

RISK ASSESSMENT

Location/Premises/School: St Andrew's Major CiW Primary	Date: 16.12.20
Completed by: Gen Hallett (Headteacher)	Review date: as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc
Activity/Description/Area: Opening school for the Autumn term	
This risk assessment takes into account the following Welsh Government operational guidance: https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19 Minimising contacts and mixing between people reduces transmission of COVID-19. Maintaining distinct contact groups that do not mix makes it easier, in the event of a positive case, to identify those who may need to self-isolate and to keep that number as low as possible.	
Contact reduced by: <ul style="list-style-type: none">• Children being kept in class groups (max 30) wherever possible within the school, including break and lunch times. Wider mixing will take place on school bus.• Forward facing seating in Y3 to Y6• Y2 to Y6 eat lunch in classes.• Forward facing seating in hall for lunch (Reception and Y1).• Staff maintaining distance from pupils and other staff as much as possible.	
Updates	
23.11.20 <ul style="list-style-type: none">➤ Y2 were previously facing forwards. This has proved unmanageable in a Foundation Phase setting and a decision was made to return to a Foundation Phase style of classroom.➤ The use of playdough in early years is an essential tool for the development of fine motor and creative skills. As such it has been reintroduced into Nursery and Reception but under strict procedures. (See details on page 5)➤ Reference to school now opening Breakfast and After School clubs is made on page 16. Please also see separate Risk Assessment.➤ Parents are now asked to wear face coverings at drop-off and collection in line with new guidance from Welsh Government.	
16.12.20 <ul style="list-style-type: none">➤ Removal of section on antibody testing which is no longer taking place.➤ Reference to a balance between ventilation and thermal comfort (page 4)➤ AC1 form now replaced with Covid-19 Assessment Form (page 8)➤ All references to 14 days self-isolation replaced with 10 days throughout document	

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	<p>Staff & pupils</p> <p>Not following Welsh Government guidance</p>	<p>Anybody unwell with symptoms of COVID-19 or living with someone who does, to 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 10 days; - Live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 10 days <p>Robust hand and respiratory hygiene including ventilation</p> <p>Continue with the increased cleaning arrangements – cleaner on site for 4 hours during the day. Support staff to continue rigorous cleaning of equipment.</p> <p>Active engagement with Test, Trace, Protect</p> <p>Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination</p>	Ongoing monitoring	Staff	Ongoing	
Prevention of Coronavirus	Staff & Pupils	Regular communication with staff, parents, guardians etc. Email, Twitter, Text and Website.		HT	Ongoing	

Minimise contact between individuals as much as possible:

- Younger pupils – separating groups i.e. each class is a contact group. NB: Nursery – am and pm groups are classed as one contact group.
- Older pupils – distancing where possible. All classes are kept separate (contact groups)

Staggered start / finish times

Start	End
8.45 – 9.00	3.00 – Bus children 3.10 - 3.20 (whole school)

Process in place for removing face coverings by those that use them when they arrive at school – don't touch front of mask, place mask in covered bin (reusable masks into a plastic bag that can be taken home with them), wash hands.

Cleaning hands thoroughly and more often than usual with soap & water / hand gel – on arrival at school, returning from breaks, during a change of room, before / after eating and before going home.

Using hand gel on entering and before leaving the classroom. Using hand gel before and after entering the toilet area – in addition to hand washing immediately after using the toilet.

Good respiratory hygiene by promoting 'catch it, bin it, kill it'

Ensure sufficient hand washing / hand gel 'stations'

