

Risk Assessment

About the Risk Assessment			
Activity or Workplace Assessed:	September 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:	7
Date of Assessment:	7/9/21	Next Review Date:	December 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 inside the building, FP, 3 / 4, 5 / 6 outside playtimes and lunchtimes, FP in hall at lunchtime – separate tables. Records to be kept – visitors sign in - 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 to maintain social distance from other adults in room.	2	2	4	SLT, all staff, GB	8.9.21	7.9.21

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.

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. Where not appropriate children will sit in group.

Windows / doors to remain open at all times, where possible.

Staff to maximise use of outdoor space for learning and play.

Children to be given age appropriate information regarding the need for social distancing and the 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

2 2 4

SLT, all
staff, GB

8.9.21

7.9.21

All children to be taken or sent to wash their hands when they arrive on site.

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

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3

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Toilets to be cleaned daily and thoroughly.

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2

4

SLT, all staff, site manager, GB

8.9.21

7.9.21

Toilets provided for FP, 3 / 4, 5 / 6 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,

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

8.9.21

7.9.21

Contracting Coronavirus – hygiene, cleaning	Gwent Music staff All pupils, staff, students, BC staff, Gwent Music staff	Schools have comprehensive cleaning regime					Cleaning schedule revised according to building usage and need, focuses on need to ensure cleanliness of touch points and welfare facilities. Regular meetings between HT, site manager ensures appropriate resources are available and cleaning regime is effective.						
						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).							
						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.							
Contracting Coronavirus - illness	All Pupils, staff, students, BC staff, Gwent Music Staff	All staff aware of government guidance on self- isolation	3	3	9	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.	2	2	4	SLT, all staff, GB	8.9.21	7.9.21	
						National guidance around staying at home if you are displaying symptoms will be reiterated to pupils (age appropriate) and parents/carers.							
						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.							
						An area to be designated for isolation should a pupil or staff member become ill, in line with national guidance – outside HT office.							
						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.							

						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	2	2	4	SLT, all staff, GB	8.9.21	7.9.21	
		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.	2	2	4	SLT, all staff, GB	8.9.21	7.9.21	
			3	3	9	All visitors on site to wear face coverings at all times, especially when meeting with a member of staff either outside or inside. Face coverings can be removed once sitting down in a meeting where 2m social distancing can be observed.	2	2	4	SLT, all staff, GB	8.9.21	7.9.21	
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 bubble groups – FP, Years 3 and 4, Years 5 and 6. Timetables minimise mixing between contact groups (e.g. staggered break times in shared playground).	2	2	4	SLT, all staff, GB	8.9.21	7.9.21	
						Mixing of contact groups in circulation/communal areas should be avoided as much as possible - staggered play and lunch times for all year groups; no crossing or mixing of							

						year groups in the building throughout the school day. FP eat in hall together but on Year group tables 2m apart from each other. KS2 children eat 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 room areas to be positioned so as to maintain 2m social distancing. Limited staff in staffroom to eat at any time being mindful of 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	2	4	SLT, all staff, GB	8.9.21	7.9.21	
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. KS2 children to eat in classrooms. Lunches delivered to classrooms. All eating areas to be wiped down thoroughly before and after eating, using normal household cleaning products. 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	8.9.21	7.9.21	
Contracting Coronavirus – First Aid Provision	All pupils and staff, students on site	Staff all aware of social distancing rules	3	3	9	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	2	2	4	SLT, all staff GB	8.9.21	7.9.21	

						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							
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 - appropriate signage to be displayed. 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: <ul style="list-style-type: none"> ● One way systems/partial one way system ● Restricted movements between areas ● Keep Left/Keep Right ● Supervised movement between classrooms ● 	2	2	4	SLT, all staff, GB	8.9.21	7.9.21	
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	Where waiting areas are to be used, clear social distancing reminders communicated to parents e.g. in car park and on school yard. All waiting areas for parents to be outside. Parents to be given clear instructions around start and finish times, waiting areas – through regular newsletters and emails. 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.	2	2	4	SLT, all staff, GB	8.9.21	7.9.21	

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	8.9.21	7.9..21
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	<p>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.</p> <p>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.</p> <p>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.</p> <p>All staff be made aware of the child’s medical needs and be vigilant to any signs of illness.</p>	2	2	4	SLT, specific staff / pupils, GB	8.9.21	7.9.21
Returning to the workplace – staff wellbeing	Staff have access to Carefirst EAP		3	3	9	<p>Carefirst details redistributed to staff:</p> <p>Care First</p> <p>Free access to confidential advice and supportline 24 hours a day, 365 days a year.</p> <p>0800 174319</p> <p>365 days a year 24 hours a day, 7 days a week.</p> <p>www.carefirst-lifestyle.co.uk</p> <p>Care First login for NCC employees:</p> <p>Username: newcc001</p> <p>Password: wellbeing</p>	2	2	4	SLT, all staff, Gb	8.9.21	7.9.21

Note any changes to normal pastoral arrangements and local mechanisms for staff to raise concerns

Staff considered to be vulnerable to have individual assessment

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. Breaktimes/lunchtimes to be staggered/zoned to minimise contact groups mixing.	2	2	4	SLT, all staff, GB	8.9.21	7.9.21
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	8.9.21	7.9.21
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	8.9.21	7.9.21
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.	2	2	4	SLT, all staff, GB	8.9.21	7.9.21

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Name of Risk Assessment Reviewing Manager:	Chris Jackson HT, Jenny Munslow
Date Reviewed	8.9.21

CoG K. Anthony

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, FP, Years 3 / 4, Years 5/6 play together on the school yard at playtimes and lunchtimes.						
School Timetable	All children start and finish school at the normal designated times. No staggered start and finish times.						
Toilet Breaks	Staggered playtimes and lunch times. FP, Years 3 / 4, Years 5/6 toilets.						
Lunchtime arrangements	Staggered lunchtimes. FP using hall – each year group on a separate table. FP on yard together Years 3 / 4, Years 5 / 6 on yard together. KS2 eating in classrooms.						
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: 1 area for 2 classes, Split into 2 areas – 2 classes in each area according to timetable.				
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
7.9.21	September 21 return to school	Chris Jackson, Jenn Munslow, CoG, Health and Safety Gov	October Half Term 21
7.9.21	Click here to enter text.	Click here to enter text.	Click here to enter a date.
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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	