



## COVID-19 Risk Assessment

### March 2022

**Name of Assessor:** Helen King - Headteacher    **Date of Assessment** (updated): 16<sup>th</sup> March 2022

This version was:	Date
Shared with governors	
Shared with staff	
Shared with LA	
Available on the school website from	

**To be updated as necessary**

Severity	Likelihood	Risk Factor	Level of Risk
5=Death, disablement	5=Certain, imminent	<b>12 - 25</b>	May be considered as high risk and may require provision of considerable resources. This could involve training, appropriate equipment, high levels of supervision, and consideration of the most effective methods of eliminating or controlling hazards.
4=Major injury	4=Very likely		
3=Incapacity	3=Likely		
2=Pain	2=Unlikely	<b>5-12</b>	May be considered as significant risk and will require an appropriate level of resources.
1=Discomfort	1=Very unlikely	<b>1-5</b>	May be considered as low risk; however, actions should still be taken to attempt to reduce these risks further to an acceptable level if possible.

#### **Risk Assessment Factor**

To determine the risk factor for each hazard, multiply the severity number by the likelihood number. This produces a number on a scale of 1 to 25. The numbers provide only an indication of priority and extent of risk, the higher the number the greater the priority and risk and therefore the more resources which may be necessary to control the risk. The following is **only guidance**. The key principle to work to is identifying risks and calculating the 'Risk Factor' (BEFORE), identifying and implementing measures to reduce these risks, then reassessing the risk factor (AFTER) before deciding whether the level of risk is acceptable.

#### **IMPORTANT**

This method only provides an indication of risk and is based upon subjective judgement therefore, employers must ensure to their satisfaction that the risk assessment and the actions taken to remove or avert the hazards identified are adequate.

Identified risk	Person(s) at risk	Risk Level Before Control 1- 5 (Before)			Control measures	Risk Level After Control 1-5 (After)			Responsibility & Date
		Severity	Likelihood	Total		Severity	likelihood	Total	
<b>Awareness to procedures and risk</b>	Staff and students	3	3	9	<ul style="list-style-type: none"> <li>• <b>Safeguarding and health and safety</b> procedures have been reviewed and updated where needed in light of the <a href="#">COVID-19 advice</a>. Updated procedures have been shared with relevant staff;</li> <li>• Staff to receive guidance on actions to help <b>minimise the spread</b> of infection;</li> <li>• Staff to be made aware of the school's <b>infection control</b> procedures in relation to coronavirus;</li> <li>• The school keeps up-to-date with <b>advice</b> issued by local authority and Welsh Government;</li> <li>• <b>Parents informed</b> of the procedures put in place to help keep the children safe in school. Stay at home <a href="#">guidance</a> is made available for parents and staff to refer to and accessible on school's website;</li> <li>• Parents to be asked to take their child's <b>temperature</b> prior to school if they are concerned about symptoms of COVID-19</li> <li>• <b>Pupils</b> made aware of rules for staying safe in school and what to do if they feel unwell;</li> <li>• Any cases of <b>illness</b>, including COVID-19 are to be treated with <b>confidentiality</b>.</li> </ul>	3	2	6	Headteacher / All Staff
<b>Implementing 'social distancing'</b>	Staff and students	3	4	12	<ul style="list-style-type: none"> <li>• The latest <a href="#">guidance</a> on implementing protective measures in educational settings is made available to staff so that it is followed at all times;</li> <li>• Class groups, are organised as described in the 'class or group sizes' in line with published Welsh Government guidelines;</li> <li>• The <b>timetable is revised</b> to implement where possible: <ul style="list-style-type: none"> <li>a) Plan for lessons or activities which <b>limit movement</b> between areas where necessary;</li> <li>b) Maximum number of lessons or classroom activities which could take place <b>outdoors</b>;</li> <li>c) At <b>Break and lunch times</b> classes on KS2 and FP to be separated on the yard to maintain distancing and to support behaviour</li> <li>d) In KS2 parents to <b>Drop-off</b> children in the yard <b>to</b> support limited numbers of students coming into contact with each other;</li> </ul> </li> </ul>	3	2	6	Headteacher / All Staff