HT/OM

Ongoing

Supplies of tissues & bins to be made available

HT/OM

Ongoing

		<p>Continuing with enhanced cleaning, particularly frequently touched surfaces & outside equipment. Support staff available for this. Cleaner on site for 4 hours during the day to clean all toilets, sinks, and Nursery between am and pm sessions. Hall floor cleaned after lunch. Only one class using the hall in each of the morning and afternoon sessions.</p> <p>Wearing appropriate PPE (see below)</p> <p>Ensure appropriate ventilation – fire door and windows in every classroom. Windows opened in all other rooms which are being used for any length of time. NB – consideration must be given to the balance between ventilation and thermal comfort. Doors can be closed for short periods if the temperature inside becomes too low.</p> <p>Rooms with no adequate ventilation, are not to be used (except for storage). This includes the Kids' Office and Cwtch.</p> <p>Old Cwtch only used (for under 15mins) to use photocopier.</p> <p>Within classroom:</p> <ul style="list-style-type: none"> - Y3 to Y6 sitting side by side and facing forwards wherever possible. - Nur to Y2 – strictly maximum of 15 minutes on carpet, facing front wherever possible. - Unnecessary furniture has been moved out of classrooms to give more space; - Pupils maintain a distance where possible & reduce the amount of time they are in face-to-face contact - Wherever possible, staff to maintain distance from pupils, e.g. staying at front of class. 		Staff	Ongoing	
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		<ul style="list-style-type: none"> - Ideally, adults to maintain a 2-metre distance from each other and from pupils; - Staff to avoid close face-to-face contact and minimise time spent within 2 metres of anyone - Water tray with added soap can be used. Pupils must wash hands before and after use. - Sand will not be used as part of continuous provision in FP classes. - Playdough can be used in Nursery and Reception. A batch will be produced, used for the session and then thrown away. Nursery will have a separate batch made for each session (am and pm). <p>Elsewhere:</p> <ul style="list-style-type: none"> - Keep contact groups (classes) apart where possible; - No collective worship – only class based worship in class or outside. Alternatively, virtual worship could take place via streaming. - Movement around the school to be kept to a minimum – fire doors to be used for access to classrooms. - No access for children via the hall to the office. Radios must be used to contact office staff who will go to classes where necessary. - Avoid creating busy corridors, entrances and exits – cloakroom use (lockers) will be staggered. One way system where possible utilising fire doors. - Maximum of 2 children in each toilet ‘block’. Urinal in juniors used by 1 pupil at a time. Urinal in infant toilets not to be used. - Staggered breaks and lunch times. Playgrounds will be zoned into 2 areas – each area used by 1 contact group at time. - New larger staff room area (Y stiwido) created 		Staff	Ongoing	
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		<p>to enable staff to remain socially distanced (maximum 10)</p> <ul style="list-style-type: none"> - Rec/Y1 eat lunch in hall. Hall split into 2 zones, all pupils in each class face the same way. <p>Limit the amount of equipment pupils bring into school each day to essentials e.g. lunch boxes, water bottles, sun-hats, coats, (mobile phones – only Y6 who walk home) etc.</p> <p>Staff and pupils should have their own individual and very frequently used equipment such as pens and pencils and not shared (Pencil cases provided in Y2-Y6; equipment restricted and cleaned in Nur to Y1). Classroom-based resources such as books and games can be used and shared within a contact group; they should be cleaned regularly. PPA or Supply teachers must also organise their own set of equipment, separate to that of the class teachers.</p> <p>Resources that are shared between contact groups such as sports, art and science equipment should be cleaned frequently and meticulously and always between contact groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different contact groups.</p> <p>Home readers placed in a box for 72 hours before being changed. Staff to wash hands before and after handling these.</p> <p>No changing for PE lessons – pupils come to school in kit on assigned days.</p>				
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Use of PPE	Staff & pupils	<p>Social / physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus</p> <p>No PPE is required when undertaking routine education activities in the classroom / school setting</p> <p>If a pupil becomes unwell with symptoms of COVID-19 and needs direct personal care, staff should 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>		OM	1/9/20	1/9/20
Use of face coverings for health purposes		<p>Non-medical face coverings are not PPE and are recommended in the community where social distancing cannot be maintained.</p> <p>School environment to be organised so it operates with social distancing maintained wherever possible throughout a routine day.</p>		HT	1/9/20	1/9/20 (& On-going)
Use of face coverings by adults		<p>Masks and/or visors to be worn by staff and visitors as follows:</p> <ul style="list-style-type: none"> • Moving around the interior of the school – corridors, cloakrooms etc. • When static in a space for a length of time or when social distancing cannot be guaranteed e.g. in the hall for training, 				

