

RISK ASSESSMENT



Location/Premises/School: Dinas Powys Primary	Date: enter date 17.07.20 Most recent update: 21.09.20																																													
Completed by: Headteacher: Mrs Julie Thompson	Review date: as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc Reviews undertaken and actions implemented: (also see Appendix A: Memos) Updated: 2/9/20 – Junior Site Social Distancing Procedures Updated: 3/9/20 – Reception Social Distancing Procedures Updated: 18/9/20; 21/09/20 Infant Site: Further Social Distancing Procedures																																													
Activity/Description/Area: 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. This risk assessment takes into account the following Welsh Government operational guidance: https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19 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.																																														
<ul style="list-style-type: none"> • Years 1 to 6 (and Nursery returners) returning on Thursday September 3rd 2020, Reception intake week beginning September 7th staggered in groups of 8, Nursery intake week beginning Monday September 14th a.m./p.m. staggered in groups of 8. • Staggered times on entry and exit. Individual entrances per Class/Year Group 																																														
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- 1 Parent only to drop off/collect
- Parents and children to leave site immediately after collection. Play Trail/outdoor equipment out of use before/after School
- Class/Year Group Contact Groups kept apart from each other throughout the School day in separate 'Bubbles', including playground zones
- Year 1 - 6 Classrooms organised with forward facing desks.
- Staff to maintain distance from pupils and other staff as much as possible. Where 2m distance cannot be maintained, Staff advised to wear appropriate PPE (visors/masks)
- Staff encouraged to wear PPE when in close contact with pupils – visors/masks readily available, distributed to all Staff
- Year Groups eat School dinner together, with classes in zoned areas in each School Hall. Pupils sit at the same table each day, entering and leaving the Hall in class bubbles.

RA reviewed 3/9/20 due to changes made within both yards to encourage social distancing between parents dropping off / collecting pupils

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	Staff & pupils Not following Welsh Government guidance	Anybody unwell with symptoms of COVID-19 or living with someone who does, to stay at home: <ul style="list-style-type: none"> - New continuous cough; - High temperature; - Loss of / change in taste or smell No pupils / staff to attend school if they: <ul style="list-style-type: none"> - Feel unwell, have any of the above symptoms or have tested positive to COVID-19 in the past 10 days; - Live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 	Ongoing monitoring	Staff	Ongoing	Ongoing

		<p>14 days</p> <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>				
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"> - Younger pupils – separating groups - Older pupils – distancing. <p>Staggered start / finish times, as outlined above.</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 & water / hand sanitiser – on arrival at school, returning from breaks, during a change of room and before / after eating and before/after entering the toilets</p> <p>All persons wash hands upon entry and all follow good hygiene throughout the day.</p>	<p>Sufficient hand washing / hand sanitiser 'stations' provided.</p> <p>Separate toilets for different year groups. Hand sanitiser to be used before entering</p>	<p>Head Teacher</p> <p>Head Teacher</p>	<p>1/9/20</p> <p>1/9/20</p>	

		<p>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 lidded 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, indoor & outside equipment</p> <p>Wearing appropriate PPE (see below)</p> <p>Appropriate ventilation</p> <p>Within classroom:</p> <ul style="list-style-type: none"> - Small adaptations made to classrooms to support distancing where possible, including sitting side by side and facing forwards; - Unnecessary furniture moved out of classrooms to give more space; - Distance maintained - Adults to maintain a 2-metre distance from each other and to maintain distance from pupils; - Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone - PPE to be worn when appropriate distancing cannot be maintained <p>Elsewhere:</p>	<p>the toilet. Toilets cleaned regularly throughout the day. Supplies of tissues & lidded bins available. Children requiring additional support identified and monitored.</p> <p>PPE to be worn when appropriate distancing cannot be maintained</p>	<p>Head Teacher</p> <p>Staff</p>	<p>1/9/20</p> <p>Ongoing</p>	<p>Ongoing</p>
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		<ul style="list-style-type: none"> - Contact groups will be kept apart where possible; - No large gatherings such as assemblies or collective worship with more than one group will take place - Movement around the School to be kept to a minimum; - Busy corridors, entrances and exits will be avoided; - Staggered times of play and lunch will be implemented (time for cleaning surfaces in dining hall between groups); - Staffroom use kept to a minimum. Reduced capacity/seating in the Staffroom to maintain distance <p>Pupils instructed not to bring equipment to School. Lunch boxes to be minimal and washed – no bags, stationery allowed. Books and other shared resources can be taken home, but unnecessary sharing will be avoided. These will be cleaned and rotated.</p> <p>Staff and pupils have their own individual frequently used equipment such as pens and pencils - not shared. Classroom-based resources such as books and games will not be shared outside a contact group, unless sanitised between use/isolated. These are cleaned regularly.</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 hours (72 hours for plastics) between use by different contact groups</p> <p>Individual pencil cases on order</p>	Staff	Ongoing	
Use of PPE	Staff & pupils	Social / physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus				

