

## RISK ASSESSMENT



<b>Location/Premises/School: Dinas Powys Primary</b>	<b>Date: enter date 17.07.20</b>
<b>Completed by: Headteacher's name Mrs Julie Thompson</b>	<b>Review date: as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc</b>
<p><b>Activity/Description/Area:</b> Opening school for the Autumn term on 1/9/20 with a 2-week period of flexibility before all pupils return to school on 14/9/20. Emergency childcare provision is no longer provided.</p> <p>This risk assessment takes into account the following Welsh Government operational guidance:</p> <p><a href="https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19">https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19</a></p> <p>Minimising contacts and mixing between people reduces transmission of COVID-19. Maintaining distinct contact groups that do not mix makes it easier, in the event of a positive case, to identify those who may need to self-isolate and to keep that number as low as possible.</p> <p>Years 1 to 6 (and Nursery returners) returning on Thursday September 3<sup>rd</sup> 2020, Reception intake week beginning September 7<sup>th</sup> staggered in groups of 8, Nursery intake week beginning Monday September 14<sup>th</sup> a.m./p.m. staggered in groups of 8.</p> <p>Staggered times on entry and exit.</p> <p>Individual entrances per Class/Year Group. Classes/Year Groups are to be kept apart from each other throughout the School day.</p> <p>Classrooms organised with forward facing desks.</p> <p>Staff to maintain distance from pupils and other staff as much as possible.</p> <p>Year Groups will have School dinner together with classes socially distancing in the School Hall.</p> <p>ALNCO to work with Class/Year Groups.</p>	

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	<p>Staff &amp; pupils</p> <p>Not following Welsh Government guidance</p>	<p>Anybody unwell with symptoms of COVID-19 or living with someone who does, to stay at home:</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>No pupils / staff to attend school if they:</p> <ul style="list-style-type: none"> <li>- Feel unwell, have any of the above symptoms or have tested positive to COVID-19 in the past 7 days;</li> <li>- Live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days</li> </ul> <p>Robust hand and respiratory hygiene including ventilation implemented Increased cleaning arrangements</p> <p>Active engagement with Test, Trace, Protect</p> <p>Reduced contacts and maximise distancing implemented - in school wherever possible and minimise potential for contamination</p>	Ongoing monitoring	Staff	Ongoing	Ongoing
Prevention of Coronavirus	Staff & Pupils	<p>Regular communication with staff and parents</p> <p>Contact minimised between individuals as much as possible:</p> <ul style="list-style-type: none"> <li>- Younger pupils – separating groups</li> </ul>				

		<p>- Older pupils – distancing. Staggered start / finish times</p> <p>Process in place for removing face coverings by those that use them when they arrive at school if required – don't touch front of mask, place mask in covered bin (reusable masks into a plastic bag that can be taken home with them), wash hands</p> <p>Cleaning hands thoroughly more often than usual with soap &amp; water / hand gel – on arrival at school, returning from breaks, during a change of room and before / after eating</p> <p>All persons wash hands upon entry and all follow good hygiene throughout the day. NB soap and water is the preferred means of washing but sanitiser is also provided.</p> <p>Good respiratory hygiene promoted by 'catch it, bin it, kill it' – posters prominently placed around School. Tissues and bins available throughout the School. Younger learners/ learners with complex needs will be supported by Staff to follow procedures effectively.</p> <p>Enhanced cleaning continues, particularly frequently touched surfaces &amp; outside equipment</p> <p>Wearing appropriate PPE (see below)</p> <p>Appropriate ventilation</p>	<p>Sufficient hand washing / hand gel 'stations' provided.</p> <p>Separate toilets for different contact groups; If this is not possible at certain times hand gel to be used before entering the toilet &amp; ensure</p> <p>Toilets are cleaned regularly</p> <p>Supplies of tissues &amp; bins are made available. Children requiring additional support identified and monitored.</p>	<p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Staff</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p> <p>Ongoing</p>	<p>Ongoing</p>
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		<p>Within classroom:</p> <ul style="list-style-type: none"> <li>- Small adaptations made to classrooms to support distancing where possible, including sitting side by side and facing forwards;</li> <li>- Unnecessary furniture has been moved out of classrooms to give more space;</li> <li>- Distance will be maintained</li> <li>- Adults will endeavour to maintain a 2-metre distance from each other and from pupils;</li> <li>- Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone</li> </ul> <p>Elsewhere:</p> <ul style="list-style-type: none"> <li>- Contact groups will be kept apart where possible;</li> <li>- No large gatherings such as assemblies or collective worship with more than one group will take place</li> <li>- Movement around the School to be kept to a minimum;</li> <li>- Busy corridors, entrances and exits will be avoided;</li> <li>- Staggered times of play and lunch will be implemented (time for cleaning surfaces in dining hall between groups);</li> <li>- Staff rooms use will be kept to a minimum.</li> </ul> <p>Pupils have been instructed not to bring equipment to School. Lunch boxes instructed to be minimal and washed – no bags, stationery allowed. Books and other shared resources can be</p>	<p>Resources that are shared between contact groups such as sports, art and science equipment will be cleaned frequently and meticulously and always between contact groups, or rotated to allow them to be left unused and out of reach for a period of 48</p>	<p>Staff</p>	<p>Ongoing</p>	
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		<p>taken home, but unnecessary sharing will be avoided; these will be cleaned and rotated.</p> <p>Staff and pupils will have their own individual and very frequently used equipment such as pens and pencils and not shared. Classroom-based resources such as books and games will be used and shared within a contact group; they will be cleaned regularly.</p>	hours (72 hours for plastics) between use by different contact groups			
Use of PPE	Staff & pupils	<p>Social / physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus</p> <p>No PPE is required when undertaking routine educational activities in the classroom / school setting</p> <p>If a pupil becomes unwell with symptoms of COVID-19 and needs direct personal care, staff must wear disposable gloves, apron and fluid-resistant (type IIR) surgical mask; eye protection must 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 must 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>		Line managers	1/9/20	
Use of face coverings for health		<p>Non-medical face coverings are not PPE and are recommended in the <b>community</b> where social distancing cannot be</p>	<p>All staff to be trained in putting on and removing PPE in the right order, safely dispose of the waste and use correct hand hygiene steps to reduce the risk of onward transmission of the infection</p> <p>The well-being of pupils will be considered before considering if staff wear face coverings. No one who may not be able to handle face coverings</p>	Head Teacher	1/9/20	

