

Risk Assessment

About the Risk Assessment			
Activity or Workplace Assessed:	September 2020 – School operations during Coronavirus pandemic – Infection Control, Hygiene and Social Distancing Click here to enter text	Location/ Department:	Glasllwch Primary Click here to enter text. Click here to enter text.
Persons Consulted/ Involved in Risk Assessment	SLT All staff Health and Safety Gov CoG	Risk Assessment Reference Number:	4
Date of Assessment:	02/09/2020	Next Review Date:	23/10/2020

Hazard and potential injury	Persons Affected	Existing Control Measures	Risk rating			Further action required	Risk rating			Action by:	Due date:	Completion date:
			L	S	RR		L	S	RR			
Contracting Coronavirus – Contact Groups, classroom set up, resources and activities	All pupils and staff on site	Staff all aware of social distancing rules	3	3	9	<p>Contact groups to be kept as small as possible in line with WG guidance – individual classes where possible and year groups or other smaller defined groups where not. Contact group details to be outlined below.</p> <p>Records to be kept of anyone not normally in a contact group who comes into it e.g. specialist interventions, to support Test Trace Protect (TTP) should it be needed.</p> <p>Staff seating to be arranged so as to maintain 2m distance from other adults in room.</p> <p>Staff to maintain, so far as possible, 2m distance from pupils. It is acknowledged that this will not always be possible, particularly with younger children.</p> <p>Staff to ensure that specific interactions which break social distancing with children occur as briefly and infrequently as possible.</p>	2	3	6	SLT, all staff, GB	03/09/2020	2.9.20 - 0

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						<p>Activities to be planned so as to discourage close or regular contact between individuals, staff and pupils, or the sharing of resources.</p> <p>Any shared resources to be cleaned between users, including computer keyboards/mouse devices.</p> <p>Children to be discouraged from engaging in games or interactions that require prolonged physical proximity or contact.</p> <p>Windows to be opened where possible.</p> <p>Consideration to be given to maximising use of outdoor space for learning and play</p> <p>Children to be given age appropriate information regarding the need for social distancing and the new school rules.</p> <p>So far as possible, pupils to remain in one classroom and staff to move around.</p>						
Contracting Coronavirus – hygiene, handwashing PRIMARY	All staff and pupils	Schools have comprehensive cleaning regime	3	3	9	<p>Signage to be displayed to reinforce messages</p> <p>All staff to wash their hands when they arrive on site</p> <p>All children to be taken to wash their hands when they arrive on site</p> <p>All children to be taken to wash their hands, separately, at any change of activity</p> <p>All staff to wash their hands at any change of activity</p> <p>All staff and children to wash their hands before and after eating</p>	2	3	6	SLT, all staff, GB	03/09/2020	2.9.20

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Contracting Coronavirus – hygiene, handwashing SECONDARY	All staff and pupils	Schools have comprehensive cleaning regime	Clic k her e to ent er text .	Clic k her e to ent er text .	Clic k her e to ent er text .	<p>All hand washing to be done in line with public health and NHS guidance</p> <p>Staff to be vigilant to children touching their face and take children who do to wash their hands more frequently</p> <p>Hand Sanitiser and equipment wipe stations to be placed, as per your risk assessment, where there is a need for multiple people to use a touch point in quick succession without the opportunity to wash their hands before and after. E.g. vending machines, biometrics touch points, entrances (for visitors. Staff and children should wash their hands on entering the premises). Reliance on hand sanitiser is to be avoided and good handwashing procedures to be encouraged. Separate protocol for handwashing and use of sanitiser is available.</p> <p>All staff to wash their hands when they arrive on site</p> <p>All pupils to wash their hands when they arrive on site</p> <p>All pupils to wash their hands at any change of activity</p> <p>All staff to wash their hands at any change of activity</p> <p>All staff and pupils to wash their hands before and after eating</p> <p>All hand washing to be done in line with public health and NHS guidance</p>						

