

Risk assessment for reducing the risk of Covid-19 (supporting return to school - September, 2021)

The guidance document "Neath Port Talbot Check In, Catch Up and Prepare for Summer and September Arrangements" has complemented and influenced this risk assessment.

	<ul style="list-style-type: none"> • Appropriate signage (including floor signage) in relation to Covid-19 measures is displayed throughout the school e.g. encouraging physical distancing, one way systems, do not enter if you have symptoms of Covid-19, etc. • Any concerns in relation to control measures should be raised immediately with the head teacher, or most appropriate person. • Regular inspections and monitoring by SMT will take place to ensure rules are being adhered to. • Inspections by the Health and Safety Section will be undertaken when necessary. • All relevant statutory building checks have been undertaken. <p><u>School Workforce</u></p> <ul style="list-style-type: none"> • Staff and learners who are clinically extremely vulnerable should follow the current published Welsh Government guidance. These members of staff should continue to discuss with their schools how they will be supported e.g. individual risk assessment. • Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible. • Staff who are at increased risk, as per current Welsh Government guidance, can continue to attend school. While in school they should follow the interventions to minimise the risks of transmission - including taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining physical distancing - and should have an individual workplace assessment. • People who live with those who are at increased risk can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings. • Staff who are pregnant are encouraged to take up vaccination and have a workplace risk assessment. If home-working is not possible, pregnant staff and their employers should follow the advice in the COVID-19: advice for pregnant employees. 			
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Symptoms of Covid-19/Symptomatic person

The most effective way to prevent transmission of COVID-19 in schools is to stop infection being brought into the school.

- Learners, staff and other adults should not come into a school/setting if they:
 - have COVID-19 symptoms
 - if they live with someone who has symptoms or has tested positive for COVID-19 – unless they are fully vaccinated or are under 18
- learners, staff and other adults must not come into a school/setting if they:
 - have tested positive for COVID-19
 - have been contacted by the TTP service and told to self-isolate
 - All staff and volunteers are to be made aware of the symptoms of COVID-19 and watch for those symptoms in themselves and others – stay alert. Look for Flu like symptoms – high temperature, new constant coughing bouts (*this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours*) and/or a loss or change to your sense of smell or taste (anosmia).
- 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 it is not possible to isolate them, we will move them to an area which is at least two metres away from other people. - All areas where a symptomatic person has entered are segregated until a deep clean (level 2) is carried out. **From September 2020 both buildings will use the Infant shelter for segregation as inside space is proving difficult.**
- 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.

Access and Egress (See appendix 1 and 2)

- Gatherings by parents/carers in the school playground will be discouraged- parents/carers are **asked to wear facemasks in our yards – Families are reminded through SCHOOP of their obligation (in law) to follow Welsh Government directives for ‘behaviour’ regarding ‘social mixing’**
- Each class has an identified entrance and exit
- Start and finish times are staggered during September 2021
- Each yard has a one way system

