

RISK ASSESSMENT



Location/Premises/School: Ysgol Pen-y-Garth	Date: 10/11/2020 V5
Completed by: Iona Edwards	Review date: as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc
<p>Activity/Description/Area: School is due to open on the for all pupils on the 15/3 21 Emergency childcare provision is no longer provided.</p> <p>This risk assessment takes into account the following Welsh Government operational guidance:</p> <p>https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19</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>From 15/3/2020) KS2 / Juniors – all pupils will be given a 15 minute window to enter the school gate. From between 8.45 – 9 am All Y3 – 6 to enter through the school gate on to the yard and go straight to class . 2 members SMT will be present on the gate every day with 2 other members on the yard to supervise pupils going to class and using the one way system. All classes have own door and pupils to follow hand washing / sanitising procedure on entering classroom every time.</p> <p>School gate is not opened until the staff have arrived on duty .</p> <p>One way system set up in the junior section for entering and leaving the school building. KS2 pupils do not use inside corridors to move to canteen, yard, outside etc but follow the one way system outside their own classroom</p> <p>Foundation Phase / Infants – all pupils will be given 15 minute window to enter school through the school gate Parents/ carers to bring children up to the school gate from 9 – 9.15 a.m. Staff to call cohorts forward in their year groups. Reception to Year 2 to enter school gate keeping reasonable distance. SMT & one member of each year group to be present to greet the pupils on the gate every morning.</p> <p>Nursery pupils to enter the Nursery Yard 8.50-9.00 (morning) 12.50-1.00pm (afternoon)</p> <p>CONTACT GROUPS – 9 year groups Pupils to remain in class groups for majority of the day apart from break time (outside) and lunchtime (staggered times in school hall with maximum of 2 year groups at a time and tables 3m+ apart and following a one way system to collect food, move around etc.</p>	

Nursery	Year 3
Reception	Year 4
Year 1	Year 5
Year 2	Year 6
Year 3	

2B and 1W to share same door outside door from corridor to go to yard – staggering entry supervised by member of year 1/2 staff
Y1BJ having own door to the yard
Y2S has own entrance/ exit to the yard

For break times

Reception Year 1 and Year 2 to have dedicated area to play in their contact groups

Year 3 & 4 and Year 5 & 6 to have different (staggered) break times with two year group per yard

All pupil Y3-6 pupils to enter from school yard – using outside one way system and use own sanitising station on entry to the class.

Toilets – all pupils to sanitize before entering toilet blocks

Nursery – own entrance, own toilet blocks

Reception – own entrance, own toilet blocks

Years 1 and 2 to use own toilet block with dedicated toilets for each year

Years 3, 4 and 5 to use Junior toilet block with dedicated toilets for each year.

Year 6 to use Y6 toilet block

From 15/3/21 All KS2 classrooms with front facing desks.

Face covering

All staff maintaining social distance as much as possible. All staff to use surgical masks indoors and to maintain 2m distance with other adults at all times

LUNCHTIME

All contact groups eat lunch at specific times

From 22 /3/21 -

Reception start eating at 11.20 lunch break 11.30 – 12.30 tables set up in 1 corner of dining hall 2m+ away from other tables and remain seated (staff bringing food)

Year 1 11.45 -12.45 pupils sit and stay in class groups and year groups in the same quarter of the hall 2m+ apart.

Year 2 11.45 -12.45 but enter hall after Reception have left and tables wiped down -1.00 pupils sit and stay in class groups and year groups in the same quarter of the hall 2m+ apart.

All surfaces wiped down by kitchen staff before next sitting (12.15)

Year 3-6 have 2 sittings in the hall (ie Year 3 &4 and year 5&6). All classes are seated 2m+ apart and move around the hall in class groups (collecting dinner, taking plates back etc)

All groups remain in the hall until the dedicated playing area on the yard is vacant. All tables washed down with viruscide after each sitting
All contact groups remain in their groups all day – with staggered playtimes and lunchtimes.

End of day – ALL PARENTS AND ADULTS ENTERING SCHOOL YARD TO WEAR FACE COVERING AND TO KEEP 2M DISTANCE

Reception finish time 3.10 – parents to collect from small yard 3.10 – 3.30. Older sibling collected at the same time.

Years 1-2 finish at 3.15 – parents to collect Y1 and 2 pupils + older siblings from the main yard between 3.15 and 3.30.