		<p>meetings etc.</p> <ul style="list-style-type: none"> • When entering other classrooms e.g. in the morning before children are in. This does not apply for teachers covering for e.g. PPA or Supply. • When dealing with any first aid, illness or other situation where 2m distance cannot be maintained. • Parents are asked to wear face coverings at drop off and collection times. (As of 24.11.20) 				
People at school who are unwell	Staff & pupils	<p>Pupils to be kept in a separate room (old staff room) until they are collected – they should be supervised at a distance of 2 metres where possible. If this is not possible, disposable gloves, apron & IIR mask to be worn. Guidelines for cleaning these areas are displayed near PPE storage room. Deep cleaning is available from A&R Cleaners and also The Vale of Glamorgan.</p> <p>Anybody with symptoms to stay at home, begin to self-isolate for 10 days and make arrangements to be tested (including pupils). Rest of household to stay at home for 10 days from the day the first person became ill or until the outcome of the test is known</p> <p>Engage with the Test, Trace, Protect strategy</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>Covid Assessment form to be completed for all staff that test positive and sent to Health and Safety Team</p>	<p>Staff</p> <p>Staff / pupils</p> <p>HT</p> <p>OM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Engage with the Test, Trace, Protect	Staff & pupils	School will remind everyone (parents of pupils) who is showing symptoms to self-isolate and book a test. Those living with someone showing	School will be contacted by the TTP team to assist in tracing contacts	HT	Ongoing	

<p>(TTP) Strategy</p>		<p>symptoms will also self-isolate</p> <p>If anybody tests positive, a Contact Tracer will contact them (parent of a pupil) to help identify potential contacts. A second contact tracer will then get in touch with those contacts and advise them to self-isolate for 10 days from their last contact with the positive person. These people will only be required to take a test if they develop symptoms.</p> <p>ALL staff and visitors must sign in every day and all visitors must be signed out by the school office staff. The classes/areas they have visited will be noted in case of any future TTP requirements. A record of all staff and visitors is kept. A record is also kept (on a daily basis) of all children who use the school bus.</p> <p>People are considered as potential contacts if they were in contact with the person who has tested positive during a period beginning up to 2 days before symptoms started and ending when the case entered home isolation.</p> <p>A positive test on site does not require closure of the school.</p> <p>Where staff have maintained social / physical distancing rules and adhered to hygiene measures during work and where required have used PPE, they would not be regarded as part of a contact tracing exercise.</p> <p>If school identifies a potential cluster or outbreak, they will contact the regional multi-agency TTP Team immediately.</p>	<p>School to maintain records of all staff / pupils on site. Electronic signing in must be done by all adults. This will also record contact details for visitors.</p> <p>School to note that a contact is defined as someone who has had close contact:</p> <ul style="list-style-type: none"> - Within 1 metre of the person who has tested positive and has been coughed on, had a face-to-face conversation, had skin-to-skin physical contact, or been in other forms of contact within 1 metre for 1 minute or longer; - Within 2 metres of the person testing positive for more than 15 minutes - Having travelled in a vehicle with the person who has tested positive. 			
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Identifying clusters and outbreaks	Staff & pupils	<p>A cluster is defined as 2 or more cases of COVID-19 among pupils or staff within 10 days or an increased rate of absence due to suspected or confirmed cases of COVID-19</p> <p>An outbreak is defined as 2 or more confirmed cases of COVID-19 among pupils or staff who are direct close contacts, proximity contacts or in the same 'bubble' in the school, within 10 days.</p> <p>An outbreak is declared over when there has been 28 days since the onset of the last confirmed case in the school and the results of any possible cases in pupils and staff in that time have tested negative</p>	<p>Outbreak Control Team will consider:</p> <ul style="list-style-type: none"> - Adjustments to how the school is operating to facilitate infection & control measures and social distancing; - If further groups need to be asked to self-isolate e.g. class groups, other functional groups or year groups; - Whether to undertake an enhanced investigation including testing of a wider group. 			
Pupils & staff with underlying health conditions	Staff & pupils	<p>The Welsh Government has paused Shielding from 16/8/20; the advice is that staff and pupils can come to work / school as long as it is COVID-19 compliant.</p> <p>Risk assessment to be completed on those returning from the shielding group</p> <p>OH appointments have taken place and Risk assessments already completed on staff in the clinically vulnerable group</p> <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 Headteacher; 	<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 development more serious symptoms if they come into contact with</p>	HT	Ongoing	Any staff that choose to