					<p>e) <b>Exit and entry</b> to school zoned for year groups in KS2– see Plan in Appendix</p> <p>f) Parents’/carers’ <b>drop-off and pick-up</b> protocols are planned so that they minimise adult to adult contact;</p> <p>g) Parents asked to still wear masks on the school site, including outside. Staff to model;</p> <p>h) <b>Class groups</b> remain together throughout the day and social mixing with other children will be minimised;</p> <ul style="list-style-type: none"> <li>• <b>Unnecessary items</b> are removed from classrooms and other learning environments where there is space to store them elsewhere (use of changing rooms, cloakrooms and study);</li> <li>• <b>Floor markings</b> continue to support ‘social distancing’ and facilitate safe queuing e.g. corridors, communal areas, outside the toilets;</li> <li>• <b>Movement of pupils</b> around school is minimised with pinch-points and bottlenecks identified and appropriately controlled;</li> <li>• Teachers to look at <b>equipment</b> and only use equipment that can be appropriate cleaned regularly.</li> <li>• Pupils to eat packed lunches in the classrooms; school dinners eat in the hall on separate tables for each year group;</li> <li>• If COVID-19 cases are high in a particular class, move to all pupils in that class eating lunches in the classroom;</li> <li>• <b>Breakfast club and after-school club</b> in the hall. Each year group to sit at a separate table with a marked box of toys and equipment;</li> <li>• <b>Cohorts are kept isolated</b> where possible;</li> <li>• Pupils use the <b>same classroom</b> or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day;</li> <li>• Mixing between staff and groups of children in school is minimised by</li> </ul> <p>a) <b>accessing rooms</b> directly from outside, where possible;</p> <p>b) Students clean their hands before break and lunch using a sink area designated for each year group; students eat lunch in their classrooms; pupils have full water bottles from home each day. We have bottles of water available for pupils who forget to bring their own. The water fountain will be out of use;</p> <p><b>Toilet access:</b> Infant toilets will be split for classes rather than gender. Urinals will not be in action. Outside doors will be wedged open. In KS2 cubicles and sinks will be allocated to certain year groups. Some toilet cubicles will be out of use to aid social distancing.</p>				
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					<p>c) The use of shared space such as halls is limited. Assemblies will be undertaken on TEAMS;</p> <p>d) Introduce KS2 one-way circulation to keep groups apart as they move through the setting where spaces are accessed by corridors;</p> <p>e) The use of <b>staff rooms</b> has limit occupancy and staff may not sit in the classroom;</p>				
<b>Hygiene Practices</b>	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>• The <b>cleaning</b> of non-healthcare settings <a href="#">guidance</a> is understood by relevant staff and followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate <b>PPE</b> (e.g. vinyl or nitrile gloves and aprons); staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes;</li> <li>• Where pupils require <b>first aid</b>, staff members must wear appropriate personal protective equipment (<b>gloves; face covering; apron</b>) whilst administering treatment;</li> <li>• Any staff who administer <b>first aid or direct contact</b> with pupils must immediately wash hands and avoid contact with face until hygiene practices have been observed;</li> <li>• All <b>tissues and wipes</b> used are to be disposed of in the appropriate way, put into lidded caddy bins in each class with a bag inserted and thrown away at the end of each day;</li> <li>• All classroom doors which are in use should be <b>wedged open</b> as much as is appropriate to reduce the need to touch handles regularly;</li> <li>• Sufficient <b>handwashing</b> facilities are available and allocated to each class. <b>Handwashing</b> is promoted above using sanitiser.</li> <li>• <b>Handwashing signage</b> is provided adjacent to each basin;</li> <li>• <b>Hand sanitiser</b> (that contains no less than 60 percent alcohol) is available at school front door, office, staffroom and is available in all classrooms (as backup), other learning environments and in communal areas (contents are checked daily).</li> <li>• All adults and pupils are expected to: <ul style="list-style-type: none"> <li>a) <b>frequently wash their hands</b> with soap and water for 20 seconds and dry thoroughly;</li> <li>b) clean their hands on arrival at school, before and after going outside for breaktime, before and after eating, and after sneezing or coughing, before leaving for home;</li> <li>c) avoid touching their mouth, eyes and nose;</li> <li>d) use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</li> </ul> </li> </ul>	4	2	8	Headteachers / All staff / Caretaker / Cleaning staff

