



COVID-19 Risk Assessment

June 2020

Name of Assessor: Laurence Dawkins - MCC Health & Safety Lead (Before) **Steve King** - Headteacher (After) **Date of Assessment** (updated): 18 June 2020

This version was:	Date
Shared with governors	18 June 2020
Shared with staff	17 June 2020
Shared with LA	22 June 2020
Available on the school website from	22 June 2020

- To be updated as necessary with first major review week of July 24th
- This document should be read in conjunction with the School Reopening Plan

Severity	Likelihood	Risk Factor	Level of Risk
5=Death, disablement	5=Certain, imminent	12 - 25	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	5-12	May be considered as significant risk and will require an appropriate level of resources.
1=Discomfort	1=Very unlikely	1-5	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	
Appropriate numbers of staff to maintain 1:10 ratios	Pupils	4	4	16	<ul style="list-style-type: none"> Check staff levels daily to ensure 1:10 ratio Our planned level of pupil attendance sees ratios well within 1:10 each day In event of staff absence, use school employed supply team members 	4	2	8	Headteacher
Awareness to procedures and risk	Staff and students	4	4	16	<ul style="list-style-type: none"> Safeguarding and health and safety procedures have been reviewed and updated where needed in light of the <u>COVID-19 advice</u>. Updated procedures have been shared with relevant staff; Reopening Plan, arrangements and precautions shared with staff, on site on 16th June. This RA and Plan sent to all staff on 17th June. Staff to receive further on-site guidance on actions to help minimise the spread of infection before reopening; Staff to be made aware of the school's infection control procedures in relation to coronavirus; The school keeps up-to-date with advice issued by local authority and Welsh Government; Parents informed of the procedures put in place to help keep the children safe in school – overview 16th June, further guidance and pupil level details & arrangements by 22nd June. Stay at home <u>guidance</u> is made available for parents and staff to refer to and accessible on school's website; Parents to be asked to take their child's temperature prior to school if they are concerned about symptoms of COVID-19 Pupils made aware of rules for staying safe in school and what to do if they feel unwell. Letter to all pupils from HT 22nd June; Any cases of illness, including COVID-19 are to be treated with confidentiality. 	4	2	8	Headteacher / All Staff
Implementing 'social distancing'	Staff and students	4	4	16	<ul style="list-style-type: none"> The latest <u>guidance</u> on implementing protective measures in educational settings is made available to staff so that it is followed at all times; In line with Welsh Government guidance, our Foundation Phase pupils from Rec-Y2 will attend in groups of no more than 8 and will not be expected to socially distance though this will be encouraged by staff. These groups, once set, will not change. Elsewhere, small class groups, are organised as described in the 'class or group sizes' in line with published Welsh Government guidelines; no greater than 1:10; 	4	2	8	Headteacher / All Staff

				<ul style="list-style-type: none"> • Classrooms and other learning environments are organised to maintain space between seats and desks where possible; • The timetable is revised to implement where possible: <ul style="list-style-type: none"> a) Plan for lessons or activities which limit movement between areas where necessary; b) Hub pupils in the hall and Learning Zone - tables socially distanced pupils in small groups of 10; c) Maximum number of students within a class adhered to max 10; d) Maximum number of lessons or classroom activities which could take place outdoors; e) Break and lunch times staggered so that all students are not moving around the school at the same time - see Plan f) Drop-off and collection times are staggered to support limited numbers of students coming into contact with each other; see Plan g) Parents'/carers' drop-off and pick-up protocols are planned so that they minimise adult to adult contact; see Plan h) Small groups of pupils are together throughout the day and avoid social mixing with larger groups of children; i) Hub pupils do not mix with 'Check-in' pupils. • Unnecessary items are removed from classrooms and other learning environments where there is space to store them elsewhere (use of changing rooms, cloakrooms and study); • Floor markings added to key areas to support 'social distancing' and facilitate safe queuing e.g. outside the toilets; • Movement of pupils around school is minimised with pinch-points and bottlenecks identified and appropriately controlled; • Reducing movement around the school to include pupils bringing in their own food and drinks; • Closing breakfast club and lunchtime canteen; • Soft furnishings and equipment e.g. toys and enhanced provision (e.g. dolls, cushions, voiles etc.) which are harder to clean are removed; • Cohorts are kept isolated where possible and pupils remain in the same small groups at all times each day, different groups are not mixed during the day, or on subsequent days; • The same teacher/s and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days; • Pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Pupils are seated at the same desk; 				
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					<ul style="list-style-type: none"> • Mixing between staff and groups of children in school is minimised by: <ul style="list-style-type: none"> a) accessing rooms directly from outside, where possible; b) where possible, one-way circulation, c) staggering break and lunch times and students clean their hands beforehand; students bring in their own lunch/ refreshments and eat in their classrooms; pupils have full water bottles from home each day – water fountains out of use; d) Toilet access will be based on clock. Only one child may enter toilet (room) at a time. Queueing system outside. All pupils have opportunity to access toilet once every hour. See Plan: <ul style="list-style-type: none"> • Rec pupils 00-15 • Y1 15-40 • Y2 40-00 • Y3 00-15 • Y4 15-30 • Y5 30-45 • Y6 45-00 e) Pupils will not use shared spaces except toilets; f) Each cubicle will be allocated to a year group, pupils must only use their year group’s cubicle. g) The staffroom will not be used. 				
Hygiene Practices	Staff and students	4	4	16	<ul style="list-style-type: none"> • The cleaning of non-healthcare settings guidance 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 PPE (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; • Where pupils require first aid, staff members must wear appropriate personal protective equipment (gloves; face mask; face-shield) whilst administering treatment; • Any staff who administer first aid or direct contact with pupils must immediately wash hands and avoid contact with face until hygiene practices have been observed; • All tissues and wipes used are to be disposed of in the appropriate way, as per normal practise (with all contents of bins disposed regularly throughout the day); • Handwashing facilities are available and allocated to each class. Handwashing is promoted above using sanitiser. • Handwashing signage is provided adjacent to each basin; Week 1 learning includes explicit messages and practices. • Hand sanitiser (that contains no less than 60 percent alcohol) is available at school front door, office, staffroom and is available in all classrooms (as backup), 	4	2	8	Headteachers / All staff / Caretaker / Cleaning staff

