

## RISK ASSESSMENT - COVID 19 moving from Pandemic to endemic



<b>Location/Premises/School:</b> Y Bont Faen Primary	<b>Date:</b> 20 <sup>th</sup> September 2021 reviewed Jan 2022
<b>Completed by:</b> J Adams Staff & Governors	<b>Review date:</b> as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc
<b>Activity/Description/Area:</b>  <b>This model risk assessment has been drafted taking into account the level 0 and the move from pandemic to endemic and all the information that is currently available including the following Welsh Government coronavirus guidance:</b>  <a href="https://gov.wales/written-statement-local-covid-19-infection-control-decision-frameworks-schools-and-colleges-autumn?utm_source=rss-topics-Coronavirus+%28COVID-19%29&amp;utm_medium=rss-feed&amp;utm_campaign=rss-Written+Statement%3A+Local+COVID-19+Infection+Control+Decision+Frameworks+for+schools+and+colleges+from+autumn+2021">https://gov.wales/written-statement-local-covid-19-infection-control-decision-frameworks-schools-and-colleges-autumn?utm_source=rss-topics-Coronavirus+%28COVID-19%29&amp;utm_medium=rss-feed&amp;utm_campaign=rss-Written+Statement%3A+Local+COVID-19+Infection+Control+Decision+Frameworks+for+schools+and+colleges+from+autumn+2021</a>  The approach set out in the Frameworks should be adopted as soon as possible after the start of term, and by 20 September 2021 at the latest  The guiding Principles are: <ul style="list-style-type: none"><li>• 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</li><li>• secure the best outcomes for all learners by considering both their educational needs and wellbeing</li><li>• 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</li></ul>	

As we continue to live in a world with restrictions that change regularly, we will be making some changes to the organisation of the school day.

From Thursday 6<sup>th</sup> January 2022, pupils will continue to enter the school premises via the three allocated gates. Times will change slightly for some pupils. All pupils will be greeted at the gates and directed to their classes between 8:45am and 8:55am to enable them to start learning by 9:00am. Pupils are to line up in their class groups. At the end of the day, pupils will be dismissed by their teachers at their allocated gates from 2.55pm to 3.00pm.

<b>Year Group</b>	<b>Entrance Gate</b>	<b>Drop-Off Time</b>	<b>Pick-Up Time</b>
Nursery AM	Main Gate	8.45am-8.55am	11.30am
Reception	Main Gate	8.45am-8.55am	2.55pm-3.00pm
Year 1	Broadway Gate 1 (close to Welsh School )	8.45am-8.55am	2.55pm-3.00pm
Year 2	Park Gate	8.45am-8.55am	2.55pm-3.00pm
Year 3	Broadway Gate Gate 3	8.45am-8.55am	2.55pm-3.00pm
Year 4	Main Gate	8.45am-8.55am	2.55pm-3.00pm
Year 5	Park Gate	8.45am-8.55am	2.55pm-3.00pm
Year 6	Broadway Gate Gate 2	8.45am-8.55am	2.55pm-3.00pm

For families with more than one child in the school, all siblings will be dismissed from the gate allocated to the youngest child (save for when the youngest child is in morning nursery, then the gate allocated to the next youngest child will be used for collections).

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"> <li>• New continuous cough;</li> <li>• High temperature;</li> <li>• Loss of/change in taste or smell</li> </ul> <p>No pupils/staff to attend school if they:</p> <ul style="list-style-type: none"> <li>• Feel unwell, have any of the above symptoms or have tested positive to COVID-19 in the past 10 days;</li> <li>• Have been contacted by Test Trace Protect and asked to self-isolate.</li> <li>• If a member of the immediate household test positive for Covid 19 a PCR test should be undertaken and then only self isolate if the test is positive but staff/pupil will take a cautious approach and be mindful of any potential symptoms</li> </ul> <p>Anyone (staff or pupils) who have any of the wider symptoms of COVID-19 ( fatigue, myalgia, sore throat, headache, sneezing, loss of appetite, nausea, vomiting and diarrhoea) should seek a PCR test.</p> <p>Robust hand and respiratory hygiene including ventilation.</p> <p>Continue with the regular cleaning arrangements during the day and at the end of the school day.</p> <p>Active engagement with Test, Trace, Protect.</p>	Ongoing monitoring	All Staff	Ongoing	

