

## RISK ASSESSMENT



<b>Location/Premises/School: Y Bont Faen Primary</b>	<b>Date: July 2020 last reviewed 12.11.2020</b>
<b>Completed by: Julia Adams</b>	<b>Review date: as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc</b>

### Description

The school will be reopening on Tuesday 1<sup>st</sup> and Wednesday 2<sup>nd</sup> September for staff only as planning and preparation days. On Thursday and Friday, children from Reception to Year 6 will return and 50% of Nursery on Thursday 3<sup>rd</sup> and 50% on Friday 4<sup>th</sup> September.

As part of the new intake Nursery, there will be an induction time for new parents in small groups. On Friday 4<sup>th</sup> September school will close for deep cleaning and to review compliance of procedures and to adjust any aspects of the initial return to school that need to be adjusted. There will be not Breakfast Club or After-School Club for at least the first month.

	MONDAY	TUESDAY	WEDNES- DAY	THURSDAY	FRIDAY
Week 1 1.9.20	No school Bank holiday	Planning and Preparation Day	Planning and Preparation Day	Rec. – Yr. 6 return 50% of Nursery	Rec. – Yr. 6 return plus 50% of Nursery
Week 2 7.9.20	Whole school	Whole school	Whole school	Whole school	Review of Compliance and operational guidance. Inset Day New Curriculum

### Arrangements for Drop-off

In order to prevent congestion at the school entrances, all three entrances to the school, i.e. Broadway, Borough Close and Twt Parc will be used. Each entrance will have a member of staff to direct children. Staff will also be positioned along the routes into school.

In order for Borough Close to flow, a drop-off system will operate. Parents will drop children in front of the road entrance to the school and then drive away. School staff will be aiding this system to ensure children remain safe.

At the end of the day, Foundation Phase parents are to collect their children from the classroom doors, following the one-way system.

In the morning, Foundation phase parents drop their children at the three main entrances; only Nursery parents come on-site. Key Stage 2 children to enter the school via the right of the school. Reception and Years 1, 2 and 3 will go directly to their classrooms. Years 4, 5 and 6 go directly through their classroom door, staying in the classroom until the whole class are ready to enter the cloakroom to drop off their bag, as directed by the teacher. Children to sanitise hands on entry to their rooms.

At the end of the day, Foundation Phase parents collect their children from the classroom doors. The playground will be marked out to identify zones for Reception, Year 1 and 2 parents to stand in. All parents walk around the right-hand side of the school, following a 1 way system. Parents leave via the Nursery class gate.

Nursery children enter via Nursery gate and exit via the red gate in their yard. Nursery can drop off between 8.50 and 9.10 and pick up between 11.20 and 11.40 to ease congestion at the gate.

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### **Links to WG Guidance Documents**

[Staying at home & away from others guidance](#)

[Educational Establishments](#)

[Coronavirus - Implementing Social Distancing in Education and Childcare Settings](#)

[Cleaning Guidance](#)

The risk assessment will be reviewed prior to any stage of extension of operation e.g. increasing pupil numbers, extending curriculum activities, opening up facilities or planning events. For ease of reference, changes made to this document are detailed below:

<b>Date of Change</b>	<b>Section, Date and Change</b>
26/06/2020	Updated with amendments from Lewis Hort and Andrea Davies
16/07/2020	Updated following guidance from Welsh Government, Monday 31 <sup>st</sup> August.
09/2020	Updated with H&S input.
05/10/2020	Updated.
12/11/2020	Updated.

## Section A: Planning

Item	Control Measures	Action necessary	Who is responsible	Date completed
<b>1. Planning for reduced intake of pupils</b>	Adjustments to setting hours (staggered times, attendance for specific hours) has taken account of associated factors to ensure social distancing within the setting and staffing levels. Smaller bubble groups have been created in order to achieve social distancing, with a maximum of 30 pupils per group plus class teacher and where possible class LSA.	<ul style="list-style-type: none"> <li>● Staggered entrance and exit times for drop off and collection</li> <li>● Transport to be agreed with individual parents/carers</li> </ul>	JA/SLT	16/07/20 Reviewed 24/07/20. Implemented 01/09/20
<b>2. School Building Layout</b>	An assessment has been undertaken that considers different ways of operating where it is required in order to operate safely, for example, moving year groups to different areas, moving specific classes in order to reduce the footfall in adjoining corridors, using additional toilets in other areas that are now available.	<ul style="list-style-type: none"> <li>● Pupils will remain in individual class bubbles</li> <li>● Movement around school will be minimised and timetabled (breaks, snacks, toilet, handwashing)</li> <li>● Outdoor zones have been created</li> <li>● All desks are forward facing where possible and appropriate</li> </ul>	JA/SLT	16/07/20 Reviewed 24/07/20. Implemented 01/09/20
	Each classroom has been assessed and reviewed to identify the maximum pupil numbers that are suitable to reasonably achieve social distancing measures and this has been shared to all.		JA/SLT	16/07/20 Reviewed 24/07/20. Implemented 01/09/20
	Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management. Break out areas have been created to reduce numbers in class.	<ul style="list-style-type: none"> <li>● Children will be allocated to their normal classrooms.</li> <li>● All year groups to use their year group allocated toilets; toilet doors labelled.</li> </ul>	All staff	16/07/20 Reviewed 24/07/20. Implemented 01/09/20
<b>3. Compliance</b>	SLT have followed arrangements to bring areas of the premises into safe use before re-	Compliance list completed and dated – General visual check of property;	JC/MT/JA/H M	16/07/20

