

## About the Risk Assessment

<b>Activity or Workplace Assessed:</b>	September 2020 – School operations during Coronavirus pandemic – Infection Control, Hygiene and Social Distancing <a href="#">Click here to enter text</a>	<b>Location/ Department:</b>	Marshfield Primary School <a href="#">Click here to enter text.</a> <a href="#">Click here to enter text.</a>
<b>Persons Consulted/ Involved in Risk Assessment</b>	School Recovery Planning Premises Sub Group School Recovery Planning Staffing and HR Group, Heads consultation group	<b>Risk Assessment Reference Number:</b>	<a href="#">Click here to enter text.</a>
<b>Date of Assessment:</b>	01/08/2020	<b>Next Review Date:</b>	<a href="#">Click here to enter a date.</a>

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	<p>Contact groups to be kept as small as possible in line with WG guidance – individual classes where possible and year groups or other smaller defined groups where not. Contact group details to be outlined below.</p> <p>Records to be kept of anyone not normally in a contact group who comes into it e.g. specialist interventions, to support Test Trace Protect (TTP) should it be needed. <a href="#">See below protocol for contractors.</a></p> <p><a href="#">All contractors arriving on site report to main office, where they will be signed in by designated Office Administrator on the ipad, which will give contact details of visitor including mobile phone.</a></p> <p><a href="#">Visitors will also be required to complete the Corona Virus Contract Tracing Form.</a></p> <p>Staff seating to be arranged so as to maintain 2m distance from other adults in room.</p>	2	4	8		02/09/2020	

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						<p>Only 2 adult chairs in a classroom.</p> <p>Staff to maintain, so far as possible, 2m distance from pupils. It is acknowledged that this will not always be possible, particularly with younger children.</p> <p>Staff to ensure that specific interactions which break social distancing with children occur as briefly and infrequently as possible.</p> <p>Activities to be planned so as to discourage close or regular contact between individuals, staff and pupils, or the sharing of resources.</p> <p>Any shared resources to be cleaned between users, including computer keyboards/mouse devices.</p> <p>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.</p> <p>Children to be discouraged from engaging in games or interactions that require prolonged physical proximity or contact.</p> <p>All Windows and external doors to be opened to create a constant flow of ventilation.</p> <p>Consideration to be given to maximising use of outdoor space for learning and play.</p> <p>Continue to use the designated sections for each class as outlined in the Summer Recovery Plan with maps. HOWEVER,</p> <p>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. Class</p>				<p>Class teacher and TA.</p> <p>Class teacher and TA.</p> <p>Class teacher</p>		

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Contracting Coronavirus – hygiene, handwashing PRIMARY	All staff and pupils	Schools have comprehensive cleaning regime	4	4	16	teachers will need to communicate to LIL/CLD/CD any plans before they proceed.						
						Children to be given age appropriate information regarding the need for social distancing and the new school rules.				Class Teacher		
						So far as possible, pupils to remain in one classroom and staff to move around.						
						Signage to be displayed to reinforce messages						
						All staff to wash their hands when they arrive on site	2	4	8	All Staff	On going	Click here to enter text.
						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 <a href="#">public health and NHS guidance</a>						
						Staff to be vigilant to children touching their face and take children who do to wash their hands more frequently						
						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 <b>good handwashing procedures to</b>						

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Contracting Coronavirus – hygiene, toilets	All staff and pupils	Schools have comprehensive cleaning regime	3	3	9	<p><b>be encouraged.</b> Separate protocol for handwashing and use of sanitiser is available. Separate protocol for handwashing and use of sanitiser is available.</p> <p>Toilets to be cleaned frequently and thoroughly, but not necessarily after every use.</p> <p>Mid-Session clean in KS2, and FP.</p> <p>Schools to put in place own protocols for managing toilets, based on school layout , size of toilets, number of pupils on site etc. (describe below if not already documented elsewhere). Where possible separate toilets to be provided for different contact groups. If this is not possible, use of hand sanitiser before entering to be encouraged. ). <b>All rooms have a Toilet Route Map, with times for children. One-way system in place.</b></p> <p><b>One in One Out procedure, with dedicated toilet cubicle for each class (where possible) to minimise contacts.</b></p> <p><b>HAND SANTISERS ARE PLACED AT THE ENTRANCE OF EACH TOILET AND MUST BE USED BY CHILDREN UPON ENTERING.</b></p>	2	3	6	CD	On-going	
Contracting Coronavirus – body fluid spills	All staff and pupils	Schools have comprehensive cleaning regime	4	4	16	<p>Strong focus and messaging around hand hygiene after using the toilets.</p> <p><b>Bodily Fluid Spillage kits have been given to each class, and extra kits can be found in the yellow boxes in the medical room.</b></p> <p><b>Bodily fluid spills must not be left for cleaners later.</b></p>	2	4	8	Staff	On-going	
Contracting Coronavirus – hygiene, cleaning	All staff and pupils	Schools have comprehensive cleaning regime				<p>Cleaning schedule -</p> <p><b>Normal clean of 7 hours per day split between 2 normal cleaning operatives.</b></p>				Cleaners	On-going	

