

HEALTH AND SAFETY RISK ASSESSMENT FORM

TORFAEN
COUNTY
BOROUGH



BWRDEISTREF
SIROL
TORFAEN

RISK ASSESSMENT FOR: The Return of All Pupils to School in September, 2020, whilst complying with national guidelines to try prevent the transmission of COVID 19

N.B. Due to the nature of the virus it is impossible to eliminate all risk. This risk assessment attempts to set out the measures that have been taken to ensure that staff, pupils and parents are as safe as possible.

**ASSESSMENT UNDERTAKEN BY: Corporate Health and Safety Team and ST (Head Teacher)
Cwmffrwdroer Primary School**

DATE OF ASSESSMENT: September 2021

REVIEW DATE: October half term, 2021 or sooner if circumstances with COVID 19 change, or circumstances at the School change

This risk assessment needs to be read in conjunction with the COVID 19 risk assessment that was issued to schools in Sep 2021

Following the lockdown due to COVID 19, Welsh Government announced that all pupils are to return to School in September, 2021.

The LA, Schools and Governing Bodies have to ensure measures are in place to keep pupils, members of staff and contractors to site as safe as possible, at the same time as trying to prevent the transmission of COVID 19 as far as is reasonably practicable

The risk assessment below outlines the additional measures that **Cwmffrwdroer Primary** school is taking in readiness to open its doors to all pupils in September, 2021, with the emphasis on younger learners being kept in separate groupings, and encouraging and promoting older learners to adhere to social distancing requirements. This risk assessment should be read in conjunction with the risk assessment that was carried out in June, 2020, when the school opened and offered pupils the opportunity to “check in, catch up and prepare”

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Awareness to procedures and risk	Staff and students	<ul style="list-style-type: none"> Safeguarding and health and safety policies have been reviewed and updated where needed in light of the COVID-19 advice. Updated policies have been shared with relevant staff; Staff to receive guidance on actions to help minimise the spread of infection; 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 		Staff and pupils		

		<p>help keep the children safe in school. Stay at home guidance is made available for parents and staff to refer to and accessible on school's website;</p> <ul style="list-style-type: none"> • Students made aware of rules for staying safe in school and what to do if they feel unwell; <p>Any cases of illness, including COVID-19 are to be treated with confidentiality.</p>				
<p>Arriving at School Staff</p>	<p>Pupils travelling on home to school transport</p>	<p>Signage has been displayed on the gates and entrances to the classrooms to encourage people to maintain a 2m distance from each other at all times</p> <p>Staff must ensure they socially distance from other staff when they are arriving and parking their vehicles</p> <p>All staff are encouraged to carry out Lateral Flow tests twice weekly to check to see if they are asymptomatic. Staff are aware of the need to report the results on the NHS app and to the school where they are employed Staff can elect to continue to wear face coverings if they prefer</p> <p>Some pupils will arrive at School by "home to school" transport. These pupils will not be in their normal "bubbles" when they are travelling on transport arranged by the LA, other LA's or privately. It is likely, though not confirmed, that the majority of these pupils will have to wear face coverings when travelling on transport (Other arrangements will have to be made for children with special needs where wearing a face covering is not going to be suitable)</p> <p>Children travelling on home to school transport will be met by a member of staff – wherever possible at a social distance – and give direction/instruction about taking off their facial coverings and disposing of them appropriately if they are the disposable type or storing them appropriately if they are washable. (Ideally, the pupil shouldn't wear the same facial covering when they are going home from school)</p> <p>Pupils will need to wash/sanitise their hands as soon as they have taken off their facial coverings and proceed to their classroom bubble</p> <p>When the School day has finished the children travelling home on home to school transport will have to wash/sanitise their hands before putting on (donning)</p>		<p>Staff</p>		<p>Staff and pupils</p>

