

Griffithstown Primary



Appendix 1 – COVID September 2020 Risk Assessment Form

HEALTH AND SAFETY RISK ASSESSMENT FORM		
<p>RISK ASSESSMENT FOR: The Return of All Pupils to School in September, 2020, whilst complying with national guidelines to try prevent the transmission of COVID 19</p> <p>N.B. Due to the nature of the virus it is impossible to eliminate all risk. This risk assessment attempts to set out the measures that have been taken to ensure that staff, pupils and parents are as safe as possible.</p>	<p>ASSESSMENT UNDERTAKEN BY: Corporate Health and Safety Team and (Head Teacher N Blackburn)</p>	
<p>DATE OF ASSESSMENT: August, 2020</p>	<p>REVIEW DATE: October half term, 2020 or sooner if circumstances with COVID 19 change, or circumstances at the School change</p>	

This risk assessment needs to be read in conjunction with the COVID 19 risk assessment that was issued to schools in June, 2020

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY ?	BY WHOM	BY WHEN	COMPLETED (DATE)
<p>Following the lockdown due to COVID 19, Welsh Government announced that all pupils are to return to School in September, 2020. The LA, Schools and Governing Bodies have to ensure measures are in place to keep pupils, members of staff and contractors to site as safe as possible, at the same time as trying to prevent the transmission of COVID 19 as far as is reasonably practicable</p> <p>The risk assessment below outlines the additional measures that Griffithstown Primary school is taking in readiness to open its doors to all pupils in September, 2020, with the emphasis on younger learners being kept in separate groupings, and encouraging and promoting older learners to adhere to social distancing requirements. This risk assessment should be read in conjunction with the risk assessment that was carried out in June, 2020, when the school opened and offered pupils the opportunity to “check in, catch up and prepare”</p>						

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY ?	BY WHOM	BY WHEN	COMPLETED (DATE)
<p>Arriving at School Staff</p> <p>Pupils travelling on home to school transport</p>		<p>Signage has been displayed on the gates and entrances to the classrooms to encourage people to maintain a 2m distance from each other at all times All staff to be in School by 8.50am Staff must ensure they socially distance from other staff when they are arriving and parking their vehicles. Anyone who is late will have to park outside the school gates, e.g. Panteg House car park</p> <p>No children arrive in school via bus but one family (2 pupils) arrive via taxi. These pupils will be required to wash hands and use hand sanitiser when entering / exiting school.</p>	Weekly check-ins with staff	All actions to be monitored by head working alongside SLT, caretaker and Office	Half term 2020	December 2020