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Contracting Coronavirus - illness	All Staff and Pupils	All staff aware of government guidance on self-isolation	4	4	16	Additional 2 hours daily for "touch clean" focus on high risk areas (additional cleaner). Caretaker reverts to cleaning his contracted area of 2 Y1 classes, the admin block, and the hall. 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 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.				Class Team		
						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.						
Contracting Coronavirus - illness	All Staff and Pupils	All staff aware of government guidance on self-isolation	4	4	16	All staff to be vigilant to their own health and to follow <a href="#">latest government</a> guidance on self-isolation if they or their family are displaying symptoms or they are informed by the track and trace service that they have been in contact with a confirmed case.  National guidance around staying at home if you are displaying symptoms to be reiterated to pupils (where age appropriate) and parents/carers.	2	4	8	All Staff	1st September	<a href="#">Click here to enter text.</a>

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						<p>All staff to be vigilant to the health of their pupils and ensure they are following latest <a href="#">national guidance</a> if a pupil appears to be unwell.</p> <p>An area to be designated for isolation should a pupil or staff member become ill, in line with national guidance. – <b>STAFF PPA ROOM</b></p> <p>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.</p> <p>In the event of a confirmed case of covid-19, instructions from TTP team to be followed with regards to contact group self isolation etc. NCC Education and Health and Safety Teams to be informed.</p>						
Contracting Coronavirus – PPE Mainstream	All staff and pupils	<p>Staff all aware of social distancing rules</p> <p>In line with government guidance no additional PPE is necessary for routine activities</p>				<p>Additional PPE provided for first aid and use with symptomatic children (see relevant risk assessment lines)</p> <p><b>ALN pupils identified whose 1:1's require full PPE for toileting and general care. RA's in place.</b></p> <p>Keep under review whether support for any individual child (e.g. following vulnerable and statemented children risk assessment completion) requires further consideration of PPE risk control measures and individual assessment – contact health and safety for support.</p>						
Contracting Coronavirus – PPE SEN	All staff and pupils	<p>Staff all aware of social distancing rules</p> <p>In line with government guidance no additional PPE is</p>				<p>Additional PPE provided for first aid and use with symptomatic children (see relevant risk assessment lines)</p> <p>Contact health and safety for support</p>						

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Contracting Coronavirus – Social Distancing during activities outside of the classroom	All pupils and staff on site	necessary for routine activities 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 circulation/communal areas will be minimised by use of the one way systems (maps provided), staggered start/finish times, eating in classrooms rather than dinner hall, no hall, no setting by ability for first half term.				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	Seating in staff resting areas to be positioned so as to maintain 2m social distancing. School hall set up with socially distanced tables for lunch breaks.  Communal equipment such as kettles and microwaves to be taken out of use.  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	
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.						

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Contracting Coronavirus – First Aid Provision	All pupils and staff on site	Staff all aware of social distancing rules				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.				TA's	On going	
						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.						
						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 (returned to CD each Friday for filing).				Class Teacher/TA	On going	
						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						



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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	<p>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.</p> <p>Pupils to be given clear instructions regarding corridor/circulation area behaviour and social distancing.</p> <p>Minimise number of children in corridors and circulation areas at any time. Control measures to be considered:</p> <ul style="list-style-type: none"> <li>• One way system/partial one way system</li> <li>• Keep Left/Keep Right</li> <li>• Staggered lesson changes</li> <li>• Teachers moving classrooms rather than pupils</li> <li>• Supervised movement between classrooms</li> <li>• Staggered start and finish times</li> </ul> <p>Map of One Way System available for each class. Suitable signage in place</p>	2	4	8	All site Users	On-going	
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	<p>Start and finish times to be staggered.</p> <p>Where waiting areas are to be used, clear social distancing markers to be used, where possible e.g. in car park on school site.</p> <p>All waiting areas for parents to be outside.</p> <p>Parents to be given clear instructions around start and finish times, waiting areas, etc.</p> <p>Start and finish times to be staggered.</p> <p>Map of Site Entry/Exit points and flow of children around site available to all staff and parents.</p>	2	4	8	Staff	On-going	

