

Risk Assessment

About the Risk Assessment			
Activity or Workplace Assessed:	Schools reopening during Coronavirus pandemic – Infection Control, Hygiene and Social Distancing Click here to enter text	Location/ Department:	Somerton Primary Click here to enter text. Click here to enter text.
Persons Consulted/ Involved in Risk Assessment	School Recovery Planning Premises Sub Group School Recovery Planning Staffing and HR Group, Heads consultation group Governing Body	Risk Assessment Reference Number:	Covid 004
Date of Assessment:	04/01/2021	Next Review Date:	22/01/2021

Hazard and potential injury	Persons Affected	Existing Control Measures	Risk rating			Further action required	Risk rating			Action by:	Due date:	Completion date:
			L	S	RR		L	S	RR			
Contracting Coronavirus – classroom set up, resources and activities	All pupils and staff on site	Staff all aware of social distancing rules	4	4	16	Contact groups to be kept as small as possible in line with WG guidance – individual classes where possible and year groups or other smaller defined groups where not. Contact group details to be outlined below. Records to be kept of anyone not normally in a contact group who comes into it. For example, specialist interventions, to support Test, Trace, Protect (TTP) should it be needed. Staff seating to be arranged so as to maintain 2m distance from other adults in the room. Staff to maintain, so far as possible, 2m distance from pupils. It is acknowledged that this will not always be possible, particularly with younger children.	2	4	8	HT/staff	01/09/2020	Ongoing implementation

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						Staff to ensure that specific interactions which break social distancing with children occur as briefly and infrequently as possible.						
						Activities to be planned so as to discourage close or regular contact between individuals, staff and pupils, or the sharing of resources						
						Any shared resources to be cleaned between users, including computer keyboards/mouse devices						
						Children to be discouraged from engaging in games or interactions that require prolonged physical proximity or contact.						
						Windows to be opened where possible.						
						Consideration to be given to maximising use of outdoor space for learning and play						
						Children to be given age appropriate information regarding the need for social distancing and the new school rules.						
						So far as possible, pupils to remain in one classroom and staff to move around.						
Contracting Coronavirus – hygiene, handwashing PRIMARY	All staff and pupils	Schools have comprehensive cleaning regime	3	4	12	Signage to be displayed to reinforce messages All staff to wash their hands when they arrive on site	1	4	4	Staff	01/09/2020	01/09/2020 Ongoing implementation
						All children to be taken to wash their hands when they arrive on site						
						All children to be taken to wash their hands, separately, at any change of activity						
						All staff to wash their hands at any change of activity						

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						<p>All staff and children to wash their hands before and after eating</p> <p>All hand washing to be done in line with public health and NHS guidance</p> <p>Staff to be vigilant to children touching their face and take children who do to wash their hands more frequently</p> <p>Hand Sanitiser and equipment wipe stations to be placed, as per your risk assessment, where there is a need for multiple people to use a touch point in quick succession without the opportunity to wash their hands before and after. E.g. vending machines, biometrics touch points, entrances (for visitors. Staff and children should wash their hands on entering the premises). Reliance on hand sanitiser is to be avoided and good handwashing procedures to be encouraged. Separate protocol for handwashing and use of sanitiser is available.</p>						
Contracting Coronavirus – hygiene, toilets	All staff and pupils	Schools have comprehensive cleaning regime	3	4	12	<p>Toilets to be cleaned frequently and thoroughly, but not necessarily after every use.</p> <p>Schools to put in place protocols for managing toilets, based on school layout, size of toilets, number of pupils on site etc. (describe below if not already documented elsewhere). Use of hand sanitiser/ hand washing before entering to be encouraged.</p> <p>Strong focus and messaging around hand hygiene after using the toilets.</p>	1	4	4	Staff Cleaners (Norse) Caretaker	Ongoing	Ongoing