<p>Pupils walking to school</p> <p>Pupils travelling to school in parents/carers car</p>		<p>their facial covering before they leave their bubble classroom.</p> <p>Pupils that walk to school will use the designated entrance to access their classroom /hall (breakfast club,yard). They have previously been advised of the time that school day commences. The staggered start times that were in place last year will no longer apply from 1st September, 2021. Pupils will be met by a member of staff and encouraged to wash/sanitise their hands</p> <p>Pupils who travel to school with their parents/carers will use the designated entrance to access their classroom /hall (breakfast club,yard). They have previously been advised of the time the school day commences. The staggered start times that were in place last year will no longer apply from 1st September, 2021. Pupils will be encouraged to wash/sanitise their hands when they arrive.</p> <p>Parents have been notified of these arrangements</p>		<p>Parent/pupils</p>		
<p>Arrival in the classroom. Arrangements in place in the Classroom Setting</p>	<p>Pupils, staff and parents may come into contact with someone who is infected with COVID 19</p>	<p>On arrival in the classroom children will wash their hands for 20 seconds.</p> <p>Staff to be encouraged to remain 2m from each other and from the children where possible.</p> <p>From September, 2021, pupils attending schools will revert back to the traditional system of learning, keeping to bubbles in breakfast club and dinner.</p> <p>Anti bac gel and handwashing facilities are available at all times and children will be encouraged to wash their hands thoroughly after each activity, before and after eating and drinking and after they cough or sneeze.</p> <p>Wherever possible the pupils will have their own set of resources that they will solely use. Shared resources will be kept to the class grouping wherever possible.</p>		<p>Staff and pupils</p>		

		<p>Teachers will explain the rules around social distancing, /handwashing, the layout of the classroom and the use of resources to the children. Children should be encouraged to socially distance from adults where possible.</p> <p>Teachers will also explain the guidance around coughing into your elbow and Catch it, Bin it, Kill it.</p> <p>Each class will be provided with anti bac spray and a blue roll.</p> <p>Passing things back and for between pupils and staff should be kept to a minimum.</p> <p>Activities to be taken outside as much as possible and windows and doors to be opened to allow fresh air to come into classes.</p>				
Breakfast Club		<p>From September, 2021, the staggered breakfast club/ lunch time periods will end. All children will wash their hands for 20 seconds before and after eating and drinking.</p> <p>Children will remain on set tables with their class bubbles.</p>	Breakfast club is staffed by Torfaen catering.	Catering Staff		
Toilets	Whilst using the toilet pupils and staff may come into contact with someone who is infected with COVOD 19	<p>Some bubbles will have their own toilets. Where this is not possible, toilets will be shared between as few bubbles as possible and there will be extra cleaning.</p> <p>Children will be encouraged to wash their hands after using the toilets for 20seconds.</p> <p>In shared toilets, cubicles and sinks will be allocated to class bubbles where possible.</p> <p>Staff will be encouraged to use the same toilet each time and not go between toilets to minimise contamination.</p>		Staff and pupils		
Break times		<p>From September, 2021, the break times will revert back to:- KS2 10:45 FP manage own breaks at convenient times</p>		Staff and pupils		
Snack Time		Snacks		Staff and		

		<p>Are being provided in class bubbles.</p> <p>All children will wash their hands for 20 seconds before and after eating and drinking.</p>		pupils		
Lunch times		<p>From September, 2021, the staggered breakfast club/ lunch time periods will end.</p> <p>All children will wash their hands for 20 seconds before and after eating and drinking.</p> <p>Children will be seated in their class bubbles.</p> <p>What type of lunch is going to be provided – hot meals?</p>		Staff and pupils		
Outdoor Play Equipment		<p>Arrangements will be made to clean the outdoor play equipment regularly.</p> <p>Playground equipment that is difficult to clean will be taped off to discourage pupils from using it.</p> <p>Play will be supervised</p>		Staff and pupils		
Use of School Halls,		<p>From September, 2021, use of the hall will resume for dining purposes, assemblies, etc</p> <p>Staff will be encouraged to socially distance from each other and from the pupils wherever possible</p>				
Isolation Rooms		<p>The provision of an isolation room(s), ideally with separate toilet facilities near by that are not used by the rest of the school population will still be needed in case a pupil develops symptoms of COVID 19 whilst at school and needs to be kept isolated until a parent collects him/her.</p> <p>Detail where the isolation room is</p> <p>With the increased provision of pupils and education provision, using all blocks and classrooms in the School is one isolation room enough?</p>		Staff and pupils		
Reception/Office Area/ Visitors to School	Office staff could be exposed to the virus	<p>The office tables are at least 2 metres apart.</p> <p>Reception area.</p> <p>Visitors to Reception will be kept to an absolute minimum – all contractors have to arrange an appointment with the office.</p> <p>Parents will be encouraged to conduct their business over the telephone or electronically.</p> <p>Wherever possible, office staff can work from home.</p> <p>There will be clear signage that encourages people not to enter the reception area unless told to do so.</p>		Staff and pupils		

