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# RISK ASSESSMENT - COVID 19

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| **Location/Premises/School:** **Barry Island Primary** | **Date: 7th January 2022** |
| **Completed by: M Gilbert** | **Review date:** as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc |
| **Activity/Description/Area:**  Information taken from WG Guidance:  <https://gov.wales/sites/default/files/publications/2021-12/school-operations-january-2022-planning-days-checklist.pdf>  <https://gov.wales/local-covid-19-infection-control-decision-framework-schools-html>  <https://gov.wales/self-isolation>  <https://gov.wales/written-statement-prioritising-pcr-testing> | |

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| **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 will stay at home:**   * New continuous cough; * High temperature; * Loss of/change in taste or smell   No pupils/staff to attend school if they:   * Feel unwell, have any of the above symptoms or have tested positive to COVID-19   All over 18s who are fully vaccinated (having received two full doses of an approved vaccine) and children aged 5 to 17 are now asked to take lateral flow tests (LFTs) every day for 7 days if they are identified as a contact of a positive COVID-19 case. This is known as ‘Daily Contact Testing’.  Staff to undertake Daily Contact Testing take their test before they arrive at school each day. These individuals do not need to self-isolate for that day unless they have a positive lateral flow test or develop symptoms. If the LFT result is positive, they should self-isolate as set out in the [**national guidance**](https://gov.wales/self-isolation).  You can leave self-isolation after 7 full days (on day 8 of your self-isolation period). You should take a lateral flow test (LFT) on day 6 of your self-isolation period and another lateral flow test 24 hours later. This is to check if you remain infectious and could pass COVID-19 on to others.  If you still have a high temperature after 7 full days, even if the LFT is negative, you should continue to self-isolate until your temperature has returned to normal.  You do not need to continue self-isolating for more than 7 days if you only have a cough or loss of sense of smell or taste. These symptoms can last for several weeks following a COVID-19 infection.  Robust hand and respiratory hygiene including ventilation.  Continue with the regular cleaning arrangements during the day and at the end of the school day.  Active engagement with Test, Trace, Protect.  Consideration how to maximise distancing between those in school wherever possible and minimise potential for contamination.  Encourage the use of outdoor learning spaces.  Visitors to the school - records kept of who has visited and when.  All permitted visitors including parents who access the school site will wear a face covering in line with school policy. | Daily support for parents and pupils requiring guidance and testing advice  Staff to report positive results asap to SMT  School will open doors 5 minutes early to assist time children arriving at school.  WG advice is for staff to be fully vaccinated (inc booster).  School to ensure appropriate LFT stocks to enable staff to test 3 x a week.  All staff to continue to encourage all pupils to wash/santise hands regulary throughout the school day.  All staff to ensure social distancing and wear mask in communal areas.  Timetables use | MT/SG/MT  All staff  All staff  All staff  MT  All staff  All staff  Teachers | Ongoing  On-going  6th January 2022  When required  On-going  On-going  On-going  Daily |  |
| Prevention of Coronavirus | Staff & Pupils | Regular communication with staff, parents, guardians.  Minimise contact between individuals as reasonably practicable:   * No larger group indoor activities eg live assemblies/concerts for the short term; * It is recommended to maintain traffic routes around the school; * Transient contact is not such an issue; * Slightly staggered approach to lunchtimes. * Year groups placed into a bubble (e.g Year 5&6, Year 3&4….). * Breakfast club separated into FP/KS2 and year groups. * After school club separted into age groups.   Process in place for removing face coverings by those that use them when they arrive at school – don’t touch the front of the mask, place mask in covered bin (reusable masks into a plastic bag that can be taken home with them), wash hands.  Staff will be able to undertake x3 weekly lateral flow testing and communicate results to HT/Admin prior to attending school.  Cleaning hands thoroughly more often than usual with soap & water/hand gel – on arrival at school, returning from breaks, toilet visits and before/after eating.  Good respiratory hygiene by promoting ‘catch it, bin it, kill it’.  Continuing with enhanced cleaning, but this will now be incorporated in the daily clean. Frequently touched surfaces & outside equipment will need to be cleaned  Wearing appropriate PPE (see below).  Ensure appropriate ventilation.  **Within classroom:**   * Move unnecessary furniture out of classrooms to give more space; * Maintain a distance & reduce the amount of time they are in face-to-face contact * Ideally, adults to maintain social distance from each other and from pupils; * Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone.   **Elsewhere:**   * Avoid large gatherings such as assemblies; * Traffic routes will be used; * Avoid creating busy corridors, entrances and exits; * Additional staff spaces set up to avoid using small communal areas eg social distancing will be maintained in staff rooms.   Staff and pupils should have their own individual and very frequently used equipment such as pens and pencils that are not shared.  Classroom-based resources such as books and games can be used but they should be cleaned regularly. | Timetabled sessions for groups of learners  Visitors to school to wear face coverings.  Ensure sufficient hand washing / hand gel ‘stations’  Supplies of tissues & closed lid pedal bins available in all classes  Toilets will be shared by different groups however, pupils will wash hands prior to entering the toilet and when leaving the toilet & ensure toilets will be cleaned regularly throughout the day.  Resources that are shared between groups such as sports, art and science equipment should be cleaned frequently | Head  Teacher  All Staff  DHT  Breakfast club staff  After school club staff  Office staff  Head teacher  Head Teacher  Head Teacher  Staff  Staff | When required  Complete  Daily  Daily  When required  Complete  ongoing  ongoing  ongoing  When required |  |
| Asymptomatic staff /pupils at the school | All staff | Staff to take x 3 weekly tests – Sunday/Wed/Fri Testing is voluntary, but staff are encouraged to participate to further reduce the risk of asymptomatic transmission within the workplace. Testing is recommended on a Sunday evening and a Wednesday.  **Anyone who tests positive using a Lateral Flow Test (LFT):**   * will not attend setting or school and will inform the school immediately so that all contacts can be warned and informed.   [SuperTracers@cardiff.gov.uk](mailto:SuperTracers@cardiff.gov.uk)  [ttpcvschools@cardiff.gov.uk](mailto:ttpcvschools@cardiff.gov.uk)  and  [COVID-19Enquiries@valeofglamorgan.gov.uk](mailto:COVID-19Enquiries@valeofglamorgan.gov.uk) | School SLT will continue to monitor the process and will support any staff with queries. | All staff |  |  |
| Incorrect Use of PPE and face coverings i.e. exposure to the virus inadvertently | Staff & pupils | Social/physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus.  Staff can choose to use (surgical face masks) when undertaking routine education activities in the classroom/school setting if social distancing cannot be guaranteed.  If a pupil becomes unwell with symptoms of COVID-19 and needs direct personal care, staff will wear disposable gloves, apron and fluid-resistant (type IIR) surgical mask; eye protection should 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 to be worn when cleaning areas where a symptomatic person has been.  All the above PPE to be worn if providing intimate care.  School environment to be organised so they operate with social distancing maintained throughout a routine day.  Any visitor to the school will wear a face covering and sign the visitor register in line with school policy.  Parents will be asked to wear a face covering when on the school site.  Staff can choose to wear surgical mask face coverings when dealing with upset children at the beginning of the day as staff might need to get close to parents/carers in this instance. | Decision when and where to use face coverings routinely at the school will be a decision of the staff team  It is recommended that staff wear face coverings in communal areas such as corridors and the hall and in classrooms where social distancing is not guaranteed.  Provide staff with a supply of single-use face coverings or washable face coverings | All Staff    Head Teacher | ongoing  ongoing |  |
| People at school who are unwell | Staff & pupils possibly visitors | Pupils who develop Covid symptoms are to be placed in a separate room until they are collected, supervised at a distance of 2 metres where possible. If this is not possible, disposable gloves, apron, disposable mask type IIR & visor to be worn.  Anybody with the three main Covid symptoms to stay at home, begin to self-isolate for 10 days and make arrangements to be tested ASAP (including pupils).  Engage with the Test, Trace, Protect strategy.  All staff will be able to undertake twice weekly ‘lateral flow tests’, communicating results to HT/Admin Staff prior to attending school.  Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following local health protection team advice.  Thoroughly clean the areas used by the unwell child/staff member. | Ensure surfaces that symptomatic pupils / staff have come into contact with are carefully and thoroughly cleaned  If test is negative, they can return to school when they feel well enough to do so  Advise H&S Team as soon as anybody in the school tests positive | Staff  Staff / pupils  Head Teacher  Line manager | ongoing  ongoing  ongoing  ongoing |  |
| Engage with the Test, Trace, Protect (TTP) Strategy to avoid the spread of the virus | Staff & pupils | 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, get a test and then will take a cautious approach if negative  The Test Track Protect team will work with the school to identify which pupils will need to be tested or may need to be warned and informed following a positive case linked to the school. Warn and inform letters are only sent to contacts | School will be contacted by the TTP team to assist in tracing contacts where necessary | Head Teacher | ongoing |  |