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						Staff to be vigilant to pupils touching their face and advise pupils who do so to wash their hands more frequently						
						Hand Sanitiser and equipment wipe stations to be placed, as per your risk assessment, where there is a need for multiple people to use a touch point in quick succession without the opportunity to wash their hands before and after. E.g. vending machines, biometrics touch points, entrances (for visitors. Staff and pupils should wash their hands on entering the premises). Reliance on hand sanitiser is to be avoided and good handwashing procedures to be encouraged. Separate protocol for handwashing and use of sanitiser is available.						
Contracting Coronavirus – hygiene, toilets	All staff and pupils	Schools have comprehensive cleaning regime	3	3	9	Toilets to be cleaned frequently and thoroughly, but not necessarily after every use.	2	3	6	SLT, all staff, site manager, GB	3.9.20	2.9.20
						Schools to put in place own protocols for managing toilets, based on school layout , size of toilets, number of pupils on site etc. (describe below if not already documented elsewhere). Where possible separate toilets to be provided for different contact groups. If this is not possible, use of hand sanitiser before entering to be encouraged.						
						Strong focus and messaging around hand hygiene after using the toilets.						
Contracting Coronavirus – body fluid spills	All staff and pupils	Schools have comprehensive cleaning regime	3	3	9	All schools to ensure that they have spillage packs on site to immediately deal with any bodily fluid spills. Bodily fluid spills must not be left for cleaners later.	2	3	6	SLT, all staff, site manager, GB	3.9.20	2.9.20
Contracting Coronavirus – hygiene, cleaning	All staff and pupils	Schools have comprehensive cleaning regime				Cleaning schedule (days, times, how many people, where, what and how often) to be revised according to building usage and need, to focus on need to ensure cleanliness of touch points and welfare facilities. Document below if no separate protocol/schedule exists.						

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Contracting Coronavirus - illness	All Staff and Pupils	All staff aware of government guidance on self-isolation	3	3	9	<p>Education delivery time to be spaced out so as to allow for cleaning to take place between different groups of children using the same area/classroom – describe school rota and timetable below or reference where it can be found</p> <p>All desks, work stations, toys, equipment etc. should be wiped down with disinfectant after use and/or between activities/cohorts (depending on individual school set up).</p> <p>Door handles, window handles, surfaces, and touch points in communal areas to be wiped down with disinfectant at intervals during the day, as well as normal and focussed cleaning.</p> <p>All staff to be vigilant to their own health and to follow latest government guidance on self-isolation if they or their family are displaying symptoms or they are informed by the track and trace service that they have been in contact with a confirmed case.</p> <p>National guidance around staying at home if you are displaying symptoms to be reiterated to pupils (where age appropriate) and parents/carers.</p> <p>All staff to be vigilant to the health of their pupils and ensure they are following latest national guidance if a pupil appears to be unwell.</p> <p>An area to be designated for isolation should a pupil or staff member become ill, in line with national guidance.</p> <p>All staff to be made aware of the area/s designated for isolation within the school if a pupil / staff member develops symptoms whilst</p>	2	3	6	SLT, all staff, GB	03/09/2020	2.9.20

