

**COVID-19
Risk Assessment for Schools - Sept 2020**

Identified risk	Person(s) at risk	Risk Level Before Control 1- 10			Control measures	Risk Level After Control 1-10			Responsibility & Date
Awareness to procedures and risk	Staff and students				<ul style="list-style-type: none"> Safeguarding and health and safety policies have been reviewed and updated where needed in light of the COVID-19 advice. Updated policies have been shared with relevant staff; Staff to receive guidance on actions to help minimise the spread of infection; Staff to be made aware of the school's infection control procedures in relation to coronavirus The school keeps up-to-date with advice issued by local authority and Welsh Government; Parents informed of the procedures put in place to help keep the children safe in school. Stay at home guidance is made available for parents and staff to refer to and accessible on school's website; Students made aware of rules for staying safe in school and what to do if they feel unwell; Any cases of illness, including COVID-19 are to be treated with confidentiality. 				Headteacher / All Staff
Implementing 'social distancing'	Staff and students				<ul style="list-style-type: none"> The latest guidance on implementing protective measures in educational settings is made available to staff so that it is followed at all times; Small class groups, are organised as described in the 'class or group sizes' in line with published Welsh Government guidelines; Classrooms and other learning environments are organised to maintain space between seats and desks where possible; ALN pupils to have access to personal "calm space" within each classroom that has been cleared of furniture/equipment. The timetable is revised to implement where possible <ol style="list-style-type: none"> Plan for lessons or activities which limit movement between areas eg. extended lessons and/or staff rotations as opposed to students; Maximum number of students within a class adhered to (dependent on room capacity) Maximum number of lessons or classroom activities which could take place outdoors; Break and lunch times staggered so that all students are not moving around the school at the same time (Identified groups at a time, within 30 minute intervals); Drop-off and collection times are staggered to support limited numbers of students coming into contact with each other; 				Headteacher / All Staff

					<p>f) Parents'/carers' drop-off and pick-up protocols are planned so that they minimise adult to adult contact;</p> <p>g) Small groups of students are together throughout the day and avoid social mixing with larger groups of children.</p> <p>Watervoles provision:-</p> <ul style="list-style-type: none"> • Use of designated outdoor area whenever possible. • To maintain a maximum of 2 pupils in each cohort. • Pupils to continue allocated time period from previous modified days. <ul style="list-style-type: none"> • Unnecessary items are removed from classrooms and other learning environments where there is space to store them elsewhere; • Floor markings to be added to key areas to support 'social distancing' eg. Entrance; main hall; communal areas and corridors; • Soft furnishings and equipment, toys and parts, (eg. Lego etc) which are harder to clean are removed; • Cohorts are kept together where possible and pupils remain in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days; • The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days; • Students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk; • Mixing between staff and groups of children in school is minimised by <ul style="list-style-type: none"> a) accessing rooms directly from outside, where possible; b) where possible, considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors; c) staggering break and lunch times and students clean their hands beforehand and enter in the groups they are already in or students are brought their lunch/refreshments in their classrooms; d) The number of students using the toilet at any one time is limited; 				
Hygiene Practices		Staff and students			<ul style="list-style-type: none"> • The cleaning of non-healthcare settings guidance is understood by relevant staff and followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE (eg. vinyl or nitrile gloves and aprons); staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes; • Where students require first aid, staff members must wear appropriate personal protective equipment (gloves; face mask; plastic apron) whilst administering treatment; Any staff who administer first aid or direct contact with students must immediately wash hands and avoid contact with face until hygiene practices have been observed; • Where ALN pupils have an intimate care plan - staff members must wear appropriate personal protective equipment (gloves; 				Headteachers / All staff / Premise Manager / Cleaning staff

					<p>face mask; plastic apron) whilst changing; staff should wear goggles where there is a risk to splashing in the eyes.</p> <ul style="list-style-type: none"> • All tissues and wipes used are to be disposed of in the appropriate way, as per normal practise (with all contents of bins disposed regularly throughout the day); • All classroom doors which are in use should be kept open to reduce the need to touch regularly, including landing and communal doors; • Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms, other learning environments and fixed wall hand sanitisers in communal areas (which are checked daily for supply); • Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light-switches, bannisters are cleaned more regularly than normal; • All adults and students are expected to <ul style="list-style-type: none"> a) frequently wash their hands with soap and water for 20 seconds and dry thoroughly; b) clean their hands on arrival at school, before and after eating, and after sneezing or coughing; c) avoid touching their mouth, eyes and nose d) use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Ensure support is available for children who have trouble cleaning their hands independently eg. Foundation Phase, Specialist Resource Base (this may require staff to wear PPE); • Students are encouraged to learn and practise these habits through activity and repetition; • Bins for tissues are emptied throughout the day, and at the end of every day; • The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid; Each child should have their own stationery where possible; • Play equipment is cleaned between uses and not used simultaneously by different groups; • ALN pupils with have resources to support them and personalised box/tray of toys provided, that will be cleaned at the end of the day and not shared with other pupils. • The amount of shared resources that are taken and brought in from home is limited; • All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible; • Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; • Posters are displayed throughout the school and on plasma screens reminding students and staff to wash their hands, eg. before entering and leaving the school; • Students wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed in posters for display and spreading infection guidance; 				
--	--	--	--	--	--	--	--	--	--

