



RISK ASSESSMENT - COVID 19 moving from Pandemic to endemic

Location/Premises/School: Evenlode Primary School	Date: 3 rd September 2021
Completed by: Ruth Foster	Review date: as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc
Activity/Description/Area: This model risk assessment has been drafted taking into account the level 0 and the move from pandemic to endemic and all the information that is currently available including the following Welsh Government coronavirus guidance: https://gov.wales/operational-guidance-schools-and-settings-1-september-2021-html This will be replaced on 20 th September 2021 with the https://gov.wales/written-statement-local-covid-19-infection-control-decision-frameworks-schools-and-colleges-autumn?utm_source=rss-topics-Coronavirus+%28COVID-19%29&utm_medium=rss-feed&utm_campaign=rss-Written+Statement%3A+Local+COVID-19+Infection+Control+Decision+Frameworks+for+schools+and+colleges+from+autumn+2021 The approach set out in the Frameworks should be adopted as soon as possible after the start of term, and by 20 September 2021 at the latest The guiding Principles are: <ul style="list-style-type: none">• enable schools to operate as 'business as usual' as far as possible including the provision of breakfast and after school clubs, extra-curricular activities and practical subjects• secure the best outcomes for all learners by considering both their educational needs and wellbeing• manage ongoing risks of COVID-19 as safely as possible as for other infections, and ensure clarity of actions required if there is a case in a school	

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	<p>Staff & pupils</p> <p>Not following Welsh Government guidance</p>	<p>Anybody unwell with symptoms of COVID-19 will stay at home:</p> <ul style="list-style-type: none"> • New continuous cough; • High temperature; • Loss of/change in taste or smell <p>No pupils/staff to attend school if they:</p> <ul style="list-style-type: none"> • Feel unwell, have any of the above symptoms or have tested positive to COVID-19 in the past 10 days; • Have been contacted by Test Trace Protect and asked to self-isolate. • If a member of the immediate household test positive for Covid 19 a PCR test should be undertaken and then only self isolate if the test is positive but staff/pupil will take a cautious approach and be mindful of any potential symptoms <p>Anyone (staff or pupils) who have any of the wider symptoms of COVID-19 (fatigue, myalgia, sore throat, headache, sneezing, loss of appetite, nausea, vomiting and diarrhoea) should seek a PCR test.</p> <p>Robust hand and respiratory hygiene including ventilation.</p> <p>Those eligible will be double vaccinated.</p>	Ongoing monitoring	All Staff	Ongoing	

		<p>Continue with the regular cleaning arrangements during the day and at the end of the school day.</p> <p>Active engagement with Test, Trace, Protect.</p> <p>Consideration how to maximise distancing between those in school wherever possible and minimise potential for contamination.</p> <p>Encourage the use of outdoor learning spaces.</p> <p>Visitors to the school - records kept of who has visited and when.</p> <p>All permitted visitors including parents who access the school site will be requested to wear a face covering.</p>				
Prevention of Coronavirus	Staff & Pupils	<p>Regular communication with staff, parents, guardians.</p> <p>Staff allocated to a designated contact group.</p> <p>Minimise contact between individuals as reasonably practicable:</p> <ul style="list-style-type: none"> • No larger group indoor activities eg live assemblies/concerts for the short term; • Minimal movement around the school – traffic routes will stay in place; • Transient contact is not such an issue; <p>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.</p>	<p>Face coverings (high quality three layered) worn in communal areas</p> <p>LFT process in place twice weekly</p>	Head Teacher	All Staff	

