

Risk Assessment

About the Risk Assessment			
Activity or Workplace Assessed:	February / March 2021 – School operations during Coronavirus pandemic – Infection Control, Hygiene and Social Distancing Click here to enter text. 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 Cardiff Met Greenfields BC Gwent Music	Risk Assessment Reference Number:	6
Date of Assessment:	14/03/2021	Next Review Date:	April 21

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. Reminded regularly.	3	3	9	Contact groups to be kept as small as possible in line with WG guidance – individual classes where possible. 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	2	2	4	SLT, all staff, GB	22/02/2021	21.2.21

always be possible, particularly with younger children.

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.

Older children – desks to be arranged to enable children to face forward where appropriate.

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 / doors 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.

Signage to be displayed to reinforce messages

Contracting Coronavirus – hygiene, handwashing PRIMARY	All pupils, staff, students, BC staff, Gwent music staff	Schools have comprehensive cleaning regime	3	3	9	All staff to wash their hands when they arrive on site All children to be taken or sent to wash their hands when they arrive on site	2	2	4	SLT, all staff, GB	22.02.21	21.02.21
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All children to be taken or sent to wash their hands, separately, at any change of activity

All staff to wash their hands at any change of activity

All staff and children to wash their hands before and after eating

All hand washing to be done in line with [public health and NHS guidance](#)

Staff to be vigilant to children touching their face and take children who do to wash their hands more frequently

Staff to ensure regular update training and reminders of thorough handwashing

Hand Sanitiser and equipment wipe stations in all classes used regularly, 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. 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.

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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

2

4

SLT, all staff, site manager, GB

22.2.21

21.2.21

Separate toilets provided for different contact groups.

Signage displayed around hand hygiene after using the toilets in all toilets.

Contracting Coronavirus – body fluid spills	All pupils, staff, students, BC staff, Gwent Music staff	Schools have comprehensive cleaning regime	3	3	9	Spillage packs in FP and KS2 to immediately deal with any bodily fluid spills. Bodily fluid spills must not be left for cleaners later.	2	2	4	SLT, all staff, site manager, GB	22.2.21	21.2.21	
Contracting Coronavirus – hygiene, cleaning	All pupils, staff, students, BC staff, Gwent Music staff	Schools have comprehensive cleaning regime				<p>Cleaning schedule revised according to building usage and need, focuses on need to ensure cleanliness of touch points and welfare facilities. Weekly meetings between HT, site manager ensures appropriate resources are available and cleaning regime is effective.</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 – describe school rota and timetable below or reference where it can be found – see hall rota.</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>							
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>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 will be reiterated to pupils (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>	2	2	4	SLT, all staff, GB	22/02/202 1	21.2.21	

						<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 on site.</p> <p>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.</p>						
Contracting Coronavirus – PPE Mainstream	All staff, students and pupils	<p>Staff all aware of social distancing rules</p> <p>In line with government guidance no additional PPE is necessary for routine activities</p>	3	3	9	<p>Additional PPE provided for first aid and use with symptomatic children (see relevant risk assessment lines)</p> <p>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.</p>	2	2	4	SLT, all staff, GB	22.2.21	21.2.21
Contracting Coronavirus – PPE SEN	All staff, students and pupils	<p>Staff all aware of social distancing rules</p> <p>In line with government guidance no additional PPE is necessary for routine activities</p>	3	3	9	<p>Additional PPE provided for first aid and use with symptomatic children (see relevant risk assessment lines)</p> <p>Contact health and safety for support</p>	2	2	4	SLT, all staff, GB	22.2.21	21.2.21
		<p>Staff all aware of social distancing rules</p>	3	3	9	<p>All visitors on site to wear face coverings at all times.</p> <p>All staff to wear face coverings in communal areas where 2m social distancing not possible with other adults.</p>	2	2	4	SLT, all staff, GB	22.2.21	21.2.21

All staff to wear face coverings in class where working in close proximity with children and / or adults less than 2m distance.