	opening e.g. asbestos, fire site security and legionella reviews in line with the checks you would normally undertake at the end of the summer period.	<ul style="list-style-type: none"> <li>- Testing of fire alarm;</li> <li>- Testing of emergency lights;</li> <li>- Check Fire Doors operate properly;</li> <li>- Check Gas Supply;</li> <li>- Check Asbestos – visual check for disturbance by rodents etc.;</li> <li>- Check drainage and waste systems work properly</li> </ul> <p><b>Legionella</b> The school arranged for annual service on 21/2/20. Kitchen not being accessed, caretaker tested throughout school including kitchen. Currently in process of arranging next annual service.</p> <p><b>Fire Safety</b> Schools have ensured fire safety protocols are updated to reflect new arrangements. Social distancing measures must not compromise fire safety. Fire safety procedures to be practised with children. New fire hydrants have been purchased.</p>		Reviewed 24/07/20. Implemented 01/09/20
<b>4. Consultation with staff</b>	SLT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions.	<ul style="list-style-type: none"> <li>● Head Teacher completed the RA with support and review from SLT and staff and Governors</li> <li>● Governors were sent a copy to check and amend and discussed in Governing Body meeting.</li> <li>● RA will be placed on the school website for parents to view</li> <li>● RA and plan will be sent to the Local Authority H&amp;S team for review on Sept. 2020</li> <li>● Sent to H&amp;S and updated 12/11/20</li> </ul>	JA/HM	16/07/20 Reviewed 24/07/20. Implemented 01/09/20 Reviewed 06/10/20
<b>5. Governor Engagement</b>	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	<p>Chair of governors was given a short briefing on the plan</p> <p>All Local Authority Documentation emailed to GB</p>	JA Governing Body	16/07/20 Reviewed 24/07/20. Implemented 01/09/20



	suggestions and concerns.			Implemented 01/09/20
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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	Staff & pupils by not following Welsh Government guidance	<ul style="list-style-type: none"> <li>All staff and pupils to follow national public health guidance at all times (see <a href="https://gov.wales/coronavirus">https://gov.wales/coronavirus</a>)</li> <li>Parents informed and regularly reminded of site arrangements.</li> <li>Information for parents on the school website and shared via email informing parents of latest WG procedures.</li> <li>Posters and signage have been displayed around school.</li> <li>All guidance has been forwarded to staff.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring and regular reminders of hygiene practices and social distancing here at the school.</li> <li>Sharing any updated procedure advice issued by WG or L.</li> </ul>	All Staff and pupils.	Ongoing	Implemented 1.09.20
	Pupils and staff by not following good handwashing and hygiene routines.	<ul style="list-style-type: none"> <li>Pupils and staff to follow latest WG guidance</li> <li>All persons will be required to wash or sanitise hands upon entry to school and regularly throughout the day as well as following good hygiene practices when not in school (NB soap and water is the preferred means of washing but sanitiser is also provided)</li> <li>An additional hand sanitising station from the LA has been</li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitiser to be available in all teaching rooms in addition to 'Bug Blasters' installed around the school</li> <li>Guidance pictures on handwashing</li> <li>Staff will be involved in the issuing and use of hand sanitiser</li> </ul>	All Staff and pupils.	Ongoing	Implemented 1.09.20

		<p>placed at the main entrance.</p> <ul style="list-style-type: none"> <li>● Hand sanitiser is stored appropriately and safely according to pupil age and individual risk.</li> <li>● Additional soap dispensers installed in all toilets.</li> </ul>				
Pupils / Staff with underlying health conditions that are at high risk	Staff & pupils	<p>The Welsh Government has paused Shielding from 16/8/20; the advice is that staff and pupils can come to work / school as long as it is COVID-19 compliant. This has been e-mailed to all staff.</p>	<p>Monitor Welsh Government advice for any additional action to be taken in relation to those that were shielding.</p>	<p>Head Teacher/SLT</p>	<p>Ongoing</p>	<p>Ongoing</p>
		<p>Risk assessment to be completed on those returning from the shielding group</p>	<p>Support can be obtained from the H&amp;S Team and / or the OH Service</p>	<p>Head Teacher/SLT</p>	<p>Ongoing</p>	<p>Ongoing</p>
		<p>Risk assessments already completed on staff in the clinically vulnerable group</p> <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"> <li>- Talking to line manager;</li> <li>- Employee Assistance Programme (Care First) available 24/7 on 0800 174 319;</li> <li>- Occupational Health Service can be contacted</li> </ul>	<p>Staff 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 line manager</p> <p>Well-being courses have been emailed to all staff.</p>	<p>Any staff that choose to</p>	<p>Ongoing</p>	<p>Ongoing</p>

