



Activity being assessed: Returning to School following School Closure due to Covid 19 (Primary Phase)		Risk assessment reference number: YCB-COVID19-002-SW Version10 Risk assessment created on: 19/08/2020 Reviewed and updated on 07/01/2021 Next Review 31/01/2021 or if anything changes before this date		
Persons undertaking or affected by the activity				
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input type="checkbox"/> Service User <input type="checkbox"/> Other				
Hazard	Control measure	Likelihood 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	Severity 1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	Risk Level <i>Likelihood x Severity = Risk Level</i>
Spread of COVID-19	General Welsh Government have not changed their advice in relation to the new variant. Current control measures in schools such as social distancing, hand washing, enhanced cleaning regimes, increased ventilation, use of PPE where required, face coverings and appropriate controls for dealing with symptomatic cases remain effective in reducing the spread of the new variant if adhered to correctly. This risk assessment continues to have stringent control measures in place. This risk assessment has been recomunicated with all Staff, Parents and pupils.	• 2	3	6

- All relevant statutory building checks have been undertaken prior to staff and pupils being allowed to re-enter buildings.
- Special consideration has been given to whether employees who are considered to be in a higher risk category which make them more susceptible to Covid-19 as per Public Health Guidance should be permitted to come into work.
- Recent changes to shielding requirements for those deemed critically extremely vulnerable have been taken on board and these staff are shielding.

Important: For employees who are vulnerable and/or are Black and Minority Ethnic and are therefore considered to be in a higher risk category which make them more susceptible to Covid-19 and are concerned about returning to the workplace, a risk assessment tool has been developed by the Welsh Government which they can complete and share with their Manager. This can then be used as an aide in discussions with the employee to understand any concerns with returning to the workplace and to ensure appropriate control measures can be put in place for the employee to return to a safe environment.

The risk assessment tool can be accessed [here](#). If you feel you are more vulnerable, please contact your manager to discuss your risk assessment outcome and the measures that are and can be put in place

All persons that are contacted via “Test, Trace, Protect” need to adhere to the guidance given. This was communicated to staff via a Return to work update session on Monday, 22nd June and 23rd June. All Staff to attend the sessions and will be revisited on Tuesday, 2nd September so that all staff are reminded and new staff informed of processes and expectations.

Any pupils or member of staff that is off school due to them showing any of the Covid-19 symptoms Must book a test straight away and self isolate in accordance with the Guidance. No pupil or member of staff will be allowed to return until they forward in to the office a copy of the negative test result.

Symptoms of Covid-19/ Symptomatic person

- All staff and volunteers have been made aware of the symptoms of COVID-19 and watch for those symptoms in themselves and others – stay alert. Look for Flu like

	<p>symptoms – high temperature, new constant coughing bouts and/or a loss or change to your sense of smell or taste. This was communicated to staff via a Return to work Update Session on Monday, 22nd June and 23rd June, this was revisited on Tuesday, 2nd September so that all staff were reminded and new staff informed of processes. All Staff attended the sessions.</p> <ul style="list-style-type: none"> • If any person/visitor/pupil is suspected of suffering symptoms they should be sent home immediately, or if this is not possible they should be isolated in a separate room (supervised as necessary) until they can be collected. If a person/visitor/pupil is suspected of suffering symptoms the School Health Care Practitioner will be called to come and take the person/visitor/pupil to corridor area at the end of the primary school to isolate. This is how we can manage the separation of a symptomatic person from other staff and pupils. The Corridor is located by an exit door for parents to collect. The pupil will remain here until the parent comes to collect. • The school has requested via letter that all contact details for parent/guardians are up to date. Person/visitor/pupil should self-isolate according to the guidance produced by Public Health Wales, and or NHS direct. • Social distancing from the infected person must be exercised wherever possible to prevent the spread of the infection. Where this is not possible, the appropriate PPE must be worn. Refer to PPE section of this risk assessment. • An alternative exit route from the premises has been identified in order to ensure all other primary routes are not potentially contaminated. The parent/guardian will be contacted and told to drive to the front of the school and wait outside the primary pupil entrance gate until the pupil is taken out to the parent/guardian by the Health Care Worker who will be in protective PPE. • Personal hygiene after contact with the symptomatic person must be exercised to ensure that the spread of the infection is controlled. Health Care Practitioners / Members of Staff understand the need for this to be undertaken. The return to work update sessions held on Monday, 22nd June and Tuesday, 23rd June communicated this, this was recommunicated to all staff and new staff on Tuesday, 2nd September. • All areas where a symptomatic person has entered are segregated until a deep clean (level 2) is carried out. If it's a classroom, SLT will allocate an alternative area where the children can be moved to and a Deep Clean (level 2) of the affected areas by appropriately training cleaning staff will be undertaken. • A designated area has been identified where double –bagged contaminated waste can be stored for 72 hours until it can be disposed of safely with the normal waste. This will be within the current bin stores in one corner. This is only accessible by the 			
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Caretakers, no other people have access. This will be clearly labelled as 'Contaminated Waste' Each double bagged black bag will have a date entered on it so that the 72 hour storage before putting in the rubbish can be adhered too.