	<ul style="list-style-type: none"> • Our yard is zoned in an attempt to keep each class in their own ‘bubble’ • Pupils met at entrance by staff – pupils are called into the building by staff. • All parents and guardians of children are advised on entry to ensure that their children are not symptomatic; if so then entry into the premises will be denied. This information will be shared with families through Schoop and our school Website • Upon entry, each pupil will be required to sanitise their hands. Sanitising stations should be available at all entry points. Hand sanitisers will be kept out of reach of pupils and only used under supervision of staff. An up-to-date COSHH assessment must be available at site. • Personal hygiene after contact with the symptomatic person must be exercised to ensure that the spread of the infection is controlled. • All areas where a symptomatic person has entered are segregated until a deep clean (level 2) is carried out. If it’s a classroom, we will need to find an alternative area where the children can be moved to for the interim period. • If a cluster/outbreak is identified by TTP, a level 2 clean may also be required. • NPT cleaning services will be notified to investigate if a deep clean is required. • All potentially contaminated waste will be placed into a black bag, sealed and placed inside a second black bag and stored in a designated area (old garage) away from all other waste until 72 hours has passed when it will be disposed of in the normal manner. • 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. <p><u>Physical Distancing</u></p> <ul style="list-style-type: none"> • Parents gathering in the school playground to be discouraged. • Large group gatherings such as assemblies are not to take place. • Ensure there is appropriate signage on display at the entry points reminding parents and visitors to respect other peoples space/physical distancing. • The use of one way systems, should be implemented. 			
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- Where possible, seat pupils side by side and facing forward.
- Consistent seating plans have been introduced in the classrooms, where possible (recognising this may not be possible for younger learners, and those who require 1:1 support/Additional Learning Needs).
- Foundation Phase learners will be more active in their play based learning and seating and desk arrangements will not be required.
- Physical distancing between staff should be maintained wherever possible to reduce the risk of the spread of the COVID-19 virus e.g. corridors, communal areas, staff rooms, meeting rooms, passenger lifts, etc. - – **However, some of our classrooms do prove very difficult to ensure staff are 2M from pupils. Staff work very hard to ensure the 2M gap, but pupil numbers and the nature of our classrooms make this almost impossible to achieve all the time. Tonnau Primary School relies heavily on the professionalism and collegiate approach of our staff**
- Meeting/Staff rooms should be assessed to determine how many people are permitted to enter meeting rooms whilst maintaining physical distancing.
- Our Junior staff room and Infant staff rooms have been arranged to accommodate our staff safely. If staff are careful and maintain usual seating habits our staffrooms are fit for purpose – ‘Supply teachers’ are encouraged to use the old staffroom in the Junior building.

Ventilation

- Where possible, staff are encouraged to use outdoor spaces for activities.
- Windows and doors are opened in all rooms to support ventilation
- Natural ventilation to be increased through opening windows and non-fire doors where possible.
- The airing of rooms via windows and non-fire doors at break, lunch times and prior to the start of the school day should be encouraged.
- Where possible, we encourage staff to open top/high level windows (this helps to prevent draughts), and moving obstructions such as curtains/blinds.

- Ceiling fans or desk fans may be used to prevent pockets of stagnant air only where the area is well ventilated. Desk fans to be pointed away from people and pointed at walls etc.
- Small rooms have identified maximum capacity limits to ensure greater dilution.
- Checks to be carried out to ensure windows, grids and airbricks are not obstructed. Check that they all function correctly and identify areas that are poorly ventilated.
- Any areas of poor ventilation/stagnant air then consideration will be given to obtaining a CO₂ monitor (NDIR) type, or putting these areas out of bounds or limiting their use. If we do purchase a CO₂ monitor we will monitor the readings of the CO₂ monitor and take appropriate actions.
- **Where possible only rooms with windows that can be opened will be used. Appropriate doors and windows will be kept open for ventilation if possible. During colder months, families have been asked to provide warmer clothing for pupils. On particularly 'stuffy'/drizzly days classes may have a quick walk around the yard for fresh air and to circulate air in the class – Windows are opened before pupils arrive – Windows are opened first thing in the morning**

Hand/Respiratory Hygiene

- Learners should clean their hands regularly, including when they arrive at school, when they return from breaks, after using the toilet, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.
- Ensure enough hand washing or hand sanitiser 'stations' available so that all learners and staff can clean their hands regularly.
- 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.
- As good practice, hand washing posters to be placed in toilet areas to remind pupils/staff of good handwashing techniques.

- Pupils encouraged to catch a sneeze or cough using their elbow or a tissue, dispose of tissue and reminded to then wash their hands. The 'Catch it, bin it, kill it, Wash your Hands' approach.

