

**COVID 19 Risk Assessment – Version 8**



**Subject:** COVID-19 School Premises Risk Assessment

**Date of Assessment:**

January 2022

**School Name:** **Llantrisant Primary School**

**Assessors:**

<b>Position</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Headteacher	Lisa Davies		6.01.2022
Chair of Governors	Jane Chapman		11.01.2022

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
<b>School drop off/Pick up – Infection control</b>	All Persons	<ul style="list-style-type: none"> <li>• Stagger drop off/pick up times for contact groups (subject to WG guidance).</li> <li>• Parent/carer pick up and drop off protocols have been considered to minimise adult to adult contact and avoid gatherings e.g. at the school gates (signs and floor markings made available from RCT)</li> <li>• All parents/visitors advised to wear face coverings when on site.</li> <li>• Arrangements in place to supervise pupils arriving/leaving on contracted transport to ensure social distancing - all pupils of secondary school age have been advised that they must wear face coverings on school transport.</li> <li>• Arrangements in place to identify possible contacts on home to school transport provision for Track and Trace purposes.</li> <li>• Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible.</li> <li>• One parent encouraged to drop off/pick up.</li> <li>• Additional entrances/exits used to reduce gatherings at peak times where possible.</li> <li>• Parents/carers instructed not to attend school if symptomatic.</li> <li>• Where necessary, the School has a process for removing face coverings when learners and staff who use them arrive at school, e.g. a lidded bin for disposal.</li> <li>• Handwashing/hand sanitiser available at all entrances.</li> </ul>	<ul style="list-style-type: none"> <li>• All pupils can filter into school from 8.50am-9.00am School gates will be closed between these times to prevent entry by taxis etc and home to school transport notified of times they can enter/exit school.</li> <li>• Parents have been informed that they or their children should not enter the school premises if symptomatic</li> <li>• Main gates coned off to prevent any vehicles entering the building between these times to enable parents to walk down the path to drop off at the second gate and then use the drive way to walk up and exit premises.</li> <li>• Parents are encouraged to leave school premises and area leading to school to allow the flow of pupils unhindered.</li> <li>• Additional electronic hand sanitisers fitted throughout the school eg at every entry, in the hall and outside the KS2 toilets</li> <li>• 2m distance lines have been painted on pathway leading up to entrance</li> <li>• All parents have been notified of WG guidance of wearing face masks when on the school premises and have been asked to follow this guidance.</li> </ul>

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Circulation Routes – Infection control	All Persons	<ul style="list-style-type: none"> <li>Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system.</li> <li>Floor markings and signage is provided to assist with social distancing.</li> <li>Doors kept open to encourage ventilation and to reduce physical contact. (where safe to do so – and not compromising fire safety, you may need to check the fire risk assessment to identify doors that can remain open).</li> <li>Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.</li> <li>Class times have been staggered to prevent large numbers moving around the premises at the same time.</li> </ul>	<ul style="list-style-type: none"> <li>Classes Fire exit doors will be used as entry points for Year 2 &amp; Year 5/6 and EY Observation class. Year 3/4 will use Junior KS2 entrance as entry point and Rec/Y1 will use the main entrance doors.</li> <li>Windows are opened to maintain ventilation in classes</li> <li>Floor markings demarcate the way onto the school yard and signage is visible around the school eg keep 2 m apart/ give way to oncoming persons</li> <li>Breaks and lunch times to be staggered for FP and KS2 and lunch times are split for FP and KS2 FP in the hall at 12.00 and KS2 at 12.30pm and only 2 classes in the hall for lunch.</li> <li>Introduction of CO2 monitors to all classrooms and staff room to indicate when increased ventilation is required.</li> </ul>
Classroom/Teaching Environment – Infection control	All Persons	<ul style="list-style-type: none"> <li><b>For Welsh Government Guidance on control measures within the classroom for the various settings, use the link below:</b> <a href="https://gov.wales/operational-guidance-schools-and-settings">https://gov.wales/operational-guidance-schools-and-settings</a></li> <li>Implement, as part of the risk assessment process, the wearing of face coverings for staff and secondary learners based on Welsh Government's guidance.</li> <li>Pupils will stay in their class/contact group wherever it is possible throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>Each key stage remains a separate 'contact group'</li> <li>Limited movement of pupils to other contact groups e.g. intervention/wellbeing groups</li> <li>Children to use individual resources</li> <li>Breakfast club and After school club (Honeybee) to recommence from 6.01.22</li> </ul>