				<p>other learning environments and in communal areas (contents are checked daily) as well as on playgrounds to use by all on entering and leaving the site.</p> <ul style="list-style-type: none"> • High touch surfaces that children and adults touch more often, such as tables, chairs, doors, sinks, toilets, light-switches are cleaned frequently throughout the day; Toilet areas are cleaned by caretaker before school, half way through the day by SLT member and after school by the caretaker; • All adults and pupils are expected to: <ul style="list-style-type: none"> a) frequently wash their hands with soap and water for 20 seconds and dry thoroughly; b) clean their hands on arrival at school, before and after eating, and after sneezing or coughing; c) avoid touching their mouth, eyes and nose d) use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Ensure support is available for children who have trouble cleaning their hands independently e.g. Foundation Phase and ALN pupils; • Pupils are encouraged to learn and practise these habits through activity and repetition; • Bins for tissues are emptied throughout the day, and at the end of every day; • Each child has their own tray of personal equipment that is not shared with anyone else (e.g. pens, crayons, rubber, pencil sharpener, glue stick, scissors, whiteboard, number fan, number line, book); • The use of shared resources is limited and disinfected where not possible to avoid; • Play equipment is cleaned between uses and not used simultaneously by different children/ groups; • The amount of resources that are taken and brought in from home is limited; • All spaces are well ventilated using natural ventilation (opening windows); • Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; • Posters are displayed throughout the school reminding pupils and staff to wash their hands, e.g. before entering and leaving the school; • Pupils wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed in posters for display and spreading infection guidance; • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary; 				
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					<ul style="list-style-type: none"> • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and handwashing areas; • Bar soap is not used – liquid soap dispensers are used instead to avoid touch; • Pupils do not share cutlery, cups or food; • Pupils bring in full water bottles every day; • Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance; • Headteacher / Administrator arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team; • COSHH assessments for all additional substances to be in place; • Cleaning materials in each classroom to be stored of reach of pupils when not locked in cleaning cupboard. 				
Ill Health	Staff and students	4	4	16	<ul style="list-style-type: none"> • Staff, pupils, parents/carers to be informed of the symptoms 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 guidance in relation to ‘stay at home’; • Any pupil who displays signs of being unwell is immediately referred to the Headteacher or designated member of staff. While waiting to be collected, children will be supervised in the designated quarantine room which is opposite the staffroom to ensure social distancing is maintained; • Students displaying symptoms of coronavirus do not come in to contact with other students and as few staff as possible, whilst still ensuring the student is safe; • The relevant member of staff calls for emergency assistance immediately if the student’s symptoms worsen; • A record of any COVID 19 symptoms in staff or pupils to be reported to the LA; • The parents 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; • Areas used by unwell students who need to go home are thoroughly cleaned once vacated; • If unwell students are waiting to go home, they are instructed to use the disabled toilet in the main entrance foyer - this will not then be used by any other child until deep cleaned once pupil has left the school building; • Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, is administered in accordance with the school’s policy; • If a member of staff displays symptoms of COVID-19. They will report to Headteacher and follow advice given; • If a member of staff or child receives a positive test for COVID-19, all children and members of staff in that group will need to self-isolate for 14 days. 	4	2	8	All Staff

