

Risk Assessment (1st September 2021)

Penllergaer Primary School and WA Setting

This risk assessment has been updated following Welsh Government easing of restrictions to alert level 0 and the publication of the local COVID-19 infection control decision framework for schools.

Flying Start settings based in schools will continue to work closely with their host school to mirror operations. As such, Primary and Secondary schools; Flying Start settings; PRU and Special Schools will be referred to as schools/settings in this document. As Flying Start settings accommodate pre-Nursery age children, you will see ‘pupils/children’ used throughout the document.

Every effort has been made to mitigate the risk to pupils/children, staff and parents, however, it is important to note that total mitigation of the risk of contamination/infection with Covid-19 is not possible. This will be made clear to all those using the facility.

This generic risk assessment meets H&S requirements and is in line with the most up to date WG guidance. Headteachers and Governing Bodies are advised to amend this assessment to keep in line with their own setting’s circumstances and operational needs, **by completing the *Rationale* box at the end of each risk assessment section.**

General instructions for use of this document: Clicking on the Risk Assessment Section headings below will take you to that section of the risk assessment. To return to this page, press ‘Ctrl’ & ‘Home’ buttons at the same time.

School/Setting Name	Responsible Person/s	Site Specific adaptation date:	Quality assured: Named representative supporting the HT with completion of the risk assessment.
Penllergaer Primary and WA	Jayne Woolcock HT	Penllergaer Primary School and WA /Nursery full day care setting	Paul Smallbones, H&S Officer PPS and Jonathan Haines, caretaker

Risk Assessments Sections

1.0 Spread of Covid-19 Infection	6.0 Commute to & From Work	11.0 Emergency Evacuation	16.0 Traffic Management
2.0 Communication	7.0 Contact with Persons	12.0 First Aid Provision	17.0 Safeguarding & Child Protection
3.0 Lack of Social Distancing	8.0 Welfare at Work	13.0 Early Years/ALN/PRU/Flying Start	18.0 Classroom Set Up
4.0 Staff/Pupil Falling Ill	9.0 Welfare Facilities for Pupils	14.0 Personal Care & Hygiene	19.0 Lunchtimes – Classroom Function
5.0 Risk of Taking Covid-19 Home	10.0 Deliveries to School	15.0 Cleaning Activities/Cross Infection	20.0 Business Continuity
			21.0 Educational visits

		Risk level before control			Risk level after control	
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
1.0 Spread of Covid-19 infection	All staff; pupils; visitors	4x4	16	<ol style="list-style-type: none"> All staff to be made aware of the symptoms of Covid-19 (flu like symptoms, a continuous cough, high temperature, loss of taste and/or smell). Any staff member/pupil/parent or visitor with Covid-19 symptoms or who have tested positive in the last 10 days must not come into the school/setting. Any staff member who tests positive using a Lateral Flow Testing (LFT) kit must: <ul style="list-style-type: none"> Not attend school/setting Notify their school/setting of the result Book a follow up PCR test When in school/setting, should any staff member display Covid-19 symptoms, they should be sent home immediately to self-isolate and they should arrange a Covid Test. For pupils/children displaying Covid-19 symptoms at school/setting, they should be taken to the isolation room and remain there, under supervision, until they are collected by parent/carer. Pupils/children should also self-isolate at home and arrange to have a Covid PCR test. Schools/settings should follow the decision tree in making decisions when a notification of a positive test is received If the pupil/child needs to use the welfare facilities while waiting to be collected, they should use a separate toilet if possible. The toilet must be isolated for any further use until cleaned and disinfected using standard cleaning products. Where possible, identify an alternative exit route from the premises in order to ensure all other primary routes are not potentially contaminated. The equipment that the pupil/child or child has been in contact with must be withdrawn from circulation and thoroughly cleaned and disinfected before being allowed back into circulation 	4 x 3	12

10. School cleaning staff should use the cleaning control measures following a suspected case of Covid-19.
11. Any staff member who becomes unwell or symptomatic prior to leaving home must contact the Headteacher or member of the senior management team prior to departure. They should remain at home and book a test.
12. If a pupil/child become symptomatic after arrival and has used home to school/setting transport, the transport team must be informed, and they should liaise with the appropriate contractor if required.

Handwashing removes the Covid-19 virus easily when it is on the skin and this remains true for the new variant.

13. All pupils/children and staff, must wash their hands before entry into school. This can be undertaken either by the use of hand sanitiser at the entrance point or use of the nearest wash hand basin using soap/water. Where possible, pupils/children should be supervised to ensure it is carried out correctly.
14. Schools/settings should encourage and support the message of regular washing of hands throughout the school day in order to build these routines into the school culture and pupil behaviour expectations. Information will be displayed in all welfare facilities and classrooms.
15. Staff to ensure that younger pupils/children and those with complex needs are supported and shown the correct way to wash hands as part of ongoing learning.
16. Schools will encourage all staff and pupils/children to wash their hands with soap and water for 20 seconds frequently and advised not to touch their face. Use a tissue or elbow to cough or sneeze and use bins for tissue waste (tissue stations).
17. Schools/settings can stagger lunch times, break times and the movement of pupils/children around the school/setting to reduce large groups of children gathering. All pupils/children can remain within their contact groups and this can be implemented and monitored by the management team of each setting.
18. All staff and pupils/children are made aware of the PHW guidance in regard to maintaining personal hygiene.