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						on site. Separate protocol for completion and display.						
						In the event of a confirmed case of covid-19, instructions from TTP team to be followed with regards to contact group self isolation etc. NCC Education and Health and Safety Teams to be informed.						
Contracting Coronavirus – PPE Mainstream	All staff and pupils	Staff all aware of social distancing rules	3	3	9	Additional PPE provided for first aid and use with symptomatic children (see relevant risk assessment lines)	2	3	6	SLT, all staff, GB	3.9.20	2.9.20
		In line with government guidance no additional PPE is necessary for routine activities				Keep under review whether support for any individual child (e.g. following vulnerable and stated children risk assessment completion) requires further consideration of PPE risk control measures and individual assessment – contact health and safety for support.						
Contracting Coronavirus – PPE SEN	All staff and pupils	Staff all aware of social distancing rules	3	3	9	Additional PPE provided for first aid and use with symptomatic children (see relevant risk assessment lines)	2	3	6	SLT, all staff, GB	3.9.20	2.9.20
		In line with government guidance no additional PPE is necessary for routine activities				Contact health and safety for support						
Contracting Coronavirus – Social Distancing during activities outside of the classroom	All pupils and staff on site	Staff all aware of social distancing rules	3	3	9	Consideration to be given to each area of the school, outside of the classroom, which may be used, what activities will be carried out there and how social distancing can be maintained, including outdoor areas. Consider zoning school where possible (e.g. separate playgrounds for different contact groups) or using timetabling to minimise mixing between contact groups (e.g. staggered break times in shared playground).	2	3	6	SLT, all staff, GB	3.9.20	2.9.20
						Mixing of contact groups in circulation/communal areas should be avoided as						

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						much as possible This could include (but is not limited to) one way systems, staggered lesson times, staggered lunch and break times, eating in classrooms rather than halls, moving teachers rather than pupils, no assemblies, limiting setting by ability etc. – document your arrangements below if no separate protocol exists.						
Contracting Coronavirus - Staff Welfare Facilities	All pupils and staff on site	Staff all aware of social distancing rules	3	3	9	Seating in staff resting areas to be positioned so as to maintain 2m social distancing. Microwaves to be added to cleaning schedule. Staff fridges to remain in use and be added to cleaning schedule. Staff to bring in all food necessary for the day.	2	3	6	SLT, all staff, GB	3.9.20	2.9.20
Contracting Coronavirus – pupils eating and drinking	All pupils and staff on site	Staff all aware of social distancing rules	3	3	9	All cups, plates, cutlery etc. to be placed in dishwasher at the end of the day. Children to bring in any food necessary for the day/cold food to be provided for first couple of weeks for FSM pupils. Children to eat and drink in classrooms on staggered schedule. All eating areas to be wiped down thoroughly before and after eating, using normal household cleaning products. Detail lunchtime arrangements below if not detailed anywhere else. Water bottles can be refilled by children (where they are able) or staff, using proper hand hygiene processes before and after.	2	3	6	SLT, all staff, GB	3.9.20	2.9.20
Contracting Coronavirus – First Aid Provision	All pupils and staff on site	Staff all aware of social distancing rules	3	3	9	First Aid needs assessment to be reviewed based on number of people likely to be on site at any time.	2	3	6	SLT, all staff GB	3.9.20	2.9.20

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Contracting Corona Virus – Corridors and circulation areas	All pupils and staff on site	Staff all aware of social distancing rules	3	3	9	<p>First aiders to consider what low level interventions pupils may be able to manage for themselves so as to maintain social distancing as far as possible e.g. older pupils could use a cold compress on a leg or arm</p> <p>Additional PPE (masks and visors) in place (via central order and cluster distribution) for first aid interventions that require close contact, particularly where examination or treatment of face, mouth or head is required e.g. managing bleeding from a head wound or where the spray of bodily fluids is likely e.g. child vomiting</p> <p>Corridors and circulation areas to be assessed for pinch points, passing places, and areas of high volume usage, and appropriate signage to be displayed. Consider a site plan with areas of concern and signage points clearly labelled.</p> <p>Pupils to be given clear instructions regarding corridor/circulation area behaviour and social distancing.</p> <p>Minimise number of children in corridors and circulation areas at any time. Control measures to be considered:</p> <ul style="list-style-type: none"> • One way system/partial one way system • Keep Left/Keep Right • Staggered lesson changes • Teachers moving classrooms rather than pupils • Supervised movement between classrooms • Staggered start and finish times 	2	3	6	SLT, all staff, GB	3.9.20	2.9.20
Contracting Corona Virus – Access and Egress, Drop	All pupils and staff on site	Staff all aware of social distancing rules	3	3	9	Start and finish times to be staggered.	2	3	6	SLT, all staff, GB	3.9.20	2.9.20