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		<ul style="list-style-type: none"> <li>• Whatever the size of the group, they should be kept apart from other groups where possible and those age 11+ should be encouraged to keep their distance within groups.</li> <li>• Where possible pupils use the same desk and resources each day. Resources are placed in individual trays/bags and only essential items are brought in from home.</li> <li>• The use of outdoor space is utilised wherever possible.</li> <li>• Rooms have been organised to encourage social distancing, tables and chairs arranged to enable sitting side to side facing forward and not face to face.</li> <li>• Unnecessary items have been removed from learning environments where there is space to store elsewhere.</li> <li>• Resources which are not easily washable or wipeable have been removed.</li> <li>• Arrangements in place for the use of the playground, including playground equipment.</li> <li>• Arrangements are also in place for social distancing in staff rooms and prep rooms.</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 4 staff to be allowed in staffroom at any one time as per social distancing requirements</li> <li>• Staggered break and lunch times for each key stage</li> <li>• Staff will ensure that equipment is kept to class contact groups and learners will wash their hands before and after using any materials such as water, playdough</li> <li>• Nursery pupils are a single contact group</li> <li>• Where interventions are group based, the teacher/LSA will keep a safe as distance as possible and as appropriate to the intervention. Where appropriate or necessary, a screen will be used between the group and an adult.</li> <li>• Key stage 2 classrooms have been rearranged to ensure that pupils are forward facing</li> </ul>
<p><b>Pupil and Staff Toileting – Infection control</b></p>		<ul style="list-style-type: none"> <li>• Consider the increased handwashing times that have been introduced.</li> <li>• Where possible, provide separate toilets for different contact groups. Where this is not possible, using hand sanitiser before entering the toilet and ensuring toilets are cleaned regularly.</li> <li>• Signage is in place in each toilet to encourage adequate hand washing takes place.</li> <li>• Similar arrangements are also in place for staff toilets.</li> </ul>	<ul style="list-style-type: none"> <li>• Nursery, Reception class and Dosbarth Melyn have their own toilets. Only KS2 to share the use the junior toilets.</li> <li>• Appropriate signage and hand sanitizers are available for pupils to sanitize prior to entering the toilets and hand wash after.</li> <li>• Only one member of staff in the toilets at a time</li> </ul>

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		<ul style="list-style-type: none"> <li>Automated soap dispensers should be used where possible and hands should be thoroughly dried, preferably using paper towels. Hand dryers should be avoided where possible. Paper towels should be disposed of in a lidded bin and not allowed to overflow. Bins should be emptied daily.</li> </ul>	<ul style="list-style-type: none"> <li>Increased handwashing after playtimes, before lunch, on entry into school in the morning</li> </ul>
<b>Spread of COVID-19 /Social Distancing</b> Infection Control (General)	All Persons	<ul style="list-style-type: none"> <li>Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety).</li> <li>Where necessary, Corporate Estates have been consulted regarding safe use of mechanical ventilation systems.</li> <li>Implement, as part of the risk assessment process, the wearing of face coverings for staff and secondary learners based on Welsh Government's guidance.</li> <li>An adequate supply of lidded bins are available for the safe disposal of single use face coverings.</li> <li>Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this.</li> <li>Appropriate signage is in place throughout the setting.</li> <li>Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation.</li> <li>All staff should adhere to the social/physical distancing measures as far as possible with younger learners but should also adhere to those measures in their interactions with older learners, other staff members and visitors to the school.</li> </ul>	<ul style="list-style-type: none"> <li>FP and KS2 staff will alternate break times whilst pupils are in their allocated space outside.</li> <li>Lunch time breaks staggered between FP and KS2 to allow staff to have their lunch. Mid-day supervisors to cover pupils outside and an allocated teacher is a Point of Contact each day</li> <li>Staff have been informed to wear 3-ply surgical face coverings in classrooms, communal areas inc corridors, toilets, staffroom</li> <li>Staff have been informed to wear face covering whenever possible in class, especially when 2 m distance cannot be maintained</li> <li>Where interventions are group based, the teacher/LSA will keep a safe as distance as possible and as appropriate to the intervention. Where appropriate or necessary, a screen will be used between the group and an adult.</li> </ul>