			<p>19. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2m from other adults.</p> <p>20. For schools/settings supporting young pupils/children it is recognised that maintaining social distancing will not always be possible. As part of the school/setting risk assessment to support COVID-secure operations consideration should be given to a range of interventions, which could include the use of face coverings, particularly where there is adult to adult contact and social distance cannot be maintained.</p> <p>21. Risk assessments should already exist for learners with more complex needs, including those with emotional behavioural needs. These risk assessments will require updating as a matter of priority in light of the changes to provision such as environment and staffing, while also remaining mindful of the additional anxieties the pupil/child may experience due to COVID-19. In support, a detailed review of specific risk assessments including the use of PPE/C for pupils/children those with additional needs. For example, nursery, pupils/children with ASD or ADHD etc. A review of their individual HCP is essential and any additional controls to mitigate risk must be included and communicated to all appropriate staff. Where a pupil/child is presenting with challenging behaviour, which cannot be managed safely, an immediate and multi-team review of their IBP (Individual Behaviour Plan) will be necessary. A creative approach to managing the behaviours will need to be taken including exploring the environment, expectations upon the pupil, staffing and duration of time in school/setting. If after all considerations have been taken it is still deemed unsafe for a pupil/child to access school/setting provision at this time, then a distance learning approach will need to be taken along with support for behaviour management at home.</p> <p>22. PPE will be provided to Special Schools, STF facilities in line with additional risk assessment outcomes, and pupils/children with any additional complex needs will be assessed on a case-by-case basis.</p> <p>23. The principle of the hierarchy of control should be applied to all measures within the workplace. Individual risk assessments should be undertaken for staff where appropriate. Pregnancy risk assessments should be reviewed as part of this process and national guidance followed.</p>	
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				<p>24. Waste should be stored safely and kept away from children/adults. Waste should be double blacked bagged and stored for at least 72 hours (for further guidance see section 9 of Schools/settings operational plan).</p> <p>25. All required signage will be clearly display on entry to the building and at key areas. These will include social distancing, handwashing, one-way systems (where applicable), isolation rooms etc.</p> <p>26. Where a decision is made to use a face covering, staff are encouraged to use a recyclable high quality three-layered face covering. Schools should ensure adequate waste bins for those who choose to use single-use face coverings.</p> <p>27. Any staff that are providing support with pupils/children with a health care plan (HCP) and personal care, must wear appropriate PPE in line with the HCP requirements.</p> <p>28. Schools/settings will ensure the continuation of adequate ventilation is provided through openable windows and/or mechanical ventilation systems within all indoor learning and staff areas. Please find the link from the HSE website on ventilation and air conditioning during Covid-19. Work equipment and ventilation during the coronavirus (COVID-19) pandemic - HSE</p>		
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Rationale to change any recommended existing controls and/or additional local systems:

Staff may wear a face covering and are provided with face coverings. Infant PMLD pupils will use Junior PMLD for lunch.

Diabetes: Trained staff available. Blood testing - pupils are independent to check their own bloods under supervision. Pupil and staff member supervising washes hands thoroughly before and after testing. Staff wear mask. Staff have undertaken eLearning diabetes training and specific staff received training for administering/supervising diabetic pump. Epi pen training for staff and protocols for HCP, administration of medicines and storage of medications are in place.

Start of day including breakfast club – staff meet pupils at school gates. No parents on site. Staff direct older pupils to classroom doors and escort younger pupils to classes. Painted floor markings, signage and one-way systems to minimise pedestrians crossing each other. Parents requested to wear face covering when all school grounds.

Yards – classes given zones on yard. Staggered breaktimes. Any equipment used must be wiped down before and after use. Staff stand in a 2m circle as much as possible – visual reminder of 2m distance from adult.

Groups of 30 per class and 90 per Bay as per our LA H&S Officer capacity calculation. Bay/Department eg Nur, Rec, Y1/2, Y3/4 and Y5/6 will not mix. Within the department, classes will mix but kept to a minimum. Each department has toilets. Departments must not use other department toilets.

Yard zoned so departments can use at set timetabled times. Timetable for lunch eaten in hall – sandwiches and meals. Departments must not mix.

Departments together in hall for lunch. Each department has set door for entrance /exit. Supervisors in hall must wear face covering and gloves whilst offering a table service. They must wash hands entering and exiting hall and also regularly hand sanitize through duty.

