

## RISK ASSESSMENT



<b>Location/Premises/School: St Illtyd PS</b>	<b>Date: February 2021</b>
<b>Completed by: Roger Hardy</b>	<b>Review date: as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc</b>
<p><b>Activity/Description/Area:</b> Review of the RA after half term as infant children return to school.</p> <p>This risk assessment takes into account the following Welsh Government operational guidance:</p> <p><a href="https://gov.wales/operational-guidance-schools-and-settings-support-limited-attendance">https://gov.wales/operational-guidance-schools-and-settings-support-limited-attendance</a></p> <p>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.</p> <p><b>Pupils are currently operating in 3 bubbles. Infants, Lower Juniors and Upper Juniors. This will continue but contact between Infant year groups will be kept to a minimum. Junior children will not be onsite except if in a Critical worker bubble.</b></p> <p><b>Each year group will have a staggered start and finish time plus rolling breaks and lunches. No bubble will mix with any other and movement around the school continues to be kept to a minimum. Staggered start and finish to continue.</b></p> <p><b>Lunch times are on a rolling programme to keep bubbles separate. Lunch arrangements will continue. Infants can access hot meals whilst CW provision is packed lunch only.</b></p> <p><b>Staff contact will be kept to a minimum. All staff will wear face coverings at all times unless outside and socially distanced or if the wearing inhibits teaching. Staff to wear the fluid resistant type IIR surgical masks. These will be changed daily.</b></p> <p><b>Staff with 1:1 duties will have full PPE available on request.</b></p>	

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, parents  Not following Welsh Government guidance	Anybody unwell with symptoms of COVID-19 or living with someone who does, to stay at home:  <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> No pupils / staff to attend school if they:	Ongoing monitoring	Staff	Ongoing	

		<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>- Live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 10 days</li> </ul> <p>Robust hand and respiratory hygiene including ventilation</p> <p>Continue with the increased cleaning arrangements. Whilst in critical care provision increased cleaning regime for all high touch areas and resources. Limit sharing of resources if possible.</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. Information to be shared re: sharing of food, wiping down in kitchen area. Max 3 people in staffroom at any one time.</p> <p>Parents to wear masks and socially distance on playground. No parent will be allowed on the playground without protection.</p>	<p>There will be a balance between thermal comfort and ventilation and where necessary advice can be provided by David Powell reference to email 29<sup>th</sup> October 2020</p> <p>Face masks and visors will be available for parents with no protection.</p>			
<p>Prevention of Coronavirus</p> <p>See points above.</p>	Staff & Pupils	<p>Regular communication with staff, parents, guardians re masks and social distancing.</p> <p>Minimise contact between individuals as much as possible:</p> <ul style="list-style-type: none"> <li>- Younger pupils – separating groups;</li> </ul>	Updated letter sent out on 11 <sup>th</sup> Feb 2021.			