		<p>Consideration how to maximise distancing between those in school wherever possible and minimise potential for contamination.</p> <p>Encourage the use of outdoor learning spaces.</p> <p>Visitors to the school - records kept of who has visited and when.</p> <p>All permitted visitors including parents who access the school site must wear FRSM ( fluid resistant surgical masks) whilst on the school premises (unless exempt).</p>	Daily Forest School sessions	BH & class	Ongoing	
Prevention of Coronavirus	Staff & Pupils	<p>Regular communication with staff, parents, guardians.</p> <p>Staff allocated to a designated contact group.</p> <p>Minimise contact between individuals as reasonably practicable:</p> <ul style="list-style-type: none"> <li>• No larger group indoor activities eg live assemblies/concerts for the short term;</li> <li>• Minimal movement around the school – traffic routes will stay in place;</li> <li>• Transient contact is not such an issue;</li> <li>• Slightly staggered approach to lunchtimes. (Class groups maintained.)</li> </ul> <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 FRSM mask in covered bin, reusable masks are discouraged, wash hands.</p> <p>Staff will be able to undertake tests three times a week ( Monday, Wednesday and Friday evening) weekly lateral flow testing and communicate results to HT/Admin prior to attending school.</p>	School team will agree when and where face coverings/FRSM will be worn.	<p>Head Teacher</p> <p>All Staff</p>		

		<p>Cleaning hands thoroughly more often than usual with soap &amp; 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 &amp; outside equipment will need to be cleaned</p> <p>Wearing appropriate PPE (see below).</p> <p>Ensure appropriate ventilation. All classes have CO2 monitors to help gauge air flow.</p> <p><b>Within classroom:</b></p> <ul style="list-style-type: none"> <li>• Make small adaptations to the classroom to support minimal face-to-face contact where possible, including sitting side by side and facing forwards;</li> <li>• Move unnecessary furniture out of classrooms to give more space;</li> <li>• Maintain a distance &amp; reduce the amount of time they are in face-to-face contact</li> <li>• Ideally, adults to maintain social distance from each other and from pupils;</li> <li>• Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone.</li> </ul> <p><b>Elsewhere:</b></p> <ul style="list-style-type: none"> <li>• Avoid large gatherings such as assemblies or collective worship with more than one group;</li> </ul>	<p>Ensure sufficient hand washing / hand gel 'stations'</p> <p>Supplies of tissues &amp; closed lid pedal bins available in all classes</p> <p>Toilets will be shared by different groups however, year groups will be allocated cubicles and basins. Children are encouraged to wash hands prior to entering the toilet and when leaving the toilet &amp; ensure toilets will be cleaned regularly throughout the day.</p>	<p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	
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Asymptomatic staff /pupils at the school	All staff	<p>Lateral flow tests available to all staff working in primary setting/schools, from February 2021.</p> <p>Lateral flow test kits will be offered to all schools and settings in order for staff to take three times a week. 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, Wednesday and Friday morning before attending the school.</p> <p><b>Anyone who tests <u>positive</u> using a Lateral Flow Test (LFT):</b></p> <ul style="list-style-type: none"> <li>• will not attend setting or school and will inform the school immediately so that all contacts can be warned and informed.</li> <li>• Will log the result via the on-line form</li> </ul>	School SLT will continue to monitor the process and will support any staff with queries.	All staff		