		Risk level before control			Risk level after control	
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
2.0 Communication	All staff; pupils; visitors	4x4	16	<ol style="list-style-type: none"> All parents/carers will be provided with information highlighting specific procedures to follow when on site. This includes the following: <ul style="list-style-type: none"> Aware and accept that risk of spreading Covid-19 in the school/setting cannot be totally mitigated. Made aware of any specific guidance issued by Welsh Government (WG) and the Local Authority (LA). Aware and accept that should their child develop symptoms they will need to be collected as soon as possible. Made aware of social distancing requirements on arrival and within the school/setting if required and in line with (table 2) of the schools/settings risk framework. Regular updates will be provided by the school/setting. All teaching/support staff will be provided with detailed and comprehensive information. This will include: <ul style="list-style-type: none"> Up to date COVID-19 risk assessment and agreed arrangements. Any amendments with the schools/settings EAP and FRA. First aid arrangements. Social distancing requirements. Welfare arrangements. Covid-19 emergency plans as highlighted within the operational plan. All pupils/children will be provided with a detailed induction to the school/setting and will include a detailed presentation highlighting school/setting arrangements, behaviour expectations and support that is available to them. All managers and Governing Body representatives to be fully aware of the PHW guidance on any Covid-19 Outbreak within the school/setting settings and communication protocol. All Headteachers/managers will be required to include additional information that will be pertinent to their sites. 	4 x 3	12

Rationale to change any recommended existing controls and/or additional local systems:

All pupils/ children will be provided with a detailed induction to the school/ settings and will include a detailed presentation highlighting school arrangements, behaviour expectations and support that is available to them. However, we do not wish to frighten children and our environment will remain bright, colourful and welcoming. Breakfast club and After School Club will open from 6th Sept 2021 via Squid booking system. Departments will kept in quadrants away from each other. Infant PMLD will use Junior PMLD at lunchtime – no PMLD pupil in hall for lunch- they eat in classroom.
[Staff induction](#) included training on Recovery Curriculum – See [HT powerpoint presentation](#)

		Risk level before control			Risk level after control	
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
3.0 Lack of Social Distancing	All persons	4x 4	16	<ol style="list-style-type: none"> Social distancing must be maintained wherever reasonably practicable with the school/setting to reduce the risk of the spread of the COVID-19 virus if required and in line with the schools/settings risk framework. Schools/settings will give consideration of how to reduce contacts and maximise social and physical distancing between those in school, wherever possible, and putting in place appropriate mitigating measures to minimise the potential for contamination so far as is reasonably practicable. The school/setting has controlled access within the reception areas. Staff will ensure that social distancing is maintained at 2m for adult-to-adult contact if required and in line with the schools/settings risk framework. Staff will ensure that 2m social distancing is maintained during break times, lunch times and within the staff room and that the staff room maximum capacity is not exceeded if required and in line with the schools/settings risk framework. It is recognised that social distancing is not likely to be possible for staff working with younger children, therefore it is important that staff ensure they follow the necessary hygiene measures rigorously Staff should adhere to any mitigating measures that support social distancing within the school site. <p>Stf:</p> <ol style="list-style-type: none"> Social distancing will not be possible for staff working with pupils who have complex needs or who need close contact care. These learners' educational and care support should be provided as 	4 x 3	12

				normal. A risk assessment must be undertaken to ensure any additional mitigating measures are in places e.g. Well-ventilated space, high quality 3 layer face coverings.		
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Rationale to change any recommended existing controls and/or additional local systems:
 In PPS, there will be approx. 30 pupils in a classroom from Nurs/KS2. Classrooms will work as Bays eg Rec, Y1/2 in Middle Bay. Facemasks will be available for all staff and there is an expectation to wear them – Face coverings must be 3 layers, and should be changed after 4 hrs. Face masks must be worn if a staff member has a cold, has to administer first aid, intimate care or where appropriate listening to pupils’ read/support work or marking. Staff and parents have been given guidance on safe removal, storage and disposal of face coverings.
 Face coverings used by lunchtime supervisors offering a table service.

		Risk level before control		Existing Control /New Controls	Risk level after control	
Hazard	People @ Risk	Severity x Likelihood	Risk Rating		Severity x Likelihood	Risk Rating
4.0 Staff/ Pupil/child member falling ill during the day	All staff and pupils	4x 4	16	1. Should any staff member become unwell and showing signs and symptoms of Covid-19 during the hours of work they should: <ul style="list-style-type: none"> ➤ Where possible, request cover from another teacher or TA. ➤ Isolate from the area, and proceed to the agreed isolation room. ➤ Open windows to allow free natural air circulation. ➤ Maintain social distancing and personal hygiene practices. Staff are reminded that if social distancing and personal hygiene is maintained, the risk of cross infection is low. ➤ Contact the Headteacher and once agreed, return home and self-isolate in line with PHW guidance. ➤ In line with PHW guidance, all areas will be cleaned and disinfected where required. 2. When a pupil/ child becomes symptomatic after arrival he/ she must: <ul style="list-style-type: none"> ➤ Be taken to the agreed isolation room and social distancing must be maintained (2m). ➤ Open windows to allow free natural air circulation ➤ Parent/ guardian contacted ➤ PPE/C may be required if accompanying the pupil/ child ➤ Closely monitor the pupil/ child until collection ➤ Clean and disinfect the area and welfare facilities if used. 	4 x 3	12

				<ul style="list-style-type: none"> ➤ If required Headteacher/ manager to notify school transport team and they should liaise with the appropriate contractor if required. 3. In line with WG/ PHW guidance, any person who has come into contact with a staff member/ pupil/ child who has suspected COVID -19 must wash their hands. 		
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Rationale to change any recommended existing controls and/or additional local systems:

The isolation room at PPS is the Infant PMLD Bathroom/Changing room in the lwr building. This has immediate outside access. Staff must wear PPE when administering first aid and dispose of any items that have body fluids according to guidance. Staff member waits under tunnel with door open whilst supervising person. PPE must we worn. Room sprayed, windows opened and sign on door for cleaners once room vacated.