		<ul style="list-style-type: none"> <li>- Older pupils – distancing.</li> </ul> <p>Consider staggered start / finish times</p> <p>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</p> <p>Cleaning hands thoroughly more often than usual with soap &amp; water / hand gel – on arrival at school, returning from breaks, during a change of room and before / after eating</p> <p>Good respiratory hygiene by promoting 'catch it, bin it, kill it'</p> <p>Continuing with enhance cleaning, particularly frequently touched surfaces &amp; outside equipment</p> <p>Wearing appropriate PPE (see below)</p> <p>Ensure appropriate ventilation</p> <p>Within classroom:</p> <ul style="list-style-type: none"> <li>- Make small adaptations to the classroom to support distancing 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-</li> </ul>	<p>Ensure sufficient hand washing / hand gel 'stations'</p> <p>Supplies of tissues &amp; bins to be made available</p> <p>Separate toilets for different contact groups; where this is not possible use hand gel before entering the toilet &amp; ensure toilets are cleaned regularly</p>	<p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p>	
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		<p>face contact Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone. Staff to wear masks at all times . Elsewhere:</p> <ul style="list-style-type: none"> <li>- Keep contact groups apart where possible;</li> <li>- Avoid large gatherings such as assemblies or collective worship with more than one group;</li> <li>- Movement around the school to be kept to a minimum;</li> <li>- Avoid creating busy corridors, entrances and exits;</li> <li>- Consider staggered breaks and lunch times (time for cleaning surfaces in dining hall between groups);</li> <li>- Consider shared staff spaces and how set up and used to help with distancing from each other; keep use of staff rooms to a minimum.</li> </ul> <p>Limit the amount of equipment pupils bring into school each day to essentials e.g. lunch boxes, bags, hats, coats, books, stationery, mobile phones etc. Books and other shared resources can be taken home, but unnecessary sharing should be avoided; they should be cleaned and rotated.</p> <p>Staff and pupils should have their own individual and very frequently used equipment such as pens and pencils and not shared. Classroom-based resources such as books and games can be used and shared within a contact group; they should be cleaned regularly.</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 group, 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</p>	<p>Staff</p>	<p>Ongoing</p>	
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			different contact groups			
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>Fluid resistant type IIR surgical masks are required when undertaking routine educational activities in the classroom / school setting as far as reasonably practicable</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> <p>Non-medical face coverings are not PPE and are recommended in the <b>community</b> where social distancing cannot be maintained.</p> <p>School environment to be organised so they operate with social distancing maintained throughout a routine day</p>	<p>Fluid resistant type IIR surgical Masks to be worn at all times by adults.</p> <p>All staff to be trained in putting on and removing PPE in the right order, safety dispose of the waste and use correct hand hygiene steps to reduce the risk of onward transmission of the infection</p>	<p>Line managers</p> <p>Head Teacher</p>	<p>1/9/20</p> <p>1/9/20</p>	
Use of face coverings for health purposes						

<p>People at school who are unwell</p>	<p>Staff &amp; pupils</p>	<p>Pupils to be kept in a separate room (stipulate what room this is) until they are collected, supervised at a distance of 2 metres where possible. If this is not possible, disposable gloves, apron &amp; IIR mask to be worn</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 10days 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>Advice 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>	
<p>Engage with the Test, Trace, Protect (TTP) Strategy</p>	<p>Staff &amp; pupils</p>	<p>School will remind everybody who is showing symptoms to self-isolate and book a test. Those living with someone showing 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 10days from their last contact with the positive person. These people will only be required to take a test if they develop symptoms.</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> <p>School to note that a contact is defined as someone who has had <b>close contact</b>:</p> <ul style="list-style-type: none"> <li>- Within 1 metre of the person who has</li> </ul>	<p>Head Teacher</p>	<p>Ongoing</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>From March 2021 staff will self test twice a week. The procedures to monitor will be shared by the LA asap.</p>	<p>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;</p> <ul style="list-style-type: none"> <li>- Within 2 metres of the person testing positive for more than 15 minutes</li> <li>- Having travelled in a vehicle with the person who has tested positive.</li> </ul> <p>Test kits haven't arrived as of 10/2/21</p>			
Identifying clusters and outbreaks	Staff & pupils	<p>A cluster is defined as 2 or more cases of COVID-19 among pupils or staff within 14 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 14 days.</p> <p>An outbreak is declared over when there has been 28 days since the onset of the last</p>	<p>Outbreak Control Team will consider:</p> <ul style="list-style-type: none"> <li>- Adjustments to how the school is operating to facilitate infection &amp; control measures and social distancing;</li> <li>- If further groups need to be asked to self-isolate e.g.</li> </ul>			

		confirmed case in the school and the results of any possible cases in pupils and staff in that time have tested negative	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><b>The WG has reissued shielding letters to some staff and pupils. They cannot attend school but are able to work from home.</b></p> <p><b>Risk assessment to be completed on those returning from the shielding group when appropriate.</b></p> <p><b>Risk assessments already completed on staff in the clinically vulnerable group</b></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"> <li>- Talking to line manager;</li> <li>- Employee Assistance Programme (Care First) available 24/7 on 0800 174 319;</li> <li>- Occupational Health Service can be contacted on 07894 326948 or 07714 397521.</li> </ul> <p>Staff to positively reinforce behaviours around social / physical distancing and</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 development 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 line manager.</p>	Head Teacher	Ongoing	Any staff that choose to



