

# Risk Assessment

About the Risk Assessment			
<b>Activity or Workplace Assessed:</b>	September 2020 – School operations during Coronavirus pandemic – Infection Control, Hygiene and Social Distancing <a href="#">Click here to enter text</a>	<b>Location/ Department:</b>	Glasllwch Primary <a href="#">Click here to enter text.</a> <a href="#">Click here to enter text.</a>
<b>Persons Consulted/ Involved in Risk Assessment</b>	SLT All staff Health and Safety Gov CoG Cardiff Met Greenfields BC Gwent Music	<b>Risk Assessment Reference Number:</b>	5
<b>Date of Assessment:</b>	04/11/2020	<b>Next Review Date:</b>	18/12/2020

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 staff, students, BC staff, Gwent Music staff on site	Staff all aware of social distancing rules	3	3	9	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.  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.  Staff seating to be arranged so as to maintain 2m distance from other adults in room.  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.	2	3	6	SLT, all staff, GB	03/09/2020	2.9.20 -

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

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Contracting Coronavirus – hygiene, handwashing SECONDARY	All pupils, staff, students, BC staff and Gwent Music staff	Schools have comprehensive cleaning regime	Click her e to ent er text	Click her e to ent er text	Click her e to ent er text	All staff and children to wash their hands before and after eating						
						All hand washing to be done in line with <a href="#">public health and NHS guidance</a>						
						Staff to be vigilant to children touching their face and take children who do 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 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.						
						All staff to wash their hands when they arrive on site						
						All pupils to wash their hands when they arrive on site						
						All pupils to wash their hands at any change of activity						
						All staff to wash their hands at any change of activity						
						All staff and pupils to wash their hands before and after eating						
						All hand washing to be done in line with <a href="#">public health and NHS guidance</a>						

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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 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.						
Contracting Coronavirus – hygiene, toilets	All pupils, staff, students, BC staff, Gwent Music staff	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 pupils, staff, students, BC staff, Gwent Music staff	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 pupils, staff, students, BC staff,	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						

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Contracting Coronavirus - illness	All Pupils, staff, students, BC staff, Gwent Music Staff	All staff aware of government guidance on self-isolation	3	3	9	<p>points and welfare facilities. Document below if no separate protocol/schedule exists.</p> <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>	2	3	6	SLT, all staff, GB	03/09/2020	2.9.20
						<p>All staff to be vigilant to their own health and to follow <a href="#">latest government</a> 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 <a href="#">national guidance</a> 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>						

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						All staff to be made aware of the area/s designated for isolation within the school if a pupil / staff member develops symptoms whilst 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, students 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 statemented 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, students 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 staff, students, sports 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

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						Mixing of contact groups in circulation/communal areas should be avoided as 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, students 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.  All cups, plates, cutlery etc. to be placed in dishwasher at the end of 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, students on site	Staff all aware of social distancing rules	3	3	9	Hot meals to be served according to parent play booking system. FP to eat in school hall a year group at a time according to timetable.  KS2 to eat in classrooms. All hot meals to be boxed and served by Chartwells staff. KS2 meals to be delivered to classrooms. Children bringing packed lunches to eat alongside those eating hot lunches.  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.	2	3	6	SLT, all staff, GB	3.9.20	2.9.20

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						Water bottles can be refilled by children (where they are able) or staff, using proper hand hygiene processes before and after.						
Contracting Coronavirus – First Aid Provision	All pupils and staff, students on site	Staff all aware of social distancing rules	3	3	9	<p>First Aid needs assessment to be reviewed based on number of people likely to be on site at any time.</p> <p>All staff hold 1 day First Aid certificates, 3 staff hold First Aid at work certificates.</p> <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 school, 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>	2	3	6	SLT, all staff GB	3.9.20	2.9.20
Contracting Corona Virus – Corridors and circulation areas	All pupils, staff, students on site	Staff all aware of social distancing rules	3	3	9	<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"> <li>• One way system/partial one way system</li> <li>• Restricted movements between areas</li> </ul>	2	3	6	SLT, all staff, GB	3.9.20	2.9.20



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						<ul style="list-style-type: none"> <li>Keep Left/Keep Right</li> <li>Supervised movement between classrooms</li> <li>Staggered start and finish times</li> </ul>						
Contracting Corona Virus – Access and Egress, Drop Off and Pick Up	All pupils, staff, students on site	Staff all aware of social distancing rules	3	3	9	<p>Start and finish times to be staggered.</p> <p>Where waiting areas are to be used, clear social distancing markers to be used, where possible e.g. in car park on school yard.</p> <p>All waiting areas for parents to be outside.</p> <p>Parents to be given clear instructions around start and finish times, waiting areas – through regular newsletters.</p> <p>Clear instructions to be given to parents and children around use of home to school transport and expectations around behaviour.</p>	2	3	6	SLT, all staff, GB	3.9.20	2.9.20
Contracting Corona Virus – school offices	All pupils, staff, students on site	Staff all aware of social distancing rules	3	3	9	Windows to be kept open at all times where possible	2	3	6	SLT, all staff, GB	3.9.20	2.9.20
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	Staff all aware of social distancing rules	3	3	9	<p>Specific Welsh Government <a href="#">guidance and individual risk assessment</a> 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.</p> <p>In line with <a href="#">WG guidance and risk assessment toolkit</a>, staff who were previously shielding only to be in the workplace where they can manage strict social distancing.</p>	2	3	6	SLT, specific staff / pupils, GB	3.9.20	2.9.20

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	diabetes and asthma					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.						
Returning to the workplace – staff wellbeing	Staff have access to Carefirst EAP		3	3	9	Carefirst details to be redistributed to staff: <b>Care First</b> 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. <a href="http://www.carefirst-lifestyle.co.uk">www.carefirst-lifestyle.co.uk</a> <i>Care First login for NCC employees:</i> <b>Username:</b> newcc001 <b>Password:</b> wellbeing  <i>Note any changes to normal pastoral arrangements and local mechanisms for staff to raise concerns</i>  Staff considered to be vulnerable to have individual assessment	2	3	6	SLT, all staff, Gb	3.9.20	2.9.20
Contracting Coronavirus – breaks, lunchtime and use of shared play equipment	Pupils on site	Staggered times, separate play and lunch areas	3	3	9	All year groups to have their own box of playground resources Games involving close physical contact to be discouraged  Games involving shared play equipment to be discouraged  Shared outdoor play equipment to be cleaned frequently.	2	3	6	SLT, all staff, GB	3.9.20	2.9.20

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						Breaktimes/lunchtimes to be staggered/zoned to minimise contact groups mixing.						
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	Appropriate posters to be placed in strategic locations around the school  information distributed via school messaging systems/social media/website, newsletters	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	Emergency procedures (such as fire plans) to be revised to take account of social distancing requirements where possible.	2	3	6	SLT, all staff, GB	3.9.20	2.9.20

<b>Name of Risk Assessment Reviewing Manager:</b>	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. FP using hall, class at a time. 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	