- The equipment that the pupil/employee has been in contact with must be withdrawn from circulation and thoroughly cleaned and disinfected before being allowed back into circulation.

Access and Egress

- All staff must wear a face covering when entering the school and when leaving the school premises.
- Gatherings in the school will be discouraged. SLT will be on duty to ensure this is discouraged. Parents should drop off and collect pupils and immediately leave premises.
- To limit adults and pupils at any given time the school is operating a staggered start and finish time. Parents have been informed via text and letter that they should not arrive until 5 minutes before allocated time slot.
- There is an appropriate queuing system on entry and exit from the school premises. Upon arrival to the primary phase, pupils will be required to follow the social distancing from the outside of the school gates to the drop off point at the primary school gates (in front of the 3G pitch) for Foundation Phase and the gate outside the yard of the Key Stage 2 phase. Parents will not be allowed passed this point and pupils will be greeted at the gate. A member of staff will be on duty by the gates each morning. All pupils will access the classroom and be supervised sanitising hands. Hand Sanitiser is also available for staff. Pupils will be supervised at all times to ensure social distancing is maintained.
- Pupils will be supervised leaving the school premises through both primary gates ensuring social distancing out of the school where possible.
- All parents and guardians of children have been notified via a letter that was sent on Friday, 12th June (See attached letter) to ensure that their children are not symptomatic before they send them to school; if a child is symptomatic then entry into the premises will be denied and parents will be contacted immediately for collection. This pupil will be supervised until the parent collects. There will be signs stating that if you are symptomatic then entry into the school will be refused.

- Portable Sanitising Station that can be utilised at any time and will be used before the children enter the hall. Due to the high alcohol content of the product. All Hand sanitisers will be placed out of direct sunlight or near any heat source. COSHH assessments are available at the school.
- All primary staff are required to wear visors in classrooms and visors and masks in central areas. Any Teaching Assistants or teacher working closely with pupils have to wear a medical mask and visor.
- All Staff whilst entering and leaving the school premises must wear face coverings.

Social Distancing

- Social distancing by staff must be maintained at all times wherever possible to reduce the risk of the spread of the COVID-19 virus. Pupils will move around the Primary Phase only when it is essential to do so at such times as accessing the Canteen. There is a one way system in place around the primary phase.
- Pupils in designated PODS will have break and lunch together and will be supervised by staff at all times. To limit contacts, PODS have been split into smaller class bubbles. Within each bubble, static groups of around 6-8 pupils have been established in order that contact is minimised.
- Reception and Nursery Class will have break in the morning – afternoon break and yard is separate.
- Nursery and Reception will now have a joint pod and will become a contact group with each other.
- Each office / intervention room has a number sign on the door notifying everyone of the maximum number of people that are allowed into that room at any one time. Each classroom will be used by one group of pupils during the school day. All Soft furnishings have been removed from the classrooms and play areas. Resources have been assessed and limited.
- Pupils will be supervised in their bubbles/ during break and lunchtime.