		<p>on 07894 326948 or 07714 397521.</p> <p>Staff to positively reinforce behaviours around social / physical distancing and hygiene as opposed to stigmatising mistakes</p> <p>Staff to be alert to identify and support learners and other staff who exhibit signs of distress.</p>				
Prevention of Coronavirus	Staff & Pupils	<p>Regular communication with staff, parents, guardians etc.</p> <p>Minimise contact between individuals as much as possible, children to remain in bubbles throughout the day including during staggered lunch and break.</p> <p>Children are encouraged to distance and avoid close face to face contact (age appropriate)</p>		All staff	Ongoing	Ongoing
		<p>Frequently cleaning hands with soap &amp; water / hand gel – on arrival at school, returning from breaks, during a change of room and before / after eating</p>	<p>Ensure sufficient hand washing / hand gel 'stations'</p>	<p>Head Teacher, Cleaner, Caretaker</p>	1/9/20	Ongoing
		<p>Good respiratory hygiene by promoting 'catch it, bin it, kill it'</p>	<p>Supplies of tissues &amp; bins to be made available</p>	<p>Head Teacher All staff</p>	1/9/20	Ongoing
		<p>Continuing with enhance cleaning, particularly frequently touched surfaces &amp; outside equipment</p>	<p>Separate toilets cubicles for different year groups. Door to the</p>	<p>Head Teacher All staff</p>	1/9/20	Ongoing

			toilet area to be kept open to avoid transmission.  Toilet hand basins and frequently touched areas are cleaned at lunch time			
		Wearing appropriate PPE (see below)		Head Teacher All staff	1/9/20	Ongoing
		Ensure appropriate ventilation	Keep external doors and windows open in classroom	Head Teacher All staff	1/9/20	Ongoing
		<p>Within classroom:</p> <ul style="list-style-type: none"> <li>- Make small adaptations to the classroom to support distancing and cleaning have been made.</li> <li>- Where possible adults to maintain a 2 metre distance &amp; reduce the amount of time they are in face-to-face contact;</li> </ul> <p>Elsewhere:</p> <ul style="list-style-type: none"> <li>- Avoid large gatherings such as assemblies or collective worship with more than one group;</li> <li>- Movement around the school to be kept to a minimum;</li> <li>- Avoid creating busy corridors, entrances and exits;</li> </ul>		Head Teacher All staff	1/9/20	Ongoing
			Assemblies done virtually and stored on Google Drive	Heather & staff	Ongoing	

		<p>Limit the amount of equipment pupils bring into school each day to essentials e.g. lunch boxes, bags, hats, coats, books, stationery, mobile phones etc. Books and other shared resources can be taken home, but unnecessary sharing should be avoided. Books are quarantined for 72 hours before being touched – reading reply slips inside book, not using reading response book.</p> <p>Staff and pupils should have their own individual and very frequently used equipment such as pens and pencils, not shared. These should be in an individual plastic pencil case.</p> <p>Classroom-based resources such as books and games can be used and shared within a contact group; they should be cleaned regularly.</p>	Resources that are shared between contact groups such as sports, art and science equipment should be cleaned frequently and meticulously and always between contact group, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different contact groups	All staff	Ongoing	Ongoing
Use of PPE	Staff & pupils	<p>Social / physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus</p> <p>No PPE is required when undertaking routine educational activities in the classroom / school setting, although staff may choose to wear it.</p>		All staff & Pupils	1/9/20	

		<p>Staff to wear face coverings when leaving their bubble to visit other areas of the school.</p> <p>Coverings, aprons and gloves used when changing children.</p>				
		<p>If a pupil becomes unwell with symptoms of COVID-19 and needs direct personal care, staff should 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, masks, shields 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>All staff to be trained in putting on and removing PPE in the right order, safety dispose of the waste and use correct hand hygiene steps to reduce the risk of onward transmission of the infection</p>	Line managers	1/9/20	
Use of face coverings for health purposes		<p>Non-medical face coverings are not PPE and are recommended in the <b>community</b> where social distancing cannot be maintained.</p> <p>School environment to be organised so they operate with social distancing maintained throughout a routine day</p>	<p>Consider the well-being of pupils before considering whether staff or older pupils wear face coverings. No one who may not be able to handle face coverings (young pupils, SEN or disabilities) should wear them as it may inadvertently increase the risk of transmission</p>	Head Teacher	1/9/20	
People at school who are unwell	Staff & pupils	<p>Pupils to be kept in a separate room (PPA room) until they are collected, supervised at a distance</p>	<p>Ensure surfaces that symptomatic pupils / staff have come into</p>	Staff	Ongoing	

		of 2 metres where possible. If this is not possible, disposable gloves, apron & IIR mask to be worn	contact with are carefully and thoroughly cleaned			
		Anybody with symptoms to stay at home, begin to self-isolate for 10 days and make arrangements to be tested (including pupils). Rest of household to stay at home for 14 days from the day the first person became ill or until the outcome of the test is known	If test is negative, they can return to school when they feel well enough to do so	Staff / pupils	Ongoing	
			Advise H&S Team as soon as anybody in the school tests positive	Head Teacher	Ongoing	
		Engage with the Test, Trace, Protect strategy – follow Vale procedures  Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following local health protection team advice	AC1 form to be completed for all staff that test positive and sent to Health and Safety Team	Line manager	Ongoing	
Pupils with symptoms entering the School	Staff and Pupils  Spreading symptoms to others.	All pupils, parents/guardians visually observed for symptoms by staff using the Vale of Glamorgan guidance. Where there are concerns parents/guardians will be reminded of their responsibility to abide by current guidelines on displaying symptoms. They will be advised to leave the school premises	Monitor for symptoms developing; symptomatic pupils taken to isolation room for the safety of all stakeholders.	All staff	16/07/20 Reviewed 24/07/20. Implemented 01/09/20 Reviewed 06/10/20	
Pupils / staff developing symptoms whilst at School	Staff & pupils.  Spreading symptoms to others.	Parents/guardians reminded of their responsibility to abide by current guidelines on hand washing, social distancing & staying safe at home	<a href="#">Coronavirus - Implementing Social Distancing in Education and Childcare Settings</a>  ● Children awaiting collection will wait in a designated room	All staff	16/07/20 Reviewed 24/07/20. Implemented 01/09/20	