		<p>Any visitor to the school will need to wear a face covering and sign the visitor register.</p> <p>Parents will be asked to wear a face covering when on the school site.</p> <p>Staff can choose to wear surgical mask face coverings when dealing with upset children at the beginning of the 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 taken to the front area of the school, supervised at a distance of 2 metres where possible. If this is not possible, disposable gloves, apron, disposable mask type IIR &amp; visor to be worn.</p> <p>Anybody with the three main Covid symptoms to stay at home, begin to self-isolate for 10 days and make arrangements to be tested ASAP (including pupils). If positive the rest of the household will take PCR test and are advised to take a cautious approach</p> <p>Engage with the Test, Trace, Protect strategy.</p> <p>All staff will be able to undertake 'lateral flow tests' three times a week ( Monday, Wednesday and Friday mornings). Results to be uploaded to the government website <a href="https://test-for-coronavirus.service.gov.uk/report-result/login-choice">https://test-for-coronavirus.service.gov.uk/report-result/login-choice</a> . Headteacher and in their absence an SLT member to be notified immediately if the result is positive.</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&amp;S Team as soon as anybody in the school tests positive</p>	<p>Staff</p> <p>Staff / pupils</p> <p>Head Teacher</p> <p>Line manager</p>	<p>ongoing</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 everybody who is showing symptoms to self-isolate and book a test. Self-isolation rules <a href="https://gov.wales/self-isolation">https://gov.wales/self-isolation</a>  <a href="https://gov.wales/check-your-symptoms-see-if-you-need-coronavirus-medical-help">https://gov.wales/check-your-symptoms-see-if-you-need-coronavirus-medical-help</a></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</p>	<p>School will be contacted by the TTP team to assist in tracing contacts</p> <p>School to maintain records of all staff / pupils on site, where, when etc.</p>	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"> <li>- Talking to line manager;</li> <li>- Completing the All Wales Covid-19 workforce assessment tool;</li> <li>- Employee Assistance Programme (Care First) available 24/7 on 0800 174 319;</li> <li>- Occupational Health Service can be contacted on <a href="https://staffnet.valeofglamorgan.gov.uk/Staff-Central/Human-Resources/Occupational-Health/Referring-to-Occupational-Health.aspx">https://staffnet.valeofglamorgan.gov.uk/Staff-Central/Human-Resources/Occupational-Health/Referring-to-Occupational-Health.aspx</a></li> </ul> <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&amp;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>	<p>Head Teacher</p> <p>Any staff that choose to</p>	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.</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	<p>All staff &amp; 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>	Support can be obtained from Fire Safety Officer on 01446 709150	Caretaker	ongoing	

		<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 &amp; pupils</p> <p>Legionella, defects in property, faults, electric shock etc.</p>	<p>All routine inspections &amp; tests must be maintained e.g. legionella water monitoring, hand wash water temperatures.</p> <p>Statutory inspections &amp; 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>	The school will be aware of the provision for cleaning supplies from the Vale and the removal of additional funding so will manage cleaning resources to ensure that a robust approach is followed.		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, Admin To be continually monitored.		ongoing	
Catering – spread of the virus during meal times	Staff and pupils	Kitchens will be fully open.  Pupils will eat school dinners in the dining room/Hall - pupils will only be sat on tables in their class bubbles.  Tables and points of contact will be cleaned.  There will be good ventilation.  Staff will socially distance	Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises  The use of face coverings by staff will be a decision for the school team			
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: <a href="https://oeapng.info/">https://oeapng.info/</a> .  Specific risk assessment will take Covid 19 into account especially if visits involve transport when precautions will be undertaken.	EVC Coordinator			

School uniform		<p>All pupils to wear school uniforms upon return to school.</p> <p>PE kit to be worn on days when they have PE lessons.</p>				
Breakfast Clubs & after school provision		<p>Breakfast club will be open. Parents book a place in the Breakfast Club by the previous Wednesday. Numbers are limited to 12 per class as pupils sit in class bubbles.</p> <p>On entry to and before leaving Breakfast Club, all pupils sanitise hands.</p>				