		<p>hygiene as opposed to stigmatising mistakes</p> <p>Staff to be alert to identify and support learners who exhibit signs of distress</p> <p>St Illtyd school well being mentor.</p>				
Pupils with symptoms entering the school	Staff & pupils  Spreading symptoms to others	<ul style="list-style-type: none"> <li>• All pupils, parents / guardians will be screened on arrival at the school with a standard set of questions – where possible. Parents have to wear face masks and keep 2m distance.</li> <li>• Parents / guardians reminded of their responsibility to abide by current guidelines on hand washing, social distancing &amp; staying safe at home</li> <li>• Pupils to use hand gel on entering the school</li> </ul>	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</p>				

Lack of First Aid provision	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.</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	See separate traffic risk assessment for the school				
Fire	<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> <p>Head Teacher will ensure fire risk assessment is up-to-date and any outstanding work undertaken</p>	Support can be obtained from Fire Safety Officer on 01446 709150			



		<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>				
Slips, Trips & Falls	<p>All staff &amp; pupils</p> <p>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.</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>	Deep cleaning will be arranged if and when necessary			

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  Utilise rotas to cover access times including premises staff / cleaners. Consider redeploying staff where necessary.				
Verbal / physical abuse  Loss of control	Staff & pupils  Physical / psychological injury	Maintain adequate staff supervision  Staff familiar with children to be present  Staff with additional training employed where appropriate				
Catering	Staff and pupils	Kitchens will be fully opened from 23 <sup>rd</sup> February 2021. School will liaise with cook regarding commencement of hot meals.	Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises			

Educational visits	Pupils	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>				
School uniform		All pupils to wear school uniform from 22 <sup>nd</sup> February 2021. Allowances on PE days are made.				
Breakfast Clubs & after school provision		Breakfast and after school provision will not take place immediately but will be reviewed on a weekly basis.				
Contingency planning	Staff and pupils	Plan in place for the possibility of a further lockdown	Welsh Government will work closely with Public Health Wales and Councils, in the case of potential localised outbreaks			
Visitors.	Students, staff, pupils, visitors and parents.  Infection Covid-19	<ul style="list-style-type: none"> <li>• School TEST, TRACE and PROTECT procedures shared and followed in school setting.</li> <li>• Adults to wear masks at all times in communal areas if requested.</li> <li>• Continued robust and enhanced cleaning supported within year group 'bubbles'.</li> <li>• Hand-washing hygiene practices followed</li> <li>• Remain in year group 'bubbles' in allocated learning spaces both indoors and outdoors with allocated resources for all daily activities.</li> <li>• Use designated wellbeing spaces / toilet facilities for staff</li> <li>• To maintain social distancing requirements of 2m where possible from other students, staff and learners.</li> </ul>	<p>School guidance for staff shared with visitors</p> <p>Risk assessment shared with all visitors upon request</p> <p>Processes on entering and leaving school adhered to.</p> <p>Be aware of the wider school Risk Assessment (available on request)</p>	RH/individual	Ongoing	

		<ul style="list-style-type: none"> <li>• Visitors should maintain good hygiene as they move around school.</li> <li>• Masks can be worn if required.</li> <li>• Visitors should keep 2m gap with other adults</li> </ul>				
Visits to other places/being in public	Pupils/staff/other members of public	<ul style="list-style-type: none"> <li>• To maintain social distancing from members of the public.</li> <li>• Staff to wear masks fluid resistant type IIR surgical masks</li> <li>• Washing hands as leaving school and when entering new building.</li> <li>• Ensure travel is in bubbles only.</li> </ul>	Ensure venue has it's own RA and precautions in place.		Ongoing	