

## RISK ASSESSMENT



<b>Location/Premises/School: Sully Primary</b>	<b>Date: 08-02-21</b>
<b>Completed by: Andrea Waddington</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> Continued safe operation of the school from 22-02-21. Schools to be open to Foundation Pupils and the children of critical care workers and vulnerable children in Key Stage 2</p> <p>This risk assessment takes into account the following Welsh Government coronavirus guidance for schools updated 5th February 2021 and the Welsh Government Operational Guidance for schools and settings to support limited attendance dated 9th February:</p> <p><a href="https://gov.wales/coronavirus-guidance-schools">Schools: coronavirus guidance   GOV.WALES</a></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>Foundation Phase pupils will remain in their class groups throughout the day.</b></p> <p><b>Staff will be organised into groups based on classes and will not be permitted to cross bubbles unless in extreme circumstances.</b></p> <p><b>Additional staff will be employed to ensure that staff do not need to cross bubbles.</b></p> <p><b>Empty KS2 classrooms/spaces will be utilised to maximise the space available to Foundation Phase pupils.</b></p> <p><b>Key Stage 2 ‘school provision’ pupils will be in 2 bubbles - Year 3/4 pupils and Year 5/6 pupils.</b></p> <p><b>Breaktimes and lunchtimes will be staggered to avoid class groups mixing.</b></p> <p><b>Start times and finish times will also be staggered to avoid year groups mixing and to lessen congestion at gates.</b></p> <p><b>The school grounds will be closed to parents of Foundation Phase pupils during drop off (Reception - Year 2).</b></p> <p><b>Nursery Parents will be permitted to enter the school grounds during drop off and collection via Minehead Avenue gate.</b></p> <p><b>Parents of pupils in Nursery - Year 2 will be permitted to enter the school site during pick up times but will have designated waiting areas, entrance gates and exit gates.</b></p> <p><b>Parents of Key Stage 2 pupils attending ‘school’ provision will enter and leave the school site via the main entrance.</b></p> <p><b>All visitors including parents that come onto the school site are requested to wear face coverings.</b></p> <p><b>All classrooms are set up to enable pupils to be facing the front or away from each other.</b></p> <p><b>Staff will continue to follow the 2 metre social distancing practice whenever possible.</b></p> <p><b>Staff are expected to wear surgical mask face coverings whilst in all areas of the school including in the classroom when social distancing cannot be guaranteed.</b></p>	

**Staff will use PPE resources when assisting children with their personal care and when dealing with any first aid issues.  
 Staff will have the opportunity to undertake twice weekly lateral flow testing and communicate results to HT/Admin prior to attending school.**

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 or living with someone who does, to 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>- 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 during the day and at the end of the school day.</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> <p>Utilise all available empty spaces to maximise space available to Foundation Phase classes.</p>	Ongoing monitoring	All Staff	Ongoing	



		<p>Good respiratory hygiene by promoting 'catch it, bin it, kill it'.</p> <p>Continuing with enhanced cleaning, particularly frequently touched surfaces &amp; outside equipment.</p> <p>Wearing appropriate PPE (see below).</p> <p>Ensure appropriate ventilation.</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 a 2-metre 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> <li>- Pupils will be able to sing in their class bubble as long as rooms are well ventilated (windows/doors open);</li> <li>- Teachers will be required to wear a face mask during singing activities and when 2m distance cannot be maintained.</li> </ul> <p><b>Elsewhere:</b></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> </ul>	<p>Supplies of tissues &amp; closed lid pedal bins available in all classes</p> <p>Toilets will be shared by different contact groups however, children will 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>ongoing</p> <p>ongoing</p>	
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Use of surgical face coverings		<p>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>All staff to wear surgical mask face coverings as recommended by WG to be worn in all areas of the school community 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>Staff will be advised to wear surgical mask face coverings in communal areas such as corridors and the hall and in classrooms where social distancing is not guaranteed.</p> <p>Staff will be advised 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>	<p>removing PPE in the right order, safely dispose of the waste and use correct hand hygiene steps to reduce the risk of onward transmission of the infection</p> <p>Provide staff with a supply of single-use face coverings or washable face coverings</p>	Head Teacher	ongoing	
People at school who are unwell	Staff & pupils	<p>Pupils to be kept in a separate room (Pili Pala 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 &amp; visor 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 within 5 days (including pupils). Rest of the household to stay at home for 10 days from the date of the positive result.</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>ongoing</p> <p>ongoing</p> <p>ongoing</p>	