		<p>If anyone becomes unwell with (NHS Guidance) either:</p> <p><b>A new continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</p> <p><b>A high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p><b>Loss of, or change in normal sense of taste or smell (anosmia)</b></p> <p>...they should be sent home and advised to self-isolate for 10 days and get a test within 5 days.</p> <p>Pupil numbers in any year restricted to groups of 30 (except year 1 where they are in two classes of 20 pupils).</p> <p>Current guidance advises that if a member of staff has helped someone who was taken unwell with a new, continuous cough and/or a high temperature they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>	<p>if possible, (PPA room) where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> <li>● If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>● PPE (disposable gloves, apron &amp; type IIR mask) should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>● Ensure all areas are thoroughly cleaned and</li> </ul>			
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		<p>Staff developing symptoms at school must go directly home and follow the stay at home and social distancing guidance.</p> <p>Any equipment used by a person with symptoms must be removed from use immediately and thoroughly cleaned and disinfected.</p> <p>Staff should follow national Cleaning Guidance of areas where a person is suspected of having coronavirus.</p>	<p>disinfected before further use.</p> <ul style="list-style-type: none"> <li>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital</li> </ul>			
Person to Person Transmission	<p>All staff &amp; pupils.</p> <p>Lack of social distancing, sharing equipment, and not washing hands properly.</p>	<p>As above PLUS:</p> <ul style="list-style-type: none"> <li>Parents &amp; pupils to be encouraged to maintain social distancing on arrival;</li> <li>Social hygiene skills e.g. using/disposal of tissues, face touching etc. to be reinforced throughout the day;</li> <li>All persons to wash hands upon entry, regularly throughout the day, on departure and follow good hygiene practices when not in the school. (NB soap and water is the preferred means of washing but sanitiser is also provided).</li> </ul>	<p>Staff to remain alert for symptoms in others</p>	All staff	<p>16/07/20 Reviewed 24/07/20. Implemented 01/09/20 Reviewed 06/10/20</p>	
	<p>Pupils and staff due to</p>	<ul style="list-style-type: none"> <li>Essential visitors will be identified in advance (including maintenance and repairs), staff</li> </ul>	<ul style="list-style-type: none"> <li>Only essential visitors will be allowed on site. Office staff to be vigilant of deliveries</li> </ul>	All staff	<p>16/07/20 Reviewed 24/07/20.</p>	

	uncontrolled visits to school.	<p>will seek agreement with the most senior person on site if they are in doubt about an unplanned visit. They must sign Track and Trace documents at school entrance.</p> <ul style="list-style-type: none"> <li>● Arrangements are in place to receive general deliveries without close contact.</li> </ul>	<ul style="list-style-type: none"> <li>● Office staff will politely turn away unexpected visitors at the gate</li> <li>● All appointed visitors should wear a face mask</li> </ul>		<p>Implemented 01/09/20 Reviewed 06/10/20</p>	
	Parent visits to school.	<ul style="list-style-type: none"> <li>● Parents have been advised that they should only come into the setting for essential reasons e.g. illness or safeguarding factors and should contact by phone or email instead of face to face meetings</li> <li>● In an emergency only one parent should be allowed to visit the setting in these circumstances</li> <li>● A marked line by the entrance to school indicates the 2m distance point that parents should wait should they be asked</li> </ul>	<ul style="list-style-type: none"> <li>● Parents should drop off and pick up their child at the allocated entrance at staggered time.</li> <li>● Parents are aware they will not be able to come to school without contacting the office and making arrangements prior to coming to school</li> </ul>	Designated staff	<p>16/07/20 Reviewed 24/07/20. Implemented 01/09/20 Reviewed 06/10/20</p>	
	Volunteers and students.	<ul style="list-style-type: none"> <li>● No school volunteers will be working in our school during the autumn term</li> </ul>	<ul style="list-style-type: none"> <li>● Review situation in December 2020</li> <li>● Any students arriving from another school after school (e.g. Cowbridge Comprehensive) need to wear a face mask and apply hand sanitiser.</li> </ul>	Designated staff	<p>16/07/20 Reviewed 24/07/20. Implemented 01/09/20 Reviewed 06/10/20</p>	