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Contracting Coronavirus – body fluid spills	All staff and pupils	Schools have comprehensive cleaning regime	3	4	12	All schools to ensure that they have spillage packs on site to immediately deal with any bodily fluid spills. Bodily fluid spills must not be left for cleaners later.	1	4	4	Staff Cleaners (Norse) Caretaker	Ongoing	Ongoing
Contracting Coronavirus – hygiene, cleaning	All staff and pupils	Schools have comprehensive cleaning regime				<p>Cleaning schedule (days, times, how many people, where, what and how often) to be revised according to building usage and need, to focus on need to ensure cleanliness of touch points and welfare facilities. Document below if no separate protocol/schedule exists.</p> <p>Education delivery time to be spaced out so as to allow for cleaning to take place between different groups of children using the same area/classroom – describe school rota and timetable below or reference where it can be found</p> <p>All desks, work stations, toys, equipment etc. should be wiped down with disinfectant after use and/or between activities/cohorts (depending on individual school set up).</p> <p>Door handles, window handles, surfaces, and touch points in communal areas to be wiped down with disinfectant at intervals during the day, as well as normal cleaning.</p>						
Contracting Coronavirus - illness	All Staff and Pupils	All staff aware of government guidance on self-isolation	4	4	16	<p>All staff to be vigilant to their own health and to follow latest government guidance on self-isolation if they or their family are displaying symptoms or they are informed by the track and trace service that they have been in contact with a confirmed case.</p> <p>National guidance around staying at home if you are displaying symptoms to be reiterated to pupils (where age appropriate) and parents/carers.</p>	2	4	8	HT Staff	01/09/2020	Ongoing

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						<p>All staff to be vigilant to the health of their pupils and ensure they are following latest national guidance if a pupil appears to be unwell.</p> <p>An area to be designated for isolation should a pupil or staff member become ill, in line with national guidance.</p> <p>All staff to be made aware of the area/s designated for isolation within the school if a pupil / staff member develops symptoms whilst on site. Separate protocol for completion and display.</p> <p>In the event of a confirmed case of Covid-19, instructions from TTP team to be followed with regards to contact group, self-isolation etc. NCC Education and health and safety teams to be informed.</p>						
Face Coverings for Health Purposes - Primary	All staff and other adults on site (e.g. cleaners, catering staff)	<p>Everyone aware of need to maintain social distancing whenever possible.</p> <p>2 x 3 layer cloth face coverings provided for every member of school staff</p> <p>Staff to wear face coverings at all times in communal areas</p>				<p>Consideration to be given to whether there are reasons that a face covering might not be appropriate in the classroom, even if social distancing cannot be maintained.</p> <p>Consideration to be given to how teaching and learning, and general school set-up, might be able to be adjusted to further promote social distancing and covid-19 hygiene measures.</p> <p>See Guidance on Face Coverings in Primary Schools.</p>						

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Contracting Coronavirus – PPE Mainstream	All staff and pupils	Staff all aware of social distancing rules In line with government guidance no additional PPE is necessary for routine activities	2	4	8	Additional PPE provided for first aid and use with symptomatic children (see relevant risk assessment lines) Keep under review whether support for any individual child (e.g. following vulnerable and statemented children risk assessment completion) requires further consideration of PPE risk control measures and individual assessment – contact health and safety for support.	1	4	4	HT Staff	01/09/2020	01/09/2020
Contracting Coronavirus – PPE SEN	All staff and pupils	Staff all aware of social distancing rules In line with government guidance no additional PPE is necessary for routine activities	3	4	12	Additional PPE provided for first aid and use with symptomatic children (see relevant risk assessment lines) Contact health and safety for support.	2	4	8	HT Staff	01/09/2020	01/09/2020
Contracting Coronavirus – Social Distancing outside of the classroom	All pupils and staff on site	Staff all aware of social distancing rules	2	4	8	Consideration to be given to each area of the school, outside of the classroom, which may be used, what activities will be carried out there and how social distancing can be maintained, including outdoor areas. Consider zoning school where possible (for example, separate playgrounds for different contact groups) or using timetabling to minimise mixing between contact groups (for example, staggered break times in shared playground). Mixing of contact groups in circulation/ communal areas should be avoided as much as possible. This could include (but is not limited to) one way systems, staggered lesson times, staggered lunch and break times, eating in	1	4	4	HT Staff	01/09/2020	01/09/2020

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						classrooms rather than halls, moving teachers rather pupils, no assemblies, limiting setting by ability, etc. – document arrangements below. Document below if no separate protocol exists.						
Contracting Coronavirus - Staff Welfare Facilities	All pupils and staff on site	Staff all aware of social distancing rules	2	4	8	Seating in staff resting areas to be positioned so as to maintain 2m social distancing. Communal equipment such as kettles and microwaves to be taken out of use. Staff fridges to remain in use and be added to cleaning schedule. Staff to bring in all food and drink necessary for the day.	1	4	4	HT Staff	01/09/2020	01/09/2020
Contracting Coronavirus – pupils eating and drinking	All pupils and staff on site	Staff all aware of social distancing rules	2	3	6	All cups, plates, cutlery etc. to be taken home by staff at the end of the day. Children to bring in any food necessary for the day/ cold food to be provided for the first couple of weeks. Children to eat and drink in classrooms/ dining hall on staggered schedule. All eating areas to be wiped down thoroughly before and after eating, using normal household cleaning products. Lunchtime arrangements – see below. Water bottles can be refilled by children (where they are able) or staff, using proper hand hygiene processes before and after.	1	3	3	HT Staff Parents	01/09/2020	Ongoing
Contracting Coronavirus – First Aid Provision	All pupils and staff on site	Staff all aware of social distancing rules	3	4	12	First Aid needs assessment to be reviewed based on number of people likely to be on site at any time.	2	4	8	HT Staff Pupils	01/09/2020	Ongoing