		<p>Engage with the Test, Trace, Protect strategy.</p> <p>All staff will be able to undertake twice weekly 'lateral flow tests', communicating results to HT/Admin Staff prior to attending school.</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>AC1 form to be completed for all staff that test positive and sent to Health and Safety Team</p>	<p>Line manager</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 (or 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>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 a school identifies a potential cluster or outbreak, they will contact the regional multi-agency TTP Team immediately.</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>Registers to be displayed on classroom doors to be signed when the room is entered</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 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;</li> <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>Head Teacher</p>	<p>ongoing</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 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"> <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. class groups, other functional groups or year groups;</li> <li>- Whether to undertake an enhanced investigation including testing of a wider group.</li> </ul>			
Antibody testing	Staff & pupils	All schools are currently in a programme of antibody testing.			Completed 5/30 staff tested positive to antibodies	
Pupils & staff with underlying health conditions	Staff & pupils	<p>The Welsh Government advice to those who are Clinically Extremely Vulnerable has changed. You are advised that you should no longer attend work outside the home.</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 hygiene as opposed to stigmatising mistakes.</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</p>	Head Teacher	ongoing	Any staff that choose to



		Staff to be alert to identify and support learners who exhibit signs of distress.	low, high or very high. Result to be discussed with the line manager.			
Pupils with symptoms entering the school	Staff & pupils Spreading symptoms to others	All pupils, parents / guardians will be screened on arrival at the school with a standard set of questions.  Parents / guardians reminded of their responsibility to abide by current guidelines on hand washing, social distancing & staying safe at home.  Contact groups ('school bubbles') only apply within the school setting. Parents will be reminded of the need to not allow their children to mix in their school contact groups outside of school in line with current WG guidance.  Pupils wash their hands 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	Staff to avoid car sharing with work colleagues.  Face coverings to be worn on public transport.			ongoing	
Lack of First Aid provision	All staff & Pupils	Low risk environment.  Supervision ratios to be adhered to (minimum of emergency first aid staff on site at all times).  First aid equipment available and adequately stocked.  Corporate accident / incident form to be completed where appropriate.			ongoing	

Administering prescription medication	Pupils Incorrect medication or dosage given; medication not available	Usual school policy / procedures to be followed by staff			ongoing	
Fire	All staff & pupils Burns, smoke inhalation, asphyxiation	Fire alarm checks to be carried out as normal Fire doors should not be wedged open unless done so with an appropriate hold open device that is connected to the fire alarm system. Head Teacher will ensure fire risk assessment is up-to-date and any outstanding work undertaken	Support can be obtained from Fire Safety Officer on 01446 709150		ongoing	
Safeguarding	Pupils	All staff aware of their safeguarding duties. All staff and pupils should know how to contact the Designated Safeguarding Person (DSP) and consider how pupils can talk privately. Standard procedures to be observed including consideration of older age groups. Appropriate site security arrangements in place.			ongoing	

Building & property maintenance	All staff & pupils  Legionella, defects in property, faults, electric shock etc.	All routine inspections & tests must be maintained e.g. legionella water monitoring, hand wash water temperatures.  Statutory inspections & servicing to continue.  Defects to be reported for remedial action.  All doors to chemical / cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked.  Good housekeeping to be maintained.  All outdoor building maintenance must be coordinated with the Head Teacher to ensure segregation from pupils and staff e.g. grass cutting.  All contractors report to reception prior to the start of any work.			ongoing	
Slips, Trips & Falls	All staff & pupils  Poor housekeeping	Appropriate footwear to be worn.  Emergency cleaning (spills) procedures in place.  Good housekeeping to be maintained.			ongoing	

Cleaning activities	All staff & pupils	<p>Maintain robust cleaning at all times.</p> <p>Enhanced cleaning of high contact areas takes place throughout the day.</p> <p>All areas of the school are bio-misted once a week.</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>Staff advised not to be in classrooms whilst cleaning is taking place at the beginning/end of the day.</p>			ongoing	
Lack of staff, reduction in supervision	<p>Staff &amp; 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>Identify back-up staff from both within school and a supply agency.</p> <p>Utilise rotas to cover access times including break and lunch times. Consider redeploying staff where necessary.</p> <p>Create staffing contact groups (classroom teachers/teaching assistants, PPA cover, MDS) for each Foundation Phase class and Key Stage 2 school provision groups.</p>	Head Teacher, SLT, Admin To be continually monitored.		ongoing	

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 the start of the Spring 2 half term. Pupils will eat school dinners in the Hall - pupils will only be sat on one side of the dining tables all facing the same way. Pupils bringing packed lunches will eat within their classrooms.	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  School uniform  Breakfast Clubs & after school provision	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> . However, we will not be planning trips and visits during the Spring Term. This decision will be under constant review.  All pupils to wear school uniforms from the Spring 2 half term (F. Phase and Key Stage 2 school provision pupils).  PE kit to be worn on days when they have PE lessons.  No breakfast club provision due to the need to keep strict contact groups as small as possible and to avoid staff from crossing contact groups.	EVC Coordinator  Additional risk assessment for B.C. completed and agreed by Vale.  Breakfast club put on hold for the time being.	Headteacher		
Contingency planning	Staff and pupils	Plans in place for the possibility of further lockdowns.	Welsh Government will work closely with Public Health Wales and Councils, in the case of potential localised outbreaks	Head Teacher SLT		