purposes		<p>maintained.</p> <p>The School environment has been expertly organised so social distancing can be operated and maintained throughout a routine day as far as possible</p>	(young pupils, SEN or disabilities) should wear them as it may inadvertently increase the risk of transmission			
People at school who are unwell	Staff & pupils	<p>Pupils to be kept in the meeting room/foyer/ (separate room) until they are collected, supervised at a distance of 2 metres where possible. If this is not possible, disposable gloves, apron &amp; IIR mask will be worn</p> <p>Anybody with symptoms to stay at home, begin to self-isolate for 7 days and make arrangements to be tested within 5 days (including pupils). Rest of household to stay at home for 14 days from the day the first person became ill or until the outcome of the test is known</p> <p>Engage with the Test, Trace, Protect strategy</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>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>AC1 form to be completed for all staff that test positive and sent to Health and Safety Team</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	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</p> <p>If anybody tests positive a Contact Tracer will contact them (parent of a pupil) to help identify potential contacts. A second</p>	<p>School will be contacted by the TTP team to assist in tracing contacts</p> <p>School will maintain records of all staff / pupils on site, where, when etc.</p>	<p>Head Teacher</p>	<p>Ongoing</p>	

		<p>contact tracer will then get in touch with those contacts and advise them to self-isolate for 14 days from their last contact with the positive person. These people will only be required to take a test if they develop symptoms.</p> <p>People are considered as potential contacts if they were in contact with the person who has tested positive during a period beginning up to 2 days before symptoms started and ending when the case entered home isolation.</p> <p>A positive test on site does not require closure of the school</p> <p>Where staff have maintained social / physical distancing rules and adhered to hygiene measures during work and where required have used PPE, they would not be regarded as part of a contact tracing exercise</p> <p>If school identifies a potential cluster or outbreak, they will contact the regional multi-agency TTP Team immediately</p>	<p>School notes that a contact is defined as someone who has had <b>close contact</b>:</p> <ul style="list-style-type: none"> <li>- Within 1 metre of the person who has tested positive and has been coughed on, had a face-to-face conversation, had skin-to-skin physical contact, or been in other forms of contact within 1 metre for 1 minute or longer;</li> <li>- Within 2 metres of the person testing positive for more than 15 minutes</li> <li>- Having travelled in a vehicle with the person who has tested positive.</li> </ul>			
Identifying clusters and outbreaks	Staff & pupils	<p>A cluster is defined as 2 or more cases of COVID-19 among pupils or staff within 14 days or an increased rate of absence due to suspected or confirmed cases of COVID-19</p> <p>An outbreak is defined as 2 or more confirmed cases of COVID-19 among pupils or staff who are direct close contacts, proximity contacts or in the same</p>	<p>Outbreak Control Team will consider:</p> <ul style="list-style-type: none"> <li>- Adjustments to how the school is operating to facilitate infection &amp; control measures and social distancing;</li> </ul>			