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Contracting Corona Virus – Corridors and circulation areas	All pupils and staff on site	Staff all aware of social distancing rules	2	4	8	<p>First aiders to consider what low level interventions pupils may be able to manage for themselves so as to maintain social distancing as far as possible e.g. older pupils could use a cold compress on a leg or arm</p> <p>Additional PPE (masks and visors) in place (via central order and cluster distribution) for first aid interventions that require close contact, particularly where examination or treatment of face, mouth or head is required e.g. managing bleeding from a head wound or where the spray of bodily fluids is likely e.g. child vomiting</p> <p>Corridors and circulation areas to be assessed for pinch points, passing places, and areas of high volume usage, and appropriate signage to be displayed. Consider a site plan with areas of concern and signage points clearly labelled.</p> <p>Pupils to be given clear instructions regarding corridor/circulation area behaviour and social distancing.</p> <p>Minimise number of children in corridors and circulation areas at any time. Control measures to be considered:</p> <ul style="list-style-type: none"> • One way system/partial one way system • Keep Left/Keep Right • Staggered lesson changes • Teachers moving classrooms rather than pupils • Supervised movement between classrooms/ toilets • Staggered start and finish times 	1	4	4	HT Staff Pupils Parents	01/09/2020	Ongoing

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Contracting Corona Virus – Access and Egress, Drop Off and Pick Up	All pupils and staff on site	Staff all aware of social distancing rules	4	4	16	Start and finish times to be staggered. Where waiting areas are to be used, clear social distancing markers to be used, where possible e.g. in car park on school site. All waiting areas for parents to be outside. Parents to be given clear instructions around start and finish times, waiting areas Transport – n/a	1	4	4	HT Staff Pupils Parents	01/09/2020	01/09/2020
Contracting Corona Virus – school offices	All pupils and staff on site	Staff all aware of social distancing rules	2	4	8	Social distancing to be maintained in school offices - furniture to be removed or taken out of use where necessary Windows to be kept open at all times where possible Cleaning to be carried out between users if more than one person to use workstation (e.g. part time workers) Consideration to be given to providing staff with own keyboard and mouse, where workstations are normally shared. Consideration to be given to how phones can be sanitised between users if staff do not have own hand or headset.	1	4	4	HT Office staff Cleaners	01/09/2020	01/09/2020
Contracting Coronavirus – illness in higher vulnerability individuals	All staff and pupils in the government's predefined list of	Staff all aware of social distancing rules	3	4	12	Specific Welsh Government guidance and individual risk assessment in place for staff to complete. Any staff considered vulnerable to Covid-19 must complete this and discuss the results with their line manager. If any staff member scores in the 4-6 range they, and their line manager, must complete the supplementary	1	4	4	HT Staff Parents	from 16/8/2020	Ongoing review

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	people at higher risk – includes some common conditions such as diabetes and asthma					<p>form to establish whether a safe return to school can be managed.</p> <p>In line with Welsh Government guidance and risk assessment toolkit, staff who were previously shielding only to be in the workplace where they can manage strict social distancing.</p> <p>Any child in the higher risk category attending school will have a personal risk assessment/ asthma card/ care plan to cover their personal circumstances. This to be agreed with parents/ carers.</p> <p>All staff working in the school to be made aware of the child’s medical needs and be vigilant to any signs of illness.</p>						
Returning to the workplace – staff wellbeing*	Staff have access to Carefirst EAP					<p>Carefirst details to be redistributed to staff:</p> <p>Care First</p> <p>Free access to confidential advice and supportline 24 hours a day, 365 days a year.</p> <p>0800 174319</p> <p>365 days a year 24 hours a day, 7 days a week.</p> <p>www.carefirst-lifestyle.co.uk</p> <p>Care First login for NCC employees:</p> <p>Username: newcc001</p> <p>Password: wellbeing</p> <p><i>Note any changes to normal pastoral arrangements and local mechanisms for staff to raise concerns</i></p> <p>Staff considered to be vulnerable to have individual assessment</p>						