Cleaning

- Cleaning will take place using appropriate cleaning products, in line with general cleaning procedures (e.g. end of day clean).
- Staff to be encouraged to wipe down during the day, where possible, using standard products, including wipes.
- Wipes to be available in staff rooms, to utilise after using communal equipment (kettles, microwaves etc.).
- The Infant block only has one toilet for the boys and one toilet area for the girls – Our Infants attempt to limit mixed groups from using the toilet and attempt to maintain sensible numbers within the toilets. In the Junior block we have year 3 and year 4 toilets and we have year 5 and year 6 toilets. Again staff will do their best to 'stagger' the use of these to prevent mixed groups and large numbers of pupils using the toilets.

Face Coverings

- Face coverings should be worn by staff and visitors in schools when moving around indoor communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained.
- Face coverings must be worn in any area of the building where the public visit, for example when they enter/exit a building which is open to the public via the reception area.
- Staff working in public areas where there is a Perspex screen shielding the employee from the public are not required to wear a face covering.
- A person does not have to wear a face covering if they have a reasonable excuse not to wear one.
- – **Since January 2021 staff have been encouraged to wear masks – Type IIR (fluid resistant surgical facemasks) these are supplied by the school and are worn in classrooms when working with pupils – from September 2021 guidance around**

masks within classrooms has changed, but staff who wish to wear face coverings for personal reasons in the school are still permitted to do so

Personal Protective Equipment (PPE)

- When using PPE hands must be washed both before and after use.
- Staff who will be required to use PPE will be provided with information on how to don and doff it correctly.

Routine activities

- No PPE is required when undertaking routine educational activities in classroom or school settings.

General clean of premises

- PPE in line with your COSHH risk assessment 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 should be used 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 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.

Mental Health and Wellbeing

- Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.

Emergency Procedures

- The emergency evacuation procedure has been reviewed and communicate to staff/pupils. It is recommended that a fire drill is carried out to ensure the amended procedure is understood. Staff who require a Personal Emergency Evacuation Plan (PEEP) will need to seek advice from the Facilities section.
- In the event of an emergency, follow the emergency procedures in place at that building.
- 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. 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 communicatedTeam brief / Team meeting One to one Email Other (please specify: _____**Emergency Procedures**