					<ul style="list-style-type: none"> Parents and carers must be available for collecting poorly pupils and contact information must be kept up to date; Staff to access antibody testing as soon as it becomes available. 				
Spread of infection	Staff and students	4	4	16	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance; staff use PPE. Waste bag will be isolated for 72 hours before being disposed of with usual waste. Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units; Pupils must wash their hands after they have coughed or sneezed; Parents are made aware not to bring their children to school or onto the school premises if they show signs of being unwell or believe they have been exposed to coronavirus; Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school once they have been tested for COVID-19; Parents will be given a specific time to drop off and pick up, timings staggered in the morning and afternoon; Social distancing must be maintained when entering or exiting the school site. Parents must be instructed to maintain social distance while waiting to drop off or collect children from school. If a parent wishes their child to move between groups, this will only be considered after: <ol style="list-style-type: none"> Seven days isolation with no symptoms, then; A negative COVID-19 test 	4	2	8	All Staff
Management of infectious diseases	Staff and students	4	4	16	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with Public Health Wales guidelines; No uniform will be required and children will attend in clean clothes each day; Staff are vigilant and report concerns about a student's symptoms to the Headteacher, where appropriate equipment, such as digital thermometers are available to assess; Staff apply consistency in its approach to the management of suspected and confirmed cases of coronavirus; 'Social distancing' measures are implemented as so far as is possible and practicable; Children across Foundation Phase will mix in groups of max 5 and these groups will not change. There are plans in place for the movement of children around the school (as above); The timetable is adapted to stagger break and lunch times (as above); The Headteacher monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus; 	4	2	8	All Staff

					<ul style="list-style-type: none"> • Pupils and/or staff who have been classed as 'shielding' owing to pre-existing medical conditions and have been advised, in writing, to undertake specific 'shielding' measures. These individuals should not attend school; • Pupils and/or staff who live with someone who is clinically vulnerable (but not shielding), including those who are pregnant, they should not attend school. Where a pupil and/or member of staff lives in a household with someone who is 'shielding' (and have been advised, in writing, to undertake specific 'shielding' measures), they should only attend if stringent social distancing can be adhered to, and the student and/or member of staff is able to understand and follow those instructions. LA guidance is that any such pupils should NOT attend the school however if parents still wish for their child to attend they must first sign a standard disclaimer form which the LA has produced. 				
Parental engagement	Staff and students	3	3	9	<ul style="list-style-type: none"> • School to communicate to all parents and carers regularly about arrangements, practical information and COVID-19 updates that affect the operation of the school. • Where possible only one parent / carer should be present at collection point; • Parents are informed their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use); • Parents are informed that they cannot gather at entrance gates and/or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely); • Only pupils and staff are permitted within the building. • Staff to continue to make contact with pupils not attending, especially the more vulnerable. 	3	2	6	Headteacher / Admin Team
Building and property maintenance	Staff and students	4	4	16	<ul style="list-style-type: none"> • Caretaker undertakes a daily checklist of supplies and site security/health and safety to ensure compliance with latest <u>guidance</u>; • Any areas presenting increased risk to students and/or staff to be isolated; • Furniture removed from individual classrooms to enable social distancing to be stored in a nearby designated space to minimise need for lifting; • Floor marking used to define transit routes and no-go spaces within identified classrooms and/or areas; • Lock all unrequired doors including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms isolated; • All outdoor building maintenance to be coordinated with the Headteacher, caretaker so that segregation from students and staff can be ensured (e.g. grass cutting); • All contractors to report to reception prior to the start of any work, which is separate to student entrance; • Continue with water testing and fire drills etc (see H and S policy) 	4	2	8	Headteacher/ Caretaker