		Risk level before control			Risk level after control	
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
5.0 Risk of taking Covid-19 home	All persons	4x 4	16	<ol style="list-style-type: none"> 1. All staff to maintain social distancing if required and in line with schools/settings risk framework also wash their hands regularly in line with WG requirements. 2. Hygiene practices are maintained throughout day as set out in the school's/setting's operations plan 3. Where possible, staff are encouraged to change clothing prior to leaving the school/setting using the welfare facilities. Alternatively, all staff are advised to remove and launder clothing when arriving home. 4. Should staff be unable to socially distance (Foundation Phase/ALN/stf/Nursery setting, individual pupil/child risk assessment) the Headteacher should review any specific risk assessment for employees who are in the CEV/CV category. These will assessed on a case-by-case basis. 5. All staff have been provided with 3 layer face coverings which they can wear when social distancing cannot be maintained. 	4 x 2	8

Rationale to change any recommended existing controls and/or additional local systems:

All staff in our PMLD and staff undertaking first aid or managing pupils who have ASD/ADHD/HCPs will use PPE as per guidance. Staff are asked not to take books home. Any marking needed to be done at home – hand sanitise, ensure clean surface to place books on, wear face covering. Staff advised to shower, change clothing and wash clothes at end of working day.

		Risk level before control		Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
6.0 Commute to & from work	All persons	4x 4	16	<ol style="list-style-type: none"> Staff that drive cars to commute to work can do so as normal, but should follow Government Guidance and wherever possible ensure social distancing and the use of face coverings (unless exempt) if sharing a vehicle. Any staff that cycle, walk or run to and from work can continue to do so in line with WG/PHW guidance. If staff use public transport, they must follow the instructions provided by the transport company and its staff with regard to seating and social distancing. Staff attention is drawn to WG guidance which stipulates the use of 3 ply face masks whilst using public transport as mandatory. Once the journey has finished always exercise personal hygiene Wash hands with soap and water for a minimum of 20 seconds on reaching the workplace. Please see link for further guidance from Swansea University and BBC News and the research of positive ventilation in shared vehicles https://www.bbc.co.uk/news/uk-wales-58202468 	4 x 2	8
Rationale to change any recommended existing controls and/or additional local systems: none						

		Risk level before control		Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
7.0 Contact with persons	All persons	4x 4	16	<ol style="list-style-type: none"> Face-to-face meetings with parents/responsible adults should be discouraged and must be through agreed appointments. Where possible, meetings/discussions will be over the telephone/TEAMS meetings etc. 	4 x 3	12

(members of public and staff)				<ol style="list-style-type: none"> 2. All visitors to the school/setting must wear a face covering at all times when in the school premises in line with WG risk framework. 3. Before entry into the school/setting premises, visitors must provide details by following the school/setting TTP procedure 4. All staff have a responsibility to maintain social distancing when at work if required and in line with the risk framework. Any staff that have concerns over non-compliance, (other staff member, parent or member of the public) must in the first instance remind the other person that social distancing must be maintained. Should this be ignored or an ongoing issue, to discuss this with the Headteacher. 5. Where staff are communicating with parents/visitors (face-to-face) and social distancing is not being maintained, staff are encouraged to move in a direction that allows themselves to remain safe. Parents/visitors to be reminded of social distancing requirements and should this not be adhered to, the discussions to be suspended and the Headteacher/manager advised. 6. Some work tasks (setting up classrooms, manual handling) will not allow social distancing to be maintained. Should staff be supporting these activities, they are reminded to eliminate any activity if possible, if this is not practical, reducing the amount of time when in close proximity and where required, a face covering must be worn. 		
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Rationale to change any recommended existing controls and/or additional local systems:
 In the event that a face-to-face meeting is essential, social distancing, hand sanitising entering/leaving room and clean as you go adopted. Visitors must wear a face covering.

		Risk level before control		Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
8.0 Welfare at work – staff room,	All persons	4x 4	16	1. Staff must ensure that if taking breaks in the classroom, they must disinfect the area and wash their hands prior and after taking their break (consumption of food). Where possible, all	4 x 3	12

break times and WC				<p>staff are required to use the staff room, outdoor space or dining hall for breaks.</p> <ol style="list-style-type: none"> The capacity for the staff room has been agreed and seating areas rearranged to allow 2m segregation if required and in line with WG risk framework. Staff are reminded to observe the 2m social distancing at all times when in these facilities and around the school/setting if required and in line with the schools/settings risk framework. All staff must ensure that they clean all areas including equipment, prior and after any food preparation. Break times will be prearranged to allow usage of the welfare facilities, and supporting the supervision of pupils/children whilst on break/lunchtimes. Staff are reminded to wash hands prior and after food and to maintain personal hygiene at all times. Staff toilets – always ensure the toilets are clean, after they have been used, wash hands with soap and water after toileting for a minimum of 20 seconds. All staff reminded of the “clean as you go” principles and these to be maintained at all times. 		
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Rationale to change any recommended existing controls and/or additional local systems:

Only 8 staff in staffroom at any one time. Staff have guidance list regarding mugs, cutlery and use of staff toilet in upper school due to corridor leading to the toilet being less than 2 m wide. Also, toilet doors (not cubicle) will be wedged open when school is in use to assist ventilation as there are no windows in staff toilets. Staff are expected to clean/spray the toilet after use. All areas have wall mounted hand sanitisers – 20 across school in total). Face coverings – masks and visors, gloves and aprons available. Mask guidance for marking large number of books and listening to readers. All pupils can access flip learning at home.