		<p>Staff will be able to undertake twice weekly lateral flow testing and communicate results to HT/Admin prior to attending school.</p> <p>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.</p> <p>Good respiratory hygiene by promoting 'catch it, bin it, kill it'.</p> <p>Continuing with enhanced cleaning, but this will now be incorporated in the daily clean. Frequently touched surfaces & outside equipment will need to be cleaned</p> <p>Wearing appropriate PPE (see below).</p> <p>Ensure appropriate ventilation.</p> <p>Within classroom:</p> <ul style="list-style-type: none"> • Make small adaptations to the classroom to support minimal face-to-face contact where possible • 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. <p>Elsewhere:</p> <ul style="list-style-type: none"> • Avoid large gatherings such as assemblies or collective worship with more than one group; 	<p>Ensure sufficient hand washing / hand gel 'stations'</p> <p>Supplies of tissues & closed lid pedal bins available in all classes</p> <p>Toilets will be shared by different groups however, children will wash hands/ handgel prior to entering the toilet and when leaving the toilet & ensure toilets will be cleaned regularly throughout the day.</p> <p>Groups reinstated in classrooms -needed for learning – staff to monitor and oversee to minimise risk e.g. regular handwashing/ sanitising, ventilation</p>	<p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>HT</p>	<p>ongoing</p> <p>ongoing</p> <p>Ongoing</p> <p>ongoing</p>	
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		<ul style="list-style-type: none"> • Movement around the school to be at a minimum and 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. <p>Reading books can be taken home, but unnecessary sharing should be avoided; they should be cleaned and rotated.</p> <p>Staff and pupils should have their own individual and very frequently used equipment such as pens and pencils that are not shared.</p> <p>Classroom-based resources such as books and games can be used and shared within a contact group but they should be cleaned regularly.</p> <p>Shared learning areas such as playdough etc will be regularly cleaned</p>	<p>Assemblies in class and via Zoom until October half term</p> <p>Resources that are shared between groups such as sports, art and science equipment should be cleaned frequently</p> <p>Shared resources in Foundation Phase will be cleaned regularly between usage</p>	<p>Staff</p> <p>FP staff</p>	<p>Ongoing</p> <p>ongoing</p>	
Visitors to site	Staff, children, visitors	<p>Visitors to the school setting should use a face covering, including parents/ carers when dropping off and picking up learners</p> <p>Schools and settings should take steps to encourage parents/carers to not</p>	Letter to parents	HT	Ongoing	

		<p>remain on the premises/at the gates longer than necessary especially when dropping off/collecting children.</p> <p>People visiting school for planned appointments and visits are reminded of physical distancing procedures to minimise risk</p> <p>People that attend for meetings for length of time will be asked to wear masks</p>	SLT ensuring communication and sharing of procedures	HT	ongoing	
Asymptomatic staff /pupils at the school	All staff	<p>Lateral flow tests available to all staff working in primary setting/schools, from February 2021. The only exception is staff who have tested positive for Covid 19 will not be able to take a lateral flow test for 90 days from their positive result.</p> <p>Lateral flow test kits will be offered to all schools and settings in order for staff to take twice weekly tests. 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.</p> <p>Anyone who tests <u>positive</u> using a Lateral Flow Test (LFT):</p> <ul style="list-style-type: none"> • will not attend setting or school and will inform the school immediately so that all contacts can be warned and informed. • Will log the result via the on-line form • A follow up PCR test will be booked • if the result of the PCR is positive the school will complete the Initial assessment form which will be sent to SuperTracers@cardiff.gov.uk <p>ttpcvschools@cardiff.gov.uk and</p>	School SLT will continue to monitor the process and will support any staff with queries.	All staff		

		COVID-19Enquiries@valeofglamorgan.gov.uk				
Incorrect Use of PPE and face coverings i.e. exposure to the virus inadvertently	Staff & pupils	<p>Social/physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus.</p> <p>Staff can choose to use (surgical face masks) when undertaking routine education activities in the classroom/school setting if social distancing cannot be guaranteed.</p> <p>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.</p> <p>All the above PPE to be worn if providing intimate care.</p> <p>School environment to be organised so they operate with social distancing maintained throughout a routine day.</p> <p>Any visitor to the school will need to wear a face covering and sign the visitor register.</p> <p>Parents will be asked to wear a face covering when on the school site.</p> <p>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.</p>	<p>Decision when and where to use face coverings routinely at the school will be a decision of the staff team</p> <p>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.</p> <p>Provide staff with a supply of single-use face coverings or washable face coverings</p>	All Staff	ongoing	
				Head Teacher	ongoing	