Year 3 – 6 finish 3.30

Years 3 and 4 (and older siblings) to be collected from yard from 3.30

Years 5 and 5 to be collected from sports hall gate.

Nursery has own entrance – own start and finishing time 9-11.30 and 1.00 – 3.30

Reception class parents to queue on the right hand side up to the school gate – Reception class parents will be called first

Year 1 and 2 parents to queue on the left hand side path from car park

Year 3 and 4 to queue on left hand side from the carpark just before 3.30 keeping 2m apart

All parents and children to leave the yard / site promptly walking down between 2 paths outside the school gate

On school yard – walk up on the left and down on the right

		potential for contamination				
Prevention of Coronavirus	Staff & Pupils	<p>Regular communication with staff, parents, guardians etc.</p> <p>Minimise contact between individuals as much as possible:</p> <ul style="list-style-type: none"> - Younger pupils – separating groups; - Older pupils – distancing. <p>Staggered start / finish times (see above)</p> <p>Process in place for removing face coverings when removing for eating and changing mask (ie midday)– 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 & 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 enhanced cleaning, particularly frequently touched surfaces & outside equipment</p>	<p>Use of text for short messages,email/ newsletter for addition information</p> <p>Each contact group have own entrance and finish start times (see above)</p> <p>Ensure sufficient hand washing / hand gel 'stations'</p> <p>Supplies of tissues & bins to be made available</p>	<p>Head Teacher</p> <p>Head Teacher</p> <p>Caretaker</p> <p>Caretaker</p>	15/3/21	

		<p>Wearing appropriate PPE (see below)</p> <p>Ensure appropriate ventilation in all classrooms</p> <p>Within classroom:</p> <ul style="list-style-type: none"> - Face coverings to be worn at all times.* When surgical mask not worn in younger classes (ee when introducing sounds/ explaining 2m distance has to be maintained. - Small adaptations to the classroom to support distancing (where possible), including sitting side by side and facing forwards; - Unnecessary furniture moved out of classrooms to give more space; - Maintain a distance & reduce the amount of time they are in face-to-face contact - Adults (ideally) to maintain a 2-metre 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"> - Contact groups kept apart as much as possible ; 	<p>Separate toilets for different contact groups; where this is not possible pupils use hand gel before entering the toilet & ensure toilets are cleaned regularly</p> <p>Timetable for staggered breaks / lunchtime etc</p>	All Staff	Ongoing	
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		<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 a minimum; - Busy corridors avoided altogether in KS2 by using fire exits; Corridors only used by individuals when visiting toilets. One-way system (marked on floor) for corridors - Staggered breaks and lunch times timetabled (+ time for cleaning surfaces in dining hall between groups); - Shared staff spaces set up to allow for social distancing - 5 max in staff room at all times. Tea- making and other facilities set up in other areas of school so that use of staff room kept to a minimum. <p>Amount of equipment pupils bring into school each day limited to essentials e.g. lunch boxes, bags, hats, coats, reading books. Individual stationary provided by school in zip lock bag.</p> <p>Books can be taken home, but on returning to change are quarantined for 72 and rotated.</p> <p>Staff and pupils have their own individual and very frequently used equipment such as pens and pencils and <u>are not shared.</u></p>	<p>Time tabled staffroom – maximum 5 at a time and kept well-ventilated Pupils not to bring any equipment to school Personal equipment supplied in zipped bags</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>Daily check of ensuring enough cleaning fluid available in all classrooms</p>	Phil P		
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		Classroom-based resources such as books and games can be used and shared within a contact group and are cleaned regularly.				
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>No PPE is required when undertaking routine education activities in the classroom / school setting. Staff to wear face covering /visor when working close eg intervention session</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 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>Regular audit of PPE supplies</p>	<p>Line manager</p> <p>PP, staff KB</p>	<p>1/9/20</p>	
Use of face coverings for health purposes		<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 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>The well-being of pupils taken into account before considering what kind of face covering is appropriate (eg consider young pupils, SEN or disabilities)</p>	<p>Head Teacher</p>	<p>1/9/20</p>	

People at school who are unwell	Staff & pupils	<p>Pupils to be kept in a separate room (Ystafell Lles) until they are collected, supervised at a distance of 2 metres where possible. When this is not possible, disposable gloves, apron & 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 14 days 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&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>Head teacher</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 (which can be done through LEA). 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</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 close contact:</p>	<p>KB</p>	<p>Ongoing</p>	