Use of face coverings for health purposes		<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> <p>Non-medical face coverings are not PPE and are recommended in the community where social distancing cannot be 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>	<p>All staff trained in putting on and removing PPE in the right order, safety 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 (young pupils, SEN or disabilities) should wear them as it may inadvertently increase the risk of transmission</p>	<p>Line managers</p> <p>Head Teacher</p>	<p>1/9/20</p> <p>1/9/20</p>	
People at school who are unwell	Staff & pupils	Pupils isolated in the Meeting Room- Junior Site/ Foyer – Infant Site until they are collected, supervised at a distance of 2 metres where possible. Disposable gloves, apron & IIR mask should be worn if a child becomes unwell with symptoms of COVID-19 and needs direct personal care.	Ensure surfaces that symptomatic pupils / staff have come into contact with are carefully and thoroughly cleaned, wearing gloves and aprons	Staff /	Ongoing Ongoing	

		<p>'Escalation Boxes' available on both sites with PPE, sanitiser spray, wipes, sanitiser gel</p> <p>Anybody with symptoms to stay at home, begin to self-isolate for 10 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>If test is negative, they can return to school when they feel well enough to do so</p> <p>Advise H&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>pupils</p> <p>Head Teacher</p> <p>Line manager</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 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</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>School notes that a contact is defined as someone who has had close contact:</p> <ul style="list-style-type: none"> - Within 1 metre of the person who has tested 	<p>Head Teacher</p>	<p>Ongoing</p>	

		<p>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>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;</p> <ul style="list-style-type: none"> - Within 2 metres of the person testing positive for more than 15 minutes - Having travelled in a vehicle with the person who has tested positive. 			
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 'bubble' in the school, within 14 days.</p>	<p>Outbreak Control Team will consider:</p> <ul style="list-style-type: none"> - Adjustments to how the school is operating to facilitate infection & control measures and social 			

		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	<ul style="list-style-type: none"> - distancing; - If further groups need to be asked to self-isolate e.g. class groups, other functional groups or year groups; - Whether to undertake an enhanced investigation including testing of a wider group. 			
Antibody testing	Staff	School participated in the programme of antibody testing – testing undertaken June 30 th 2020			completed	
Pupils & staff with underlying health conditions	Staff & pupils	<p>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.</p> <p>Risk assessment will be completed on those returning from the shielding group</p> <p>Risk assessments have already been completed on staff in the clinically vulnerable group</p> <p>Staff and pupil well-being is a primary concern for the school.</p> <p>Support mechanisms for staff include:</p>	<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&S Team and / or the OH Service</p> <p>Staff to use the COVID-19 Workforce Risk Assessment (self-assessment) to</p>	Head Teacher	Ongoing	Any staff that choose to

		<ul style="list-style-type: none"> - Talking to line manager; - Employee Assistance Programme (Care First) available 24/7 on 0800 174 319; - Occupational Health Service can be contacted on 07894 326948 or 07714 397521. <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>	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 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"> • All pupils, parents / guardians will be screened on arrival at the school with a standard set of questions. • Parents / guardians reminded of their responsibility to abide by current guidelines on hand washing, social distancing & staying safe at home • Pupils to use hand gel on entering the school 	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 th 2020			
Building & property maintenance	All staff & pupils Legionella, defects in property, faults, electric shock etc.	<p>All routine inspections & tests must be maintained e.g. legionella water monitoring, hand wash water temperatures.</p> <p>Statutory inspections & 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&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 the start of any work.</p>	<p>Legionella Water monitoring May 2020</p> <p>September 2020 – confirmation from J and D Water Consultants Risk Assessor – all water in the School is mains fed and is drinkable.</p>			

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	Maintain robust cleaning Enhanced cleaning of high contact areas must be arranged throughout the day. Wash hands following any cleaning activity. Cleaners to wear appropriate PPE in line with current arrangements e.g. gloves, apron etc. Wear goggles if decanting chemicals where there is a risk of splashing in the eyes. Staff to assist with cleaning where appropriate				
Lack of staff, reduction in supervision	Staff & pupils Lack of supervision, increase in accidents, increase contact	Maintain supervision levels as far as practicable at all times. Identify back-up staff Utilise rotas to cover access times including premises staff / cleaners. Consider redeploying staff where necessary.				

Verbal / physical abuse Loss of control	Staff & pupils Physical / psychological injury	Maintain adequate staff supervision Staff familiar with children to be present Staff with additional training employed where appropriate				
Catering	Staff and pupils	Kitchens will be fully opened from the start of the Autumn term Catering team wear masks when supervising children/serving food.	Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises			
Educational visits School uniform Breakfast Clubs & after school provision	Pupils	Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: https://oeapng.info/ All pupils to wear school uniform from the Autumn term. 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				
Contingency planning	Staff and pupils	Plan in place for the possibility of a further lockdown	Welsh Government will work closely with Public Health Wales and Councils, in the case of potential localised outbreaks			