					<ul style="list-style-type: none"> <li>• <b>Ensure support</b> is available for children who have trouble cleaning their hands independently e.g. Foundation Phase and ALN pupils;</li> <li>• Pupils are encouraged to <b>learn and practise</b> these habits through activity and repetition;</li> <li>• <b>Lidded Bins for tissues</b> are emptied throughout the day, and at the end of every day;</li> <li>• The amount of resources that are <b>taken and brought in</b> from home is limited. Items brought in from school such as library books to be isolated for 48 hours before being re-distributed;</li> <li>• All spaces are well <b>ventilated</b> using natural ventilation (opening windows);</li> <li>• <b>Doors to remain open</b>, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;</li> <li>• <b>Posters</b> are displayed throughout the school reminding pupils and staff to wash their hands, e.g. before entering and leaving the school;</li> <li>• Pupils wash their hands with <b>soap</b> for no less than 20 seconds, following the suggested hand-washing schedule detailed in posters for display and spreading infection guidance;</li> <li>• Pupils are <b>supervised by staff</b> when washing their hands to ensure it is done correctly, where necessary;</li> <li>• <b>Sufficient amounts</b> of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and handwashing areas;</li> <li>• Bar soap is not used – <b>liquid soap</b> dispensers are used instead to avoid touch;</li> <li>• Pupils <b>do not share</b> cutlery, cups or food;</li> <li>• Pupils bring in full <b>water bottles</b> every day;</li> <li>• Cleaners carry out daily, thorough <b>cleaning</b> that follows national guidance and is compliant with the published guidance;</li> <li>• Headteacher / Administrator arranges <b>enhanced cleaning</b> to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team;</li> <li>• COSHH assessments for all additional substances to be in place;</li> <li>• <b>Cleaning materials</b> in each classroom to be stored of reach of pupils when not locked in cleaning cupboard.</li> </ul>				
<b>Ill Health</b>	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>• Staff, pupils, parents/carers to be <b>informed of the symptoms</b> of possible coronavirus infection, e.g. a new dry continuous cough, difficulty in breathing, high temperature, loss of taste/smell and are kept up-to-date with national guidance about the symptoms and <a href="#">guidance</a> in relation to ‘stay at home’;</li> <li>• Any pupil who displays <b>signs of being unwell</b> with COVID symptoms is immediately referred to the Headteacher or designated member of staff. While</li> </ul>	4	2	8	All Staff

					<p>waiting to be collected, children will be supervised in the <b>designated area</b> which is next to the main school office to ensure social distancing is maintained;</p> <ul style="list-style-type: none"> <li>• Students <b>displaying symptoms</b> of coronavirus do not come in to contact with other students and as few staff as possible, whilst still ensuring the student is safe;</li> <li>• The relevant member of staff calls for <b>emergency assistance</b> immediately if the student's symptoms worsen;</li> <li>• The <b>parents</b> of an unwell student are informed as soon as possible of the situation by a relevant member of staff and asked to collect them immediately;</li> <li>• <b>Areas used</b> by unwell students who need to go home are thoroughly cleaned once vacated;</li> <li>• If unwell students are waiting to go home, they are instructed to use the <b>adult toilet</b> in the main entrance foyer - this will not then be used by any one else until cleaned with household disinfectant after the person with suspected coronavirus (COVID-19) has left to reduce the risk of passing the infection on to other people;</li> <li>• If a member of <b>staff</b> displays symptoms of COVID-19. They will report to Headteacher and follow <a href="#">advice</a> given;</li> <li>• If a member of staff or child receives a <b>positive test</b> for COVID-19 Track and Trace guidance will be followed;</li> <li>• Parents and carers must be available for <b>collecting poorly pupils</b> and contact information must be kept up to date;</li> </ul>				
<b>Spread of infection</b>	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>• Spillages of <b>bodily fluids</b>, e.g. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance; staff use <b>PPE</b>. If waste is expected of being in contact with a person showing symptoms, suspected or confirmed, it should be placed in a waste bag and held in a secure place for 72 hours and then disposed of in other waste.</li> <li>• Pupils are instructed to <b>cough or sneeze into their elbow</b> and use a tissue to cover their mouths where possible, disposing of the tissue in bags and put into the bin;</li> <li>• Pupils must <b>wash their hands</b> after they have coughed or sneezed;</li> <li>• Parents are made aware not to bring their children to school or onto the school premises if they <b>show signs</b> of being unwell;</li> <li>• <b>Parents</b> asked to wear <b>face coverings</b> on school site including outside spaces;</li> <li>• <b>Staff</b> will be asked to wear <b>face coverings</b> in any shared area on school site including outside but may remove them in the classroom;</li> <li>• <b>Social distancing</b> must be maintained when entering or exiting the school site. Parents must be instructed to maintain social distance while waiting to drop off</li> </ul>	4	2	8	All Staff

