**COVID 19 Risk Assessment – Version 8**

**Subject:**  COVID-19 School Premises Risk Assessment **Date of Assessment: 5/1/2022 Assessor:** Teifion Lewis(Acting HT)

**School Name: Penpych Community Primary School**

| **Hazard** | **People at****Risk** | **Existing Control / New Controls** | **Additional Comments/Control Measures – School Specific** |
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| **School drop off/Pick up** – Infection control | All Persons | * Stagger drop off/pick up times for contact groups (subject to WG guidance).
* Parent/carer pick up and drop off protocols have been considered to minimise adult to adult contact and avoid gatherings e.g. at the school gates (signs and floor markings made available from RCT)
* All parents/visitors advised to wear face coverings when on site.
* Arrangements in place to supervise pupils arriving/leaving on contracted transport to ensure social distancing - all pupils of secondary school age have been advised that they must wear face coverings on school transport.
* Arrangements in place to identify possible contacts on home to school transport provision for Track and Trace purposes.
* Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible.
* One parent encouraged to drop off/pick up.
* Additional entrances/exits used to reduce gatherings at peak times where possible.
* Parents/carers instructed not to attend school if symptomatic.
* Where necessary, the School has a process for removing face coverings when learners and staff who use them arrive at school, e.g. a lidded bin for disposal.
* Handwashing/hand sanitiser available at all entrances.
 | Parents informed of pick up/drop off arrangements. Continue to use Autumn term times. Staff and PCSO to monitor to ensure social distancing.Parents to be reminded to queue using social distancing, following floor marking and wear appropriate masks.Parents reminded for only one parent to accompany their child to school. One-way system in place. FP pupils and parents to enter and exit through top gate. Ks2 enter and exit through school field gate. Car park will not be used during drop off and pick up times with a member of staff on duty. AHT/ PCSO will monitor.Parents to be reminded regularly not to attend school if showing symptoms.All adults and children to use hand sanitiser on entry to school/class – at all external doors and within foyer.Handwashing facilities in classes for children with sensitive skin as an alternative to hand sanitizer. |
| **Circulation Routes** – Infection control | All Persons | * Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system.
* Floor markings and signage is provided to assist with social distancing.
* Doors kept open to encourage ventilation and to reduce physical contact. (where safe to do so – and not compromising fire safety, you may need to check the fire risk assessment to identify doors that can remain open).
* Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.
* Class times have been staggered to prevent large numbers moving around the premises at the same time.
 | Floor markings in place to direct parents and pupils.Internal classroom doors to be kept open. External doors can be kept open as gateswill be locked after all children entered classes. Fire doors to be closed.Windows to be opened to allow good ventilationAll contact groups to be time tabled to use outdoors to ensure only one contact group uses the steps/corridor/hall walkway at a time.Class times staggered to avoid/limit the number of people moving around the premises at one time.All contact groups have separate cloakroom areas in class. |
| **Classroom/Teaching Environment** – Infection control | All Persons | * **For Welsh Government Guidance on control measures within the classroom for the various settings, use the link below:** <https://gov.wales/operational-guidance-schools-and-settings>
* Implement, as part of the risk assessment process, the wearing of face coverings for staff and secondary learners based on Welsh Government’s guidance.
* Pupils will stay in their class/contact group wherever it is possible throughout the day.
* Whatever the size of the group, they should be kept apart from other groups where possible and those age 11+ should be encouraged to keep their distance within groups.
* Where possible pupils use the same desk and resources each day. Resources are placed in individual trays/bags and only essential items are brought in from home.
* The use of outdoor space is utilised wherever possible.
* Rooms have been organised to encourage social distancing, tables and chairs arranged to enable sitting side to side facing forward and not face to face.
* Unnecessary items have been removed from learning environments where there is space to store elsewhere.
* Resources which are not easily washable or wipeable have been removed.
* Arrangements in place for the use of the playground, including playground equipment.
* Arrangements are also in place for social distancing in staff rooms and prep rooms.
 | All classes to be split into contact group to ensure a maximum of 30 children in each contact group.Children to remain in the same contact groups and in the same classrooms. Children to use the same desk on each day they attend school. All children will be provided with individual resources. These will be kept in individual trays.There will be an outdoor timetable to maximise the use of the outdoors,Ensuring that each contact group is kept separate.KS2 rooms have been reorganised to ensure a learners sit side-by-side and facing forwards.All contact groups to be on rota at staggered times to avoid mixing groups.All unnecessary items removed wherever possible.Items not easily washable removed from class.Playground equipment to be limited to the use of each contact group and washed before used by another contact group.Breaks staggered to limit the number of staff in the room at one time - 2 maximum - signage. |