	<p>Staff and pupils Spreading symptoms to others through group gatherings.</p>	<ul style="list-style-type: none"> <li>● Arrangements are in place for class groups (pupil bubbles). Assembly in the classroom.</li> <li>● Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings</li> <li>● Where whole school meetings are necessary, social distancing adhered to. Suitable alternative arrangements also in place, for example, online, cascaded through smaller meetings. Small meetings socially distanced</li> </ul>	<ul style="list-style-type: none"> <li>● Collective worship and assemblies will only take place in class bases with the small pupil group and pre-recorded assemblies.</li> <li>● All Cluster events have been cancelled</li> <li>● Online meetings will take place as required<sup>[SEP]</sup></li> <li>● Governors will also meet online when needed.</li> </ul>	<p>All staff</p>	<p>16/07/20 Reviewed 24/07/20. Implemented 01/09/20 Reviewed 06/10/20</p>	
	<p>Pupil groups mixing unnecessarily.</p>	<ul style="list-style-type: none"> <li>● Bubble groups will be based in their normal classrooms.</li> <li>● These class bubble groups will be kept together throughout the day e.g. during breaks to reduce the interaction across groups.</li> <li>● In the hall at lunchtime, children sit in bubbles ( max of 3 bubbles in the hall). Each bubble has designated waste disposal buckets.</li> <li>● Where possible staff are paired consistently for two person activities e.g. supervision, teaching, personal care.</li> <li>● Where possible pupils use the same desk each day.</li> <li>● Multiple bubble groups do not use outdoor play equipment at</li> </ul>	<ul style="list-style-type: none"> <li>● Each group has a dedicated play box that can be cleaned at the end of their session.</li> </ul>	<p>All staff</p>	<p>16/07/20 Reviewed 24/07/20. Implemented 01/09/20 Reviewed 06/10/20</p>	

		<p>the same time</p> <ul style="list-style-type: none"> <li>● Outdoor activities will be staggered to avoid groups coming together outside and take place in designated area.</li> <li>● Class groups and bubble groups will be segregated wherever possible.</li> </ul>				
		<ul style="list-style-type: none"> <li>● All entrances to the school, such as fire exits and other direct class room doors are supervised to reduce gatherings</li> <li>● Hand sanitiser has been provided at the entrance to the school for staff and approved visitors.</li> <li>● Each class has their assigned entrance door to reduce congregating</li> <li>● To exit during the day, to access outdoor provision, pupils will leave via the external doors at the back of the classroom to avoid unnecessary crossover</li> </ul>	<ul style="list-style-type: none"> <li>● Pupil Entrance doors:</li> <li>● All children to enter via their individual class external door.</li> <li>● Year 1 to enter via door opposite the area entrance.</li> </ul>	All staff	16/07/20 Reviewed 24/07/20. Implemented 01/09/20 Reviewed 06/10/20	
		<p><b>Toilets:</b></p> <ul style="list-style-type: none"> <li>● Designated toilets are used for specific bubbles.</li> <li>● The number of pupils who can access toilet facilities at any one time will be limited and a one-in one-out system will be</li> </ul>	<ul style="list-style-type: none"> <li>● Purchase bins for paper towels in toilets</li> <li>● Operate a 1 in 1 out policy</li> <li>● Turn off all hand dryers for staff, paper towels will be provided and a bin</li> </ul>	All staff	16/07/20 Reviewed 24/07/20. Implemented 01/09/20 Reviewed 06/10/20	

		<p>adopted in all classrooms (note that this is difficult to ensure in the Year 4, 5 and 6 bubble and during lunch times)</p> <ul style="list-style-type: none"> <li>● Display signage and floor markings where appropriate</li> <li>● Children to use the toilets within their areas marked for their usage ( year group/male/female)</li> <li>● Staff using the bathroom facility to wipe areas using given products</li> <li>● Hand dryers NOT to be used</li> <li>● Paper towels to be provided in toilets and pedal bins or open bins to dispose of used towels correctly</li> <li>● Outside toilet doors to be wedged open</li> <li>● Toilets to be cleaned mid way through the day ( additional cleaning hours)</li> </ul>	<p>Staff to monitor toilets throughout the day.</p> <ul style="list-style-type: none"> <li>● Provide suitable equipment in staff toilets</li> </ul>			
Engage with the Test, Trace, Protect (TTP) Strategy	Staff & pupils	<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</p> <p>If anybody tests positive a Contact Tracer will contact them (parent of a pupil) to help identify potential contacts. A second contact tracer</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>	Head Teacher	Ongoing	

		<p>will then get in touch with those contacts and advise them to self-isolate for 14 days from their last contact with the positive person. These people will only be required to take a test if they develop symptoms.</p> <p>People are considered as potential contacts if they were in contact with the person who has tested positive during a period beginning up to 2 days before symptoms started and ending when the case entered home isolation.</p> <p>A positive test on site does not require closure of the school</p> <p>Where staff have maintained social / physical distancing rules and adhered to hygiene measures during work and where required have used PPE, they would not be regarded as part of a contact tracing exercise</p> <p>If school identifies a potential cluster or outbreak, they will contact the regional multi-agency TTP Team immediately</p>	<p>School to note that a contact is defined as someone who has had <b>Direct close contact:</b></p> <ul style="list-style-type: none"> <li>- Within 1 metre of the person who has tested positive and has been coughed on, had a face-to-face conversation, had skin-to-skin physical contact, or been in other forms of contact within 1 metre for 1 minute or longer;</li> </ul> <p><b>Proximity contact:</b></p> <ul style="list-style-type: none"> <li>- Within 2 metres of the person testing positive for more than 15 minutes</li> <li>- Having travelled in a vehicle with the person who has tested positive.</li> </ul>			
Identifying clusters and outbreaks	Staff & pupils	A cluster is defined as 2 or more cases of COVID-19 among pupils or staff within 14 days or an increased rate of absence due to	Outbreak Control Team will consider:			

