

RISK ASSESSMENT - COVID 19 moving from Pandemic to endemic



Location/Premises/School: St Andrew's Major CiW Primary	Date: 28.02.22
Completed by: Gen Hallett	Review date: as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc
Activity/Description/Area: This risk assessment takes into account into account the Welsh Government Covid infection control decision framework and the move from pandemic to endemic.	
Local COVID-19 infection control decision framework for schools [HTML] GOV.WALES	
The guiding Principles are to: <ul style="list-style-type: none">• enable schools to operate as 'business as usual' as far as possible including the provision of free breakfast and after school clubs, extra-curricular activities and practical subjects• secure the best outcomes for all learners by considering both their educational needs and wellbeing• manage ongoing risks of COVID-19 as safely as possible as for other infections, and ensure clarity of actions required if there is a case in a school	
Update February 28 2022 – <ul style="list-style-type: none">- Staff LFTs now 2x weekly.- CO2 monitors in all classrooms and other areas around the school.- Medical grade masks worn by adults in all communal areas where SD cannot be maintained. Adults are no longer required to wear masks in classrooms.- Changes to lunch arrangements – all classes now in hall.- Worship (2 or 3 classes depending on age) for short periods.- Midday enhanced cleaning removed.	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Spread of Coronavirus	Staff & pupils Not following Welsh Government guidance	<p>Anybody unwell with symptoms of COVID-19 will stay at home:</p> <ul style="list-style-type: none"> • New continuous cough; • High temperature; • Loss of/change in taste or smell <p>No pupils/staff to attend school if they:</p> <ul style="list-style-type: none"> • Feel unwell, have any of the above symptoms or have tested positive to COVID-19 in the past 7 days; • If a member of the immediate household tests positive for Covid 19 pupils and fully vaccinated adults can continue to attend school but should carry out LFTs for 7 days. <p>Note: Under 5s are not advised to take PCR tests.</p> <p>Robust hand and respiratory hygiene including ventilation.</p> <p>Those eligible will have been offered double vaccination and booster vaccines.</p> <p>Robust cleaning regimes are in place.</p> <p>Active engagement with Test, Trace, Protect.</p> <p>Encourage the use of outdoor learning spaces.</p>	Ongoing monitoring	All Staff	Ongoing	

		<p>Visitors to the school - records kept of who has visited and when. (All visitors sign in and complete covid questions)</p> <p>All permitted visitors including parents who access the school site will wear a face covering in line with school policy.</p>				
Prevention of Coronavirus	Staff & Pupils	<p>Regular communication with staff, parents, guardians.</p> <p>Minimise contact between individuals as reasonably practicable:</p> <ul style="list-style-type: none"> No larger group indoor activities -Max 3 FP or 2 KS2 classes in hall at once for worship. (classes 2m apart and maximised ventilation) -2 classes grouped for RWI sessions (max 20 mins and maximised ventilation) Slightly staggered approach to lunchtimes. (See separate plans for lunch) Classes seated 2m apart Break times – maximum 2 classes on each yard at a time. Children not moving around the school unless necessary – e.g. to visit toilet (restricted numbers) or access hall for lunch. <p>Process in place for removing face coverings by those that use them when they arrive at school – don't touch the front of the mask, place mask in covered bin (reusable masks into a plastic bag that can be taken home with them), wash hands.</p> <p>Staff will be able to undertake LFTs 2x weekly and communicate positive results to HT/Admin.</p>	<p>Review if there are cases in particular classes.</p> <p>School team will agree when and where face coverings/FRSM will be worn. This will be dependent on the level of risk and this will be regularly reviewed.</p>	<p>Head Teacher</p> <p>All Staff</p> <p>SLT</p> <p>Head Teacher</p> <p>Head Teacher</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	

