

## RISK ASSESSMENT - COVID 19 moving from Pandemic to endemic



<b>Location/Premises/School:</b> Ysgol Pen-y-Garth	<b>Date:</b> 7/1/22
<b>Completed by:</b> Iona Edwards	<b>Review date:</b> as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc
<p><b>Activity/Description/Area:</b>  <b>This takes into account the level 0 and the move from pandemic to endemic and all the information that is currently available including the following Welsh Government coronavirus guidance:</b></p> <p><a href="https://gov.wales/school-operations-coronavirus">https://gov.wales/school-operations-coronavirus</a></p> <p>The guiding Principles are:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• secure the best outcomes for all learners by considering both their educational needs and wellbeing</li> <li>• 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</li> </ul> <p><b>Beginning of the school day</b>  School start time return to 9am. Gates open at 8.45 with all pupils entering school between 8.45 – 9.00  KS2 pupils to go to class using outside one way system. All pupils to hand sanitize on entering the school.  Reception -2 to play outside in designated areas with staff on duty to supervise until start of school ( 9.00)  All parents to wear face coverings when entering school yard and coming up to school entrance.  Rota of staff from Foundation Phase and KS2 to welcome pupils on the school gate daily.  Nursery parents to bring children to Nursery yard (wearing face coverings at all times) and to the class door.</p> <p><b>End of day:</b>  All year groups finish at 3.30  Parents to collect children in family groups at collection point for youngest sibling.  All parents/ carers / guardians to wear face coverings when entering school yard.  Parent/ Carers / guardians asked to leave premises promptly after collecting children. Only one adult per family to collect</p>	

Reception – Reception Yard  
 Year 1 and 2 Lower yard  
 Year 3 and 4 Upper Yard  
 Year 5 and 6 Sports Hall gate

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><b>Anybody unwell with symptoms of COVID-19 will stay at home if they display:</b></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>They need to book a PCR and self-isolate for 7 days if result is positive. They require to take a LFT on day 6 and 7 (or 24 hours after) and can return to school on day 8 if these 2 results are negative.</p> <p>If a member of the immediate household tests positive or you are identified as a close contact, you are required to take LFT daily for 7 days.</p> <p><u>If negative</u>, there is no requirement to self-isolate.</p> <p><u>If positive</u>, they should self-isolate for 7 days and take LFT on day 6 and 7. If these 2 are negative then they can cease self-isolation and return to school on day 8. But if they continue to have a high temperature they should remain at home. They can return if they have a cough or loss of taste/ smell</p>	Ongoing monitoring	All Staff	Ongoing	