					or collect children from school. Parents will be encouraged to leave the school site as quickly as possible without socialising with other families;				
<b>Management of infectious diseases</b>	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>• <b>Infection control procedures</b> are adhered to as much as possible in accordance with Public Health Wales guidelines;</li> <li>• <b>Staff are vigilant</b> and report concerns about a student's symptoms such as signs of fever, to the Headteacher, where appropriate equipment, such as <b>digital thermometers</b> are available to support assessing risk;</li> <li>• Staff apply consistency in its approach to the management of <b>suspected and confirmed cases</b> of coronavirus;</li> <li>• <b>'Social distancing'</b> measures are implemented as so far as is possible and practicable;</li> <li>• There are plans in place for the movement of children around the school (as above);</li> <li>• Children who are symptomatic are held in the foyer on the plastic chairs until parents collect and take them home. Parents asked to take child for a test;</li> <li>• The Headteacher monitors the <b>cleaning standards</b> of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus;</li> <li>• The Headteacher will follow the guidance and communicate warnings if a positive case has been identified in school.</li> </ul>	4	2	8	All Staff
<b>Parental engagement</b>	Staff and students	3	3	9	<ul style="list-style-type: none"> <li>• School to <b>communicate to all parents</b> and carers regularly about arrangements, practical information and COVID-19 updates that affect the operation of the school.</li> <li>• Where possible <b>only one parent</b> / carer should be present at collection point;</li> <li>• Parents are informed that they <b>cannot gather</b> at entrance gates and/or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely);</li> <li>• Only pupils and staff are permitted <b>within the building</b>;</li> <li>• Parents required to wear a mask on the school site;</li> </ul>	3	2	6	Headteacher / Admin Team
<b>Building and property maintenance</b>	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>• Caretaker undertakes a daily <b>checklist of supplies</b> and site security/health and safety to ensure compliance with latest <u>guidance</u>;</li> <li>• Any areas presenting <b>increased risk</b> to students and/or staff to be isolated;</li> <li>• <b>Floor marking</b> used to define transit routes and no-go spaces within identified classrooms and/or areas;</li> <li>• <b>Lock all unrequired doors</b> including chemical/cleaning storage, electrical distribution cupboards and high-risk areas/rooms isolated;</li> <li>• All outdoor building maintenance to be coordinated with the Headteacher, caretaker so that <b>segregation from students and staff</b> can be ensured (e.g. grass cutting);</li> </ul>	4	2	8	Headteacher/ Caretaker