		<p>suspected or confirmed cases of COVID-19</p> <p>An outbreak is defined as 2 or more confirmed cases of COVID-19 among pupils or staff who are direct close contacts, proximity contacts or in the same 'bubble' in the school, within 14 days.</p> <p>An outbreak is declared over when there has been 28 days since the onset of the last confirmed case in the school and the results of any possible cases in pupils and staff in that time have tested negative</p>	<ul style="list-style-type: none"> <li>- Adjustments to how the school is operating to facilitate infection &amp; control measures and social distancing;</li> <li>- If further groups need to be asked to self-isolate e.g. class groups, other functional groups or year groups;</li> <li>- Whether to undertake an enhanced investigation including testing of a wider group.</li> </ul>			
Antibody testing	Staff & pupils	All schools are currently in a programme of antibody testing	Staff have been tested in July and had flu vaccines during October half term			
Transport	Staff & pupils	<p>Staff to avoid car sharing with work colleagues</p> <p>Face coverings to be worn on public transport</p> <p>LA transport provision has been risk assessed by Transport Services</p>	All staff.			

Lack of First Aid provision	All staff & Pupils	School is a low risk environment Supervision ratios to be adhered to (minimum of emergency first aid staff on site at all times) First aid equipment available and adequately stocked Corporate accident/incident forms to be available and completed where appropriate	KH & BH to monitor and replenish first aid boxes (last performed October 2020)	SLT KH	16/07/20 Reviewed 24/07/20 Reviewed 20/10/20	Implemented 01/09/20
Administering prescription medication	Pupils  Incorrect medication or dosage given; medication not available	Usual school policy / procedures to be followed by staff	Head SLT	Head, SLT		

On-site Traffic	All staff & pupils	See separate traffic risk assessment for the school	<ul style="list-style-type: none"> <li>● The school has assessed that any additional vehicles and vehicle movements should only be carried out under strict approval of the most senior person on site</li> <li>● Staggered pupil start and finish times should alleviate the need for any parking around the school</li> <li>● A one-way road system at the front of the school.</li> <li>● Parents, staff and pupils are advised not to gather in parking areas</li> <li>● Parents and staff are advised that only the same household members should travel together by car in line with WAG guidance</li> </ul>		16/07/20 Reviewed 24/07/20	Implemented 01/09/20
Fire	All staff & pupils  Burns, smoke inhalation, asphyxiation	<p>Isolate areas of the school that are not required to be used within the school activities to prevent unauthorised access – without compromising emergency evacuation routes.</p> <p>Fire alarm checks to be carried out as normal.</p> <p>All staff and pupils to be given induction (including tour of exits, assembly points etc.): fire wardens to be agreed including means of contacting emergency services.</p>	Support can be obtained from Fire Safety Officer on 01446 709150	Fire drills SLT/Head	Ongoing	

		<p>Fire drills to be carried out.</p> <p>Fire doors are not to be wedged open unless they are fitted with an appropriate hold-open device that is linked to the fire alarm system</p>				
Safeguarding	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>	Additional security fencing to be erected ASAP behind several houses.	Property department Estates	Ongoing	
13. Classroom environment	Pupils and staff through decluttering and maintaining 2 m distances	<ul style="list-style-type: none"> <li>● Furniture has been returned to classrooms.</li> <li>● In KS2 pupils are wherever possible, forward-facing.</li> <li>● Track and Trace file will be present in each bubble.</li> <li>● Unnecessary items have been removed from learning environments where there is space to store elsewhere</li> <li>● All outdoor areas pressure washer cleaned half termly.</li> <li>● All contents of building had Biomist treatment during half</li> </ul>	<ul style="list-style-type: none"> <li>● All information to be collated on individual visitors each day and stored electronically.</li> <li>● The outdoor areas which are not designated will be used on a rota basis.</li> </ul>	All staff w/b 2/9/20	16/07/20 Reviewed 24/07/20. Implemented 01/09/20	

		term				
Building & property maintenance	All staff & pupils  Legionella, defects in property, faults, electric shock etc.	<p>All routine inspections &amp; tests must be maintained e.g. legionella water monitoring, hand wash water temperatures.</p> <p>Statutory inspections &amp; servicing to continue</p> <p>Defects to be reported for remedial action.</p> <p>Any areas presenting increased risk to pupils to be isolated e.g. D&amp;T rooms</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 to report to reception prior to the start of any work; all must sign Track and Trace form.</p>		Caretaker Head SLT	Ongoing	

Slips, Trips & Falls	All staff & pupils  Poor housekeeping	Appropriate footwear to be worn  Emergency cleaning (spills) procedures in place  Good housekeeping to be maintained		All staff	Ongoing	
Transmission via inanimate objects	All staff & pupils.  Sharing equipment, insufficient cleaning.	Sharing objects to be minimised wherever possible;  <b>Cleaning:</b> <ul style="list-style-type: none"> <li>● Communal objects/surfaces to be cleaned using standard cleaning methods but on a more frequent basis (determined by number of persons present, frequency of use etc.). NB this also applies to more infrequent tasks such as removing depleted toilet roll cardboards.</li> <li>● Cleaning to be recorded in class cleaning files.</li> <li>● Specific areas / equipment used by persons who have been excluded (due to developing symptoms) must be cleaned before reuse in line with guidance (see link above)</li> </ul> <b>Items Pupils may bring to school</b> Pupils will be asked to only bring the following items in a small rucksack. - coat to ensure as much outdoor	<ul style="list-style-type: none"> <li>● Pupils will need to be regularly reminded to keep their belongings together in one place and not spread around the school.</li> <li>● Pupils will be supplied with their own work and resources where needed.</li> <li>● Reading Books that are received from home settings will be quarantined for 72 hours. <ul style="list-style-type: none"> <li>● Play equipment to be cleaned regularly e.g. construction, small world.</li> </ul> </li> <li>● Water fountains are not in use for children.</li> <li>● Only equipment that can be washed is to be used</li> </ul>	All staff	Ongoing	16/07/20 Reviewed 24/07/20. Implemented 01/09/20