		<p>One person at a time and by appointment only. Regular cleaning of all contact points by cleaners and caretaker. Visitors encourages to use the alcohol sanitiser before signing anything.</p> <p>Caretaker to undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance;</p> <ul style="list-style-type: none"> •Any areas presenting increased risk to students and/or staff to be isolated; •All outdoor building maintenance to be coordinated with the Headteacher, caretaker so that segregation from students and staff can be ensured (eg. grass cutting); •All contractors to report to reception prior to the start of any work, which is separate to student entrance. 				
Staffroom	A communal area could be a cause of spreading the virus	<p>The staffroom will be set out to provide 2m distancing where possible between the chairs. A sign has been positioned on the door to indicate the maximum capacity in the room at any one time Staff must not share cups or cutlery and should try to bring their own or wash up the utensils by hand in hot soapy water, or in the dishwasher as soon as they have been used Staff must not make food or drinks for other staff. Staff need to make sure that they clean all contact points after use and use a paper towel or wipe to touch contact points where possible. Contact points in the staffroom will be regularly cleaned. Handwashing and antibacterial soap needs to be available at all times in the staffroom.</p>		Staff		
Contractors		<p>As far as possible,contractors will be discouraged from being on site when the pupils are in the areas that the contractors/ need to visit/attend to Contractors will continue to need to book their appointment prior to arrival</p> <p>On the day of their appointment they will be required to wear a face covering when they enter the School building, sanitise their hands, sign in and complete the Trace and Trace documentation (Welsh Government guidance still says that visitors should still wear face coverings when they are visiting sites. Contractors will be reminded of the need to wear face coverings when they ring to make the initial appointment</p>				

		to attend the School. If they have tested positive for COVID, displaying symptoms of COVID, they should not attend the School				
Legitimate visitors to site – (eg Educational Psychologists, Education Welfare Officers		Legitimate visitors need to make a prior appointment to attend the School, copying in the Head Teacher On the day of the appointment the visitor will be required to wear a face covering when they enter the School building, sanitise their hands, sign in and complete the Trace and Trace documentation (Welsh Government guidance still says that visitors should still wear face coverings when they are visiting sites. Visitors will be reminded of the need to wear face coverings when they ring to make the initial appointment to attend the School.. They will be required to sanitise their hands, sign in and complete the Trace and Trace documentation If they have tested positive for COVID, displaying symptoms of COVID, they should not attend the School				
Children with specific medical needs		Inevitably there will be some children in your school with specific medical needs where there is a need for close contact from a member of staff There may be requirement for staff training – details of how this will be achieved are yet to be determined				
Children with physical difficulties		Moving and Handling training took place in July, 2021.A further course is to be held in September, 2021				
Children demonstrating Challenging Behaviour	Having close contact with a pupil could cause the virus to spread	Physical restraint will only be used as a last resort inline with the School's current positive handling policy and individual positive handling plans. Where restraint has to be carried out with a non-symptomatic child, staff will need to wear their usual PPE according to the risk assessment for that child. With a symptomatic child PPE should be worn as appropriate. Care must be taken not to frighten the child and to explain why PPE is being worn. Parents of children with PHPs must be advised of the fact that PPE will be worn while restraining if that has been assessed as necessary.				

		<p>PPE available: gloves, masks, aprons, visors. Staff to decide what to wear when according to the child and risk. N.B. staff should receive training on how to put on and take off PPE and posters should be displayed as reminders.</p> <p>Parents and children to be given a debrief when appropriate following the restraint. Handwashing is important after each restraint. Staff not to touch their faces until they have washed their hands.</p>				
Meeting the Personal Care needs of Pupils. Dealing with toileting Accidents	Having close contact with a pupil could cause the virus to spread	<p>PPE to be made available to staff. With non-symptomatic children gloves to be worn as a minimum. Also available: mask, visor, apron for staff to use if necessary. N.B. staff should receive training on how to put on and take off PPE and posters should be displayed as reminders.</p> <p>Regular cleaning of changing area.</p> <p>Handwashing and anti bac products to be available at all times. Handwashing is important after each procedure. Staff not to touch their faces until they have washed their hands.</p>				
Cleaning Arrangements		Specific arrangements through arrangement with the LA				
Hygiene	Surfaces could be a cause of spreading the virus	<ul style="list-style-type: none"> • Each class will have cleaning materials that can be used to clean tables, chairs and resources where necessary. • A cleaner will clean all communal contact points at midday. cleaners will be employed in the middle of the day to clean shared toilets and communal contact points throughout the school and in the nursery. • The caretaker will be responsible for cleaning the touch points in the hall and the hall floors. • Staff will vacate the premises as soon as possible at the end of the day to allow for a thorough daily clean. • Cleaners will have received training on what chemicals to use, what and how to clean. • Where non-symptomatic students require first aid, staff members must wear their usual appropriate personal protective equipment (gloves; plastic apron) whilst administering treatment; Ice packs must be disinfected between uses by the member of staff who uses them; Each class to have their own First Aid kit; Any staff who administer first aid or direct contact with students must immediately wash 				

