

RISK ASSESSMENT



Location/Premises/School: Sully Primary	Date: 06/09/21
Completed by: Andrea Waddington/Shelley Harries	Review date: as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc
<p>**TEMPORARY LUNCHTIME, BREAKTIME AND BREAKFAST CLUB ARRANGEMENTS**</p> <p>Breakfast Club - Pupils will be grouped into year groups when they arrive at breakfast club. There will be minimal movement around the hall. Break time - Year 4, 5 and 6 will have separate areas of the field/yard to play within. Year 3 will play in a separate area of the school from the remainder of PS2. Lunch - Year 5 will have an early lunch time temporarily so they are the only year group within the hall. Year 3 will follow next so they can have lunch on their own in the hall. Play arrangements will be as they are for break time.</p> <p>Activity/Description/Area: Continued safe operation of the school from 20-09-21. 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 level 0 and the move from pandemic to endemic and the information that is currently available including the following Welsh Government corona guidance:</p> <p>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:</p> <p>https://gov.wales/operational-guidance-schools-and-settings-1-september-2021-html</p> <p>This will be replaced on 20th September 2021 with the:</p> <p>https://gov.wales/written-statement-local-covid-19-infection-control-decision-frameworks-schools-and-colleges-autumn?utm_source=rss-topics-Coronavirus+%28COVID-19%29&utm_medium=rss-feed&utm_campaign=rss-Written+Statement%3A+Local+COVID-19+Infection+Control+Decision+Frameworks+for+schools+and+colleges+from+autumn+2021</p> <p>The guiding Principles are to:</p> <ul style="list-style-type: none">• 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• ensure the best outcomes for all learners by considering both their educational needs and wellbeing 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. <p>Schools: coronavirus guidance GOV.WALES</p> <p>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 steps throughout the day, including at break and lunch times.</p>	

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.

Staff will continue to follow social distancing practice whenever possible.
 Staff will be able to wear face coverings when in communal areas but not in classrooms.→
 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 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; - If a member of the immediate household tests positive for Covid-19 a PCR test should be taken and then only self-isolate if the test is positive but staff/pupil will take a cautious approach and be mindful of any symptoms. <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>Those eligible will have been offered double vaccination.</p> <p>Continue with regular 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>	Ongoing monitoring	All Staff	Ongoing	

		<p>Records of visitors to the school will be kept (who and when).</p> <p>All permitted visitors including parents who access the school site will be requested to wear a face covering.</p>				
Prevention of Coronavirus	Staff & Pupils	<p>Regular communication with staff, parents, guardians through the ParentPay system.</p> <p>Pupils taught within designated classes, years and progression steps.</p> <p>Minimise contact between individuals as much as possible:</p> <ul style="list-style-type: none"> - Minimise contact between progression steps. - - No larger group indoor activities e.g. live assemblies/concerts; - Organised movement around the school at various points throughout the day; - Slightly staggered approach to lunchtimes. <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 the 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 & 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, particularly frequently touched surfaces & outside equipment.</p> <p>Wearing appropriate PPE (see below).</p> <p>Ensure appropriate ventilation.</p> <p>Within classroom:</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	
			Toilets will be shared by different contact groups however, children will wash hands prior to entering the toilet and when leaving the toilet & ensure toilets will be cleaned regularly throughout the day.	Head Teacher	ongoing	

		<ul style="list-style-type: none"> - Make small adaptations to the classroom to support minimal face-to-face contact where possible; - Move unnecessary furniture out of classrooms to give more space; - Maintain a distance & reduce the amount of time they are in face-to-face contact; - Ideally, adults to maintain social distance from each other and from pupils; - Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone. <p>Elsewhere:</p> <ul style="list-style-type: none"> - Avoid large gatherings such as assemblies or collective worship with more than one group; - Movement around the school to be kept to recognised routes - Avoid creating busy corridors, entrances and exits; - Additional staff spaces set up to avoid using small communal areas e.g. staff rooms. <p>Limit the amount of equipment pupils bring into school each day to essentials e.g. lunch boxes, bags, hats and coats.</p> <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>				
Early detection of asymptomatic staff with the virus detected via lateral flow testing	All staff	<p>Lateral flow tests available to all staff working in primary setting/schools, from February 2021. 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.</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</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.	Staff	ongoing	
			School SLT will continue to monitor the process and will support any staff with queries.	All staff		

		<p>the workplace. Testing is recommended on a Sunday evening and a Wednesday.</p> <p>Anyone who tests <u>positive</u> using a Lateral Flow Test (LFT):</p> <ul style="list-style-type: none"> · will not attend setting or school and will inform the school immediately so that all contacts can be informed to self-isolate. · Will log the result via the on-line form · A follow up PCR test will be booked automatically via the form and the test centre will contact the staff member. · if the result of the PCR is positive the school will email SuperTracers@cardiff.gov.uk ttpcvschools@cardiff.gov.uk and COVID-19Enquiries@valeofglamorgan.gov.uk 				
Use of PPE and face coverings	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>In consultation with staff it is optional for staff 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>	Provide staff with a supply of single-use face coverings or washable face coverings	All Staff Line managers Head Teacher	ongoing ongoing ongoing	

		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.				
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 & 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).</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&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>	
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.</p> <p>The Test Track Protect team will work with the school to identify which pupils (if any) will need to have warn and inform notification 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 diarrhoea) are not required to self-isolate but are encouraged to take a PCR 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>School will be contacted by the TTP team to assist in identifying 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 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; 	<p>Head Teacher</p>	<p>ongoing</p>	

			<ul style="list-style-type: none"> - 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. 			
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"> - Talking to line manager; - Completing the All Wales Covid-19 workforce assessment tool; - Employee Assistance Programme (Care First) available 24/7 on 0800 174 319; - Occupational Health Service can be contacted on 07894 326948 or 07714 397521: - https://staffnet.valeofglamogan.gpv.uk/Sstaff-Central/Human-Resources/Occutpatonal-Health/Referring-to-Occupational-Health.aspx <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&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>Well-being action plan for any staff who require reasonable adjustments</p>	Head Teacher	ongoing	Any staff that choose to
Transport	Staff & pupils	<p>If staff are sharing a -vehicle, they will take reasonable precautions i.e. socially distance, use of face coverings, ventilations.</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. 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	

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.	<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 report to reception prior to the start of any work.</p>			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>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	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	Staff and pupils	Kitchens will be fully open. Pupils will eat school dinners in the Hall. Pupils will sit in their year groups. Pupils bringing packed lunches will eat within designated classrooms. All tables will be cleaned prior to and after eating. There will be good ventilation in the dining hall and sandwich 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	Pupils	Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: https://oeapng.info/ . Specific risk assessments will take Covid 19 into account especially if visits involve transport when precautions will be undertaken. 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

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		Breakfast club will run - see separate risk assessment for further details.				