		<p>Cleaning hands thoroughly more often than usual with soap & water/hand gel – on arrival at school, returning from breaks, toilet visits and before/after eating.</p> <p>Good respiratory hygiene by promoting ‘catch it, bin it, kill it’.</p> <p>Continuing with enhanced cleaning, but this will now be incorporated in the daily clean. Frequently touched surfaces & outside equipment will need to be cleaned.</p> <p>Wearing appropriate PPE (see below).</p> <p>Ensuring appropriate ventilation. Use of CO2 monitors in all classrooms and other spaces around the school.</p> <p>If a CO2 alarm sounds, increasing ventilation where possible – e.g. opening fire doors/extra windows will help bring levels back down.</p> <p>Within classroom:</p> <ul style="list-style-type: none"> • Making small adaptations to the classroom to support minimal face-to-face contact where possible, including sitting side by side and facing forwards (Only in Y5 and Y6 where possible); • Moving unnecessary furniture out of classrooms to give more space; • Ideally, adults to maintain social distance from each other and from pupils; • Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone. 	<p>Ensure sufficient hand washing / hand gel ‘stations’</p> <p>Supplies of tissues & closed lid pedal bins available in all classes</p> <p>Toilets will be shared by different groups however, pupils will sanitise hands prior to entering and after leaving the toilet (in addition to washing hands after using toilet) & ensure toilets will be cleaned throughout the day. (Regular cleaning and after lunch hour)</p>	<p>Head Teacher</p> <p>Staff</p>	<p>ongoing</p> <p>Ongoing</p>	
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		<p>Elsewhere:</p> <ul style="list-style-type: none"> • Avoiding large gatherings such as assemblies; -Max 3 FP or 2 KS2 classes in hall at once for worship. (classes 2m apart and maximised ventilation) -2 classes grouped for RWI sessions (max 20 mins and maximised ventilation) • Avoiding creating busy corridors, entrances and exits; • Additional staff spaces set up to avoid using small communal areas e.g. social distancing will be maintained in staff rooms (Stiwadio). <p>Staff and pupils should have their own individual and very frequently used equipment such as pens and pencils that are not shared.</p> <p>Classroom-based resources such as books and games can be used but they should be cleaned regularly.</p>	Resources that are shared between groups such as sports, art and science equipment should be cleaned frequently	Staff	ongoing	
Asymptomatic staff /pupils at the school	All staff	<p>Lateral flow tests available to all staff working in primary setting/schools. The only exception is staff who have tested positive for Covid 19 (PCR) will not be able to take a lateral flow test for 90 days from their positive result.</p> <p>Lateral flow test kits will be offered to all schools and settings in order for staff to take twice weekly tests. Testing is voluntary, but staff are encouraged to participate to further reduce the risk of asymptomatic transmission within the workplace. Testing is recommended on a Monday and Wednesday morning.</p>	School SLT will continue to monitor the process and will support any staff with queries.	All staff		

		<p>Anyone who tests <u>positive</u> using a Lateral Flow Test (LFT):</p> <ul style="list-style-type: none"> • Will not attend setting or school and will inform the school immediately so that all contacts can be warned and informed. • Will log the result via the on-line NHS form • A follow up PCR test will only be booked if there are covid symptoms. • School will inform TTP of any positive cases. <p>https://forms.office.com/r/iBN3SDvPpA</p>				
Incorrect Use of PPE and face coverings i.e. exposure to the virus inadvertently	Staff & pupils	<p>Social/physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus.</p> <p>Staff are encouraged to wear surgical face masks in all communal areas. Staff are also advised to use them when undertaking routine education activities in the classroom/school setting if social distancing cannot be guaranteed.</p> <p>If a pupil becomes unwell with symptoms of COVID-19 and needs direct personal care, staff will wear disposable gloves, apron and fluid-resistant (type IIR) surgical mask; eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes from coughing, spitting or vomiting; gloves and aprons to be worn when cleaning areas where a symptomatic person has been.</p> <p>All the above PPE to be worn if providing intimate care.</p> <p>School environment to be organised to ensure social distancing is maintained throughout a routine day (where possible).</p>	<p>Provide staff with a supply of single-use face coverings.</p> <p>Supplies of PPE to be available in each classroom (under sink) and in hall and isolation room.</p>	HT/Admin	ongoing	