		<ul style="list-style-type: none"> - Employee Assistance Programme (Care First) available 24/7 on 0800 174 319; - Occupational Health Service can be contacted on 07894 326948 or 07714 397521. <p>Staff to positively reinforce behaviours around social / physical distancing and hygiene as opposed to stigmatising mistakes</p> <p>Staff to be alert to identify and support learners who exhibit signs of distress</p>	the COVID-19 virus – result will be either low, high or very high. Result to be discussed with line manager.			
Pupils or adults with symptoms entering the school	Staff & pupils Spreading symptoms to others	<ul style="list-style-type: none"> • Staff will be vigilant of any pupils displaying symptoms and/or becoming unwell. These will be reported to the admin/HT immediately. A non-contact thermometer is available if necessary. • Visitors to the school will be screened on arrival at the school with a standard set of questions during signing in process. • Parents / guardians are reminded of their responsibility to abide by current guidelines on hand washing, social distancing & staying safe at home • Pupils to wash hands (preferable) or use hand gel on entering the school 	Monitor for symptoms developing. Any child showing symptoms on arrival will not be admitted to the school.	Staff	Ongoing	
Transport	Staff & pupils	<p>Staff to avoid car sharing with work colleagues</p> <p>Face coverings to be worn on public transport</p> <p>LA transport provision has been risk assessed by Transport Services (See separate Risk Assessment)</p>				

Lack of First Aid provision	All staff & Pupils	<p>Low risk environment.</p> <p>Supervision ratios to be adhered to – almost all staff have been first aid trained.</p> <p>First aid equipment available and adequately stocked.</p> <p>Corporate accident / incident form to be completed where appropriate</p>				
Administering prescription medication	<p>Pupils</p> <p>Incorrect medication or dosage given; medication not available</p>	Usual school policy / procedures to be followed by staff				
On-site Traffic	All staff & pupils	<p>The school car park is not accessible by pupils or parents.</p> <p>The school bus will be in the layby at 8.40 for drop off and 3pm for collection. This should ensure the bus is not present when the majority of pupils arrive/leave. At these times, parents will be reminded to be vigilant during the staggered drop off and collection times.</p>				

Fire	<p>All staff & pupils</p> <p>Burns, smoke inhalation, asphyxiation</p>	<p>Fire alarm checks to be carried out as normal</p> <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>Support can be obtained from Fire Safety Officer on 01446 709150</p>			
Safeguarding	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 – use of My Concern to record all concerns.</p> <p>Appropriate site security arrangements in place</p>				

<p>Building & property maintenance</p>	<p>All staff & pupils 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> <p>All contractors to report to reception prior to the start of any work.</p>				
<p>Slips, Trips & Falls</p>	<p>All staff & pupils Poor housekeeping</p>	<p>Appropriate footwear to be worn</p> <p>Emergency cleaning (spills) procedures in place</p> <p>Good housekeeping to be maintained</p>				

Cleaning activities	All staff & pupils	<p>Maintain robust cleaning</p> <p>Enhanced cleaning of high contact areas must be arranged throughout the day (extra cleaner on site)</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>				
Lack of staff, reduction in supervision	<p>Staff & pupils</p> <p>Lack of supervision, increase in accidents, increase contact</p>	<p>Maintain supervision levels as far as practicable at all times.</p> <p>Back-up staff are available to cover in emergencies (Support staff on hand to cover and supervise where necessary)</p> <p>Rotas arranged in order to cover all staggered breaks and lunch times.</p>	Rotas to be updated where necessary	HT/DHT	Ongoing	
<p>Verbal / physical abuse</p> <p>Loss of control</p>	<p>Staff & pupils</p> <p>Physical / psychological injury</p>	<p>Maintain adequate staff supervision</p> <p>Staff familiar with children to be present</p> <p>Staff with additional training employed where appropriate</p>				

Catering	Staff and pupils	<p>Kitchens will be fully opened from the start of the Autumn term.</p> <p>From Sep, only packed lunches and grab bags will be available.</p> <p>If and when we move to hot meals, these will be in take away style containers and delivered to classrooms.</p>	Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises			
<p>Educational visits</p> <p>School uniform</p> <p>Breakfast Clubs & after school provision</p>	Pupils	<p>Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: https://oeapng.info/</p> <p>All pupils to wear school uniform from the Autumn term. PE kit to be worn on PE ('Well-being day')</p> <p>Breakfast and after school provision has now resumed following scrutiny and discussions with the governing body. Strict procedures are in place (see separate risk assessment)</p>	<p>Ongoing by HT. Review before end of term in Dec.</p>	HT/Govs	11.12.20	

Contingency planning	Staff and pupils	<p>Plan in place for the possibility of a further lockdown.</p> <p>Continuous planning and work taking place for Blended Learning.</p> <p>Planning taking place for a variety of scenarios in terms of partial or full closure of the school.</p>	<p>Welsh Government will work closely with Public Health Wales and Councils, in the case of potential localised outbreaks</p>			
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