

## RISK ASSESSMENT



<b>Location/Premises/School:</b> Sully Primary	<b>Date:</b> 13/07/21
<b>Completed by:</b> Andrea Waddington	<b>Review date:</b> as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc

**Activity/Description/Area:** Continued safe operation of the school from 06-09-21. School will be open for all pupils with changes to class bubbles that have been operational to this point.

This risk assessment takes into account the following Welsh Government coronavirus guidance for schools updated July 2021 and the Welsh Government Operational Guidance for schools and settings:

<https://gov.wales/operational-guidance-schools-and-settings-1-september-2021-html>

[Schools: coronavirus guidance | GOV.WALES](#)

Minimising contacts and mixing between people reduces transmission of COVID-19. Maintaining distinct progression step 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. **The school will continue to act within the guidelines supporting the Health Protection Regulations.**

**Pupils will remain in their progression step groups throughout the day, including at break and lunch times.**

**Staff will be organised into progression step groups and mixing between progression step groups will be kept to a minimum.**

**School will start between 8.50am and 8.55am to ease the congestion on paths leading into the school.**

**All visitors including parents that come onto the school site are requested to wear face coverings.**

**All classrooms are set up to enable pupils to be facing the front or away from each other as much as possible.**

**Staff will continue to follow the 2 metre social distancing practice whenever possible.**

**Staff will have the option of wearing face coverings when in school.**

**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

<p>Spread of Coronavirus</p>	<p>Staff &amp; 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"> <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> <li>- Have been contacted by Test Trace Protect and asked to self-isolate.</li> </ul> <p>Anyone (staff or pupils) who have any of the wider symptoms of COVID-19 should seek a PCR test.</p> <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>Encourage the use of outdoor learning spaces.</p> <p>Visitors to the school will be minimised and records kept of who has visited and when.</p>	<p>Ongoing monitoring</p>	<p>All Staff</p>	<p>Ongoing</p>	
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		All permitted visitors including parents who access the school site will be requested to wear a face covering.				
Prevention of Coronavirus	Staff & Pupils	<p>Regular communication with staff, parents, guardians through the ParentPay system.</p> <p>Pupils taught within designated contact groups (progression step groups).</p> <p>Staff allocated to a designated progression step contact group.</p> <p>Minimise contact between individuals as much as possible:</p> <ul style="list-style-type: none"> <li>- Minimise contact between progression step groups;</li> <li>- No larger group indoor activities eg live assemblies/concerts;</li> <li>- Minimal movement around the school;</li> <li>- Slightly staggered approach to lunchtimes.</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 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 twice weekly lateral flow testing and communicate results to HT/Admin prior to attending school.</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>Head Teacher</p> <p>All Staff</p>		
			Ensure sufficient hand washing / hand gel 'stations'	Head Teacher	ongoing	
			Supplies of tissues & closed lid pedal bins available in all classes	Head Teacher	ongoing	

		<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> </ul> <p><b>Elsewhere:</b></p> <ul style="list-style-type: none"> <li>- Keep contact progression step 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>- Additional staff spaces set up to avoid using small communal areas eg staff rooms.</li> </ul> <p>Limit the amount of equipment pupils bring into school each day to essentials e.g. lunch boxes, bags, hats and coats.</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>ongoing</p>	
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		<p>Reading books 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 that are not shared.</p> <p>Classroom-based resources such as books and games can be used and shared within a contact group but they should be cleaned regularly or left for a suitable period of time before being used by others.</p> <p>Shared learning areas such as sandpits and playdough will be limited to small groups.</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 different contact groups</p>	<p>Staff</p>	<p>ongoing</p>	
<p>Early detection of asymptomatic staff with the virus detected via lateral flow testing</p>	<p>All staff</p>	<p>Lateral flow tests available to all staff working in primary setting/schools, from February 2021. <b>The only exception is staff who have tested positive for Covid 19 will not be able to take a lateral flow test for 90 days from their positive result.</b></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 Sunday evening and a Wednesday.</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 informed to self-isolate.</li> <li>· Will log the result via the on-line form</li> <li>· A follow up PCR test will be booked automatically via the form and the test centre will contact the staff member.</li> </ul>	<p>School SLT will continue to monitor the process and will support any staff with queries.</p>	<p>All staff</p>		

