

Risk Assessment

About the Risk Assessment			
Activity or Workplace Assessed:	School operations during Coronavirus VERY HIGH LEVEL – Infection Control, Hygiene and Social Distancing Click here to enter text	Location/ Department:	Marshfield Primary School Click here to enter text. Click here to enter text.
Persons Consulted/ Involved in Risk Assessment	School Recovery Planning Premises Sub Group School Recovery Planning Staffing and HR Group, Heads consultation group	Risk Assessment Reference Number:	Click here to enter text.
Date of Assessment:	02/09/2021	Next Review Date:	Click here to enter a date.

Hazard and potential injury	Persons Affected	Existing Control Measures	Risk rating			Further action required	Risk rating			Action by:	Due date:	Completion date:
			L	S	RR		L	S	RR			
Contracting Coronavirus – Contact Groups, classroom set up, resources and activities	All pupils and staff on site	Staff all aware of social distancing rules	4	4	16	Class Bubbles remain in place. All staff/intervention specialists/contractors now sign in using ipad (using hand sanitiser before use) All staff have personal marked sanitiser bottles and blue paper towel rolls provided in each classroom to be used before/after lunch snack and specific activities throughout the day. All Windows and external doors to be opened to create a constant flow of ventilation. Consideration to be given to maximising use of outdoor space for learning and play. Continue to use the designated sections for each class as outlined in the Summer Recovery Plan with maps. HOWEVER, Year group classes can build in flexibility during teaching time to devise their own rota for using different areas on different days. This will ensure a breadth of opportunities for the children.	2	4	8		02/09/2020	

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						So far as possible, pupils to remain in one classroom and staff to move around. Signage to be displayed to reinforce messages Singing activity only in class bubble, preferably outside but if inside – no loud/energetic singing; children to face away from each other, class well ventilated. For further info. please see NCC Guidance on Singing				Class teacher and TA.		
Contracting Coronavirus – hygiene, handwashing PRIMARY	All staff and pupils	Schools have comprehensive cleaning regime	4	4	16	All staff to wash their hands when they arrive on site All children to be taken to wash their hands when they arrive on site All children to be taken to wash their hands, separately, at any change of activity All staff to wash their hands at any change of activity All staff and children to wash their hands before and after eating All hand washing to be done in line with public health and NHS guidance Staff to be vigilant to children touching their face and take children who do to wash their hands more frequently	2	4	8	All Staff	On going	Click here to enter text.

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Contracting Coronavirus – hygiene, toilets	All staff and pupils	Schools have comprehensive cleaning regime	3	3	9	Hand Sanitiser and equipment wipe stations to be placed by main entrance, and also at the entrance to each classroom. Staff and children should wash their hands on entering the premises. Reliance on hand sanitiser is to be avoided and good handwashing procedures to be encouraged . Separate protocol for handwashing and use of sanitiser is available. Separate protocol for handwashing and use of sanitiser is available.	2	3	6	CD	On-going	
						Children to go one at a time to designated class labelled boy/girl toilet. If class cubicle is taken, children must go back into class. One-way system in place.				TA's/CD		
						HAND SANTISERS ARE PLACED AT THE ENTRANCE OF EACH TOILET AND MUST BE USED BY CHILDREN UPON ENTERING. Strong focus and messaging around hand hygiene after using the toilets.						
Contracting Coronavirus – body fluid spills	All staff and pupils	Schools have comprehensive cleaning regime	4	4	16	Bodily Fluid Spillage kits have been given to each class, and extra kits can be found in the yellow boxes in the medical room. Bodily fluid spills must not be left for cleaners later.	2	4	8	Staff	On-going	
Contracting Coronavirus – hygiene, cleaning	All staff and pupils	Schools have comprehensive cleaning regime				Cleaning schedule - Normal clean of 7 hours per day split between 2 normal cleaning operatives. Additional 2 hours daily for “touch clean” focus on high risk areas (additional cleaner). Classroom team to continually sanitise and wipe down tables Education delivery time to be spaced out so as to allow for cleaning to take place between				Cleaners	On-going	