		<p>use as possible</p> <ul style="list-style-type: none"> <li>- water bottle</li> <li>- snack</li> <li>- packed lunch</li> </ul> <ul style="list-style-type: none"> <li>● Pupils will be given a dedicated space to hang their coat and bag in their class area.</li> <li>● Consideration has been given to the use of outdoor spaces during break times, measures such as staggering break times and increasing supervision to support social distancing is in place</li> </ul> <p><b>School resources</b></p> <ul style="list-style-type: none"> <li>● Resources and the exchange of resources that are taken home have been limited – reading books are quarantined for 72 hours</li> <li>● Play equipment to be cleaned throughout the day</li> <li>● Contact activities minimised to prevent cross contamination</li> <li>● Pupils will only bring key resources in from home</li> <li>● Social distancing guidelines observed as far as practicable between adults and children.</li> </ul>				
	Pupils bringing food into school.	<ul style="list-style-type: none"> <li>● Pupils are invited to bring in a mid-morning snack</li> <li>● Pupils will have school lunch in</li> </ul>	Rubbish and uneaten food goes home with child in lunchbox/bag	Emergency childcare staff		

		the hall.				
Dermatitis (staff and pupils)	All staff and pupils.  Washing hands excessively.	<ul style="list-style-type: none"> <li>● Moisturising creams to be used periodically for staff</li> <li>● Liaise with parents regarding pupils exhibiting dermatitis and agree support</li> </ul>	Monitor pupils' hands	All staff	16/07/20 Reviewed 24/07/20. Implemented 01/09/20	
Cleaning activities	Risk to pupils and staff through inadequate cleaning regimes.	<ul style="list-style-type: none"> <li>● Cleaning procedures have been enhanced to limit the spread of infection. A cleaning schedule has been devised, with particular attention on toilets, door handles and handrails, staff food and drink preparation area and other communal areas</li> <li>● Equipment should also be cleaned between uses of different groups, including toys. Items that cannot be cleaned easily will be removed from the setting and put into storage</li> <li>● Communal objects/surfaces are to be cleaned using standard cleaning methods but on a more frequent basis (determined by number of persons present, frequency of use etc.). NB this also applies to more infrequent tasks such as removing depleted toilet roll cardboards</li> <li>● Cleaning records kept in each classroom</li> </ul>	<ul style="list-style-type: none"> <li>● Cleaning and caretaking staff have been made aware of expectations</li> <li>● Cleaning protocol in place and also being done during the day by some staff</li> <li>● Enhanced cleaning of high contact areas must be arranged throughout the day</li> <li>● Wash hands following any cleaning activity</li> <li>● Cleaners to wear appropriate PPE in line with current arrangements as appropriate e.g. gloves, apron etc.</li> <li>● Goggles should be worn if decanting chemicals where there is a risk of splashing in the eyes</li> <li>● Computers and other IT (tablets) to be wiped down after use</li> <li>● Sports equipment will also need to be wiped down after use</li> <li>● Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use</li> </ul>	All staff, Cleaner, Caretaker	16/07/20 Reviewed 24/07/20. Implemented 01/09/20	

		<p>Guidance on cleaning areas where a suspected COVID-19 case has been, is available by following the link below.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Every classroom has its own cleaning products to be used by staff throughout the day.</p>	<ul style="list-style-type: none"> <li>● Disinfectant wipes are available for staff to use where required</li> <li>● Staff will be vigilant and watch for equipment that is used and clean as needed</li> </ul>			
Use of play activities and classroom resources	Pupils Infection, bumps, fractures	<ul style="list-style-type: none"> <li>● Play equipment that requires high levels of shared use and difficult to disinfect and clean will not be used</li> <li>● Suitable control measures are in place during outdoor play as per guidance including age segregation</li> <li>● Play equipment to be cleaned throughout the day or between groups</li> <li>● Contact activities will be minimised to prevent cross contamination and social distancing guidelines observed as far as practicable</li> </ul>			16/07/20 Reviewed 24/07/20. Implemented 01/09/20	