| Pupils & staff with underlying health conditions | Staff & pupils | Staff and pupil well-being is a primary concern for the school.  Support mechanisms for staff include:   * Talking to line manager; * Completing the All Wales Covid-19 workforce assessment tool; * Employee Assistance Programme (Care First) available 24/7 on 0800 174 319; * Occupational Health Service can be contacted on <https://staffnet.valeofglamorgan.gov.uk/Staff-Central/Human-Resources/Occupational-Health/Referring-to-Occupational-Health.aspx>   Staff to be alert to identify and support learners who exhibit signs of distress. | Monitor Welsh Government advice for any additional action to be taken in relation to those that were shielding.  Support can be obtained from the H&S Team and / or the OH Service  Staff to use the COVID-19 Workforce Risk Assessment (self-assessment) to consider their own health and well-being status to see if they are at higher risk of developing 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 the line manager.  Well-being action plan for any staff who require reasonable adjustments | Head Teacher  Any staff that choose to | ongoing |  |
| Transport – spread of the virus during commuting to school | Staff & pupils | Face coverings to be worn on public transport.  If staff are sharing a vehicle, they will take reasonably precautions i.e. socially distance, use of face covering and ventilation.  Face coverings will be worn on all school transport and the risk assessment provided will be followed |  | HT | ongoing |  |
| Lack of First Aid provision or transmission of the virus via the application of first aid | All staff & Pupils | Low risk environment.  Supervision ratios to be adhered to (minimum of emergency first aid staff on site at all times).  First aid equipment available and adequately stocked. Hygiene will be maintained throughout the first aid process  Corporate accident / incident form to be completed where appropriate. | All first aid trained staff will keep up to date with latest government guidance on first aid. | HT | ongoing |  |
| Administering prescription medication  Incorrect medication or dosage given; medication not available | Pupils | Usual school policy / procedures to be followed by staff hygiene and PPE worn as required. |  | Teachers | ongoing |  |
| Fire breaking out | All staff & pupils  Burns, smoke inhalation, asphyxiation | Fire alarm checks to be carried out as normal  Fire doors should not be 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  Fire evacuation procedures and drills undertaken | Support can be obtained from Fire Safety Officer on 01446 709150 | HT | ongoing |  |
| Safeguarding issues due to the Covid 19 situation | Pupils | All staff aware of their safeguarding duties.  All staff and pupils should know how to contact the Designated Safeguarding Person (DSP) and consider how pupils can talk privately.  Standard procedures to be observed including consideration of older age groups.  Appropriate site security arrangements in place. | Updated safe guarding training completed on Thursday 5th January 2022. | All/HT | ongoing |  |
| Breaches of  Building & property maintenance | All staff & pupils  Legionella, defects in property, faults, electric shock etc. | All routine inspections & tests must be maintained e.g. legionella water monitoring, hand wash water temperatures.  Statutory inspections & servicing to continue.  Defects to be reported for remedial action.  All doors to chemical / cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked.  Good housekeeping to be maintained.  All outdoor building maintenance must be coordinated with the Head Teacher to ensure segregation from pupils and staff e.g. grass cutting.  All contractors report to reception prior to the start of any work and will follow the school procedures. |  | Caretaker/HT | ongoing |  |
| Cleaning so that the virus does not spread | All staff & pupils | Maintain robust cleaning at all times.  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.  COSHH information on cleaning products.  COSHH slide deck for staff. | Additional cleaning hours 1pm – 3pm prior to full rountine clean – 4th January 2022. | HT | ongoing |  |
| 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 from both within school and a supply agency.  Utilise rotas to cover access times including break and lunch times. Consider redeploying staff where necessary. | Head Teacher, SLT, Admin  To be continually monitored. | HT | ongoing |  |
| Catering – spread of the virus during meal times | Staff and pupils | Kitchens will be fully open.  Pupils will eat school dinners in the dinning room/Hall - pupils will only be sat on one side of the dining tables all facing the same way. Pupils grouped to reduce potential transmission.  Tables and points of contact will be cleaned.  There will be good ventilation.  Staff will socially distance | Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises  The use of face coverings by staff will be a decision for the school team | MDS/SMT |  |  |
| Spread of the virus during Educational visits | Pupils/ staff | Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: <https://oeapng.info/>.  Specific risk assessment will take Covid 19 into account especially if visits involve transport when precautions will be undertaken. | EVC Coordinator | HT | When required |  |
| Breakfast Clubs & after school provision |  | Breakfast club/After School club open – children segregated to minimise transmission. | Club Organisers/HT | Clun organisers | Ongoing |  |