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Off and Pick Up						Where waiting areas are to be used, clear social distancing markers to be used, where possible e.g. in car park on school site.						
Contracting Corona Virus – School Transport						All waiting areas for parents to be outside. Parents to be given clear instructions around start and finish times, waiting areas, etc. Clear instructions to be given to parents and children around use of home to school transport and expectations around behaviour. Pupils over the age of 11 will be expected to wear face coverings on school transport. Bins to be provided at entrances for pupils to dispose of disposable masks. All pupils to be directed to wash their hands at the end of the day before putting on masks to get on transport. Regular messaging to pupils regarding safe storage of used re-useable masks and to wear a clean one for each journey. See Home to School Transport risk assessment for further guidance						
Contracting Corona Virus – school offices	All pupils and staff on site	Staff all aware of social distancing rules	3	3	9	Social distancing to be maintained in school offices - furniture to be removed or taken out of use where necessary Windows to be kept open at all times where possible Cleaning to be carried out between users if more than one person to use workstation (e.g. part time workers)	2	3	6	SLT, all staff, GB	3.9.20	2.9.20

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						Consideration to be given to providing staff with own keyboard and mouse, where workstations are normally shared.						
						Consideration to be given to how phones can be sanitised between users if staff do not have own hand or headset.						
Contracting Coronavirus – illness in higher vulnerability individuals	All staff and pupils in the government’s predefined list of people at higher risk – includes some common conditions such as diabetes and asthma	Staff all aware of social distancing rules	3	3	9	Specific Welsh Government guidance and individual risk assessment in place for staff to complete. Any staff considered vulnerable to covid-19 must complete this and discuss the results with their line manager. If any staff member scores in the 4-6 range they, and their line manager, must complete the supplementary form to establish whether a safe return to school can be managed. In line with WG guidance and risk assessment toolkit , staff who were previously shielding only to be in the workplace where they can manage strict social distancing. Any child in the higher risk category attending school will have a personal risk assessment/ asthma card/care plan to cover their personal circumstances. This to be agreed with parents/carers. All staff be made aware of the child’s medical needs and be vigilant to any signs of illness.	2	3	6	SLT, specific staff / pupils, GB	3.9.20	2.9.20
Returning to the workplace – staff wellbeing	Staff have access to Carefirst EAP		3	3	9	Carefirst details to be redistributed to staff: Care First Free access to confidential advice and supportline 24 hours a day, 365 days a year. 0800 174319 365 days a year 24 hours a day, 7 days a week. www.carefirst-lifestyle.co.uk	2	3	6	SLT, all staff, Gb	3.9.20	2.9.20

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						<p><i>Care First login for NCC employees:</i> Username: newcc001 Password: wellbeing</p> <p><i>Note any changes to normal pastoral arrangements and local mechanisms for staff to raise concerns</i></p> <p>Staff considered to be vulnerable to have individual assessment</p>						
Contracting Coronavirus – breaks, lunchtime and use of shared play equipment	Pupils on site	Staggered times, separate play and lunch areas	3	3	9	<p>Games involving close physical contact to be discouraged</p> <p>Games involving shared play equipment to be discouraged</p> <p>Shared outdoor play equipment to be cleaned frequently. Avoid use of resources that cannot be easily cleaned such as sand pits.</p> <p>Breaktimes/lunchtimes to be staggered/zoned to minimise contact groups mixing.</p>	2	3	6	SLT, all staff, GB	3.9.20	2.9.20
Posters and Messaging – ensuring that the right information is disseminated	All pupils and staff on site	Staff all aware of social distancing rules	3	3	9	<p>Appropriate posters to be placed in strategic locations around the school</p> <p>information distributed via school messaging systems/social media/website</p> <p>Anyone who needs support in sourcing signage should contact procurement</p>	2	3	6	SLT, all staff, GB	3.9.20	2.9.20
Social Distancing – Emergencies	All pupils and staff on site	Staff all aware of social distancing rules	3	3	9	<p>Emergency procedures (such as fire plans) to be revised to take account of social distancing requirements where possible.</p>	2	3	6	SLT, all staff, GB	3.9.20	2.9.20