<p>People at school who are unwell</p>	<p>Staff & pupils possibly visitors</p>	<p>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.</p> <p>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). If positive the rest of the household will take PCR test and are advised to take a cautious approach</p> <p>Engage with the Test, Trace, Protect strategy.</p> <p>All staff will be able to undertake twice weekly 'lateral flow tests', communicating results to HT/Admin Staff prior to attending school.</p> <p>Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following local health protection team advice.</p> <p>Thoroughly clean the areas used by the unwell child/staff member.</p>	<p>Ensure surfaces that symptomatic pupils / staff have come into contact with are carefully and thoroughly cleaned</p> <p>If test is negative, they can return to school when they feel well enough to do so</p> <p>Advise H&S Team as soon as anybody in the school tests positive</p>	<p>Staff</p> <p>Staff / pupils</p> <p>Head Teacher</p> <p>Line manager</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	
<p>Engage with the Test, Trace, Protect (TTP) Strategy to avoid the spread of the virus</p>	<p>Staff & pupils</p>	<p>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</p> <p>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</p>	<p>School will be contacted by the TTP team to assist in tracing contacts</p> <p>School to maintain records of all staff / pupils on site, where, when etc.</p>	<p>Head Teacher</p>	<p>ongoing</p>	

Pupils & staff with underlying health conditions	Staff & pupils	<p>Staff and pupil well-being is a primary concern for the school.</p> <p>Support mechanisms for staff include:</p> <ul style="list-style-type: none"> - 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 <p>Staff to be alert to identify and support learners who exhibit signs of distress.</p>	<p>Monitor Welsh Government advice for any additional action to be taken in relation to those that were shielding.</p> <p>Support can be obtained from the H&S Team and / or the OH Service</p> <p>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.</p> <p>Well-being action plan for any staff who require reasonable adjustments</p>	<p>Head Teacher</p> <p>Any staff that choose to</p> <p>HT</p>	ongoing	
PE- minimising risk	Staff and pupils	<p>PE lessons can take place outdoors and indoors. Outdoor activity should be prioritised wherever possible. Maximising time spent outdoors by learners has physical, mental and educational benefits. Additionally, the risk of transmitting COVID-19 is generally lower outdoors compared with indoors.</p> <p>Mitigating measures are still needed indoors. Where activity cannot take place outdoors, indoor spaces can be used. In indoor spaces, ventilation should be maximised including using natural air flow through opening doors and</p>	<p>Staff to understand guidance and minimise risk through children wearing PE kit on PE days, cleaning equipment, using ventilation to support covid procedures</p>	Staff	ongoing	

		<p>windows due to enhanced aerosol generation during PE.</p> <p>Areas should be cleaned regularly and thoroughly as part of the cleaning programme across the school or setting. Activities which minimise contact with others and enable physical distancing to be maintained will help minimise the risk of transmission.</p> <p>Where learners are likely to be in close proximity (within two metres) or in contact, efforts should be made to limit this contact if it cannot be avoided altogether, and schools and settings should consider all reasonable measures to prevent the spread of the virus, including whether the activity really needs to proceed. In cases where such an activity does proceed, mitigating actions must be put in place to minimise risk and keep learners safe</p>				
Transport – spread of the virus during commuting to school	Staff & pupils	<p>Face coverings to be worn on public transport.</p> <p>If staff are sharing a vehicle, they will take reasonable precautions i.e. socially distance, use of face covering and ventilation.</p> <p>Face coverings will be worn on all school transport and the risk assessment provided will be followed</p>	Risk assessment process and EVC process	Staff	ongoing	

