact number. • Anyone who displays symptoms must book a test. Tests can be booked online through the NHS or ordered by telephone via NHS 119 for those without access to the internet. • Follow local health protection team advice – contact the local office. • 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. 	<p>Completed 1.9.2021</p> <p>Letter sent home 1.9.2021 to remind parents of actions if child displays symptoms.</p> <p>COVID reminders to staff Sept INSET</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

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>(Bathroom to be signed as closed after use and during deep cleaning).</p> <ul style="list-style-type: none"> PPE worn by staff caring for the child while they await collection, a surgical mask must be worn. A supply of surgical masks should be kept in each classroom. Children advised to have a PCR test. Adults to leave the building immediately and advised to take a PCR test. The academy asks parents and staff to inform them immediately of the results of a test. Children and adults, are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: they are fully vaccinated, they are below the age of 18 years and 6 months, they have taken part in or are currently part of an approved COVID-19 vaccine trial, they are not able to get vaccinated for medical reasons. 	<p>M</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> Review COSHH assessments for hand sanitiser and cleaning materials- if new materials are brought for the school and review and update the COSHH assessments. Signage used to promote hygiene Review stocks of soap, hand sanitiser and number of hand sanitiser stations, tissues. Risk assessment placed on the website. Covid 19 Outbreak Management Action Plan issued to staff. The wraparound care facility will operate. Frequent cleaning and records in place, frequent hand washing promoted. Records of attendance kept. 	<p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

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>If a pupil or member of staff has been in contact with someone who has COVID it is recommended that a PCR test is required, pupils and staff do not have to isolate whilst waiting for results if no symptoms are displayed.</p> <ul style="list-style-type: none"> • 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 Principal’s discretion, according to the criteria agreed with the SLT. • Control measures in place for clinically vulnerable staff and pupil – See individual risk assessments for the adults and children – where required. • 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. • Active engagement with NHS Test and Trace service. • Aware of LA Local Outbreak Control Plans. 	<p>M</p> <p>M</p> <p>M</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> • 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. Cleaning regimes must be stringently adhered to at all times with the Delta strain being more easily spread. Extra cleaning of toilets after lunchtimes. • Hand sanitiser station in office entrance for visitors. All adults to sanitise on arrival to school • Cleaning check sheets updated throughout the day. • Keep all informed of any changes in government guidance. 		<p>L</p> <p>L</p> <p>L</p>

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
		<ul style="list-style-type: none"> <li data-bbox="712 395 1218 512">• The HPT will work with the academy to guide them through the actions they need to take for any confirmed cases or an outbreak. <li data-bbox="712 560 1218 863">• Social distancing maintained wherever possible between adults on site. Staff do not need to wear masks in school, but may wish to continue to do so. Staff & Visitors who have been contacted by NHS Test and Trace and identified as a close contact should wear a mask in school for 10 days from the first contact from the NHS. <li data-bbox="712 903 1218 1110">• 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 data-bbox="712 1150 1218 1326">• 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 data-bbox="712 1366 1218 1422">• Good respiratory hygiene encouraged by promotion of ‘catch it, bin it, kill it’ 	<p>M</p> <p>M</p> <p>M</p> <p>L</p> <p>M</p> <p>M</p>			<p>L</p>

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>approach – Bins in all rooms, tissues available for children and adults.</p> <ul style="list-style-type: none"> • Enhanced cleaning of frequently touched surfaces – use of cleaning charts to ensure regular cleaning takes place. • Staff, parents and visitors informed of the measures in place to reduce transmission. • Staff to continue with the twice weekly lateral flow testing. • The safeguarding policy – Sept 2021 has been updated to reflect the changes due to the national lockdown, this is published on our website and has been emailed to all staff. The key changes are regarding the importance of online safety and cyber security. 	<p>L</p> <p>L</p> <p>L</p>			

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>Pupils</p> <p>Transmission may occur:</p> <p>When travelling to and from school</p> <p>When arriving and leaving school.</p>	<ul style="list-style-type: none"> Staff on the playground may want to continue to wear a mask at arrival and departure times. Parents, staff and pupils encouraged to walk school. Only 1 adult per family allowed on school grounds. Encourage parents to socially distance on the playground whilst waiting at the beginning and end of the school day for their children. Encourage parents to ring or email the office with enquiries to minimise the time spent on the school premises. 	<p>M</p> <p>L</p> <p>L</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> Ensure any signs are displayed and up to date. Staff are still vigilant of socially distancing at start and end of the school day. 	<p>Letter sent 1.9.2021</p>	<p>L</p>