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						different groups of children using the same area/classroom – describe school rota and timetable below or reference where it can be found Each class responsible for sanitising door handles, window handles, surfaces, and touch points in communal areas to be wiped down with disinfectant at intervals during the day, as well as normal and focussed cleaning. All desks, work stations, toys, equipment etc. should be wiped down with disinfectant after use and/or between activities/cohorts (depending on individual school set up). Each member of staff has their own sanitiser bottle and blue towel to wipe periodically.				Class Team		
Contracting Coronavirus - illness	All Staff and Pupils	All staff aware of government guidance on self-isolation	4	4	16	Any member of staff/or pupils who have symptoms must follow national guidance and self isolate, and seek a PCR test, only returning to school upon a negative result which MUST be sent to the school office before returning. If a child or a double-vaccinated member of staff is deemed a close contact of a positive case in school, they may attend school IF THEY DO NOT HAVE SYMPTOMS. An “Inform” letter will be sent out to the class, advising parents to seek a PCR test for their child on receipt of the letter and 6 days later. Children under 5 do not have to go for a PCR test if they have symptoms. Children must stay at home until the Covid symptoms have passed completely. Reporting to TTP of a positive case in class takes place. Contacts are identified (as outlined by WG guidance) based on the previous 48 hour contact	2	4	8	All Staff	1st September	Click here to enter text.

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Contracting Coronavirus – PPE Mainstream	All staff and pupils	Staff all aware of social distancing rules				time prior to symptoms or positive result if asymptomatic. All staff to be vigilant to the health of their pupils and ensure they are following latest national guidance if a pupil appears to be unwell. An area to be designated for isolation should a pupil or staff member become ill, in line with national guidance. – <u>STAFF PPA ROOM</u> All staff to be made aware of the area/s designated for isolation within the school if a pupil / staff member develops symptoms whilst on site. Separate protocol for completion and display. Staff member should leave site immediately with onset of symptoms Local Incident Management Teams (IMT)/TTP oversee and advise schools if a cluster of positive cases are identified. IMT/TTP to advise schools of categorisation levels, (currently Newport Schools are in Very High Level category) Staff must wear face coverings in all communal areas; staff urged to use discretion on face coverings whilst teaching in classrooms Additional PPE provided for first aid and use with symptomatic children (see relevant risk assessment lines) ALN pupils identified whose 1:1’s require full PPE for toileting and general care. RA’s in place. Keep under review whether support for any individual child (e.g. following vulnerable and statemented children risk assessment						
		In line with government guidance no additional PPE is necessary for routine activities										

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Contracting Coronavirus – PPE SEN	All staff and pupils	Staff all aware of social distancing rules In line with government guidance no additional PPE is necessary for routine activities				completion) requires further consideration of PPE risk control measures and individual assessment – contact health and safety for support. Additional PPE provided for first aid and use with symptomatic children (see relevant risk assessment lines) Contact health and safety for support						
Contracting Coronavirus – Social Distancing during activities outside of the classroom	All pupils and staff on site	Staff all aware of social distancing rules				Each class has a designated area to play, sectioned off with cones and tape, and used during designated playtimes. Map of areas given to all classes. Mixing of contact groups in communal areas will be minimised by use of the one way systems. Start/finish times are: Year 3 – Year 6 pupils from 8.40 am; and Reception to Year 2 are from 8.50 am; All finish at 3.15 pm. One way systems for parents entering/exiting school established and communicated via school comms; eating in classrooms rather than dinner hall, no assemblies in hall.				Class Teacher	On-going	
Contracting Coronavirus – Staff Welfare Facilities	All pupils and staff on site	Staff all aware of social distancing rules	4	4	16	Hall to be used for lunches by staff to enable social distancing. Staff fridges to remain in use and be added to cleaning schedule, cleaners notified to wipe down doors etc Staff to bring in all food and drink necessary for the day. All cups, plates, cutlery etc. to be taken home by staff at the end of the day.	2	4	8	All Staff	On-going	

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Contracting Coronavirus – pupils eating and drinking	All pupils and staff on site	Staff all aware of social distancing rules				Children to bring in a fruit snack. Parents advise whole fruit and no chopped fruit, to avoid it being shared. Packed lunch to be provided by parent for first couple of weeks (apart from FSM who will have one provided by Chartwells) Children to eat and drink in classrooms. Foundation Phase Lunch – 12 – 12.45 pm, with each year group splitting their time into equal segments – one class eating in their class, the other using the outdoor area. KS2 12.30 – 1.15 pm. Y3/Y5 in their classes having lunch from 12.30-12.55 pm whilst Y4/6 use outdoor space. Y4/Y6 return to eat in class from 12.50 pm. All eating areas to be wiped down thoroughly before and after eating, using normal household cleaning products. Water bottles can be refilled by children (where they are able) or staff, using proper hand hygiene processes before and after.				TA's	On going	
Contracting Coronavirus – First Aid Provision	All pupils and staff on site	Staff all aware of social distancing rules				First Aid needs assessment to be reviewed based on number of people likely to be on site at any time. First aiders to consider what low level interventions pupils may be able to manage for themselves so as to maintain social distancing as far as possible e.g. older pupils could use a cold compress on a leg or arm All classes provided with a full medical kit/biohazard spill kits and PPE, and a sheet to record all incidents. Class teachers must return				Class Teacher/TA	On going	