		Risk level before control		Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
9.0 Welfare facilities for pupils	All staff and pupils	4 x 4	16	<ol style="list-style-type: none"> Anyone showing Covid-19 symptoms should use separate toilet facilities if possible. These should be disinfected before being used by anyone else. It is important that separation or isolation should be done without creating stigma. Posters to be displayed promoting hand washing and social distancing. 	4 x 3	12

				<ol style="list-style-type: none"> 3. High –Touch areas and surfaces to be cleaned at increased frequency and this included after each break and lunch time period as a minimum and at the end of the day in line with the cleaning schedule. 4. Incidental cleaning should include: wiping down handles, sinks, taps, light switches, flush systems, hand dryers, door handles/ push pads, replenish hand towels. 5. Ensure windows are open to allow natural ventilation or extractor systems are fully operational. 6. In line with waste control, all waste should be held in a secure location within the agreed storage facility of 72 hours and disposed of in line with normal procedures. 7. PPE must be worn in line with the cleaning requirements (disposable gloves, disposable apron, and where there is a risk of splashing of bodily fluids, face masks and eye protection to be worn. 8. Hand sanitiser dispensers to be located on entry points into the facilities. All sites to assess the location of these and to ensure that they are positioned age appropriately. 		
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Rationale to change any recommended existing controls and/or additional local systems:

Sink installed in school hall to support lunchtime hand washing. Sink installed in yard to support hand washing for outdoor activities Every classroom has hand sanitiser for chd to use on entry at start of day until hand-washing rota can commence. All areas have wall mounted hand sanitisers – 20 across school in total). Pupils using the hall will hand sanitise on entry and exit. Additional LA 2x cleaners between 11.20 and 1.15pm daily for high touch surfaces and toilets.

School to highlight any toilet provision that can be used for pupils or staff that become symptomatic when on the premises:

IPMLD used as isolation room and has its own toilet and hand basin.

		Risk level before control				Risk level after control	
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls		Severity x Likelihood	Risk Rating
10.0 Deliveries to the school; Mail	All persons	4x 4	16	1. In line with school’s general procedures, all deliveries will arrive at the main reception or kitchen facilities (catering only).		4 x 2	8

				<ol style="list-style-type: none"> 2. All visitors e.g. delivery person, postal workers, couriers, must wear a face covering when entering the school/setting Premises. 3. All school/setting staff are reminded to maintain personal hygiene when receiving deliveries including mail into the school/setting. 4. Staff use letter openers or scissors to open mail and deliveries. 5. Schools/settings are reminded that No personal deliveries sent to the school/setting until further notice 		
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Rationale to change any recommended existing controls and/or additional local systems:
 None required

		Risk level before control		Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
11.0 Emergency Evacuation/Assembly points	All persons	4x 4	16	<ol style="list-style-type: none"> 1. A review of the school's emergency assembly points will be undertaken to ensure that social distancing can be maintained. Where required, assembly points may be split within the site to allow compliance with social distancing (adult-to-adult). These plans must remain fluid due to change in government guidance. 2. On activation of the fire alarm, staff to follow the Emergency Action Plan (EAP) guidance and proceed to the assembly point. 3. On arrival at the assembly point, roll call to be undertaken and staff to ensure that appropriate social distancing has been maintained. 	4 x 2	8

Rationale to change any recommended existing controls and/or additional local systems:
 EAP updated 1st Sept 2021 and shared with staff inset day 3rd Sept 2021. Adults social distance 2m apart. Yellow painted yard spots support lining up and adult standing in painted yellow circle to emphasise distance to children.

		Risk level before control			Risk level after control	
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
12.0 First aid provision	All persons	4x 4	16	<ol style="list-style-type: none"> 1. Schools/settings have undertaken a first aid risk assessment, thus highlighting the required number of first aiders on site. All assessments must be reviewed in preparation for returning due to possible staff shielding or self-isolating. 2. Should a first aider not be available, a one-day emergency trained appointed person is available to take charge of the situation and call emergency services/child's parent if required. 3. All first aid boxes are fully stocked and maintained. 4. School staff are aware of the location of the Defibrillator (AED) should this be required. 5. It is advised that a first aid grab bag is developed that contains the following: 2x disposable aprons 2x disposable gloves; 2x disposable surgical face masks; 2x Face visors and 2x travel size hand sanitisers. Thus, allowing appropriate PPE to be available when first aid is being administered and social distancing cannot be maintained. 	4 x 2	8
Rationale to change any recommended existing controls and/or additional local systems: The nearest AED is The Old Inn Public House 100 metres from school.						