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Contracting Corona Virus – School Transport	All pupils and staff on site					<p>Social Distancing 2 mtr markers placed in car park and Foundation Phase yard.</p> <p>Drop off social distancing markers placed on outside pavement and into school where parents drop FP children.</p> <p>KS2 waiting area for parents to be outside vehicle gates.</p> <p>Parents to be given clear instructions around start and finish times, waiting areas. Advised in School Update on 1<sup>st</sup> September.</p> <p>No visitors on site unless under strict pre-invitation only.</p> <p>All meetings to be conducted virtually.</p> <p>Contractors to site only out of necessity.</p> <p>Clear instructions to be given to parents and children around use of home to school transport and expectations around behaviour.</p> <p>See Home to School Transport risk assessment for further guidance</p>						
Contracting Corona Virus – school offices		Staff all aware of 4social distancing rules	4	4	16	<p>Social distancing to be maintained in school office where practical.</p> <p>Office PC moved so staff are not facing or sat next to each other.</p> <p>Windows to be kept open at all times where possible</p>	2	4	8	Main Office	On-going	

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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	<p>Cleaning to be carried out between users if more than one person to use workstation (e.g. part time workers)</p> <p>Staff have own keyboard and mouse and phone.</p> <p>Consideration to be given to how phones can be sanitised between users if staff do not have own hand or headset.</p> <p>Office staff to sanitise PC/keyboard/mouse and phones before and after use.</p> <p>No entry into offices for other staff.</p> <p>Main Office have formed their own bubble.</p> <p>Specific Welsh Government <a href="#">guidance and individual risk assessment</a> in place for staff to complete. Any staff considered vulnerable to covid-19 must complete this and discuss the results with their line manager. If any staff member scores in the 4-6 range they, and their line manager, must complete the supplementary form to establish whether a safe return to school can be managed.</p> <p>In line with <a href="#">WG guidance and risk assessment toolkit</a>, staff who were previously shielding only to be in the workplace where they can manage strict social distancing. <b>RA's completed for staff considered vulnerable.</b></p> <p>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.</p>	2	4	8	LIL/CLD/CD	2 Sept	

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Returning to the workplace – staff wellbeing	Staff have access to Carefirst EAP					<p>All staff be made aware of the child's medical needs and be vigilant to any signs of illness.</p> <p>Carefirst details to be redistributed to staff:</p> <p><b>Care First</b></p> <p>Free access to confidential advice and supportline 24 hours a day, 365 days a year.</p> <p>0800 174319</p> <p>365 days a year 24 hours a day, 7 days a week.</p> <p><a href="http://www.carefirst-lifestyle.co.uk">www.carefirst-lifestyle.co.uk</a></p> <p>Care First login for NCC employees:</p> <p><b>Username:</b> newcc001</p> <p><b>Password:</b> wellbeing</p> <p><i>Note any changes to normal pastoral arrangements and local mechanisms for staff to raise concerns</i></p> <p>Staff considered to be vulnerable to have individual assessment</p>						
Contracting Coronavirus – breaks, lunchtime and use of shared play equipment	Pupils on site					<p>Games involving close physical contact to be discouraged</p> <p>Games involving shared play equipment to be discouraged</p> <p>Shared outdoor play equipment to be cleaned frequently. Avoid use of resources that cannot be easily cleaned such as sand pits.</p> <p>Breaktimes/lunchtimes to be staggered/zoned to minimise contact groups mixing.</p> <p>Appropriate posters to be placed in strategic locations around the school</p> <p>information distributed via school messaging systems/social media/website</p>						
Posters and Messaging – ensuring that the right information is disseminated	All pupils and staff on site	Staff all aware of social distancing rules										

Hazard and potential injury	Persons Affected	Existing Control Measures	Risk rating			Further action required	Risk rating			Action by:	Due date:	Completion date:
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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.						

<b>Name of Risk Assessment Reviewing Manager:</b>	<a href="#">Click here to enter text.</a>
Date Reviewed	

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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/>

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Revision and Amendment Record			
Review Date	Amendment Made	Name of Reviewee:	Next Review 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	