	<ul style="list-style-type: none">• Pupils will be expected to stay in their designated areas in the yards and all break and yard time has been staggered to ensure only 2 year groups access this area at any given time. Each yard has been split in half to accommodate each bubble.• All primary pods have toilets in them so pupils will only come out of the classroom for supervised lunch in the hall. No child is to be allowed out of a room unattended. All doors leading into corridors will be kept shut.• All corridors and hallways, floors have been marked up to clearly show the route and are in line with Social Distancing as recommended by Government Guidance.• The glass windows of the office in both the reception area and the pupil area will remain locked at all times, unless it is necessary to open if this is the case the office staff will wear a Visor to speak by the window. Only office staff and the Headteacher will be permitted into the office.• The primary phase staff room has been assessed and due to the current sizes is out of action at the moment. Staff will have tables in the main corridor to be able to have break and lunch as pupils will not be accessing this area. Rooms will be identified and given to staff at the beginning of the Academic Year. It has been recommended that all staff bring in their own mug and plate etc to ensure they are protecting themselves against contamination. Staff will adhere to the social distancing. Parents have been asked to communicate with their child the importance of social distancing and good behaviour whilst at school. Every child has received training on social distancing, handwashing and understanding Covid-19.• Caretakers and cleaning staff have been notified that they are to adhere to social distancing and ensure they do not work in pairs to undertake their duties. This will ensure social distancing can be undertaken. Visors and masks must be worn at all times.• Catering Staff have been allocated a Position Number in the Canteens and this is where they will work in order to prepare the food. This area has been assessed to ensure social distancing can be maintained. Pupils when directed by an adult may stand behind the barrier and tell the cook what they require. One Kitchen Assistant will be located outside the hatch where they will place plated food onto the trolley for the pupil. Member of staff is in full PPE. this will help reduce any close contact with members of staff serving the meals.• Staff in the hall will ensure that all pupils maintain distance, stay seated and follow directions.			
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	<ul style="list-style-type: none"> • Once pupils have finished eating, their plates will be collected when they leave to go for their supervised yard break. • Each area/ classroom / office within the school has been assessed prior to use, to ensure it is suitable to facilitate social distancing (this has been undertaken looking at the size of the classroom, its measurements, number of desks to be used to safely allow for social distancing). • Due to the size of some corridors within the building, it will sometimes be difficult to keep a to the government guidance when passing another employee. In order to reduce this problem and to limit the amount of time employees are in contact with each other, employees should not congregate or have discussions in corridors. • Where possible non-contact activities should take place when children are in the activity area(s). • Do not use play equipment / activities that may encourage close contact at frequent intervals. Play equipment must be cleaned thoroughly throughout the day. • Try not to conduct team building type exercises where close proximity is required. • Careful consideration must be given for any employee/pupil requiring a Personal Emergency Evacuation Plan (PEEP) to return to work. All Staff/Pupils requiring this plan has one in place. • Each school lift has been assessed to determine how many persons can use the lift safely. Markings have been placed on the floor of the lift to indicate where people or where a wheelchair user and their 1:1 support should stand. When entering the lift the pupil will enter and face the back wall, the 1:1 support will then enter and face the doors. This will then ensure there is no face to face proximity in the lift. Pupils and their 1:1 support will be notified of this. • In order to avoid the use of shared fridges and taps in staffrooms staff are encouraged to bring in their own food and drink in cool bags. Personal flasks could be brought in by employees for hot refreshments, again reducing the need to use communal facilities. • The staff rooms have been assessed and a number has been put on the doors showing how many staff are allowed at any one time, due to the size of these staff rooms, additional classroom will be available to allow for safe seating. B4 has been set up as an additional staff room for staff to use. Primary Staff are able to use the corridor in front of the main canteen to have break and lunch if they prefer this, this area has been marked out to ensure social distancing. Please be mindful of social distancing requirements 			
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- General cleaning wipes have been provided in kitchens, to allow staff to wipe down touch points (such as fridge door handle / kettles) after use. Staff are encouraged to wash hands thoroughly after touching communal equipment.
- No sweets/snacks to be brought into work for sharing between staff.
- Use of shared printers/photocopiers to be kept to a minimum. Only one person at a time should be within the printing/photocopying area. When using these staff must use the hand sanitiser provided before use and use again after use. Posters have been placed in all shared photocopier areas along with hand sanitiser.