Contact name: _____

Contact number: _____

Contact number (out of hours): _____

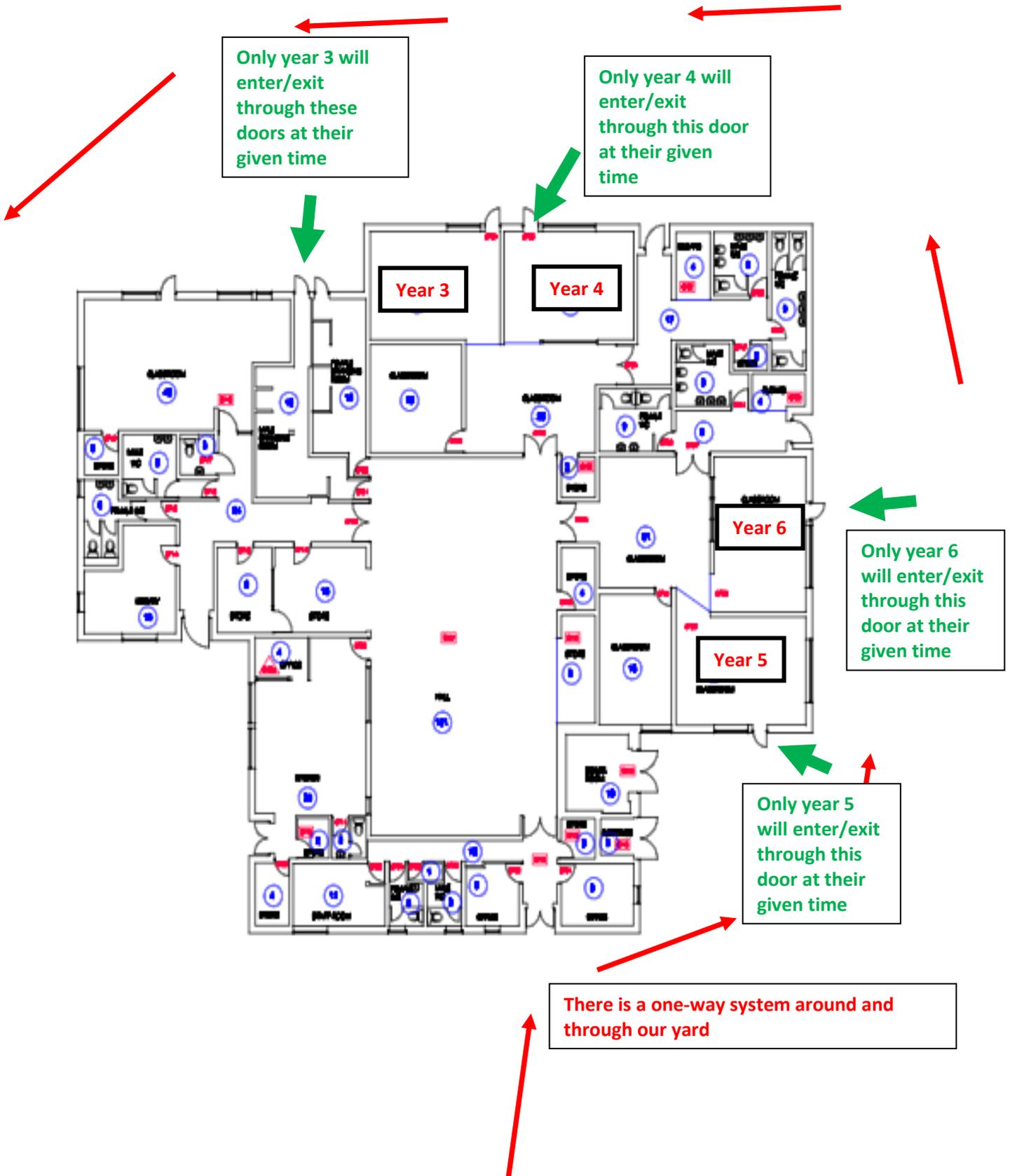
Hospital: _____

Emergency Services: _____

Name:**Position:****Date:**

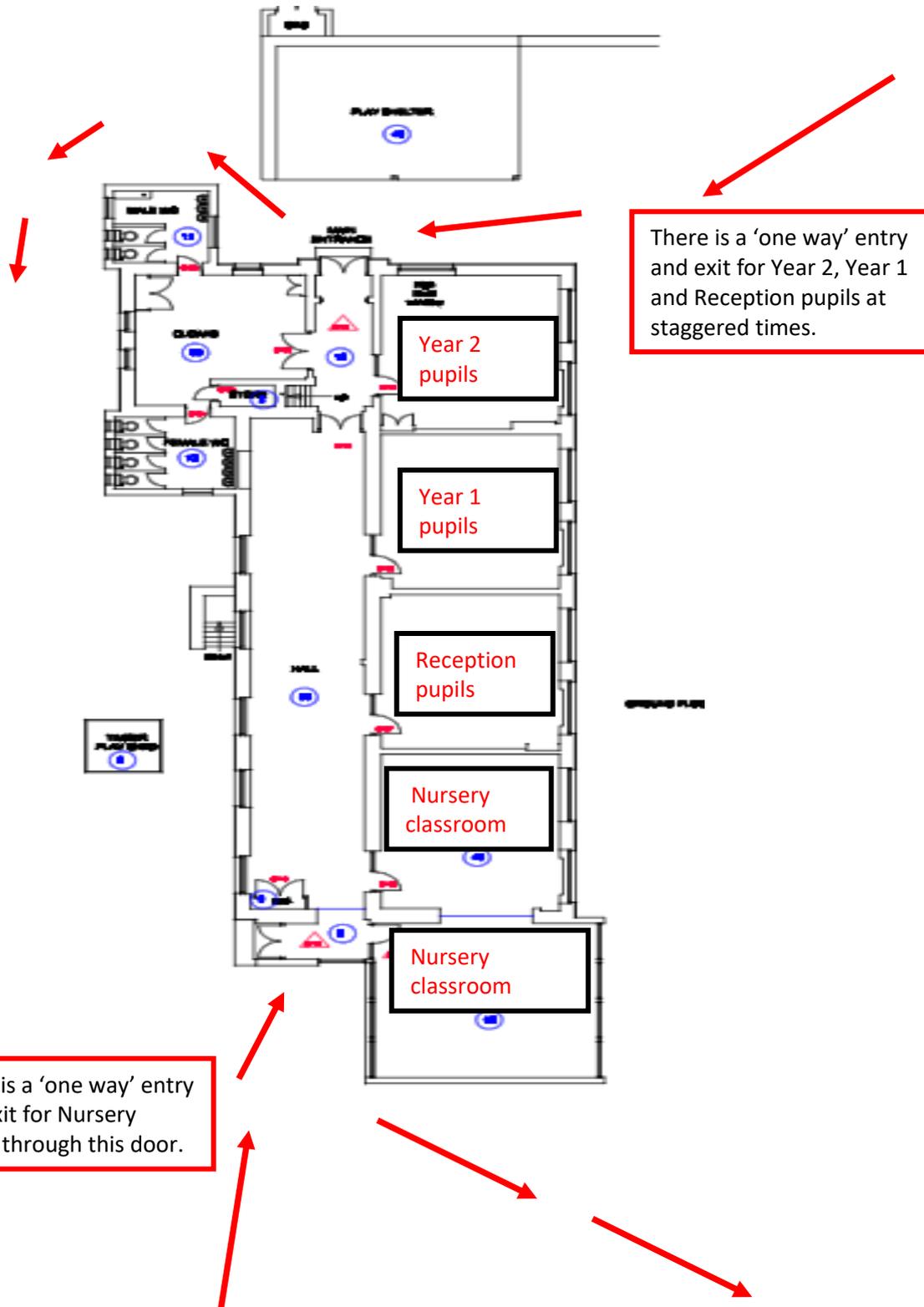
Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident									
Reviews	Key		Likelihood of Injury						
Review date :	Likelihood 1. Very Unlikely - This will probably never happen/occur 2. Unlikely - Do not expect it to happen/recur 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

Appendix 1
Use of Junior Building



Appendix 2

Use of Infant building



Appendix 3 :Initial vocabulary shared with parents regarding return of classes and times

School will re-open for pupils on Monday 6th September. During that first week back, Reception pupils will start at 8.50 am and then go home at 12.00.

Despite Governmental announcements we will still be having staggered starts in early September - The Infant yard will still be 'zoned' and Junior pupils will be met by staff on the main drive. The days will start and end like this

Class	Entrance	Start time	Dismissed
Nursery	Nursery door	8.50	11.30
Mrs Harris	Infant door	8.50	3.20
Mrs Griffiths	Infant door	8.55	3.25
Mrs Elias	Infant door	9.00	3.30
Mr Hopkins	Y3 changing room door to yard	9.05	3.35
Mrs Wonnacott	Y4class door to yard	9.00	3.30
Miss Flack	Y5 Fire exit door to yard	8.55	3.25
Mrs Begum	Y6 class door to yard	8.50	3.20

Please keep checking 'Schoop' and our school website for further information as guidance continues to change very quickly.

Breakfast Club remains in place for those families who are on our Breakfast Club register. Our Breakfast Club has limited places; if you would like to enquire about a possible place in Breakfast Club, please contact the school.

I don't know what the Autumn Term has in store for us all but I know if we approach it with the same sense of cooperation and togetherness our pupils will continue to thrive.

Yours Sincerely
Lloyd Jones