		Risk level before control			Risk level after control	
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
13. Early Years/ ALN/ /STF	All staff and pupils	4x 4	16	<ol style="list-style-type: none"> 1. Social distancing is not always possible for staff working with young pupils/children or ALN pupils. To support the COVID secure operations, schools/settings will give consideration to a range of mitigating measures including the schools/settings risk framework, which could include the use of face coverings, particularly where there is adult to adult contact and social distancing cannot be maintained. 	4 x 3	12

				<ol style="list-style-type: none"> 2. For ALN pupils schools will need to use their personalised knowledge and update risk assessments to inform their planning for individual learners, including, for example, those learners who present challenging and complex behaviours. 3. All facilities are cleared of all unnecessary equipment and materials and housekeeping maintained. 4. Where required, staff may be required to wear PPE/C if social distancing cannot be maintained or due to pupil behaviours. This will be assessed on a case by case basis and in line with the pupils risk assessment and behaviour plan. 5. PPE/C must be worn when supporting any element of personal care or activities linked with their HCP (medical support). 		
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Rationale to change any recommended existing controls and/or additional local systems:

[PPS calculation.](#)

22 max capacity in Nursery WA. 30 per class and 90 per Bay/Department. Within the department class will mix although kept to a minimum. Each department has toilets. Departments must not use other department toilets. Yard zoned so departments can use at set timetabled times. Timetable for lunch eaten in hall – sandwiches and meals. Departments must not mix. Departments together in hall for lunch. Specific entrance/exit into Hall for each Department ie Rec through library and top door to hall, Y1/2 bottom door, Y3/4 their Bay door, Y5/6 Breakfast club door. Y5/6 MUST toilet/hand wash before coming to hall or yard. Table service only for hot/cold meals in hall. Packed lunch pupils towards bottom of hall and lunches nearer top.

		Risk level before control		Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
14. Personal Care and Hygiene	All staff and pupils	4x 4	16	<ol style="list-style-type: none"> 1. Any staff that are proving support with pupils with a HCP and personal care must wear appropriate PPE/C in line with the HCP requirements. 2. As a minimum, staff will be required to use disposable aprons and gloves. 	4 x 3	12

				<ol style="list-style-type: none"> 3. Where cleaning of bodily fluids are being undertaken, disposable aprons, gloves and face mask and or visors must be worn. 4. Staff must ensure that they clean their hands for a minimum of 20 seconds with water and soap prior to supporting personal care and after. 5. Clean and disinfect the changing facility after use, using disinfectant (Selgiene) or anti- bacterial spray. 6. All waste to be placed within the bio hazard bin or general waste and double bagged. This must be stored for 72 hours within the secured bin storage area prior to further handling and collection. 7. Ensure good ventilation within changing facility at all times 		
<p>Rationale to change any recommended existing controls and/or additional local systems: Should biohazard material be placed in bin, staff must place a notice on the bin with date it is bagged to inform cleaner/caretaker of contents.</p>						

		Risk level before control		Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
15.0 Cleaning activities/ work, cross infection	All staff and pupils	4x 4	16	<ol style="list-style-type: none"> 1. To reduce the risk of cross infection, all schools/settings must ensure that cleaning and disinfecting procedures are adhered to at all times. Cleaning of the environment, including toys and equipment, is an important function for infection control within all buildings and its operation. 2. Cleaning standards should be monitored regularly by the cleaning supervisor, Headteacher/ manager or where this has been delegated by the settings. 3. In support of internal training, all staff undertaking cleaning activities must be provided with the risk assessment and operational plan, and have access to personal protective equipment. 	4 x 3	12

				<p>4. Regular cleaning of the facilities will be undertaken at pre-determined intervals throughout the day and include high touch points during and after all break times and at the end of day. During the day, where possible, a nominated member of staff will support these cleaning tasks. Where possible, this should not be the same person who is supervising or delivering education/ activities. Instruction and training should include the cleaning standards and check list, COSHH Data sheets and provided with appropriate PPE as highlighted within the operational plan.</p> <p>5. Those responsible for cleaning should know the importance to clean frequently and disinfect objects and surfaces that are touched regularly, using standard cleaning products.</p> <p>6. All schools and setting have been provided with the agreed cleaning materials.</p>		
<p>Rationale to change any recommended existing controls and/or additional local systems: All staff will be expected to follow daily clean expectations. See checklist and complete a record that this has been done. All records will be kept as per GDPR retention policy. All records sent at end of week to KB. PPS staff provided with cleaning checklist and induction 22nd Feb 2021. Additional LA 2 x Cleaners for high point surfaces and toilets from 11.30 – 1.15pm daily</p>						

		Risk level before control			Risk level after control	
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
16.0 Traffic management; transport	All persons	4x 4	16	<ol style="list-style-type: none"> All Headteachers/managers must ensure that a review of the building's traffic management plan has been completed and communicated to all staff and the Schools/settings transport team. Collection and drop off points should be clearly marked and include social distancing information if required and in line with schools/settings risk framework. Should Schools/settings adopt a one-way system for pedestrians, signage should be clearly visible. 	4 x 3	12

				<p>4. All parents/guardian/responsible adult to be advised of the finishing time and reminded of parking restrictions at the site.</p> <p>5. School transport to be provided with any additional information relating to restrictions that may be applied to the site.</p> <p>6. It is essential that the Headteacher/manager are in receipt of the school/setting transport risk assessment.</p> <p>7. School minibus: It is advised that the school/setting minibus is used following an independent risk assessment for its use. This should be in line with WG guidance and closely linked to the school/setting transport risk assessment.</p>		
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Rationale to change any recommended existing controls and/or additional local systems:

Parents cannot bring vehicles on site with the exception of PMLD parents. PMLD parents can use the three disabled bays at bottom and top of school. PMLD parents/taxi arrive later in morning – 9am which is after all classes are in, and collect at 3:10pm, which is 10 mins before school opens to allow mainstream parents to come on site. Should a PMLD parent/taxi be later collecting at end of day they must wait until mainstream have vacated. Parents as pedestrians are allowed on site only at end of day to collect their child. They must adhere to social distancing and follow floor painted one-way directional arrows. Staff will be on grounds to support/direct. In the mornings, pupils are collected at school gates by staff. No parents come on site. Flexible end and start to school day to support social distancing and avoiding large gatherings.

No staff can move their vehicle after 8.35 to 9.10am and between 3-3.30pm. No deliveries onto school site between 8.30 and 9.15am and 3 – 3.30pm. Deliveries during the school day will be supported if arranged beforehand with the school office.

Taxis have their own company RA. However, PPS has ascertained with taxi company and parents that:

- Pupils up to 11 years old will not need to wear face coverings but may do so if they wish.
- PMLD pupils have medical exemptions so will not need to wear face coverings.
- All drivers and Passenger Assistants will wear face coverings at all times in the vehicle and escorting child to class teacher. All adults must hand sanitise before and after supporting a child.

		Risk level before control		Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
17. Safeguarding child protection	All staff and pupils	4x 4	16	1. All schools/ settings must follow the model child protection policy and advice document on safeguarding and child protection guidance in all settings provided by the local authority.	4 x 2	8

				<ol style="list-style-type: none"> 2. Pupils/ children must not be allowed out of the school/ setting premises unattended at the end of the session. 3. Primary school pupils/children should be collected by an agreed adult unless alternative arrangements are in place in accordance with the schools’ safeguarding & child protection policy 4. Comprehensive Schools’ policies on pupil’s travelling between home & school can be applied with advice to pupils and families regarding social distancing. 5. ECS must operate an official reception area to intercept potential strangers/visitors looking to gain access to the ECS All staff/volunteers/supervisors should have valid DBS clearance. 6. Those without valid DBS clearance must be supervised at all times when working with children 7. Site security should remain as it relates to school settings. i.e. All visitors to be channelled through the main reception and at no point be able to access site without permission of the setting’s head teacher/lead person/site manager. 8. Until all pupils have returned to schools and therefore are expected to attend, vulnerable children expected to attend setting but do not attend Lisa Collins must be informed. When all pupils are back in school in accordance with WG guidelines normal school attendance policies should be applied. 9. Safeguarding concerns regarding children who already have a social worker should be communicated via SPOC Lisa Collins if the social worker cannot be reached. 10. Individual ECS must have a designated person responsible for child protection/safeguarding available for staff/supervisors/ volunteers at all times. Schools and Flying Start Settings must follow agreed site procedures. 11. Within the all settings, the designated person for child protection/safeguarding must be prominently displayed in settings and updated appropriately. 		
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Rationale to change any recommended existing controls and/or additional local systems:

Where registers will need to be taken for fire regulations and TTP it is essential that safeguarding protocols and procedures are maintained at all times. Office staff must know who is expected into school/ settings and who actually attended in order that we can identify any pupils who could be “missing”. Through school/ setting communication with parents/ guardians, it is recommended that those parents need to communicate their decision not to send their children into school so that the school/ settings can identify pupils who are not expected in. Once registers are taken KB will cross-reference non-attendance with parental information. This allowing an audit of pupils who were expected to attend, and subsequently did not attend so are marked as absent, and this is follow up to identify their actual whereabouts or safety.

Attendance is compulsory from 6th Se3pt 2021

All staff CP training with LA Safeguarding Officer Lisa Collins on 1/9/2020 and refresher training with HT Inset 3rd Sept 2021.

		Risk level before control		Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
18.0 Classroom set up	All staff and pupils	4 x 4	16	<ol style="list-style-type: none"> 1. A teaching space of 2m must be maintained at the front of the classroom to allow the teacher to social distancing from the pupils if required and in line schools/settings risk framework. 2. Safe passageways must be maintained at all times. 3. Windows to be opened to allow adequate circulation of air. Where required, the use of portable fans may be used. 4. Should teaching staff be required to support a pupil during a lesson, they should avoid close face-to-face contact; staff can wear a face covering and minimise the time spent within one metre of anyone. 5. Teaching staff to maintain social distancing on 2m at all times (adult – adult) if required and in line with schools/settings risk framework. 6. There is no longer any requirement to forward face seated pupils. 7. It will be the responsibility of the Head of Department to undertake a detailed risk assessment for their curriculum based activities – PE, Music, Drama, Tec etc. 	4 x 2	8

Rationale to change any recommended existing controls and/or additional local systems:

Mission and Bubble work/continuous and enhanced provision will resume. Pupils will use outdoors as much as possible. Early Years and FPh can extend provision regarding equipment used.