Lack of staff, reduction in supervision	Staff & pupils  Lack of supervision, increase in accidents, increase contact	Appropriate supervision levels will be maintained. Teaching assistants will be deployed with the same teaching staff and same groups of pupils to limit contact and contagion	Daily review of staffing levels should take place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management.  If staffing numbers drop, pupil numbers will have to be revisited.	SLT	16/07/20 Reviewed 24/07/20. Implemented 01/09/20	
	Additional staff	Additional staff have been employed to increase supervision in Breakfast Club and during the staggered lunchtime period and for additional cleaning hours	11:30 – 12:15 Reception and Year 1pm AW, SC outdoor duty 12:30 – 1:15 pm: Lunchtime Years 4, 5 and 6; LT, SB, DW outdoor duty 12:15 – 1:00 pm: Years 2 and 3; LB, ER outdoor duty	SLT	16/07/20 Reviewed 24/07/20. Implemented 01/09/20	
Protection of non-teaching staff  <i>Admin, Staffroom, Caretaker, Cleaners</i>	Staff working in close contact in the office may find it difficult to socially distance.	<ul style="list-style-type: none"> <li>• The main office space can only accommodate one person working in line with social distancing guidance.</li> <li>• Only four members of staff should enter the staffroom at any given time</li> <li>• Nursery kitchen and classroom to be used as an additional food preparation and staff area for lunch breaks.</li> <li>• School cleaning staff to be made familiar with the cleaning and disinfecting processes that are required</li> </ul>	<ul style="list-style-type: none"> <li>• Place markers to indicate distances for staff visitors into the office area</li> <li>• Caretaker/cleaner to have access to PPE if necessary.</li> <li>• Ensure school cleaning staff are kept up-to-date with necessary protocols and detail from the LA guidance</li> <li>• Caretaker to have an overview of materials and place orders regularly to ensure supplies don't run out</li> </ul>	KM/MT	16/07/20 Reviewed 24/07/20. Implemented 01/09/20	

		<p>during this time.</p> <ul style="list-style-type: none"> <li>● Cleaning and caretaking activities take place outside of pupil hours</li> <li>● Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building</li> </ul>				
Staff instructions		<ul style="list-style-type: none"> <li>● Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required</li> <li>● All staff have confirmed that they are confident in applying the control measures identified in this assessment</li> <li>● Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment)</li> <li>● Staff have been involved in the practical implementation of this guidance</li> </ul>	<ul style="list-style-type: none"> <li>● Staff have been given clear instructions concerning health and safety.</li> <li>● Staff will be given a completed copy and will be asked to read and confirm understanding of the RA and measures within</li> <li>● The plan and RA will be kept on the shared Google Drive and will be a working document</li> <li>● Staff have been involved in this assessment and getting the school ready for re-opening and continued running.</li> </ul>		16/07/20 Reviewed 24/07/20. Implemented 01/09/20	
Verbal / physical abuse  Loss of control	Staff & pupils  Physical / psychological injury	<ul style="list-style-type: none"> <li>● Maintain adequate staff supervision</li> <li>● Staff familiar with children to be present</li> </ul>		All staff		

		<ul style="list-style-type: none"> <li>Staff with additional training employed where appropriate</li> </ul>				
Catering	Staff & pupils	Kitchens will be fully opened from the start of the Autumn term	Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises	Kitchen staff		
Educational visits	Pupils	Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: <a href="https://oeapng.info/">https://oeapng.info/</a>				
School uniform		All pupils wear school uniform from the Autumn term and sportswear on PE days.				
Breakfast Clubs and after school provision		Breakfast Club has resumed. All hall marked out so bubbles distance. Booking system in advance. Limited places; for emergency childcare only.  After school club has now opened. It is based in the hall and pupils sit in class bubbles. Cold food only is to be served. Toilets are to be disinfected after use.	All staff wear masks			
Contingency planning	Staff and pupils	<ul style="list-style-type: none"> <li>Plan in place for the possibility of a further lockdown</li> <li>Blended learning plan</li> <li>Recovery plan</li> <li>Teachers have planned a fortnight's work in advance</li> <li>A shared drive has been set up between the five cluster schools to share resources</li> </ul>	Welsh Government will work closely with Public Health Wales and Councils, in case of potential localised outbreaks			







## RISK ASSESSMENT – VISITORS TO SCHOOL



<b>Location/Premises/School:</b> Y Bont Faen Primary School	<b>Date:</b> 12 <sup>th</sup> November 2020
<b>Contacts: School:</b> 01446 772374	
<b>Completed by:</b> Julia Adams - Headteacher	<b>Review date:</b> When required by Welsh Government/LA at changes in place due to Coronavirus

What are the hazards?	Who might be harmed and how?	Control measures?	What further action is necessary?	Action by whom	Action by when	Date action completed
<p><b>Spread of Coronavirus</b></p> <p><b>Infection – Covid 19</b></p>	<p>Pupils, Staff, Visitors, Parents</p>	<ul style="list-style-type: none"> <li>● School TEST, TRACE and PROTECT procedures shared and followed in school setting</li> <li>● If requested, adults to wear masks at all times in communal areas</li> <li>● Continued and enhanced cleaning in all year group ‘bubbles’ in learning spaces both indoors and outdoors with allocated resources for all daily activities</li> <li>● Designated wellbeing and toilet facilities for both staff and pupils</li> <li>● Where possible, the maintenance of social distancing of 2 metres from pupils, staff and any other visitors</li> <li>● Visitors should maintain good hygiene as they move around school</li> <li>● All visitors to wear masks at all times on school premises</li> </ul>	<p>This risk assessment should be shared with all staff and visitors.</p> <p>Processes on entering and leaving school must be adhered to.</p> <p>Be aware of the wider school risk assessment which can be viewed on the school website.</p>	<p>All visitors</p>	<p>At all times when visiting school</p>	

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