Lack of First Aid provision or transmission of the virus via the application of first aid	All staff & Pupils	<p>Low risk environment.</p> <p>Supervision ratios to be adhered to (minimum of emergency first aid staff on site at all times).</p> <p>First aid equipment available and adequately stocked. Hygiene will be maintained throughout the first aid process</p> <p>Corporate accident / incident form to be completed where appropriate.</p>	All first aid trained staff will keep up to date with latest government guidance on first aid.		ongoing	
<p>Administering prescription medication</p> <p>Incorrect medication or dosage given; medication not available</p>	Pupils	Usual school policy / procedures to be followed by staff hygiene and PPE worn as required.			ongoing	
Fire breaking out	<p>All staff & pupils</p> <p>Burns, smoke inhalation, asphyxiation</p>	<p>Fire alarm checks to be carried out as normal</p> <p>Fire doors should not be wedged open unless done so with an appropriate hold open device that is connected to the fire alarm system.</p> <p>Head Teacher will ensure fire risk assessment is up-to-date and any outstanding work undertaken</p> <p>Fire evacuation procedures and drills undertaken</p>	Support can be obtained from Fire Safety Officer on 01446 709150		ongoing	

Safeguarding issues due to the Covid 19 situation	Pupils	<p>All staff aware of their safeguarding duties.</p> <p>All staff and pupils should know how to contact the Designated Safeguarding Person (DSP) and consider how pupils can talk privately.</p> <p>Standard procedures to be observed including consideration of older age groups.</p> <p>Appropriate site security arrangements in place.</p>			ongoing	
Breaches of Building & property maintenance	All staff & pupils Legionella, defects in property, faults, electric shock etc.	<p>All routine inspections & tests must be maintained e.g. legionella water monitoring, hand wash water temperatures.</p> <p>Statutory inspections & servicing to continue.</p> <p>Defects to be reported for remedial action.</p> <p>All doors to chemical / cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked.</p> <p>Good housekeeping to be maintained.</p> <p>All outdoor building maintenance must be coordinated with the Head Teacher to ensure segregation from pupils and staff e.g. grass cutting.</p> <p>All contractors report to reception prior to the start of any work and will follow the school procedures.</p>			ongoing	

<p>Cleaning so that the virus does not spread</p>	<p>All staff & pupils</p>	<p>Maintain robust cleaning at all times.</p> <p>Wash hands following any cleaning activity.</p> <p>Cleaners to wear appropriate PPE in line with current arrangements e.g. gloves, apron etc.</p> <p>Wear goggles if decanting chemicals where there is a risk of splashing in the eyes.</p> <p>Staff to assist with cleaning where appropriate.</p> <p>COSHH information on cleaning products.</p> <p>COSHH slide deck for staff.</p>	<p>The school will be aware of the provision for cleaning supplies from the Vale and the removal of additional funding so will manage cleaning resources to ensure that a robust approach is followed.</p>		<p>ongoing</p>	
<p>Lack of staff, reduction in supervision</p>	<p>Staff & pupils</p> <p>Lack of supervision, increase in accidents, increase contact</p>	<p>Maintain supervision levels as far as practicable at all times.</p> <p>Identify back-up staff from both within school and a supply agency.</p> <p>Utilise rotas to cover access times including break and lunch times. Consider redeploying staff where necessary.</p>	<p>Head Teacher, SLT, Admin</p> <p>To be continually monitored.</p>		<p>ongoing</p>	
<p>Catering – spread of the virus during meal times</p>	<p>Staff and pupils</p>	<p>Kitchens will be fully open.</p> <p>Pupils will eat school dinners in the dining room/Hall</p> <p>Tables and points of contact will be cleaned.</p> <p>There will be good ventilation.</p> <p>Staff will socially distance</p>	<p>SLT to monitor Hall provision</p> <p>Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises</p>		<p>ongoing</p>	

Spread of the virus during Educational visits	Pupils/ staff	<p>Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: https://oeapng.info/.</p> <p>Specific risk assessment will take Covid 19 into account especially if visits involve transport when precautions will be undertaken.</p>	EVC Coordinator HT			
School uniform		<p>All pupils to wear school uniforms upon return to school.</p> <p>PE kit to be worn on days when they have PE lessons.</p>		SLT	Ongoing	
Breakfast Clubs & after school provision		Saplings out of Care club provision open	Follow RA guidance: cleaning of resources, physical distancing between staff, masks in communal areas etc	Manager	ongoing	