		<p>if the result of the PCR is positive the school will complete the Initial assessment form which will be sent to <a href="mailto:communicabledisease@cardiff.gov.uk">communicabledisease@cardiff.gov.uk</a> and COVID-19 Enquiries <a href="mailto:COVID-19Enquiries@valeofglamorgan.gov.uk">COVID-19Enquiries@valeofglamorgan.gov.uk</a></p>				
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>Staff can choose to use PPE (surgical face masks) 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 so they operate with social distancing maintained throughout a routine day.</p> <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 in communal areas such as corridors</p>	<p>Provide staff with a supply of single-use face coverings or washable face coverings</p>	All Staff	ongoing	
				Line managers	ongoing	
				Head Teacher	ongoing	
Use of surgical face coverings						

		<p>and the hall and in classrooms where social distancing is not guaranteed.</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	<p>Pupils who develop Covid symptoms are to be placed 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 the three main Covid 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>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>Thoroughly clean the areas used by the unwell child/staff member.</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>AC1 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>Head Teacher</p> <p>Line manager</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	
Engage with the Test, Trace, Protect (TTP) Strategy	Staff & pupils	<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</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>Head Teacher</p>	<p>ongoing</p>	

		<p>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>The Test Track Protect team will work with the school to identify which pupils will need to self-isolate following a positive case linked to the school.</p> <p>Staff members and pupils displaying the wider symptoms (fatigue, myalgia (muscle aches), sore throat, a headache, runny nose, nausea, vomiting or diarrhea) are not required to self isolate but are encouraged to take a Covid test. If well enough they can attend school whilst waiting for the results of a test. However, Local Health Boards are encouraging the individual concerned to self-isolate while they await their test result.</p> <p>Children and adults with diarrhoea and/or vomiting should stay away from school until they are symptom free for 48 hours even if their COVID-19 test is negative.</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>			
Pupils & staff with underlying health conditions	Staff & pupils	<p>Staff who may be at an increased risk from Covid-19 should work from home where possible. Where this is not possible staff can attend school and follow all necessary preventative protocols.</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> </ul>	<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</p>	Head Teacher	ongoing	Any staff that choose to



		<ul style="list-style-type: none"> <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 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>Staff to be alert to identify and support learners who exhibit signs of distress.</p>	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.			
Transport	Staff & pupils	<p>Staff to avoid car sharing with work colleagues.</p> <p>Face coverings to be worn on public transport.</p>			ongoing	
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>			ongoing	
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			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	Maintain robust cleaning at all times.  Enhanced cleaning of high contact areas takes place throughout the day.  All areas of the school are bio-misted once a week.  Wash hands following any cleaning activity.  Cleaners to wear appropriate PPE in line with current arrangements e.g. gloves, apron etc.  Wear goggles if decanting chemicals where there is a risk of splashing in the eyes.  Staff to assist with cleaning where appropriate.  Staff advised not to be in classrooms whilst cleaning is taking place at the beginning/end of the day.			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.  Create staffing contact groups (classroom teachers/teaching assistants, PPA cover, MDS)	Head Teacher, SLT, Admin To be continually monitored.		ongoing	

		for each progression step contact group within the school.				
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 open. 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 designated 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 only be planning trips and visits within the immediate area eg to the beach (3 minute walk).  All pupils to wear school uniforms upon return to school.  PE kit to be worn on days when they have PE lessons.  Breakfast club will be open from September 6th 2021. See separate risk assessment for the reopening of the breakfast club.	EVC Coordinator  Additional risk assessment for B.C. completed and agreed by Vale.	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		