Cleaning and Hygiene

- The frequency of wiping down of high-touch areas will be increased throughout the day. High-touch areas include bathrooms/ toilets (not the toilet bowls), railings, tables/ desks /chairs,, equipment, door handles, sinks, light switches, etc. Disposable gloves and disposable aprons should be worn when cleaning is taking place. There will be 2 cleaners on site for most of the school day. Anti Bac Wipes will be placed in each room for all staff to use as they feel they need to on high touch areas in their classroom. Teaching Assistant have had training on Bodily Fluids and will wipe high touch areas in their allocated pod when needed, however basic hygiene is every member of staffs responsibility and when required all staff will need to ensure they are keeping their classrooms clean. Whilst Teaching Assistants have had bodily fluids training to use the Screen if needed, all staff will be able to use the wipes and spray that has been supplied in each classroom / office space / room. All resources within each year group pod will be cleaned at the end of the week, ready for the pupils to return to school. Resources are only used within each pod and are not shared across year groups.
- Bottles of Dettol Surface Cleaner Spray Bottles and Dettol Surface Cleaner Wipes have been provided in each classroom / office and areas of use for staff to use during the day to wipe down areas as and when pupils move from classes. It is expected that staff will wipe down all desks / resources in their classrooms prior to every lesson if pupil working groups change, for example if one group are using lego then another will be using later, they will need to be cleaned prior to usage. Disposable Gloves have also been placed in these areas for staff to use. Cossh assessments have been produced for both products and staff have been shown how to use. It is very important to

	<p>remember that Basic Hygiene is every members of staff responsibility. All classrooms are locked when teachers are not In lessons or in the classroom.</p> <ul style="list-style-type: none"> • Cleaning will take place on the Principle of “Teach Germs a lesson” by using the school cleaning colour coded system. This is held by the Facilities Manager. • SCREEN will be made up daily and to the correct dilution rates. Any unused product will be disposed of at the end of the day. An up-to-date COSHH assessment is available at the school in all cleaning cupboards. • All potentially contaminated waste will be placed into a clear bag, sealed and placed inside a second black bag and stored in an appropriate area away from all other waste until 72 hours has passed when it will be disposed of in the normal manner. This is in the bin area and clearly labelled. Only caretakers have access to this area. Caretakers will collect these bags and place in the bin store with a clear dated label on it. • All children and adults, including staff must wash/sanitise their hands on entry into the premises. • Soap, running water and hand drying facilities are available in every toilet and in each classroom that has a sink. • Hand washing must take place at regular intervals during the day. Signage has been placed in toilets, sinks, etc. to remind pupils/staff to wash for at least 20 seconds. Staff/pupils will be reminded of good handwashing techniques. • Stocks of hand sanitiser on the premises will be monitored at regular intervals by the Facilities Manager to ensure that stocks do not run out. Request / replace stocks when they are running low, not when they have run out. • Hand sanitiser must be stored away from ignition sources such as, sunlight, heat, open flames, hot surfaces, sparks, etc. It must be stored in a cool place. All Staff have been notified on the importance of this. • If stocks of hand sanitiser have run out, the school will ensure there is adequate hand soap and running water that can be used instead. • Have hand wipes available to use as a last resort. • A supply of disposable tissues will be available in each classroom and room within the school. These are to be monitored and replenished regularly. Separate clear plastic bags for the tissues are available in each classroom and other key locations around the school. These clear bags will be collected at the end of the school day and double bagged with all the others for 72 hours. • Pupils will be shown how to catch a sneeze or cough using their elbow or a tissue and reminded to then wash their hands. 			
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Personal Protective Equipment (PPE)