		Risk level before control			Risk level after control	
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
19.0 Lunchtime – classroom function	All staff & pupils	4x 4	16	<p>Due to the increased number of pupils now accessing the school, all classrooms and available space may be required to support lunch time provision. It is essential that the following is undertaken:</p> <ol style="list-style-type: none"> 1. A detailed assessment of pupils undertake who may have food allergies. Consideration given to them being relocated to additional areas if required. This limiting the risk of anaphylaxis should another pupil inadvertently bring in food prepared at home that may have allergens. 2. All staff working within the classroom to be aware of pupils with HC and dietary requirement. This also includes the location of EPI Pens 3. We will reduce the numbers within the dining hall and pupil movement. Specific in/out doors for each year group. Pupils sit forward facing in rows in classes. One-way system. Children remain seated at all times. Timetable for lunchtime classes allowed in dining hall. Tables cleaned before and after. All chd/staff to wash hands (sanitise) before and after using dining hall. 4. All waste must be removed from the classroom immediately after the break period or as a minimum at the end of the day. 5. Waste to be collected and taken to the refuse area. 6. In line with the council’s commitment in reducing waste, recycling of all packaging to be undertaken where possible. 7. Windows to be open to allow movement of air and to ventilate the classroom. 8. Where possible break/ lunch times to be taken outside. 	4 x 3	12
<p>Rationale to change any recommended existing controls and/or additional local systems: School communication to all parents highlighting pupils’ allergies and to avoid food groups eg nuts. School No nuts policy</p>						

		Risk level before control		Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating
20. Business Continuity – Alternative provisions	All staff and pupils	4x 4	16	<ol style="list-style-type: none"> To maintain delivery of education, the school are required to update their Business Continuity Plans (BCP) to ensure that all provisions have been considered. Detailed information has been included in relation to emergency arrangements and should the school setting close due to an outbreak of COVID-19. In the event of a further “lock down” announced by central or local government/ PHW due to the COVID-19 pandemic, advice will be provided by PHW and the authority on measures to be taken to support each individual setting on how to manage the closure process and communication to parents and the community. Should there be an outbreak within the individual school, Headteacher’s/ managers must ensure that the communication cascade is followed and all advice and guidance provided by the authority and PHW followed. 	4 x 2	8
Rationale to change any recommended existing controls and/or additional local systems: PPS relocates to Llewellyn Hall or temporarily Old Inn Public House car park. Some classes can use the sports barn or hall if safe and appropriate. BCP sent to LA June 2021						
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	Severity x Likelihood	Risk Rating

21.0 Educational visits	All staff & pupils	4x4	16	<ol style="list-style-type: none"> 1. School head teacher/or school responsible person to ensure that the visit has an educational purpose. 2. Schools and settings should also consider the guidance set out elsewhere in this document, including but not limited to: <ul style="list-style-type: none"> •minimising contact with others •maintaining social distancing •maintaining good hand hygiene •maintain good ventilation 3. A detailed risk assessment for the educational visit needs to be completed and communicated with relevant staff. 4. In addition, the head teacher or responsible person shall obtain a COVID'19 risk assessment from the proposed visiting venue. Communicate this to relevant staff. 5. Prior to educational visits, schools are advised to establish appropriate procedures, provisions and welfare facilities within the selected venue being visited for isolation, if a pupil or staff member is taken ill with COVID'19 symptoms. 6. Whilst away from the school setting, first aid provisions as detailed above within this risk assessment must be available whilst on the educational visit including the appropriate PPE. 7. A procedure for staff and pupils who are taken ill with COVID'19 symptoms whilst on the educational visit must be in place and communicated with parents and staff. This will be unique to every site visited and will be dependent on the venues risk assessment. 8. Hand hygiene of staff and pupils is essential, therefore provision for hand washing with soap and water or with hand sanitisers must be available at all times. This should be factored into the planning of the visit. 	4x3	12
Rationale to change any recommended existing controls and/or additional local systems: Staff training on Evolve – Mon 13th Sept 2021 by P Smallbones. No visits until after 20th Sept 2021 new guidance.						

RISK RATING	
HIGH RISK	16 - 25
MEDIUM RISK	11 - 15
LOW RISK	6 - 10
INSIGNIFICANT	0 - 5

Severity	
Fatality	5
Major injury	4
Medical injury	3
Minor injury	2
Insignificant Injury	1

Likelihood	
Immanent	5
Very Likely	4
Likely	3
Not Likely	2
Remote	1

Document control and quality assurance		
Version Number	Date	Comment
Version1	12/2/21	Initial draft by E M Baczkowski
Version 2	4/3/21	E M Baczkowski
Version 3	19/3/21	E M Baczkowski
Version 4	19/05/21	R Lynch & A Whelan; E M Baczkowski
Version 5	30/06/21	R Lynch & A Whelan
Version 6	July 2021	R Lynch & A Whelan; E M Baczkowski
Version 7	September 2021	R Lynch & A Whelan; E M Baczkowski. Consulted with D Caswell, B Phillips & R Jones (LA HT reps)

PPE Chart

Item	Symbol	Tick if required	notes
Dust Mask			
Ear protection			
Footwear			
Gloves			
Safety Glasses			
Hard Hat			
Hi Visibility clothing			
Other			