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			<ul style="list-style-type: none"> <li>Lidded bins available in every class and hall for the disposal of face coverings</li> <li>Visitors asked to wear masks when on site</li> </ul>
<b>Staffing</b>		<ul style="list-style-type: none"> <li>Staff who are clinically vulnerable have been assessed and, for those able to return to the workplace, suitable measures have been put in place to manage the risk e.g., ensure extra care is taken in observing social distancing. Refer to the Council guidance <b>‘Update for Chairs of Governors, Headteachers, Managers &amp; Staff – Shielding and Childcare Responsibilities’ &amp; Staff COVID19 Risk Assessment Tool.</b></li> <li>Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management.</li> <li>The use of shared staff spaces and staff rooms is minimised.</li> </ul>	<ul style="list-style-type: none"> <li>Any staff who consider themselves vulnerable asked to complete risk assessment and HT to refer to HR and Occ Health if concerns raised.</li> <li>A daily review of staffing levels is undertaken, including those in key safety roles to ensure safe supervision an operation of the school, including premises management</li> </ul>
<b>Catering/Lunchtime Arrangements –</b> Infection control		<ul style="list-style-type: none"> <li>Groups of children can eat packed lunch or school meals within their own classroom setting.</li> <li>Different groups mixing together during lunchtimes is avoided through staggered times with several sittings and/or use of additional areas and to help reduce queues.</li> <li>Time/resource provision for cleaning surfaces between groups in the dining hall.</li> <li>Hand sanitiser gel is provided for pupils and staff to use immediately before collecting their lunch.</li> <li>Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff.</li> </ul>	<ul style="list-style-type: none"> <li>Staggered lunch time in hall to allow time for cleaning of surfaces between sittings <ul style="list-style-type: none"> <li>FP and KS2 to alternate use of yard/hall during lunch time</li> <li>Mid day supervisors allocated to key stages to minimise cross contact</li> <li>All pupils to wash their hands before entering the hall and hand sanitizer available at both entry/exit points</li> <li>Only 2 classes at any one time in the hall.</li> <li>Tables will be moved apart to separate the 2 classes</li> </ul> </li> </ul>

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		<ul style="list-style-type: none"> <li>• Additional meal collection points have been put in place to reduce queuing where necessary.</li> <li>• Alternative payment methods are being used to eliminate cash handling.</li> <li>• Tables and seating are moved apart to allow social distancing. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating or placing screens.</li> <li>• A different entry and exit route are being used at dinner times where more than one door is available.</li> </ul>	<ul style="list-style-type: none"> <li>• Children in KS2 will sit in their class groupings , forward facing to alleviate unnecessary mixing of pupils inside</li> <li>• Pupils wash hands before entering the hall for their lunch and hand sanitizer is provided for pupils and staff to use immediately after having their lunch.</li> <li>• Parents pay using on-line payments to alleviate cash handling by office staff</li> <li>• Trays are collected by lunch time supervisors to avoid unnecessary movement around the hall by pupils</li> </ul>
<b>Pupils/Staff displaying symptoms whilst at school</b>		<ul style="list-style-type: none"> <li>• Arrangements in place to deal with pupil/staff who develop symptoms whilst at the setting – Follow the WG guidance: <a href="https://gov.wales/operational-guidance-schools-and-settings">https://gov.wales/operational-guidance-schools-and-settings</a> and the relevant section of the RCT Coronavirus (COVID-19): Guidance for the safe re-opening of schools.</li> <li>• An isolation room is available for pupils/staff.</li> <li>• If a learner develops symptoms whilst at school/setting, they should be sent home. However, they must not travel home on dedicated school transport.</li> </ul>	<ul style="list-style-type: none"> <li>• Isolation room is the Resource Classroom as it has a separate exit and all staff are made aware of the procedures. If used, room should be deep cleaned.</li> <li>• Parents are regularly updated of school procedures</li> </ul>
<b>Cleaning/Waste Disposal</b>		<ul style="list-style-type: none"> <li>• All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g., door handles, toilets, taps, handrails, external gates and dining room equipment.</li> <li>• Enhanced cleaning regime in place across the setting.</li> </ul>	<ul style="list-style-type: none"> <li>• All surfaces in classrooms are to be kept clutter free in order to facilitate frequent cleaning and cleaning regime</li> </ul>