Contracting Coronavirus – Social Distancing during activities outside of the classroom	All pupils staff, students, sports staff on site		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. Playground zoned to enable separation of class bubbles. Timetables minimise mixing between contact groups (e.g. staggered break times in shared playground).	2	2	4	SLT, all staff, GB	22.2.21	21.2.21
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Mixing of contact groups in circulation/communal areas should be avoided as much as possible - Staggered start and finish times for individual year groups; staggered play and lunch times for all year groups; no crossing or mixing of year groups throughout the school day. Year groups in FP eat in hall year group at a time, area cleaned after each year group. One way system to enter and exit school building. KS2 hub eating in classrooms. No assemblies or activities for mass gatherings.

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. Only 4 staff in staffroom to eat at any time. 5 th person can enter to get a drink / food then leave. 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	2	4	SLT, all staff, GB	22.2.21	21.2.21
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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 pay booking system. FP to eat in school hall a year group at a time according to timetable. KS2 Hub children to eat in classrooms. (Rest of KS2 not currently in school). 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	2	4	SLT, all staff, GB	22.2.21	21.2.21
Contracting Coronavirus – First Aid Provision	All pupils and staff, students 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. All staff hold 1 day First Aid certificates, 3 staff hold First Aid at work certificates. 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 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	2	2	4	SLT, all staff GB	22.2.21	21.2.21
Contracting Corona Virus – Corridors and circulation areas	All pupils, staff, students on site	Staff all aware of social distancing rules	3	3	9	Corridors and circulation areas to be assessed for pinch points, passing places, and areas of high volume usage, and appropriate signage to be displayed.	2	2	4	SLT, all staff, GB	22.2.21	21.2.21

Pupils to be given clear instructions regarding corridor/circulation area behaviour and social distancing.

Minimise number of children in corridors and circulation areas at any time. Control measures:

- One way systems/partial one way system
- Restricted movements between areas
- Keep Left/Keep Right
- Supervised movement between classrooms
- Staggered start and finish times

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 staggered.</p> <p>Where waiting areas are to be used, clear social distancing markers used and communicated to parents e.g. in car park and 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 and emails.</p> <p>Clear instructions to be given to parents and children around use of home to school transport and expectations around behaviour in relation to WG guidance – Tier regulations.</p>	2	2	4	SLT, all staff, GB	22.2.21	21.2.21
Contracting Corona Virus – school offices	All pupils, staff, students on site	Staff all aware of social distancing rules	3	3	9	Windows / doors to be kept open at all times where possible and where safe to do so.	2	2	4	SLT, all staff, GB	22.2.21	21.2.21
Contracting Coronavirus – illness in higher vulnerability individuals	All staff and pupils in the government’s predefined list of	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	2	2	4	SLT, specific staff / pupils, GB	22.2.21	21.2.21

	people at higher risk – includes some common conditions such as diabetes and asthma					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.						
Returning to the workplace – staff wellbeing	Staff have access to Carefirst EAP	3	3	9	Carefirst details 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 <i>Care First login for NCC employees:</i> Username: newcc001 Password: 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	2	4	SLT, all staff, Gb	22.2.21	21.2.21	
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	2	2	4	SLT, all staff, GB	22.2.21	21.2.21	

						Shared outdoor play equipment to be cleaned frequently.							
						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	2	4	SLT, all staff, GB	22.2.21	21.2.21	
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	2	4	SLT, all staff, GB	22.2.21	21.2.21	
Returning to the workplace, facilitating PPA safely in line with WG guidance – staff wellbeing	All pupils and staff on site	Staff / pupils aware of social distancing. Staff to work with no more than two bubble groups to minimise number of pupils in contact with.	3	3	9	Staff timetables support minimising crossing bubbles. Initially no crossing of bubbles. After Easter break, those covering PPA will cross two bubbles in line with WG guidance.	2	2	4	SLT, all staff, GB	22.2.21	21.2.21	

Name of Risk Assessment Reviewing Manager:	Chris Jackson HT, Jenny Munslow
Date Reviewed	14.3.21

CoG K. Anthony 15/03/21

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 February and March letters – 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. KS2 eating in classrooms. Two year groups eating inside whilst two outside, then swap over.			
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
21/02/2021	FP return to school 22.2.21, KS2 from 15.3.21	Chris Jackson, Jenn Munslow, CoG, Health and Safety Gov	12/03/2021
14.3.21	KS2 return to school	Chris Jackson, Jenn Munslow, CoG, Health and Safety Gov	April 21
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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	