- When using PPE hands must be washed both before and after use.
- All staff who are unable to socially distance must wear visors during these times to protect themselves and pupils.
- Any Teaching Assistants working closely with pupils have to wear a mask and viso
- Staff who will be required to use PPE will be provided with information on how to don and doff it correctly. All primary staff have recieved formal training on 2.9.2020. Posters have been put in all areas where PPE is kept. PPE will be kept in the following locations:
 - Health Care Workers Office (2nd Floor)
 - Disabled Toilet in the Primary Phase (1st Floor – Primary)
 - Eurig Thomas Office on the Ground Floor (1st Floor)
 - Katrina Burtons Office on the 3rd Floor

Routine activities

- Visors and masks are required when undertaking routine educational activities in classroom where social distancing is not able to be maintained. No PPE is required when undertaking routine educational activities in the settings where social distancing is possible. We recognise that in a primary school this is impossible with young children and therefore visors are to be used at all times and

if Teaching Assistants or teachers are working closer to pupils for a prolonged times then they are also to wear medical masks with the visor.

General clean of premises

- Visors, masks, Disposable gloves and disposable aprons must be worn.

Suspected coronavirus (COVID-19)

- Gloves, aprons and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.
- Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.
- A Level 2 clean must take place when cleaning the areas where a person suspected of having COVID-19 has been. The risk assessment identifies the PPE required when undertaking this activity as being disposable gloves, disposable apron, FR(IIR)SM and goggles.

Intimate care including administering first aid

- Gloves and aprons are available to use when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.
- Fluid-resistant surgical mask and eye protection (Visors) should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.
- Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.
- Nursery children who are not already toilet trained will be asked to stay home until they are trained.

Movement around/use of premises

- Staff MUST wear a Visor and mask when in all communal areas. Any Staff working closely with pupils and potentially becoming a contact should wear a face visor and medical mask. Visors and masks have been issued to all staff for them to wear.
- Face coverings must cover the mouth and nose. When putting coverings on, and while they are on, you should only handle the straps, ties or clips. Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose. You should also wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before and after removing. When not wearing the face covering it should be stored in a sealable plastic bag. Do not give it to someone else to use. You must throw away your face covering if it is damaged. The face covering should be washed as per the manufacturer's instructions at the highest temperature appropriate for the fabric.
- Where possible only rooms with windows that can be opened will be used. Classroom doors must remain closed at all times as these are Fire Doors. SLT will consider any pupils that are likely to abscond.
- Staff/pupils to be reminded to follow the one-way systems in place.
- Fans are not to be used in classrooms or offices.
- Play equipment / toys that require high levels of shared use can be used but must be cleaned prior to new group usage. (lego, plasticene, building blocks sand play pits)
- All soft furnishings/ toys will be removed / stored in the rooms as these are more difficult to clean/ sanitise.
- Activities that require physical contact should not be conducted.
- Gym mats etc. that encourage shared use should not be used.
- Movement around the school will be kept as low as practicable to minimise the risk of cross contamination in the school environment, and eliminate the need for a deep clean between classes.
- The school and office will not be taking cash at this time.
- Water fountains have been switched off, water is available to be purchased through the canteen or staff / pupils can bring their own into school. Pupils are encouraged to bring in a labelled bottle for easy identification of their drink.