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		<ul style="list-style-type: none"> <li>• Adequate cleaning supplies and facilities around the school are in place.</li> <li>• A Clear desk policy in place for all pupils and staff.</li> <li>• Tissues should be placed in a separate waste bin and disposed of safely. All rubbish should be removed daily.</li> <li>• If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is.</li> </ul>	<p>addresses those issues outlined in the left column</p> <ul style="list-style-type: none"> <li>• Pedal bins available in all classrooms and hall for disposal of tissues.</li> <li>• Monitoring arrangements are in place to ensure sufficient supplies of soap, handtowels and sanitiser are available</li> </ul>
<b>Personal Protective Equipment (PPE)</b>		<ul style="list-style-type: none"> <li>• PPE is not required for routine class activities.</li> <li>• PPE may be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19 and in other situations where <b>close contact</b> is required. For further guidance on PPE requirements refer to the <b>RCT Schools COVID 19 PPE Guidance Matrix</b> and associated links within the document.</li> </ul>	<ul style="list-style-type: none"> <li>• In situations where staff cannot adhere to either the 1m or 2m social distancing requirements, staff should wear the appropriate PPE for the task, eg a fluid resistant surgical face mask</li> <li>• EY Observation class will need to use PPE when toileting pupils. Goggles, paper masks, aprons and gloves supplied by the LEA for mainstream</li> <li>• Staff have been informed to wear 3-ply surgical face coverings in communal areas inc corridors, toilets, staffroom and in classrooms where 2m distancing cannot be maintained</li> </ul>
<b>Visitors</b>		<ul style="list-style-type: none"> <li>• Information about visitor arrangements is displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms.</li> <li>• All visitors on site advised to wear face coverings.</li> <li>• Handwashing/hand sanitiser available at all entrances.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand sanitizer and appropriate signage is displayed in the school foyer for visitors to follow appropriate hand washing on entry to the school</li> </ul>



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		<ul style="list-style-type: none"> <li>• Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens.</li> <li>• Where possible, visitors are signed in/out by the receptionist.</li> <li>• A record should be kept of all visitors as this may be needed at a future point to assist the Welsh Government’s Test, Trace, Protect strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors are requested to wear a face covering when on site.</li> <li>• All visitors must report to the main reception. Visitors asked to sign in using their own pen/or school clerk will sign them in. Office staff ensure contact numbers are taken to ensure track/trace/protect can be used</li> <li>• All visitors are made aware of expectations for social distancing and hygiene along with reducing contact with any group within and outside school buildings</li> <li>• School Office is separated with a sliding window and a Perspex screen</li> </ul>
<b>Fire Safety</b>		<ul style="list-style-type: none"> <li>• Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff.</li> <li>• Procedures have been reviewed to include hygiene and distancing at assembly points.</li> <li>• Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff).</li> </ul> <p>See link below for specific fire safety advice for specific advice during the outbreak.  <a href="https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf">https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf</a></p>	<ul style="list-style-type: none"> <li>• All persons, including staff, visitors, any contractors etc., are made aware of current fire procedures.</li> <li>• Fire procedures been reviewed in the light of any restrictions / changes imposed by COVID requirements</li> </ul>

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Training		<ul style="list-style-type: none"> <li>• Staff have been instructed on the nature of COVID-19 and its transmission.</li> <li>• The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff.</li> <li>• Any staff briefings are also conducted with social distancing considerations.</li> </ul>	<ul style="list-style-type: none"> <li>• All advice and risk assessment arrangements have been shared with staff.</li> </ul>