		<p>Any visitor to the school will wear a face covering and sign the visitor register in line with school policy.</p> <p>Parents will be asked to wear a face covering when on the school site.</p> <p>Staff to wear surgical mask face coverings at start and end of day as staff might need to get close to parents/carers in this instance.</p>				
People at school who are unwell	Staff & pupils possibly visitors	<p>Pupils who develop Covid symptoms are to be placed in a separate room until they are collected, supervised at a distance of 2 metres where possible. If this is not possible, disposable gloves, apron, disposable mask type IIR & visor to be worn. (Old staff room)</p> <p>Anyone with the three main Covid symptoms is to stay at home, begin to self-isolate (for at least 7 days if test result is positive) and make arrangements to take a PCR (with the exception of under 5s)</p> <p>Negative LFTs on Day 6 and 7 are required prior to return to school. 2 consecutive days' negative results are required. Under 5s can return when their symptoms have resolved.</p> <p>Engage with the Test, Trace, Protect strategy.</p> <p>All staff will be able to undertake twice weekly 'lateral flow tests', communicating positive results to HT/Admin Staff.</p> <p>Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following local health protection team advice.</p>	<p>Ensure surfaces that symptomatic pupils / staff have come into contact with are carefully and thoroughly cleaned</p> <p>If test is negative, they can return to school when they feel well enough to do so</p> <p>Advise H&S Team as soon as anybody in the school tests positive</p>	<p>Staff</p> <p>Staff / pupils</p> <p>Head Teacher</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	

		Thoroughly clean the areas used by the unwell child/staff member.				
Engage with the Test, Trace, Protect (TTP) Strategy to avoid the spread of the virus	Staff & pupils	<p>School will remind anyone who is showing symptoms to self-isolate and book a test. Those living with someone showing symptoms should remain vigilant and use LFTs on a daily basis.</p> <p>The Test Track Protect team will work with the school to identify which pupils will need to be tested or may need to be warned and informed following a positive case linked to the school. Warn and inform letters are only sent to contacts (usually the whole class) Letter 1 = inform of a positive case and the need to be vigilant. Letter 2 = 2 or more cases – recommend commencement of daily LFTs (except under 5s)</p>	School will be contacted by the TTP team to assist in tracing contacts where necessary	Head Teacher	ongoing	
Pupils & staff with underlying health conditions	Staff & pupils	<p>Staff and pupil well-being is a primary concern for the school.</p> <p>Support mechanisms for staff include:</p> <ul style="list-style-type: none"> - Talking to line manager; - Completing the All Wales Covid-19 workforce assessment tool; - Employee Assistance Programme (Care First) available 24/7 on 0800 174 319; - Occupational Health Service can be contacted on https://staffnet.valeofglamorgan.gov.uk/Staff-Central/Human-Resources/Occupational-Health/Referring-to-Occupational-Health.aspx <p>Staff to be alert to identify and support learners who exhibit signs of distress.</p>	<p>Monitor Welsh Government advice for any additional action to be taken in relation to those that were shielding.</p> <p>Support can be obtained from the H&S Team and / or the OH Service</p> <p>Staff to use the COVID-19 Workforce Risk Assessment (self-assessment) to consider their own health and well-being status to see if they are at higher risk of developing more serious symptoms if they come into contact with the COVID-19 virus – result will be either low, high or very high. Result to be discussed with the line manager.</p>	Head Teacher Any staff that choose to	ongoing	