		<p>hands and avoid contact with face until hygiene practices have been observed;</p> <ul style="list-style-type: none"> • 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); • All classroom doors which are in use should be kept open to reduce the need to touch regularly; • Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms, other learning environments and fixed wall hand sanitisers in communal areas (which are checked daily for supply); • Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light-switches, bannisters are cleaned more regularly than normal; • All adults and students are expected to <ul style="list-style-type: none"> a) frequently wash their hands with soap and water for 20 seconds and dry thoroughly; b) clean their hands on arrival at school, before and after eating, and after sneezing or coughing; c) avoid touching their mouth, eyes and nose d) use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Ensure support is available for children who have trouble cleaning their hands independently eg. Foundation Phase, Specialist Resource Base (this may require staff to wear PPE); N.B. staff should receive training on how to put on and take off PPE and posters should be displayed as reminders. • Students are encouraged to learn and practise these habits through activity and repetition; • Bins for tissues are emptied throughout the day, and at the end of every day; • The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid; Each child should have their own stationery where possible; • The amount of shared resources that are taken and brought in from home is limited; • All spaces are well ventilated using natural ventilation (opening windows) or ventilation units 				
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		<p>where possible;</p> <ul style="list-style-type: none"> • 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; • Posters are displayed throughout the school and on plasma screens reminding students and staff to wash their hands, eg. before entering and leaving the school; • Students 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; • Additional alcohol-based sanitiser (that contains no less than 70% alcohol) is provided for use where social distancing cannot be adhered to; • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas; • Bar soap is not used – liquid soap dispensers are installed and used instead; • Students are supervised by staff when washing their hands to ensure it is done correctly, where necessary; • Students and staff do not share cutlery, cups or food; • All utensils are thoroughly cleaned before and after use; • Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance; • Headteacher / Administrator arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies should contact the local authority. 				
Books/Marking/Resources	Handling of Resources could lead to the virus spreading in the School	<p>Wherever possible the pupils will have a set of resources for their own personal use.</p> <p>Where this is not possible eg. In the nursery, there will be extra cleaning in the middle of the day.</p> <p>Keep resources to a minimum to reduce the need for cleaning difficult items. The virus lives for 72 hours on surfaces. Resources could be on a rota every 72 hours which would negate the need for cleaning.</p>				

		<p>Consideration needs to be given to how the children are going to complete work – electronically/ in one book. Passing objects between pupils and between staff should be kept to a minimum. Hand washing will be key when handling books and resources.</p>				
End of School Day	The end of the school day needs to be managed to ensure social distancing	<p>From September, 2021, the staggered finishing times will cease. The school day will end at 3:10 for all pupils</p>				
Case of COVID 19	Any case of COVID 19 needs to be dealt with safely	<ul style="list-style-type: none"> • Staff, students, parents/carers to be informed of the symptoms of possible coronavirus infection, eg. a cough, difficulty in breathing and high temperature, changes or loss of taste and smell, and are kept up-to-date with national guidance about the symptoms and guidance in relation to 'stay at home'; • Any student who displays signs of being unwell is immediately referred to the Headteacher by telephoning. While waiting to be collected, children will be supervised outside under the canopy if weather permits or in the isolation room – use outside access and ensure social distancing is maintained; • Students displaying symptoms of coronavirus do not come in to contact with other students and as few staff as possible, whilst still ensuring the student is safe; • The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen; • The parents of an unwell student are informed as soon as possible of the situation by the Head/ office • Areas used by unwell students who need to go home are thoroughly cleaned once vacated; • If unwell students are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be cleaned immediately after use; • Any medication given to ease the unwell individual's symptoms, eg. paracetamol, is administered in accordance with the school's policy; <ul style="list-style-type: none"> • If a member of staff or child displays symptoms of COVID-19 they must self- isolate for 7 days before returning to school. <p>Testing is available for all staff and children. If the result is negative, staff and children can return to school before the 7 days is up.</p>				