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Contracting Corona Virus – Corridors and circulation areas	All pupils and staff on site	Staff all aware of social distancing rules	4	4	16	acopy of the incident sheets to be provided to SBM each Friday.						
						Additional PPE (masks and visors) in place (via central order and cluster distribution) for first aid interventions that require close contact, particularly where examination or treatment of face, mouth or head is required e.g. managing bleeding from a head wound or where the spray of bodily fluids is likely e.g. child vomiting						
						Corridors and circulation areas to be assessed for pinch points, passing places, and areas of high volume usage, and appropriate signage to be displayed. Consider a site plan with areas of concern and signage points clearly labelled.	2	4	8	All site Users	On-going	
						Pupils to be given clear instructions regarding corridor/circulation area behaviour and social distancing.						
						Minimise number of children in corridors and circulation areas at any time. Control measures to be considered:						
						- One way system/partial one way system - Keep Left/Keep Right - Staggered lesson changes - Teachers moving classrooms rather than pupils - Supervised movement between classrooms - Map of One Way System available for each class. Suitable signage in place - Photocopier moved into hall – staff can socially distance better with no pinch points.						

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Contracting Corona Virus – Access and Egress, Drop Off and Pick Up	All pupils and staff on site	Staff all aware of social distancing rules	4	4	16	Entry times/places in attached document  Start of school day.docx End of day return to normal 3.15pm finish exiting via external classroom doors and using the one way system. PARENTS TO WEAR MASKS ON SITE. No visitors on site unless under strict pre-invitation only. Most meetings to be conducted virtually where possible. Contractors to site only out of necessity. Clear instructions to be given to parents and children around use of home to school transport and expectations around behaviour.	2	4	8	Staff	On-going	
Contracting Corona Virus – School Transport	All pupils and staff on site					See Home to School Transport risk assessment for further guidance						
Contracting Corona Virus – school offices		Staff all aware of social distancing rules	4	4	16	Windows to be kept open at all times where possible Cleaning to be carried out between users if more than one person to use workstation (e.g. part time workers) Staff have own keyboard and mouse and phone. Consideration to be given to how phones can be sanitised between users if staff do not have own	2	4	8	Main Office	On-going	

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						hand or headset. Office staff to sanitise PC/keyboard/mouse and phones before and after use.						
Contracting Coronavirus – illness in higher vulnerability individuals	All staff and pupils in the government's predefined list of people at higher risk – includes some common conditions such as diabetes and asthma	Staff all aware of social distancing rules	4	4	16	The clinically vulnerable can continue in the workplace. They should follow good hand hygiene practice, ensure ventilation is good, and socially distance as much as possible. Any child in the higher risk category attending school will have a personal risk assessment/ asthma card/care plan to cover their personal circumstances. This to be agreed with parents/carers. All staff be made aware of the child's medical needs and be vigilant to any signs of illness.	2	4	8			
Returning to the workplace – staff wellbeing	Staff have access to Carefirst EAP					Carefirst details to be redistributed to staff: Care First Free access to confidential advice and supportline 24 hours a day, 365 days a year. 0800 174319 365 days a year 24 hours a day, 7 days a week. www.carefirst-lifestyle.co.uk Care First login for NCC employees: Username: newcc001 Password: wellbeing <i>Note any changes to normal pastoral arrangements and local mechanisms for staff to raise concerns</i>				LJL/CLD/CD	2 Sept	