			Well-being action plan for any staff who require reasonable adjustments			
Transport – spread of the virus during commuting to school	Staff & pupils	<p>Face coverings to be worn on public transport (not primary pupils)</p> <p>If staff are sharing a vehicle, they will take reasonable precautions i.e. socially distance, use of face covering and ventilation.</p> <p>Face coverings will be worn on all school transport and the risk assessment provided will be followed.</p>			ongoing	
Lack of First Aid provision or transmission of the virus via the application of first aid	All staff & Pupils	<p>Low risk environment.</p> <p>Supervision ratios to be adhered to (minimum of emergency first aid staff on site at all times).</p> <p>First aid equipment available and adequately stocked. Hygiene will be maintained throughout the first aid process</p> <p>Corporate accident / incident form to be completed where appropriate.</p>	All first aid trained staff will keep up to date with latest government guidance on first aid.		ongoing	
<p>Administering prescription medication</p> <p>Incorrect medication or dosage given; medication not available</p>	Pupils	Usual school policy / procedures to be followed by staff hygiene and PPE worn as required.			ongoing	
Fire breaking out	All staff & pupils	Fire alarm checks to be carried out as normal	Support can be obtained from Fire Safety Officer on 01446 709150		ongoing	

	Burns, smoke inhalation, asphyxiation	<p>Fire doors should not be wedged open unless done so with an appropriate hold open device that is connected to the fire alarm system.</p> <p>Head Teacher will ensure fire risk assessment is up-to-date and any outstanding work undertaken</p> <p>Fire evacuation procedures and drills undertaken</p>				
Safeguarding issues due to the Covid 19 situation	Pupils	<p>All staff aware of their safeguarding duties.</p> <p>All staff and pupils should know how to contact the Designated Safeguarding Person (DSP) and consider how pupils can talk privately.</p> <p>Standard procedures to be observed including consideration of older age groups.</p> <p>Appropriate site security arrangements in place.</p>			ongoing	
Breaches of Building & property maintenance	<p>All staff & pupils</p> <p>Legionella, defects in property, faults, electric shock etc.</p>	<p>All routine inspections & tests must be maintained e.g. legionella water monitoring, hand wash water temperatures.</p> <p>Statutory inspections & servicing to continue.</p> <p>Defects to be reported for remedial action.</p> <p>All doors to chemical / cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked.</p> <p>Good housekeeping to be maintained.</p> <p>All outdoor building maintenance must be coordinated with the Head Teacher to ensure segregation from pupils and staff e.g. grass cutting.</p>			ongoing	

		All contractors report to reception prior to the start of any work and will follow the school procedures.				
Cleaning so that the virus does not spread	All staff & pupils	<p>Maintain robust cleaning at all times.</p> <p>Wash hands following any cleaning activity.</p> <p>Cleaners to wear appropriate PPE in line with current arrangements e.g. gloves, apron etc.</p> <p>Wear goggles if decanting chemicals where there is a risk of splashing in the eyes.</p> <p>Staff to assist with cleaning where appropriate.</p> <p>COSHH information on cleaning products.</p> <p>COSHH slide deck for staff.</p>			ongoing	

Lack of staff, reduction in supervision	Staff & pupils Lack of supervision, increase in accidents, increase contact	Maintain supervision levels as far as practicable at all times. Identify back-up staff from both within school and a supply agency. Utilise rotas to cover access times including break and lunch times. Consider redeploying staff where necessary.	Head Teacher, SLT To be continually monitored.		ongoing	
Catering – spread of the virus during meal times	Staff and pupils	Kitchens will be fully open. Pupils will eat lunch in the Hall – year groups will sit separately from one another. (Tables cleaned before and after all sittings) Tables and points of contact will be cleaned. There will be good ventilation. Staff will wear masks when in the hall.	Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises			
Spread of the virus during Educational visits	Pupils/ staff	Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: https://oeapng.info/ . Specific risk assessment will take Covid 19 into account especially if visits involve transport when precautions will be undertaken.	EVC Coordinator / HT			
Breakfast Clubs & after school provision		Breakfast club will be open - see separate risk assessment.				