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Contracting Coronavirus – Breaks, lunchtime and use of shared play equipment	Pupils on site	2	4	8				Games involving close physical contact to be discouraged Games involving shared play equipment to be discouraged Shared outdoor play equipment to be cleaned frequently. Avoid use of resources that cannot be easily cleaned such as sandpits. Breaktimes/lunchtimes to be staggered/ zoned to minimise contact groups mixing.						
Posters and Messaging – ensuring that the right information is disseminated	All pupils and staff on site	Staff all aware of social distancing rules						Appropriate posters to be placed in strategic locations around the school information distributed via school messaging systems/social media/website Anyone who needs support in sourcing signage should contact health and safety or procurement				HT/ Caretaker SLT	01/09/2020 0	01/09/2020
Social distancing - emergencies	All pupils and staff on site	Staff all aware of social distancing rules						Emergency procedures (such as fire plans) to be revised to take account of social distancing requirements where possible				HT SLT Staff	01/09/2020 0	01/09/2020

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Name of Risk Assessment Reviewing Manager:	Catherine Barnett/Sarah Rodda
Date Reviewed	22/2/2021

School Protocols	If already documented elsewhere please refer to where this kept/link below						
School timings and contact group details	School – HT Office, Secretaries’ office Contact groups will be in classes except for the hub where a mixed FP or KS2 group of up to 10 pupils will apply.						
Toilet Breaks	Provided as needed, staff member always accompanies						
Lunchtime Arrangements	Cold lunch in classrooms first 2 weeks Timetable for hall suspended initially						
Social Distancing Outside the Classroom (list activities to be undertaken and describe briefly social distancing measures)	Hall: Use restricted to one class in a session (am or pm) Cleaned at lunchtime	Intervention room: Not in use unless required – review if needed	Playground/Outdoor areas: Rota for outdoor sessions or identified spaces for each class to maintain distancing, supervised closely No ‘play’ time as before for larger groups	Nursery: Cleaned at lunchtime – used by Flying Start in afternoons Supervision – staff to enforce hand washing regime	Demountable: Use restricted to one small group from same class at a time Cleaned between groups Supervision – staff to enforce hand washing regime		
Cleaning Schedule including toilets	Toilets – lunchtime clean, after school clean Same for other areas/ equipment as well as ongoing clean after each individual use. Reduce equipment in use and remove clutter from all areas in use						
Corridors and Circulation Areas – signage and social distancing markers	See school plan of signage No congregating; staff supervision, keep left system.						

For premises related issues, including managing fire safety, please see the School Premises Recovery Checklist.

*Pupil welfare issues, safeguarding, curriculum and organisation of learning, staffing ratios and rotas as part of this assessment

Useful guidance:

<https://gov.wales/sites/default/files/publications/2020-08/operational-guidance-for-schools-and-settings-from-the-autumn-term-version-2.pdf>

<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/>

<https://gov.wales/sites/default/files/publications/2020-08/covid-19-education-chil-youth-settings-workforce-risk-assessment-tool-2020-08-12.pdf>

Chair of Governors: Alan Speight
2 September 2020

A handwritten signature in black ink, appearing to read 'Alan Speight', with a horizontal line underneath.

Revision and Amendment Record			
Review Date	Amendment Made	Name of Reviewee:	Next Review Date
25/06/2020	Scoring after discussion with LA H&S officer	Catherine Barnett	30/06/2020
27/08/2020	Update after WG guidance for Autumn term	Catherine Barnett	30/09/2020
22/02/2021	Use of face coverings in communal areas	Catherine Barnett	15/03/2021
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Guide to Likelihood		
Level	Descriptor	Description
1	Rare	This event may occur in exceptional circumstances
2	Unlikely	Do not expect it to happen but is a foreseeable event.
3	Likely	The event occurs occasionally
4	Highly Likely	The event occurs regularly
5	Frequent	The event occurs frequently

Guide to Severity		
Level	Descriptor	Description
1	No Injury	No injury or adverse outcome
2	Minor	Short-term injury or illness that is resolved with no medical intervention required
3	Moderate	Injury or illness which is resolved with medical intervention
4	Major	Serious injury or illness with results in time-lost and medical intervention
5	Tragic	Death or long-term / permanent injury or illness.

Likelihood	Severity					Suggested timescales
	1 No injury	2 Minor	3 Moderate	4 Major	5 Tragic	
1 Rare	1	2	3	4	5	No Immediate Action
2 Unlikely	2	4	6	8	10	Action prior to further implementation
3 Likely	3	6	9	12	15	Urgent Action
4 Highly Likely	4	8	12	16	20	
5 Frequent	5	10	15	20	25	