		<p>those contacts and advise them to self-isolate for 14 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 school identifies a potential cluster or outbreak, they will contact the regional multi-agency TTP Team immediately</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; - 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. 			
Identifying	Staff & pupils	A cluster is defined as 2 or more cases of	Outbreak Control Team			

clusters and outbreaks		<p>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>will consider:</p> <ul style="list-style-type: none"> - Adjustments to how the school is operating to facilitate infection & control measures and social distancing; - If further groups need to be asked to self-isolate e.g. class groups, other functional groups or year groups; - Whether to undertake an enhanced investigation including testing of a wider group. 			
Antibody testing	Staff	All Staff have been part of the programme of antibody testing			Completed	
LFT testing - twice weekly esting	All staff	<p>All staff have received training through video link and from 28/2/21 have been tested weekly. Sunday evening and Wednesday evening</p> <p>All results are reported to the school and Vale and a further PCR test arranged automatically.</p> <p>Depending on circumstances (Sunday or Wednesday testing) staff / and pupils asked to self isolate until the PCR further test is confirmed positive be reported to school</p> <p>If anybody tests positive from PCR a</p>				

		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 14 days from their last contact with the positive person. These people will only be required to take a test if they develop symptoms.				
Pupils & staff with underlying health conditions	Staff & pupils	<p>The Welsh Government has paused Shielding from 31/3/21; the advice is that staff and pupils can come to work / school as long as it is COVID-19 compliant.</p> <p>Risk assessment to be completed on those returning from the shielding group</p> <p>Risk assessments already completed on staff in the clinically vulnerable group</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"> - Talking to line manager; - Employee Assistance Programme (Care First) available 24/7 on 0800 174 319; - Occupational Health Service can be contacted on 07894 326948 or 07714 397521. <p>Staff to positively reinforce behaviours around social / physical distancing and hygiene as opposed to stigmatising</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 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>	<p>Head Teacher</p> <p>Any staff that choose to</p>	Ongoing	

		<p>mistakes</p> <p>Staff to be alert to identify and support learners who exhibit signs of distress</p>				
Pupils with symptoms entering the school	Staff & pupils Spreading symptoms to others	<ul style="list-style-type: none"> • All pupils, parents / guardians will be asked if they are well on arrival at the school • Parents / guardians reminded of their responsibility to abide by current guidelines on hand washing, social distancing & staying safe at home • Pupils to 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	<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>		All staff		

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>	Regular audits of first aid stock	HT & SMT	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		SCH		

Fire	All staff & pupils Burns, smoke inhalation, asphyxiation	Fire alarm checks to be carried out as normal Inside 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 obtained from Fire Safety Officer on 01446 709150	Care taker	ongoing	
Safeguarding	Pupils	All staff aware of their safeguarding duties All staff and pupils should know how to contact the Designated Safeguarding Person (DSP) Iona Edwards and DDSP (Mari Jacks) and consider how pupils can talk privately. Standard procedures to be observed including consideration of older age groups. Appropriate site security arrangements in place	All staff to receive updated online safeguarding training in line with new Safeguarding Policy	To be completed before end of March 2021		
Building & property maintenance	All staff & pupils Legionella, defects in property, faults, electric shock etc.	All routine inspections & tests maintained e.g. legionella water monitoring, hand wash water temperatures. Statutory inspections & servicing to continue Defects to be reported for remedial action.				

		<p>Any areas presenting increased risk to pupils to be isolated N/A at the moment</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 to report to reception prior to the start of any work.</p>				
Slips, Trips & Falls	<p>All staff & 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 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>	Cleaners clean all surfaces twice a day	Staff Vale Cleaners		

		Staff to assist with cleaning where appropriate				
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.	Any reduction in supervision to be reported to HT/ DH immediately	SMT		
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 (when appropriate)	Acceptable adult behaviour expectations displayed throughout the school			

Catering	Staff and pupils	Kitchens will be fully opened from 22/2/21	Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises		14/9	
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/				
School uniform		All pupils to wear school uniform from the Autumn term.				
Breakfast Clubs & after school provision		Breakfast club recommence from 22/2/21 to limited numbers (table for each year group year 1-6) After school provision resumed from 15/3/21 Clwb Carco provides own Risk Assessment				
Contingency planning	Staff and pupils	Plan in place with regards to remote learning 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			