		<p>once they have been tested for COVID 19.</p> <ul style="list-style-type: none"> • If a member of staff or child receives a positive test for COVID-19, all children and members of staff in that group may need to self-isolate for 14 days. • Ensuring arrangements are in place for first aid support and availability; • Account for availability of trained first aiders or emergency personnel; • Provisions should be 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 students’ emergency contact details are up-to-date, including alternative emergency contact details, where required; • Students’ parents/carers are contacted as soon as practicable in the event of an emergency; • Students’ alternative contacts are called where their primary emergency contact cannot be contacted. 				
Communication with Parents		Regular letters and notifications will be sent to parents to remind them that they must not send their children to school if they or anyone in their household has had symptoms of COVID 19 or if they have been told to self-isolate or if they have been in contact with someone who has Covid 19. Up to date guidance will be issued to staff and put on the school website.				
Pregnancy	Vulnerable					

	Groups	Staff (or pupils) 28 weeks pregnant and above should work from home wherever possible				
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Distance Learning		<ul style="list-style-type: none"> • School to publish Distance Learning guidance to all staff and governors; • School to update Homeworking Policy where applicable for all staff, especially those who are working remotely • School to ensure that all teaching and relevant support staff have a school-issued device to support distance learning • Leaders to review the school Professional Learning Plan to include suitable training opportunities to support staff in preparing distance learning opportunities for pupils; • Leaders and staff to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning; • Leaders to ensure that all staff communicating with pupils and parents have a school or hwb email accounts • Leaders to set and implement clear expectations around the protocols for asynchronous and synchronous learning procedures. Ensure that all staff understand that they are expected to follow these for their own safeguarding; • Ensure Staff working remotely have the necessary equipment and work environment to deliver distance learning; • Line managers to maintain regular contact with staff who are working remotely; • Schools to ensure that all pupils have access to equipment and resources necessary to engage in learning opportunities; • School to maintain contact with parents to provide help and support so that they can support children with distance learning activities. 				

APPENDIX 2 - Risk Matrix

Likelihood

Taking into account the controls in place and their adequacy, how likely is it that such an incident could occur? Apply a score according to the following scale:

Level	Descriptor	Description
5	Almost Certain	Likely to occur on many occasions, a persistent issue (will occur on a daily basis).
4	Likely	Will probably occur but it is not a persistent issue (will occur on a monthly basis).
3	Possible	May occur occasionally (possibly on an annual basis).
2	Unlikely	Do not expect it to happen but it is possible (unlikely to occur over a shorter time scale 1-2 years, possibly over longer time scales).
1	Rare	Doubtful if it will ever occur (unlikely to occur even over a longer time scale).

Severity

Taking into account the controls in place and their adequacy, how severe would the consequences be of such an incident? Apply a score according to the following scale.

Level	Descriptor	Actual or Potential Impact on Individual(s)	Actual or Potential Impact on Authority
5	Catastrophic	Death or Permanent damage	HSE Investigation Litigation expected/certain
4	Major	Permanent injury or illness e.g. RIDDOR reportable injury/ill health retirement/redeployment	RIDDOR reportable Long term sickness Litigation expected/certain
3	Moderate	Semi permanent injury/damage or illness e.g. injury that takes up to 6-12 months to resolve or requires Occupational Health involvement/rehabilitation	RIDDOR reportable, Long term sickness, Litigation possible but not certain, High potential for complaint
2	Minor	Short-term injury/damage or illness e.g. injury or illness that has been resolved within one month	Minimal risk to the Council, Short term sickness, Litigation unlikely, Complaint possible
1	Insignificant	No injury or adverse outcome	No risk to the Council, Unlikely to cause complaint, Litigation risk remote

Risk Score/Action to be taken

LIKELIHOOD	SEVERITY					ACTION
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	
1 – Rare	1	2	3	4	5	No immediate
2 – Unlikely	2	4	6	8	10	Action within 3-6 months
3 – Possible	3	6	9	12	15	Urgent action
4 – Likely	4	8	12	16	20	
5 – Almost Certain		10	15	20	25	