Meetings

- Face to face interaction should be reduced as much as possible. If a visit/meeting/work can be done via telephone/skype/teams etc. then this should be considered as the safest method. Otherwise consideration must be given to whether the government guidance on social distancing is achievable.
- Parents/Guardians will be requested to ring the school and not enter the school premises in the first instance – meetings with parents will take place under the head teachers discretion.
- All Parental Visitors / Visitors / Contractors (excluding supply who will wear Visors) into the school must wear a mask for all meetings.
- Avoid non-essential travel around the building e.g. If you need to speak with someone in another part of the building, use the telephone, skype, 'teams' , emails etc. to communicate with them.
- All meeting rooms will be kept locked and if needed to be used must be booked through the school office. This way arrangements can be made to ensure that the room is cleaned following its use. No room bookings will be made through the online booking system at this time. Meetings will only take place at the headteachers discretion and the conference room being booked in advance through the office.
- If meetings are necessary, the room should be assessed to determine how many people are permitted to enter meeting rooms whilst maintaining social distancing. If the room has windows these should be opened to improve ventilation.
- (Ventilation to go in here)
- Reduced opportunity for members of staff to be off site of school business.
- Extra Curricular activities will only be allowed at the headteachers discretion.
- Educational Visits will only be allowed at the headteachers discretion.

Mental Health and Wellbeing

- SLT will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.
- Access to the school counsellor is available through a booking system. This is available to all staff, the school also has a counsellor for pupils available.
- Engagement Officers, Heads of Year and Form Tutors to continue to monitor pupils at school.

- Health and Wellbeing during COVID-19 information is available via the home screen on the NPTCC intranet, which provides a wide variety of useful tools such as contact information for support services, online stress control classes etc.

Emergency procedures such as fire, first aid

- The emergency evacuation procedure has been reviewed and communicate to staff/pupils. The only change is that pupils will line up on the dots in the primary yards for taking the register in the event of a fire. A fire Drill will be carried out during each day of the first week to ensure all pupils know the new procedure.
- Ensure there are sufficient numbers of appropriately trained first aiders available. They should follow the training they have received and use PPE as detailed previously. Only deliver CPR by chest compressions and use a defibrillator (if available) don't do rescue breaths. Practice good hygiene by washing/sanitising hands before and after administering first aid.

Personal Protective Equipment



Aprons must be worn



Eye Protection must be worn



Head Protection must be worn



Safety Harness must be worn



Ear Protection must be worn



Safety overalls must be worn



Safety boots must be worn



Respiratory equipment must be worn



Hi Viz clothing must be worn



Protective gloves must be worn



Face Protection must be worn

Other

Additional risk information

In the event of an incident/accident, please contact your nearest first aider.
 All incidents/accidents must be recorded on NPT's Online Accident Reporting System.
 Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided.

All staff to have regard for their and others health and safety at all times.

Please identify how this risk assessment has been communicated

Team brief / Team meeting

One to one

Email

Other (please specify:

Email

Emergency Procedures

Contact name:

Shaun Clarke / Sharon Williams

Contact number:

01639 760010

Contact number (out of hours):

01639 760110

Hospital:

999

Emergency Services:

999

Name:

Shaun Clarke / Sharon Williams

Position:

Headteacher / Business Manager

Date: 06/10/2020

Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident									
Reviews	Key		Likelihood of Injury						
Review date :	Likelihood 1. Very Unlikely - This will probably never happen/occur 2. Unlikely - Do not expect it to happen/recur but it is possible it may do so 3. Likely - Might happen or recur occasionally 4. Very Likely - Will probably happen/recur, but it is not a persisting issue/circumstance 5. Certainty - Will undoubtedly happen/recur, possibly frequently	Severity 1. Negligible - Minor injuries or discomfort. No medical treatment or measurable physical effects. 2. Minor - Injuries or illness requiring on site first aid. Temporary impairment. 3. Medical Treatment - Injuries or illness requiring hospital treatment. 4. Major - Injury or illness resulting in permanent impairment. 5. Fatal - Fatality.		5	5Y	10R	15	20	25
Reviewed by:				4	4	8	12	16	20
Review date :				3	3	6G	9	12	15
Reviewed by:				2	2	4	6Y	8	10Y
Review date :				1	1	2	3	4	5G
Reviewed by:				0	1	2	3	4	5
Review date :				Severity of Injury					
Reviewed by:					Low Risk		Medium Risk		High Risk