



COVID-19 Risk Assessment & Recommended Controls

Name of Assessor: Laurence Dawkins - MCC Health & Safety Lead (Before)

Mark Adams – Acting Headteacher

Date of Assessment (last updated): 25.04.22

Original Reopening Version was:	Date	Agreed
Shared with governors	1 Sept 20	1 Sept 20
Shared with staff	16 th July 2020 & 4 Sept 2020	
Shared with LA	21 Aug 20	25 Aug 20
Available on the school website from	2 Sept 20	-

Updated	Reason
18/9/20	Following initial 3-week review
15/10/20	Following half term review, change in isolation rules
17/11/20	Updated ventilation guidance from LA
8/1/21	Updated for new extended closure, KW provision & new strain
22/2/21	Updated guidance on Limited Reopening of Schools
26/2/21	Updated guidance on PPA and Lateral Flow Testing for Staff
10/9/21	Updated guidance on reopening of school for autumn term 2021
25/4/22	Updated guidance on easing of Covid19 controls in schools

- To be updated as necessary
- Risk summary takes account of mass vaccination programme

Risk Assessment Factor

To determine the risk factor for each hazard, multiply the severity number by the likelihood number. This produces a number on a scale of 1 to 25. The numbers provide only an indication of priority and extent of risk, the higher the number the greater the priority and risk and therefore the more resources which may be necessary to control the risk.

The following is **only guidance**. The key principle to work to is identifying risks and calculating the 'Risk Factor' (BEFORE), identifying, and implementing measures to reduce these risks, then reassessing the risk factor (AFTER) before deciding whether the level of risk is acceptable.

IMPORTANT

This method only provides an indication of risk and is based upon subjective judgement; therefore, employers must ensure to their satisfaction that the risk assessment and the actions taken to remove or avert the hazards identified are adequate.

Likelihood	Severity					Risk Factor	Suggested timescales
	1 Discomfort or None	2 Pain or Minor Injury	3 Incapacity or Moderate Injury	4 Major Injury	5 Death or Disablement		
1 Very Unlikely or Rare	1	2	3	4	5	1-5 May be considered as low risk; however actions should still be taken to attempt to reduce these risks further to an acceptable level if possible.	No Immediate Action
2 Unlikely	2	4	6	8	10	6-11 May be considered as significant risk and will require an appropriate level of resources.	Action prior to further implementation
3 Likely	3	6	9	12	15	12-25 May be considered as high risk and may require provision of considerable resources. This could involve training, appropriate equipment, high levels of supervision, and consideration of the most effective methods of eliminating or controlling hazards.	Urgent Action
4 Very Likely	4	8	12	16	20		
5 Certain, imminent or Frequent	5	10	15	20	25		

Identified risk	Person(s) at risk	Risk Level Before Control 1- 5 (Before)			Control measures	Risk Level After Control 1-5 (After)			Responsibility & Date
		Severity	Likelihood	Total		Severity	likelihood	Total	
Awareness to procedures and risk	Staff and pupils	2	3	6	<ul style="list-style-type: none"> Each updated risk assessment will be shared with staff (presentation &/or email), governing (meeting &/or email) and parents (website). Safeguarding and health and safety procedures have been reviewed and updated where needed in light of the <u>COVID-19 advice</u>. Updated procedures have been shared with relevant staff; This RA was shared with staff on 25.04.22 Staff to be made aware of the school's infection control procedures in relation to coronavirus; The school keeps up to date with advice issued by local authority and Welsh Government; Parents informed of the procedures put in place to help keep the children safe in school – update sent on 25.04.22. Parents to be asked to perform LFT on their child's temperature prior to school if they are concerned about symptoms of COVID-19 and not send them to school for 5 days if they test positive. Pupils made aware of rules for staying safe in school and what to do if they feel unwell. Any cases of illness, including COVID-19 are to be treated with confidentiality. The headteacher's role is to monitor the implementation of the risk assessment on an ongoing basis. 	2	2	4	Headteacher / All Staff
Welsh Government Key Principle 1	Staff and pupils	2	3	6	<ul style="list-style-type: none"> If learners or staff test positive for Covid19 they are advised to isolate and not attend school for 5 days. Those showing symptoms should be kept separate in the Rainforest Room until they can be collected and taken home. Clinical advice is available online at 111 Wales (or by calling 111). 	2	2	4	Headteacher / All Staff