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>Everyone on site.</p> <p>Site related transmission may occur:</p> <p>Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> Accessing rooms from outside- All children to use their specific year group doors – that are clearly marked. Organising classrooms and other rooms used for learning to support distancing i.e. seating pupils side by side and facing forwards (Continue for the start of the Autumn term) Thorough cleaning of touchpoints throughout the day – using cleaning checklist. Ventilation in the building maximised by opening windows and doors. Internal fire doors must not be propped open. All visitors on site to make appointments through the office email, or office telephone 01889 221920. ALL visitors will be asked to sanitise on arrival and wear a mask. 	<p>L</p> <p>M</p> <p>M</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> Staff wait to greet children at designated doors open in the morning before children arrive. Equipment and resources planned by teachers to ensure that only necessary equipment is required. Ensure increased ventilation measures do not compromise pupil or staff safety. 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 remain out of hours when contractors need to be inside the building. 	<p>From September 2021</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

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>Staff and pupils</p> <p>Transmission may occur during learning activities and behaviour management.</p>	<ul style="list-style-type: none"> Different classes to be kept apart where possible, worship for whole school through Teams.(During Autumn 1, until all settled) Limited interaction, sharing of rooms and social spaces between groups as much as possible. Staff keep their distance from pupils and other staff as much as possible. Sharing of stationery prevented – all pupils have individual pencil cases and trays provided by the academy. Shared resources – equipment cleaned frequently and between groups or rotated to allow them to be left unused and out of reach Devices disinfected before and after use (computer wipes are available in the COVID cupboard). The devices will be fully disinfected before and after use. 	<p>L</p> <p>L</p> <p>L</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> Staff and pupils provided with their own pens and pencils. Music lessons – separate risk assessment in place, instruments selected so that each child has their own (ukulele/keyboard/steel drums). 	<p>Sept 2021</p>	<p>M</p> <p>L</p> <p>M</p>
<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</p>	<p>Staff and pupils</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> Hot lunches available to all who require them, Nursery and Reception and Year 1 to eat their lunches in the hall. Groups kept apart as much as possible and tables cleaned before and after eating. Children will bring their own named water bottle into school, to be refilled during the school day when required. 	<p>M</p> <p>M</p> <p>L</p>	<ul style="list-style-type: none"> Nursery, Reception and Year 1 to use school hall for lunches, rest of the school to use classrooms.(From 1.9.2021, to be reviewed after a few weeks into term) Information sharing with contracted catering and cleaning services to 	<p>September 2020</p>	<p>L</p> <p>L</p>

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
things as the surface type, its moisture content and temperature).		<ul style="list-style-type: none"> • Storerooms and cupboards accessed by one person at a time. • Tasks organised so that the shared use and passing of work equipment is limited. Work equipment to be cleaned before and after use. • 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. 	<p>M</p> <p>L</p> <p>L</p>	<p>reduce exposure to COVID-19.</p> <ul style="list-style-type: none"> • School kitchen to comply with the government's guidance for food businesses on coronavirus (COVID-19). • Risk assessments received from Hi Spec and Dolce 		<p>L</p> <p>L</p>

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>Staff and pupils. Transmission may occur when providing personal or intimate care</p>	<ul style="list-style-type: none"> • PPE provided (such as disposable gloves, disposable apron) – All classes and wraparound facilities have PPE equipment ready in all areas of the school. • Hand washing after providing care. 	<p>M</p> <p>M</p>	<p>Staff using PPE instructed on the safe “donning and doffing” of PPE (poster circulated to all staff with this risk assessment).</p> <p>Review personal care plans to assess PPE needs based on individual circumstances- Ensure Intimate care policy up to date and parents have signed the relevant forms.</p>		<p>L</p> <p>L</p>
	<p>Staff and casualty. Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> • Wash/sanitise hands before and after treating a casualty. • 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. • When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. 	<p>M</p> <p>M</p> <p>H</p>	<ul style="list-style-type: none"> • First aiders instructed on the safe “donning and doffing” of PPE. • Maintain stocks of PPE. Staff to inform office staff if stocks are running low. • There is no way to minimise this risk if CPR is performed. 		<p>L</p> <p>L</p> <p>H</p>

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>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"> • Increase ventilation in the room if possible. • PPE provided for supervising adult. • Fluid resistant surgical mask if a 2-metre distance cannot be maintained. • Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron. • Staff to dispose of PPE equipment in appropriate way – double bag and put in designated bin. 	<p>L</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Maintain stocks of PPE. • Supervising adult instructed on the safe “donning and doffing” of PPE. 		<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"> • Supervising staff to maintain 2m social distance. 	<p>M</p>	<ul style="list-style-type: none"> • Review medication plans to assess PPE requirements (if any) for staff administering medication. 		<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: 1st September 2021

Review Date:

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 for 1.9.2021

Key Links:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>