					<ul style="list-style-type: none"> <li>All <b>contractors</b> to report to reception prior to the start of any work, which is separate to student entrance;</li> <li>Continue with <b>water testing and fire drills</b> etc (see H and S policy)</li> </ul>				
<b>Communication</b>	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>Pupils &amp; staff told not to enter the school if they are <b>displaying any symptoms</b> of coronavirus;</li> <li>The relevant member of staff reports immediately to the Headteacher about any cases of <b>suspected coronavirus</b>, even if they are unsure; updated about any changes to infection control procedures as necessary;</li> </ul>	4	2	8	Headteacher / Premises Team
<b>Blended Learning- at home</b>	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>The school <b>communicates with parents</b> via messaging service regarding any updates to school procedures which are affected by the coronavirus pandemic;</li> <li><b>Pupils working from home</b> are assigned work to complete;</li> <li>Headteacher oversees plan for students' <b>continued education</b> during times of working from home to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor students' learning while not in school;</li> <li>Clear reinforced messages about <b>student behaviour expectations</b> are made visible and adhered to at all times, even while working remotely;</li> <li>Class teachers ensure all students have <b>access to schoolwork</b> and the necessary reading materials at home;</li> <li>Class teachers ensure that all <b>technology</b> used is accessible to all students – alternative arrangements are put in place where required.</li> </ul>	4	2	8	Leadership Team/ Admin Team /Teachers
<b>Emergencies</b>	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>Arrangements are in place for <b>first aid support</b> and relevant PPE will be available;</li> <li>Suitably trained <b>first aiders</b>;</li> <li><b>Provisions</b> are fully stocked and monitored. Accident forms completed where required;</li> <li>If a member of staff is diagnosed with COVID 19 as a result of being exposed during the work place this must be reported in line with <b>RIDDOR guidance</b> – in the same manner as any incident resulting in exposure to biological agents;</li> <li>All pupils' emergency <b>contact details</b> are up-to-date, including alternative emergency contact details, where required;</li> <li>Pupils, parents/carers are <b>contacted</b> as soon as practicable in the event of an emergency;</li> <li>Pupils' <b>alternative contacts</b> are called where their primary emergency contact cannot be contacted.</li> </ul>	4	2	8	Headteacher /Admin Team
<b>Safeguarding</b>	Staff and students	4	4	16	<ul style="list-style-type: none"> <li><b>Standard procedures</b> are reinforced to all staff prior to increased operations and all staff are expected to observe these;</li> <li>Appropriate <b>security arrangements</b> on-site;</li> <li><b>Staff rota and levels</b> to take account for security arrangements;</li> <li>All staff supervisors to have valid <b>DBS</b> clearance.</li> </ul>	4	1	4	Headteacher / Designated Senior Person (DSP) Deputy DSP



					<ul style="list-style-type: none"> <li>• Usual 'See something, say something' <b>safeguarding protocols</b> followed</li> </ul>				
<b>Poor Behaviour</b>	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>• School to consider the <b>impact of poor behaviour</b>; bullying, or abuse of another child or a member of staff, and are clear with parents/carers on action to take in response to this;</li> <li>• Pupils taught and reminded about hygiene and safe-distancing - <b>risk assessments</b> will be carried out on pupils whose behaviour puts staff and other pupils at risk of COVID 19;</li> <li>• Parents will be asked to <b>support their pupils</b> with behaviour expectations;</li> <li>• School behaviour policy to be used. <b>Three strike rule</b> for deliberate social distancing breaches for pupils leading to reduced attendance provision.</li> <li>• <b>Adequate supervision</b> levels in place to support staff;</li> <li>• Groups organised so that <b>staff familiar</b> with students where possible to minimise incidents of poor behaviour.</li> </ul>	4	2	8	Headteacher
<b>Distance Learning</b>	Staff and students	4	3	12	<ul style="list-style-type: none"> <li>• School to publish <b>Distance Learning guidance</b> to all staff and governors;</li> <li>• School to ensure that all teaching and relevant support staff have a <b>school-issued device</b> to support distance learning where possible;</li> <li>• Leaders and staff to identify <b>appropriate E-Learning courses</b> and/or virtual training to support delivery of distance learning;</li> <li>• Ensure Staff working remotely have the <b>necessary equipment and work environment</b> to working from home;</li> <li>• Line managers to maintain <b>regular contact</b> with staff who are working remotely;</li> <li>• Schools to ensure that all pupils have <b>access to equipment</b> and resources necessary to engage in learning opportunities;</li> <li>• School to <b>maintain contact with parents</b> to provide help and support so that they can support children with distance learning activities.</li> </ul>	4	2	8	Headteacher/ Staff working from home
<b>Managing school transport</b>	Staff and students	4	4	16	<ul style="list-style-type: none"> <li>• Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to <b>keep distance from their passengers</b> (if/where applicable).</li> </ul>	4	2	8	Local Authority/ Headteacher.