		<p>New from 6/1/22</p> <p>PCR should only be undertaken if the adult or child (5-11) shows symptoms or they are advised by TPP to do so.</p> <p>Anyone (staff or pupils) who have any of the wider symptoms of COVID-19 (fatigue, myalgia, sore throat, headache, sneezing, loss of appetite, nausea, vomiting and diarrhoea) should seek a LFT</p> <p>All staff and pupils are carrying out robust hand and respiratory hygiene including ventilation (CO2 monitors in all classrooms) .</p> <p>All staff eligible are taking up booster vaccination</p> <p>Continue with the 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 taken on how to maximise distancing between those in school wherever possible and minimise potential for contamination.</p> <p>Encourage the use of outdoor learning spaces every day</p> <p>Visitors to the school required to take LFT-records kept of who has visited and when.</p> <p>All permitted visitors including parents who access the school site will wear a face covering in line with school policy.</p>				
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Prevention of Coronavirus	Staff & Pupils	<p>Regular communication with staff, parents, guardians.</p> <p>Minimise contact between individuals as reasonably practicable:</p> <ul style="list-style-type: none"> <li>• No indoor concerts for the short term;</li> <li>• Maintain traffic routes around the school –all KS2 classes to use fire doors to exit and travel outside building using one way system -all Foundation Phase classes have own entrance to class from outdoors</li> <li>• Continue with 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 continue to undertake LFT three times a week in preparation to attend school on Monday, Wednesday and Friday and communicate positive results to HT/Admin</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>Continuing with enhanced cleaning incorporated in the daily clean. Frequently touched surfaces &amp; outside equipment will need to be cleaned</p>	<p>School team will agree when and where face coverings/FRSM will be worn. This will be dependent on the level of risk and this will be regularly reviewed.</p> <p>Ensure sufficient hand washing / hand gel 'stations'</p> <p>Supplies of tissues &amp; closed lid pedal bins available in all classes</p>	<p>Head Teacher/ school clerk</p> <p>All Staff</p> <p>Head Teacher</p> <p>Caretaker</p> <p>Head Teacher</p>	<p>ongoing</p> <p>ongoing</p>	
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		<p>Wearing appropriate PPE (see below).</p> <p>Ensure good ventilation at all times – doors/ windows to be open at all times</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; seating arrangements kept for small groups / intervention sessions.</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 social distance from each other and from pupils;</li> <li>• Staff to avoid close face-to-face contact and minimise time spent within 2 metre of anyone.</li> <li>• Good ventilation at all times.</li> </ul> <p><b>Elsewhere:</b></p> <ul style="list-style-type: none"> <li>• Avoid any large gatherings such as departmental and whole school assemblies;</li> <li>• Traffic routes will be used;</li> <li>• Avoid creating busy corridors, entrances and exits;</li> <li>• Additional staff spaces set up to avoid using small communal areas eg social distancing will be maintained in staff rooms where there is a maximum of 6 present at any one time</li> </ul> <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>Toilets will be shared by different groups however, pupils will wash hands /use hand sanitizer prior to entering the toilet and when leaving the toilet. Toilets will be cleaned twice a day.</p> <p>From 1/12/21 carbon dioxide monitors placed in all classrooms and all areas with multiple occupancy. Monitors to be placed in the areas that are not so well ventilated ie away from windows and doors. Monitors set that if CO<sub>2</sub> value exceeds 800 then an alarm will sound. Staff children will take pupils outside for fresh air, open more windows and return when value falls below 800.</p> <p>Resources that are shared between groups such as sports, art and science</p>	Staff	ongoing	
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		Classroom-based resources such as books and games can be used but they should be cleaned regularly.	equipment should be cleaned frequently			
Asymptomatic staff /pupils at the school	All staff	<p>Lateral flow tests available to all staff working in primary setting/schools.  <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 readily available in order for staff to take tests three times a week. Testing is voluntary, but staff are encouraged to participate to further reduce the risk of asymptomatic transmission within the workplace. Testing is recommended in readiness for school on Monday, Wednesday and Friday. Part time staff to adjust these pro rata.</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 warned and informed.</li> <li>• Will log the result via the on-line form</li> <li>• A follow up PCR test will be booked</li> <li>• if the result of the PCR is positive the school will email to inform them there is a positive at the school</li> </ul> <p><a href="mailto:SuperTracers@cardiff.gov.uk">SuperTracers@cardiff.gov.uk</a></p> <p><a href="mailto:tpecvschools@cardiff.gov.uk">tpecvschools@cardiff.gov.uk</a>  and  <a href="mailto:COVID-19Enquiries@valeofglamorgan.gov.uk">COVID-19Enquiries@valeofglamorgan.gov.uk</a></p>	School SLT will continue to monitor the process and will support any staff with queries.	All staff		

<p>Incorrect Use of PPE and face coverings i.e. exposure to the virus inadvertently</p>	<p>Staff &amp; pupils</p>	<p>Social/physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus.</p> <p>Staff to use surgical face masks when undertaking all 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 parents are contacted and pupil is brought down to reception area (with the door open for ventilation). If pupil 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 wear a face covering and sign the visitor register in line with school policy.</p> <p>Parents will be asked to wear a face covering when on the school site (on the school yard).</p> <p>Staff to wear surgical mask face coverings when dealing with upset children at the beginning of</p>	<p>Decision when and where to use face coverings routinely at the school will be a decision of the staff team</p> <p>It is recommended that staff wear face coverings in communal areas such as corridors and the hall and in classrooms where social distancing is not guaranteed.</p> <p>Provide staff with a supply of single-use face coverings or washable face coverings</p>	<p>All Staff</p> <p>Head Teacher</p>	<p>ongoing</p> <p>ongoing</p>	
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		the day as staff might need to get close to parents/carers in this instance.				
People at school who are unwell	Staff & pupils possibly visitors	<p>Pupils who develop Covid symptoms are to be taken to reception area (with the door open for ventilation) 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 7 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 LFT three times, communicating positive 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>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. Those living with someone showing symptoms will also self-isolate, get a test and then will take a cautious approach if negative</p> <p>The Test Track Protect team will work with the school to identify which pupils will need to be tested or may need to be 'warned and informed' following a positive case linked to the school. Warn and inform letters are only sent to contacts</p>	School will be contacted by the TTP team to assist in tracing contacts where necessary	Head Teacher	ongoing	