Communication	Staff and students	4	4	16	<ul style="list-style-type: none"> Pupils & staff told not to enter the school if they are displaying any symptoms of coronavirus; No other persons may enter the building; The relevant member of staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure; updated about any changes to infection control procedures as necessary; There is early communication with contractors and suppliers that will need to prepare to support plans for opening. For example, catering; food supplies; hygiene suppliers; Cleaning staff are briefed on the additional cleaning requirements and agree additional hours to allow for this by contract manager (MCC) 	4	2	8	Headteacher / Premises Team
Partial school closure	Staff and students	4	4	16	<ul style="list-style-type: none"> The school communicates with parents via text/email regarding any updates to school procedures which are affected by the coronavirus pandemic; Pupils working from home are assigned work to complete; Headteacher oversees plan for students' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor students' learning while not in school; Clear reinforced messages about student behaviour expectations are made visible and adhered to at all times, even while working remotely; Class teachers ensure all students have access to schoolwork and the necessary reading materials at home; Class teachers ensure that all technology used is accessible to all students – alternative arrangements are put in place where required. 	4	2	8	Leadership Team/ Admin Team /Teachers
Emergencies	Staff and students	4	4	16	<ul style="list-style-type: none"> Arrangements are in place for first aid support and availability; Suitably trained first aiders ; Provisions are fully stocked and monitored. Accident forms completed where required; 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 RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents; All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required; Pupils, parents/carers are contacted as soon as practicable in the event of an emergency; Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. 	4	2	8	Headteacher /Admin Team
Safeguarding	Staff and students	4	4	16	<ul style="list-style-type: none"> Standard procedures are reinforced to all staff prior to increased operations and all staff are expected to observe these; Appropriate security arrangements on-site; Staff rota and levels to take account for security arrangements; All staff supervisors to have valid DBS clearance. Usual 'See something, say something' safeguarding protocols followed 	4	1	4	Headteacher / Designated Senior Person (DSP) Deputy DSP

Poor Behaviour	Staff and students	4	4	16	<ul style="list-style-type: none"> School to consider the impact of poor behaviour; 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; Pupils taught and reminded about hygiene and safe distancing - risk assessments will be carried out on pupils whose behaviour puts staff and other pupils at risk of COVID 19; Parents will be asked to support their pupils with behaviour expectations; School behaviour policy to be used. Three strike rule for deliberate social distancing breaches for pupils leading to reduced attendance provision. Adequate supervision levels in place to support staff; Groups organised so that staff familiar with students where possible to minimise incidents of poor behaviour. 	4	2	8	Headteacher
Distance Learning	Staff and students	4	3	12	<ul style="list-style-type: none"> School to publish Distance Learning guidance to all staff and governors; School to ensure that all teaching and relevant support staff have a school-issued device to support distance learning where possible; Leaders and staff to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning; Leaders ensure that all staff contacting pupils or parents agree to using their own phone and know how to withhold their phone number. Leaders to ensure that all staff communicating with pupils and parents have a school or Hwb email accounts as appropriate; Ensure Staff working remotely have the necessary equipment and work environment to deliver distance learning where possible; Line managers to maintain regular contact with staff who are working remotely; Schools to ensure that all pupils have access to equipment and resources necessary to engage in learning opportunities; School to maintain contact with parents to provide help and support so that they can support children with distance learning activities. 	4	2	8	Headteacher/ Staff working from home
Managing school transport	Staff and students	4	4	16	<ul style="list-style-type: none"> There will be no home to school transport provided by or through Monmouthshire County Council. 	4	0	0	Local Authority/ Headteacher.
Impact on Wellbeing	Pupils and staff	3	3	9	<ul style="list-style-type: none"> We will use the principle of minimising exposure to more adults that necessary to determine supervision for playtime and lunchtime and this will also develop consistency and familiarity for each year group. Vulnerable pupils will be supported as part of the 'check in, catch up & prepare' programme unless parents request otherwise in which case this provision will be alongside key workers on a more regular basis. This is because we believe that vulnerable children can be better supported by their own class teacher in their own classroom. Vulnerable pupils who attend Check in provision will no longer receive weekly phone calls from a member of the wellbeing team, instead they will meet them in school. Vulnerable children who are not returning to school for whatever 	3	2	6	Headteacher Wellbeing team Classteachers

				<p>reason will continue to receive a weekly phone call from the member of our Wellbeing Team who has been in contact with them throughout.</p> <ul style="list-style-type: none"> • Teachers will not contact all pupils by phone, only those who are not returning to school and only one time in the three week re-opening period. • Small group sizes will allow very close monitoring & awareness by teachers of children they know well. • Major concerns around children's wellbeing will be shared with Headteacher and Pastoral & Wellbeing Leader. • Pastoral & Wellbeing Leader will check-in with children on our Intervention Model when they attend school; this will be done in an outdoor space. • Children who are attending key worker provision will be given the opportunity to 'check in' with their class teacher each week. This will be brief and outdoors and will allow familiarity and support for the child. • We will not routinely use the Sunshine Room as a working space with children. The Rainforest Room will be used as our isolation room for pupils who become unwell. • Staff who need additional support might be offered remote or face to face counselling if they feel this would be supportive and beneficial. • Individual pupils who exhibit anxiety and concerns will be reviewed on a case by case basis and additional support signposted as appropriate and necessary. 				
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