| **Pupil and Staff Toileting** – Infection control |  | * Consider the increased handwashing times that have been introduced.
* Where possible, provide separate toilets for different contact groups. Where this is not possible, using hand sanitiser before entering the toilet and ensuring toilets are cleaned regularly.
* Signage is in place in each toilet to encourage adequate hand washing takes place.
* Similar arrangements are also in place for staff toilets.
* Automated soap dispensers should be used where possible and hands should be thoroughly dried, preferably using paper towels. Hand dryers should be avoided where possible. Paper towels should be disposed of in a lidded bin and not allowed to overflow. Bins should be emptied daily.
 | Breaks staggered and children encouraged to use toilets and wash hand before break.A one in/one out policy introduced for each contact group. The toilets have floor markings to ensure distancing for queueing.  Adult will encourage strict hygiene rules and ensure children use sanitiser as they re-enter the class.Hand-driers switched off and paper towel dispensers used instead in every pupil/adult toilets. Bins provided to dispose of paper towels.Signage placed in each toilet to encourage adequate handwashing – in pupil and staff toilets.Floor markings in place for staff to queue ensuring social distancing. |
| **Spread of COVID-19 /Social Distancing** Infection Control (General) | All Persons | * Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety).
* Where necessary, Corporate Estates have been consulted regarding safe use of mechanical ventilation systems.
* Implement, as part of the risk assessment process, the wearing of face coverings for staff and secondary learners based on Welsh Government’s guidance.
* An adequate supply of lidded bins are available for the safe disposal of single use face coverings.
* Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this.
* Appropriate signage is in place throughout the setting.
* Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation.
* All staff should adhere to the social/physical distancing measures as far as possible with younger learners but should also adhere to those measures in their interactions with older learners, other staff members and visitors to the school.
 | Windows and doors to be open wherever possible.All classes to use CO2 monitors.Children to remain in classes and within contact group. Medical grade mask to be worn by staff at all times.Very limited use of corridors, hall and steps to yard. All contact group to use access to yard directly from classes to avoid other areas.Appropriate signage to be used to remind pupils and staff to socially distancing. Break times staggered to limit the number of pupils out on the yard/ moving around school at any one time. |
| **Staffing**  |  | * Staff who are clinically vulnerable have been assessed and, for those able to return to the workplace, suitable measures have been put in place to manage the risk e.g., ensure extra care is taken in observing social distancing. Refer to the Council guidance **‘Update for Chairs of Governors, Headteachers, Managers & Staff – Shielding and Childcare Responsibilities’ & Staff COVID19 Risk Assessment Tool.**
* Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management.
* The use of shared staff spaces and staff rooms is minimised.
 | Clinically vulnerable/Shielding staff have carried out risk assessment and arrangements put in place to manage risks. See agreements in folder in main office.Staffing to be reviewed daily to ensure appropriate staffing levels for each contact group and ensuring that contact group are not mixed.Rapid-result coronavirus (COVID-19) tests (lateral flow tests - LFD tests) will beavailable to all staff to take three times per week, Monday, Wednesday & Friday before work. PPA cover will now change to full day to avoid potential mixing of contact groups by the teacher- (2 week cycle).Staffing breaks are time tabled within each contact group to avoid mixing contact group all contact groups to have 2 staff members.  |
| **Catering/Lunchtime Arrangements –** Infection control |  | * Groups of children can eat packed lunch or school meals within their own classroom setting.
* Different groups mixing together during lunchtimes is avoided through staggered times with several sittings and/or use of additional areas and to help reduce queues.
* Time/resource provision for cleaning surfaces between groups in the dining hall.
* Hand sanitiser gel is provided for pupils and staff to use immediately before collecting their lunch.
* Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff.
* Additional meal collection points have been put in place to reduce queuing where necessary.
* Alternative payment methods are being used to eliminate cash handling.
* Tables and seating are moved apart to allow social distancing. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating or placing screens.
* A different entry and exit route are being used at dinner times where more than one door is available.
 | Lunch times are staggered.2 contact groups use dining hall in one sitting.Contact groups to all face same direction.Each table to be thoroughly cleaned before next contact group enters for their sitting.All children and staff to use anti bac gel immediately before collecting lunch.N/AN/AParents pay online.Tables to be wiped and cleaned prior to eating by kitchen staff/Supervision staff with anti bac spray / wipes.N/A |
| **Pupils/Staff displaying symptoms whilst at school** |  | * Arrangements in place to deal with pupil/staff who develop symptoms whilst at the setting – Follow the WG guidance:

<https://gov.wales/operational-guidance-schools-and-settings> and the relevant section of the RCT Coronavirus (COVID-19): Guidance for the safe re-opening of schools.* An isolation room is available for pupils/staff.
* If a learner develops symptoms whilst at school/setting, they should be sent home. However, they must not travel home on dedicated school transport.
 | Conference room to be used as isolation room for pupils/staff displaying symptoms. Staff to wear PPE if needed.Parents to be called immediately to collect child. Staff to be sent home immediately if displaying symptoms.  Welsh Government/LA guidance to be followed. |
| **Cleaning/Waste Disposal** |  | * All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g., door handles, toilets, taps, handrails, external gates and dining room equipment.
* Enhanced cleaning regime in place across the setting.
* Adequate cleaning supplies and facilities around the school are in place.
* A Clear desk policy in place for all pupils and staff.
* Tissues should be placed in a separate waste bin and disposed of safely. All rubbish should be removed daily.
* If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is.
 | Cleaners and caretaker to attend training via their employers – SOLO All contact surfaces identified to be cleaned daily.Enhanced cleaning to take place each evening to prepare classes for the next day. Additional cleaning supplies in place.A supply of lidded bins available for the safe disposal of single use facecoverings.All staff to adopt a clear desk policy.Tissues to be placed in a separate pedal bin. Wipes in a separate pedal bin. Each labelled accordingly.All rubbish removed daily. |
| **Personal Protective Equipment (PPE)** |  | * PPE is not required for routine class activities.
* PPE may be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19 and in other situations where **close contact** is required. For further guidance on PPE requirements refer to the **RCT** **Schools COVID 19 PPE Guidance Matrix** and associated links within the document.
 | All staff aware of where PPE is located and when it needs to be used.All staff have been provided with disposable surgical face masks (type IIR Surgical Masks) and to be worn at all times within the school building. |
| **Visitors**  |  | * Information about visitor arrangements is displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms.
* All visitors on site advised to wear face coverings.
* Handwashing/hand sanitiser available at all entrances.
* Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens.
* Where possible, visitors are signed in/out by the receptionist.
* A record should be kept of all visitors as this may be needed at a future point to assist the Welsh Government’s Test, Trace, Protect strategy.
 | Visitors to the school must use face covering, including parents/carers whendropping off and picking up learners. All visitors to be remind of this requirement and ensure there is appropriate on-site signage to make visitors and parents/carers aware of the requirement for them to wear face coveringsInformation about visitor arrangements displayed at entrance and promoted on our school social media pages.Visitors to wait in foyer (1 at a time) and only enter if absolutely necessary.Visitors not to enter office but wait on identified waiting area to ensure 2m distance.Staff and visitors to use anti bac hand gel prior to signing in. Where possible, clerk to sign in staff.Spit Screen in place between clerk and visitors. |
| **Fire Safety** |  | * Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff.
* Procedures have been reviewed to include hygiene and distancing at assembly points.
* Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff).

See link below for specific fire safety advice for specific advice during the outbreak.<https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf> | All staff are aware of the new arrangements and location of classes gathering if fire alarm sounds. Social distancing implemented between classes while gathering in new locations. |
| **Training** |  | * Staff have been instructed on the nature of COVID-19 and its transmission.
* The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff.
* Any staff briefings are also conducted with social distancing considerations.
 | All staff to be reminded of the nature of transmission.All staff to be made aware of this risk assessment – shared at Team Briefing – digital copy on website and HWB.All staff briefings to be carried out via ZOOM/Teams |

**The risk assessment should be signed by the Headteacher and the Chair of Governors**

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| **Position** | **Name** | **Signature** | **Date** |
| 1. Acting Headteacher
 | Mr. Teifion Lewis |  | 5/1/2022 |
| 1. Chair of Governors
 | Mr. Daniel Duggan |  | 5/1/2022 |