Contact with individuals who are unwell					<ul style="list-style-type: none"> Surfaces that learners or staff who have tested positive have come into contact with should be carefully and thoroughly cleaned. Staff should of course be vigilant for changes to learners' symptoms. Reminders sent to all parents & carers about key messages and advice about pupils testing positive. Staff will no longer undertake LFT twice weekly. Staff no longer wearing face masks in classroom or shared areas. 				
<u>Welsh Government Key Principle 2</u> Clean hands thoroughly more often than usual.	Staff and pupils	2	3	6	<ul style="list-style-type: none"> COVID-19 is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Children must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Handwashing facilities are available and allocated to each class. Handwashing is promoted above using sanitiser. Handwashing signage is provided adjacent to each basin. Hand sanitiser (that contains no less than 60 percent alcohol) is available at school front door (contents are checked daily), as well as outside toilets. All adults and pupils are expected to: <ul style="list-style-type: none"> frequently wash their hands with soap and water for 20 seconds and dry thoroughly. clean their hands on arrival at school, before and after eating. Ensure support is available for children who have trouble cleaning their hands independently e.g. Foundation Phase and ALN pupils; Pupils wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed in posters for display and spreading infection guidance; Children will sanitise their hands on entering and leaving the toilet. To maximise learning time while ensuring safe handwashing practices, children will have water sprayed on their hands, have a drop of soap dropped on their hands then wring them for 20 seconds before rinsing them briefly for 3-4 seconds in the sink. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary; Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and handwashing areas; Bar soap is not used – liquid soap dispensers are used instead to avoid touch; 	2	2	4	Headteacher / All Staff
<u>Welsh Government Key Principle 3</u> Ensure good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach.	Staff and pupils	2	3	6	<ul style="list-style-type: none"> The 'catch it, bin it, kill it' approach continues to be very important. Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units; All tissues and wipes used are to be disposed of in the appropriate way, as per normal practise (with all contents of bins disposed regularly throughout the day); 	2	2	4	Headteacher / All Staff
<u>Welsh Government</u>	Staff and pupils	2	3	6	<ul style="list-style-type: none"> Classroom tables will be cleaned each lunchtime (after children have eaten) by catering staff. 	2	2	4	Headteacher / All Staff

<p>Key Principle 4 Increased cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p>					<ul style="list-style-type: none"> • Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance; • COSHH assessments for all additional substances to be in place; • Cleaning materials in each classroom to be stored of reach of pupils when not locked in cleaning cupboard. • The cleaning of non-healthcare settings <u>guidance</u> is understood by relevant staff and followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE (e.g. vinyl or nitrile gloves); staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes; • Additional cleaning will end and enhanced cleaning will only take place in the event of a cluster of positive cases in a given class or area. 				
<p>Welsh Government Key Principle 5 Minimise contact between individuals and maintain social distancing wherever possible.</p>	Staff and pupils	2	3	6	<ul style="list-style-type: none"> • Staff will plan and undertake more learning outdoor where possible and practical. • All pupils will arrive between 8.50-9am and depart at 3.30pm. No staggered entry or departure is permitted under WG guidance. • Movement of pupils around school is minimised with pinch-points and bottlenecks identified and appropriately controlled; • Pupils will access rooms directly from outside, where possible. • During break and lunchtimes, children wash their hands in allocated class sink immediately after using toilet. • Children may bring additional water bottles to school and may refill in their classroom. • The staffroom will be open for Key Stage 2 staff and the Learning Zone will be used for Foundation Phase staff. • Natural ventilation will be in place in all rooms and shared spaces. 	2	2	4	Headteacher / All Staff
<p>Hygiene Practices - Other</p>	Staff and pupils	2	3	6	<ul style="list-style-type: none"> • All spaces are well-ventilated using natural ventilation (opening windows). • Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; • Pupils do not share cutlery, cups or food; • Pupils bring in full water bottles every day; 	2	2	4	Headteachers / All staff / Caretaker / Cleaning staff
<p>Ill Health</p>	Staff and pupils	2	3	6	<ul style="list-style-type: none"> • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe, children will be supervised in the designated quarantine room (Rainforest Room) which is opposite the office to ensure social distancing is maintained; • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen; • The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff and asked to collect them immediately. • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated; • If unwell pupils are waiting to go home, they are instructed to use the visitors' toilet in the main entrance foyer - this will not then be used by any other child until deep cleaned once pupil has left the school building; 	2	2	4	All Staff