Name of Risk Assessment Reviewing Manager:	Chris Jackson, Jenny Munslow
Date Reviewed	2.9.20

School Protocols	If already documented elsewhere please refer to where this kept/link below						
Contact Group details	One form entry school, each year group is a contact group bubble						
School Timetable	See September letter – children transitioning back into school, staggered start and finish times						
Toilet Breaks	Staggered playtimes and lunch times. Separate toilets assigned to each contact group						
Lunchtime arrangements	Staggered lunchtimes. One contact group in each area of school outside at a time, other group inside eating in classroom, FP using individual outside areas						
Social Distancing Outside the Classroom (list activities to be undertaken and describe briefly social distancing measures)	Hall: PE / Games – one class at a time	Gym: N/A	Playground: Split into 2 areas – 2 classes at a time in own demarcated area				
Cleaning Schedule including toilets	Designated cleaners in school from 3.30 cleaning all areas of school including toilets. Cleaning stations in all classes, areas cleaned with anti bac spray after every session, resources used by contact groups cleaned with anti bac as appropriate						
Corridors and Circulation Areas – zoning, signage and social distancing markers	One way system demarcated, signs outside school with information about Covid symptoms, one way system, social distancing, hand washing signs in all areas, markings on toilet floor and sinks						

For premises related issues, including managing fire safety, please see the School Premises Recovery Checklist.

*Pupil welfare issues, safeguarding, curriculum and organisation of learning and staffing ratios and rotas with as part of this assessment

Useful guidance:

<https://gov.wales/sites/default/files/publications/2020-08/operational-guidance-for-schools-and-settings-from-the-autumn-term-version-2.pdf>

<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/>

<https://gov.wales/sites/default/files/publications/2020-08/covid-19-education-child-youth-settings-workforce-risk-assessment-tool-2020-08-13.pdf>

Revision and Amendment Record			
Review Date	Amendment Made	Name of Reviewee:	Next Review Date
23/03/2020	School as a key worker hub	Chris Jackson	17/06/2020
17/06/2020	Increase in numbers	Chris Jackson, Jenn Munslow, CoG, Health and Safety Gov	26/06/2020
17/07/2020	Return to school July 2020	Chris Jackson, Jenn Munslow, CoG, Health and Safety Gov	02/09/2020
02/09/2020	Return to school September 2020	Chris Jackson, Jenn Munslow, CoG, Health and Safety Gov	23/10/2020
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Guide to Likelihood		
Level	Descriptor	Description
1	Rare	This event may occur in exceptional circumstances
2	Unlikely	Do not expect it to happen but is a foreseeable event.
3	Likely	The event occurs occasionally
4	Highly Likely	The event occurs regularly
5	Frequent	The event occurs frequently

Guide to Severity		
Level	Descriptor	Description
1	No Injury	No injury or adverse outcome
2	Minor	Short-term injury or illness that is resolved with no medical intervention required
3	Moderate	Injury or illness which is resolved with medical intervention
4	Major	Serious injury or illness with results in time-lost and medical intervention
5	Tragic	Death or long-term / permanent injury or illness.

Likelihood	Severity					Suggested timescales
	1 No injury	2 Minor	3 Moderate	4 Major	5 Tragic	
1 Rare	1	2	3	4	5	No Immediate Action
2 Unlikely	2	4	6	8	10	Action prior to further implementation
3 Likely	3	6	9	12	15	Urgent Action

4 Highly Likely	4	8	12	16	20	
5 Frequent	5	10	15	20	25	