					<ul style="list-style-type: none"> • Additional alcohol-based sanitiser (that contains no less than 70% alcohol) is provided for use where social distancing cannot be adhered to; • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas; • Bar soap is not used – liquid soap dispensers are installed and used instead; • Students are supervised by staff when washing their hands to ensure it is done correctly, where necessary; Staff to demonstrate to ALN pupils correct washing of hands. • Students do not share cutlery, cups or food; • All utensils are thoroughly cleaned before and after use; • Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance; • Headteacher / Administrator arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies should contact the local authority. 				
Ill Health		Staff and students			<ul style="list-style-type: none"> • Staff, students, parents/carers to be informed of the symptoms of possible coronavirus infection, eg. a cough, difficulty in breathing and high temperature, changes or loss of taste and smell, and are kept up-to-date with national guidance about the symptoms and guidance in relation to 'stay at home'; • Any student who displays signs of being unwell is immediately referred to the Headteacher or designated member of staff. While waiting to be collected, children will be supervised in an empty room/medical room to ensure social distancing is maintained; • Students displaying symptoms of coronavirus do not come in to contact with other students and as few staff as possible, whilst still ensuring the student is safe; • The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen; • The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff; • Areas used by unwell students who need to go home are thoroughly cleaned once vacated; • If unwell students are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be cleaned immediately after use; • Any medication given to ease the unwell individual's symptoms, eg. paracetamol, is administered in accordance with the school's policy; • If a member of staff displays symptoms of COVID-19. They will report to Headteacher and follow advice given; • If a member of staff or child receives a positive test for COVID-19, all children and members of staff in that group will need to self-isolate for 14 days. 				All Staff

Spread of infection		Staff and students			<ul style="list-style-type: none"> • Spillages of bodily fluids, eg. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance; • Students are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units; (see earlier comment about bins) • Students must wash their hands after they have coughed or sneezed; • Parents are made aware not to bring their children to school or onto the school premises if they show signs of being unwell or believe they have been exposed to coronavirus; • Children who have displayed symptoms of coronavirus must self-isolate for 7 days before returning to school once they have been tested for COVID-19; • Social distancing must be maintained when entering or exiting the school site. Parents must be instructed to maintain social distance while waiting to drop off or collect children from school. 				All Staff
Management of infectious diseases		Staff and students			<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with Public Health Wales guidelines; • Staff are vigilant and report concerns about a student's symptoms to the Headteacher; • Staff apply consistency in its approach to the management of suspected and confirmed cases of coronavirus; • 'Social distancing' measures are implemented as so far as is possible and practicable; • There are plans in place for the movement of children around the school (as above); • The timetable is adapted to stagger break and lunch times (as above); • The Headteacher monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus; • Students and/or staff who have been classed as 'shielding' owing to pre-existing medical conditions and have been advised, in writing, to undertake specific 'shielding' measures. These individuals should not attend school/work; • Students and/or staff who live with someone who is clinically vulnerable (but not shielding), including those who are pregnant, they should attend school. Where a student and/or member of staff lives in a household with someone who is 'shielding' (and have been advised, in writing, to undertake specific 'shielding' measures), they should only attend if stringent social distancing can be adhered to, and the student and/or member of staff is able to understand and follow those instructions. 				All Staff
Parental engagement		Staff and students			<ul style="list-style-type: none"> • School to publish 'virtual meeting' guidance to safeguard students and staff, while supporting the management of infectious diseases; • School to communicate that all parent/carer meetings should only take place virtually (following published 'Virtual Meeting' guidance) unless this is not possible. In these cases, parents are aware that only one parent can attend to minimise transmission and the meeting takes place in an environment where strict social distancing measures can be maintained; 				Headteacher / Admin Team