		<ul style="list-style-type: none"> <li>School to send letter to classes/ year groups that have covid cases asking parents to be more vigilant of symptoms</li> </ul>				
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"> <li>- Talking to line manager;</li> <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 <a href="https://staffnet.valeofglamorgan.gov.uk/Staff-Central/Human-Resources/Occupational-Health/Referring-to-Occupational-Health.aspx">https://staffnet.valeofglamorgan.gov.uk/Staff-Central/Human-Resources/Occupational-Health/Referring-to-Occupational-Health.aspx</a></li> </ul> <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&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 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 – spread of the virus during commuting to school	Staff & pupils	<p>Face coverings to be worn on public transport.</p> <p>If staff are sharing a vehicle, they will take reasonable precautions i.e. socially distance, use of face covering and ventilation.</p> <p>Face coverings will be worn on all school transport and the risk assessment provided will be followed</p>			ongoing	

Lack of First Aid provision or transmission of the virus via the application of first aid	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	
<p>Administering prescription medication</p> <p>Incorrect medication or dosage given; medication not available</p>	Pupils	Usual school policy / procedures to be followed by staff hygiene and PPE worn as required.			ongoing	
Fire breaking out	<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> <p>Fire evacuation procedures and drills undertaken</p>	Support can be obtained from Fire Safety Officer on 01446 709150		ongoing	

Safeguarding issues due to the Covid 19 situation	Pupils	<p>All staff aware of their safeguarding duties.</p> <p>All staff and pupils should know how to contact the Designated Safeguarding Person (DSP) and consider how pupils can talk privately.</p> <p>Standard procedures to be observed including consideration of older age groups.</p> <p>Appropriate site security arrangements in place.</p>			ongoing	
Breaches of Building & property maintenance	All staff & pupils  Legionella, defects in property, faults, electric shock etc.	<p>All routine inspections &amp; tests must be maintained e.g. legionella water monitoring, hand wash water temperatures.</p> <p>Statutory inspections &amp; 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 and will follow the school procedures.</p>			ongoing	

<p>Cleaning so that the virus does not spread</p>	<p>All staff &amp; pupils</p>	<p>Maintain robust cleaning at all times.</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>COSHH information on cleaning products.</p> <p>COSHH slide deck for staff.</p>	<p>The school will be aware of the provision for cleaning supplies from the Vale and the removal of additional funding so will manage cleaning resources to ensure that a robust approach is followed.</p>		<p>ongoing</p>	
<p>Lack of staff, reduction in supervision</p>	<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>Head Teacher, SLT, Admin</p> <p>To be continually monitored.</p>		<p>ongoing</p>	
<p>Catering – spread of the virus during meal times</p>	<p>Staff and pupils</p>	<p>Kitchens will be fully open.</p> <p>Pupils will eat school dinners in the dining Hall</p> <p>All tables and points of contact will be cleaned for staggered setting.</p> <p>All year group tables are 2m+ apart.</p> <p>Reception 11.30  Year 1 – 11.40  Year 2 – 11.45  Year 3 and 4 (first sitting with year groups 2m+ apart)</p>	<p>Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises</p> <p>The use of face coverings by staff will be a decision for the school team</p>	<p>Kitchen staff  Supervising staff</p>		

		<p>Years 5 and 6 (second with year groups 2m+ apart)</p> <p>There will be good ventilation.</p> <p>Staff will socially distance and wear face coverings at all times</p>				
Spread of the virus during Educational visits	Pupils/ staff	<p>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>.</p> <p>Specific risk assessment will take Covid 19 into account especially if visits involve transport when precautions will be undertaken.</p>	EVC Coordinator			
Breakfast Clubs & after school provision		<p>Breakfast club will be open (Y1-6) for limited numbers. School operates booking system in order to control numbers.</p> <p>Pupils sit in year groups and do not mix.</p> <p>Maximum number of 12 per year.</p> <p>All tables set 2m + apart</p> <p>All staff to follow school procedures above with hand sanitizing, social distancing, use of PPE etc.</p>				