					<ul style="list-style-type: none"> Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the school's policy. If a member of staff displays symptoms of COVID-19. They will report to Headteacher and follow <u>advice</u> given; Parents and carers must be available for collecting poorly pupils and contact information must be kept up to date; Where pupils require first aid or intimate care, staff members must wear appropriate personal protective equipment (gloves; facemask; face-shield) whilst administering treatment. This equipment is stored in the main school office as well as FP & KS2 'Wet Areas'. Any staff who administer first aid or direct contact with pupils must immediately wash hands and avoid contact with face until hygiene practices have been observed; 				
Spread of infection	Staff and pupils	2	3	6	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance; staff use PPE as appropriate. Waste bag will be isolated for 72 hours before being disposed of with usual waste. Children who have tested positive are advised to isolate for 5 days and return to school when they feel well enough to do so. Assemblies will now be altogether using the school hall. This will be reviewed should positive cases start to rise in school. Concerts will now take place but limiting numbers of parents and carers in the hall. Year 6 Summer Production limited to 80/90 parents and carers for each performance. Staff are no longer required to wear face coverings when in their classroom or elsewhere in school building. Staff may continue to wear face coverings if they wish. Staff to only undertake LFT if they have symptoms of Covid19. 	2	2	4	All Staff
Management of infectious diseases	Staff and pupils	2	3	6	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with Public Health Wales guidelines; PPE will be available in the FP & KS2 'wet areas' where first aiders routinely treat minor bumps and scrapes. Staff apply consistency in its approach to the management of suspected and confirmed cases of coronavirus; The Headteacher monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus; Previously Shielding and Extremely Vulnerable Staff - All staff are expected to attend school. Headteacher to discuss concerns with individual colleagues who have anxiety but the expectation at and beyond the school is that all staff attend each day. Previously Shielding Pupils – All pupils are expected to attend school. Headteacher to discuss concerns with individual parents who have anxiety but the expectation at and beyond the school is that all pupils attend each day. 	2	2	4	All Staff
Parental engagement	Staff and pupils	2	3	6	<ul style="list-style-type: none"> School to communicate to all parents and carers regularly about arrangements, practical information and COVID-19 updates that affect the operation of the school. Staff to continue to make contact with pupils not attending due to testing positive. 	2	2	4	Headteacher / Admin Team
Building and property maintenance	Staff and pupils	2	3	6	<ul style="list-style-type: none"> Caretaker undertakes a daily checklist of supplies and site security/health and safety to ensure compliance with latest <u>guidance</u>; Any areas presenting increased risk to pupils and/or staff to be isolated; 	2	2	4	Headteacher/ Caretaker

					<ul style="list-style-type: none"> • Lock all unrequired doors including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms isolated; • All contractors to report to reception prior to the start of any work, which is separate to pupil entrance; • Continue with water testing and fire drills etc. (see H and S policy) 				
Communication	Staff and pupils	2	3	6	<ul style="list-style-type: none"> • Pupils & staff advised not to enter the school if they have tested positive for Covid19. • The relevant member of staff reports immediately to the Headteacher about any cases of pupils with Covid19 symptoms, updated about any changes to infection control procedures as necessary; • There is early communication with contractors and suppliers that will need to prepare to support plans for opening. For example, catering; food supplies; hygiene suppliers; • Cleaning staff are briefed on the additional cleaning requirements and agree additional hours to allow for this by contract manager (MCC) 	2	2	4	Headteacher / Premises Team
Emergencies	Staff and pupils	2	3	6	<ul style="list-style-type: none"> • Suitably trained first aiders ; • Provisions are fully stocked and monitored. Accident forms completed where required; • If a member of staff is diagnosed with COVID 19 as a result of being exposed during the work place this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents; • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required; • Pupils, parents/carers are contacted as soon as practicable in the event of an emergency; • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. 	2	2	4	Headteacher /Admin Team
Distance Learning	Staff and pupils	2	3	6	<ul style="list-style-type: none"> • For those pupils who are isolating for 5 days and are well, their teacher will provide learning activities remotely. 	2	2	4	Headteacher/ Staff working from home
Managing school transport	Staff and pupils	2	3	6	<ul style="list-style-type: none"> • Home to school transport will operate as normal. 	2	2	4	Local Authority/ Headteacher.
Managing Breakfast Club	Staff and pupils	2	3	6	<ul style="list-style-type: none"> • Breakfast Club will operate from 8-9am as during pre-covid period. • Children will eat breakfast then go outside onto school playground. 	2	2	4	Headteacher
Managing After School Club	Staff and pupils	2	3	6	<ul style="list-style-type: none"> • ASC is operated by Mathern Day Nursery. • After School Club will operate for all pupils. • The provider has produced a risk assessment that was be discussed and agreed with appropriate amendments by the school. • <i>SEE SEPARATE AFTER SCHOOL CLUB RISK ASSESSMENT</i> 	2	2	4	Mathern Day Nursery Manager & Headteacher
Quarantine	Pupils and/or staff	2	3	6	<ul style="list-style-type: none"> • Pupils and staff should only test if they have symptoms and are advised to isolate for 5 days if they test positive. 	2	2	4	Headteacher All staff

Climate Control	Pupils and Staff	2	3	6	<ul style="list-style-type: none"> • Rooms occupied by children or staff must be ventilated continuously until further notice. Advice has been received about 'purge ventilating' at times when the room is unoccupied in order to maintain a level of comfort when occupied though this advice is not comprehensive and we have taken the decision at The Dell to maintain continuous ventilation by leaving fire doors and windows open throughout the day. • We have taken notice of updated guidance on ventilation and achieving a balance between ventilation and comfort. We have used CO2 monitors in the past and they are still in classrooms for staff to use should they wish. 	2	2	4	Headteacher All staff
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