		<p>'bubble' in the school, within 14 days.</p> <p>An outbreak is declared over when there has been 28 days since the onset of the last confirmed case in the school and the results of any possible cases in pupils and staff in that time have tested negative</p>	<ul style="list-style-type: none"> <li>- If further groups need to be asked to self-isolate e.g. class groups, other functional groups or year groups;</li> <li>- Whether to undertake an enhanced investigation including testing of a wider group.</li> </ul>			
Antibody testing	Staff	School participated in the programme of antibody testing – testing undertaken June 30 <sup>th</sup> 2020			completed	
Pupils & staff with underlying health conditions	Staff & pupils	<p><b>The Welsh Government has paused Shielding from 16/8/20; the advice is that staff and pupils can come to work / school as long as it is COVID-19 compliant.</b></p> <p><b>Risk assessment will be completed on those returning from the shielding group</b></p> <p><b>Risk assessments have already been completed on staff in the clinically vulnerable group</b></p> <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>- Employee Assistance Programme</li> </ul>	<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 development more serious symptoms if they come into contact with the COVID-19 virus – result</p>	Head Teacher	Ongoing	Any staff that choose to



		<p>(Care First) available 24/7 on 0800 174 319;</p> <ul style="list-style-type: none"> <li>- Occupational Health Service can be contacted on 07894 326948 or 07714 397521.</li> </ul> <p>Staff to positively reinforce behaviours around social / physical distancing and hygiene as opposed to stigmatising mistakes</p> <p>Staff to be alert to identify and support learners who exhibit signs of distress</p>	will be either low, high or very high. Result to be discussed with line manager.			
Pupils with symptoms entering the school	Staff & pupils  Spreading symptoms to others	<ul style="list-style-type: none"> <li>• All pupils, parents / guardians will be screened on arrival at the school with a standard set of questions.</li> <li>• Parents / guardians reminded of their responsibility to abide by current guidelines on hand washing, social distancing &amp; staying safe at home</li> <li>• Pupils to use hand gel on entering the school</li> </ul>	Monitor for symptoms developing. Any child showing symptoms on arrival will not be admitted to the school.	Staff	Ongoing	
Transport	Staff & pupils	<p>Staff to avoid car sharing with work colleagues</p> <p>Face coverings to be worn on public transport</p> <p>LA transport provision has been risk assessed by Transport Services</p>				

Lack of First Aid provision	All staff & Pupils	<p>Low risk environment.</p> <p>Supervision rations to be adhered to (minimum of emergency first aid staff on site at all times).</p> <p>First aid equipment is available and adequately stocked.</p> <p>Corporate accident / incident form to be completed where appropriate</p>				
Administering prescription medication	<p>Pupils</p> <p>Incorrect medication or dosage given; medication not available</p>	Usual school policy / procedures to be followed by staff				

On-site Traffic	All staff & pupils	See separate traffic risk assessment for the school				
Fire	All staff & pupils  Burns, smoke inhalation, asphyxiation	Fire alarm checks to be carried out as normal  Fire doors are not wedged open unless done so with an appropriate hold open device that is connected to the fire alarm system.  Head Teacher will ensure fire risk assessment is up-to-date and any outstanding work undertaken	Support can be obtained from Fire Safety Officer on 01446 709150			

Safeguarding	Pupils	<p>All staff aware of their safeguarding duties</p> <p>All staff and pupils know how to contact the Designated Safeguarding Person (DSP) and consider how pupils can talk privately.</p> <p>Standard procedures observed including consideration of older age groups.</p> <p>Appropriate site security arrangements in place</p>	Update training Monday July 20 <sup>th</sup> 2020			
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>Any areas presenting increased risk to pupils to be isolated e.g. D&amp;T rooms</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 to report to reception prior to</p>	Legionella Water monitoring May 2020			

		the start of any work.				
Slips, Trips & Falls	All staff & pupils  Poor housekeeping	Appropriate footwear to be worn  Emergency cleaning (spills) procedures in place  Good housekeeping to be maintained				

Cleaning activities	All staff & pupils	<p>Maintain robust cleaning</p> <p>Enhanced cleaning of high contact areas must be arranged throughout the day.</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>				
Lack of staff, reduction in supervision	<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</p> <p>Utilise rotas to cover access times including premises staff / cleaners. Consider redeploying staff where necessary.</p>				

<p>Verbal / physical abuse</p> <p>Loss of control</p>	<p>Staff &amp; pupils</p> <p>Physical / psychological injury</p>	<p>Maintain adequate staff supervision</p> <p>Staff familiar with children to be present</p> <p>Staff with additional training employed where appropriate</p>				
<p>Catering</p>	<p>Staff and pupils</p>	<p>Kitchens will be fully opened from the start of the Autumn term</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>Educational visits</p> <p>School uniform</p> <p>Breakfast Clubs &amp; after school provision</p>	<p>Pupils</p>	<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>All pupils to wear school uniform from the Autumn term.</p> <p>To minimise the mixing of Year Groups Breakfast and After School provision/Clubs will not resume from the start of the Autumn term This will be reviewed as the current situation develops</p>				
<p>Contingency planning</p>	<p>Staff and pupils</p>	<p>Plan in place for the possibility of a further lockdown</p>	<p>Welsh Government will work closely with Public Health Wales and Councils, in the case of potential localised outbreaks</p>			