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Contracting Coronavirus – breaks, lunchtime and use of shared play equipment	Pupils on site					Staff considered to be vulnerable to have individual assessment						
						Games involving close physical contact to be discouraged						
						Games involving shared play equipment to be discouraged						
						Shared outdoor play equipment to be cleaned frequently. Avoid use of resources that cannot be easily cleaned such as sand pits.						
Posters and Messaging – ensuring that the right information is disseminated	All pupils and staff on site	Staff all aware of social distancing rules				Breaktimes/lunchtimes to be staggered/zoned to minimise contact groups mixing. Appropriate posters to be placed in strategic locations around the school						
						information distributed via school messaging systems/social media/website						
Social Distancing – Emergencies	All pupils and staff on site	Staff all aware of social distancing rules				Anyone who needs support in sourcing signage should contact procurement Emergency procedures (such as fire plans) to be revised to take account of social distancing requirements where possible.						
Face Coverings for Health Purposes - Primary	All staff and other adults on site (e.g. cleaners, catering staff)	Face Coverings for staff outdoors when meeting parents and visitors.	4	4	16	Face coverings for staff when meeting parents/visitors.	2	4	8	All Staff		
						Face coverings for staff on yard duty at drop off/pick up times. Face Coverings are mandatory in the communal areas within school.						

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LFT testing of asymptomatic staff	All staff and other adults on site (e.g. cleaners, catering staff)	LFT system embedded in school environment on a voluntary basis.	2	2	4	Staff continue to LFT test on Monday and Thursday of each week. Staff testing according to TTP guidance if a case is identified within the class.	1	2	2			
External Instructors – Awareness of strict Covid Protocols on site	Staff Pupils	All contractors arrive on site before staff/pupils	4	4	16		2	4	8	Contractors	22/06/21	
		Contractors read school Covid Risk Assessment										
		No staff allowed inside building – all activities outside										
		Masks worn by contractors on site and when assisting pupils close up										
		2 metre rule between supervising adults										
		Hand sanitiser used between equipment exchange										
		Negative LFT of instructors										

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Pandas Breakfast and Afterschool Club	Staff and Pupils	Awareness of strict Covid Protocols on site. All activities to mirror those in the school setting Staff to wear face coverings 2 metre rule between supervising adults Hand sanitiser used between equipment exchange LFT of staff Monday and Thursday				Children collected from their classrooms and use the external one-way system to enter Pandas entrance or collected from classrooms directly adjacent to the hall. Class bubbles must exist to mirror those in the school setting. Maximum use of outdoor space with time inside kept to a minimum of 15 minute slots. ALL Hall windows MUST be kept fully open to maximise ventilation at ALL times by Pandas staff, and closed at the end of the rental period.						

Name of Risk Assessment Reviewing Manager:	Click here to enter text.
Date Reviewed	

School Protocols	If already documented elsewhere please refer to where this kept/link below						
Contact Group details							
School Timetable							
Toilet Breaks							
Lunchtime arrangements							
Social Distancing Outside the Classroom (list activities to be undertaken and describe briefly social distancing measures)	Hall:	Gym:	Playground:				
Cleaning Schedule including toilets							
Corridors and Circulation Areas – zoning, signage and social distancing markers							

For premises related issues, including managing fire safety, please see the School Premises Recovery Checklist.

*Pupil welfare issues, safeguarding, curriculum and organisation of learning and staffing ratios and rotas with as part of this assessment

Useful guidance:

<https://gov.wales/sites/default/files/publications/2020-08/operational-guidance-for-schools-and-settings-from-the-autumn-term-version-2.pdf>

<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/>

<https://gov.wales/sites/default/files/publications/2020-08/covid-19-education-child-youth-settings-workforce-risk-assessment-tool-2020-08-13.pdf>

Revision and Amendment Record			
Review Date	Amendment Made	Name of Reviewee:	Next Review Date
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
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Guide to Likelihood		
Level	Descriptor	Description
1	Rare	This event may occur in exceptional circumstances
2	Unlikely	Do not expect it to happen but is a foreseeable event.
3	Likely	The event occurs occasionally
4	Highly Likely	The event occurs regularly
5	Frequent	The event occurs frequently

Guide to Severity		
Level	Descriptor	Description
1	No Injury	No injury or adverse outcome
2	Minor	Short-term injury or illness that is resolved with no medical intervention required
3	Moderate	Injury or illness which is resolved with medical intervention
4	Major	Serious injury or illness with results in time-lost and medical intervention
5	Tragic	Death or long-term / permanent injury or illness.

Likelihood	Severity					Suggested timescales
	1 No injury	2 Minor	3 Moderate	4 Major	5 Tragic	
1 Rare	1	2	3	4	5	No Immediate Action
2 Unlikely	2	4	6	8	10	Action prior to further implementation
3 Likely	3	6	9	12	15	Urgent Action
4 Highly Likely	4	8	12	16	20	
5 Frequent	5	10	15	20	25	