					<ul style="list-style-type: none"> • Where possible only one parent / carer should be present at collection point; • Parents are informed their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use); • Parents are informed that they cannot gather at entrance gates and/or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). 				
Building and property maintenance		Staff and students			<ul style="list-style-type: none"> • Headteacher /Site Manager/ Caretaker undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance; • Any areas presenting increased risk to students and/or staff to be isolated; • Furniture removed from individual classrooms to enable social distancing to be stored in a central space and/or located in unused classrooms (within close proximity to minimise need for lifting); • Floor marking used to define transit routes and no-go spaces within identified classrooms and/or areas; • Lock all required doors including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms isolated; • All outdoor building maintenance to be coordinated with the Headteacher, caretaker so that segregation from students and staff can be ensured (eg. grass cutting); • All contractors to report to reception prior to the start of any work, which is separate to student entrance. • Electric air hand driers to be isolated and paper towels provided instead • Air conditioning units to be turned off or adjusted so that they only bring in fresh air. Desk top fans not to be used 				Headteacher/ Premises manager
Communication		Staff and students			<ul style="list-style-type: none"> • Students, staff, parents/carers or any visitors to the school site are told not to enter the school if they are displaying any symptoms of coronavirus; • The relevant member of staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure;updated about any changes to infection control procedures as necessary; • There is early communication with contractors and suppliers that will need to prepare to support plans for opening. For example, cleaning; catering; food supplies; hygiene suppliers; • Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this. 				Headteacher Premises Manager
Partial school closure		Staff and students			<ul style="list-style-type: none"> • The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic; • Students working from home are assigned work to complete to a timeframe set by their teacher; • Headteacher maintains plan for students' continued education during partial school closure to ensure there is minimal disruption to students' 				Leadership Team/ Admin Team /Teachers

					<p>learning – this includes their plan to monitor students’ learning while not in school;</p> <ul style="list-style-type: none"> • Clear reinforced messages about student behaviour expectations are made visible and adhered to at all times, even while working remotely; • Headteacher / class teacher ensures all students have access to schoolwork and the necessary reading materials at home; • Headteacher / class teacher to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required. 				
Emergencies		Staff and students			<ul style="list-style-type: none"> • Ensuring arrangements are in place for first aid support and availability; • Account for availability of trained first aiders or emergency personnel; • Provisions should be fully stocked and monitored. Accident forms completed where required; • If a member of staff is diagnosed with COVID 19 as a result of being exposed during the work place this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents • All students’ emergency contact details are up-to-date, including alternative emergency contact details, where required; • Students’ parents/carers are contacted as soon as practicable in the event of an emergency; • Students’ alternative contacts are called where their primary emergency contact cannot be contacted. 				Headteacher /Admin Team
Safeguarding		Staff and students			<ul style="list-style-type: none"> • Standard procedures are reinforced to all staff prior to increased operations and all staff are expected to observe these; • Appropriate security arrangements on-site; • Staff rota and levels to take account for security arrangements; • Ensure students are not allowed out of the school during the day; • All staff/volunteers/supervisors to have valid DBS clearance. 				Headteacher / Designated Senior Person (DSP) Deputy DSP
Poor Behaviour		Staff and students			<ul style="list-style-type: none"> • School to consider the impact of poor behaviour; bullying, or abuse of another child or a member of staff, and are clear with parents/carers on action to take in response to this; • Standard procedures to be observed; • Adequate supervision levels in place to support staff; • Groups organised so that staff familiar with students where possible to minimise incidents of poor behaviour; • Consideration of appropriate placement of student for their care, or to meet their needs. • Staff to follow ALN pupils individual EBPs to minimise behaviour incidents. • Staff to avoid positive handling unless absolutely necessary for the safety of the pupil or others. When doing so, staff members must wear appropriate personal protective equipment (gloves; face mask; plastic apron); staff should wear goggles where there is a risk to splashing in the eyes. 				Headteacher
Distance Learning		Staff and students			<ul style="list-style-type: none"> • School to publish Distance Learning guidance to all staff and governors; 				Headteacher/ Staff working from home

					<ul style="list-style-type: none"> • School to update Homeworking Policy where applicable for all staff, especially those who are working remotely • School to ensure that all teaching and relevant support staff have a school-issued device to support distance learning • Leaders to review the school Professional Learning Plan to include suitable training opportunities to support staff in preparing distance learning opportunities for pupils; • Leaders and staff to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning; • Leaders to ensure that all staff communicating with pupils and parents have a school or hwb email accounts • Leaders to set and implement clear expectations around the protocols for asynchronous and synchronous learning procedures. Ensure that all staff understand that they are expected to follow these for their own safeguarding; • Ensure Staff working remotely have the necessary equipment and work environment to deliver distance learning; • Line managers to maintain regular contact with staff who are working remotely; • Schools to ensure that all pupils have access to equipment and resources necessary to engage in learning opportunities; • School to maintain contact with parents to provide help and support so that they can support children with distance learning activities. SS 				
Managing school transport		Staff and students			<ul style="list-style-type: none"> • Parents, children and young people are encouraged to walk or cycle to their education setting where possible; • Where possible parents should be encouraged to transport their own children to and from school • School liaise with the local authority to ensure transport arrangements are organised to cater for any changes to start and finish times; • Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus (if/where applicable); • Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers (if/where applicable). • Bus driver to remain on vehicle whilst waiting for pupils 				Local Authority Headteacher.