<p>Pupils walking to school</p>	<p><u>Dates for return to school</u> School will reopen for Nursery, Reception, Year 1, Year 5 and Year 6 on Thursday 3rd September. School will reopen for all year groups on Monday 7th September.</p> <p><u>Access to the school site</u> All parents/carers must enter school via East View and egress via Florence Place.</p> <p><u>Start and end of the school day</u></p> <p><u>Nursery</u> We will operate ‘staggered’ start times for AM and PM Nursery pupils between 3rd – 11th September. At the start, and end of the session Nursery parents/carers must wait in the Nursery outdoor area. A member of staff will be there to greet you and your child. You/ and your child must exit via Florence Place. It is the expectation that parents/carers stand at socially distanced intervals (2 metres).</p> <p><u>Reception/Year 1</u> All Reception pupils’ start time: 9.20am – 3.00pm All Year 1 pupils’ start time: 9.00am – 3.00pm Parents/carers of pupils in Miss Phillips’ and Mrs Taylor’s classes will line up on the path from East View. It is the expectation that parents/carers stand at socially distanced intervals (2 metres). The teachers will meet you to collect your child and you must exit via Florence Place. Parents/carers of pupils in Mrs Hawksworth’s class will line up on the main yard. At the end of the day the children in all three Reception/Year 1 classes will line up on the main yard. You will collect your child and exit via Florence Place.</p> <p><u>Year 2 - Year 6</u> Mrs Hall and Miss Evans pupils’ start time: 9.20am – 3.20pm Mrs Linton/Mrs Pugh and Mrs Cox/Mrs Crane-Brown pupils’ start time: 9.00am – 3.10pm Mr Blackmore and Miss Kembrey pupils’ start time: 9.00am –</p>				
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<p>Pupils reporting late for school</p> <p>Pupils travelling to school in parents/carers car</p>		<p>3.10pm</p> <p>Mr Pembrey, Miss Thomas and Mrs Witherall pupil's start time: 9.20am – 3.30pm</p> <p>At the start of the day Year 2 - Year 6 children will line up on the main yard in their classes. You will exit the site via Florence Place.</p> <p>At the end of the day, pupils in Mr Blackmore, Miss Kembrey, Mrs Witherall and Mr Pembrey's classes must be collected from the classroom door. It is the expectation that parents/carers stand at socially distanced intervals (2 metres). If your child is in an older year group and you want your child to walk home alone, please put this in writing and give to the class teacher. We will keep a list of these pupils.</p> <p>Pupils who arrive late must report to the main entrance to register the child. The parent/carer must then escort the child to the external entrance of the child's classroom. The teacher must then call the office to confirm the child is registered.</p> <p>Pupils travelling to and from school by parents or carers in vehicles will drop of and pick up their child/children at times appropriate with start and end times of the school day.</p> <p>Parents have been notified of these arrangements via global text and twitter statements that direct parents/carers to the school website</p> <p> Letter for September RE Covid</p>				
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<p>Arrival in the classroom. Arrangements in place in the Classroom Setting</p>	<p>Pupils, staff and parents may come into contact with someone who is infected with COVID 19</p>	<p>On arrival in the classroom children will wash their hands for 20 seconds.</p> <p>Children will be in class bubbles of approximately 30 but be part of a larger year group bubble of upto 102 children, e.g. Y5/Y6 mixed classes totals 102 pupils – 48 of these pupils share a single space plaza. Children will be allowed to interact with one another in their bubble and social distancing won't be expected for children with other children in their bubble. Staff to be encouraged to remain 2m from each other and from the children where possible.</p> <p>Anti bac gel and handwashing facilities are available at all times and children will be encouraged to wash their hands thoroughly after each activity, before and after eating and drinking and after they cough or sneeze.</p> <p>The yard will be cordoned off to allow year group bubbles to play in one area away from other bubbles. There will be fewer year group bubbles on the yard at any one time, than in normal circumstances.</p> <p>Children will have their own set of resources that they will solely use. Shared resources will be kept to the class bubble wherever possible.</p> <p>Teachers will explain the rules around social distancing, handwashing, the layout of the classroom and the use of resources to the children. Children should be encouraged to socially distance from adults where possible.</p> <p>Teachers will also explain the guidance around coughing into your elbow and Catch it, Bin it, Kill it.</p> <p>Activities to be taken outside as much as possible and windows and doors to be opened to allow fresh air to come into classes.</p>				
<p>Breakfast Club</p>		<p>Breakfast Club will commence on Monday 14th September. See risk assessment.</p>				
<p>Toilets</p>	<p>Whilst using the toilet pupils and staff may</p>	<p>Children will be encouraged to wash their hands after using the toilets for 20 seconds.</p>				

	come into contact with someone who is infected with COVID 19	<p>Paper towels to be used instead of hand driers.</p> <p>Shared toilets are:</p> <ul style="list-style-type: none"> • Nursery/ Reception /Year 1 toilets • Year 3/4 toilets • Year 5/6 toilets 				
Break times		<p>Arrangements have been made to stagger the break times</p> <p>Break times will be staggered between 10.30 and 11.15</p>				
Snack Time		<p>Snacks</p> <p>No snacks are provided by school. Children must bring in a snack from home.</p> <p>All children will wash their hands for 20 seconds before and after eating and drinking.</p> <p>Nursery children will bring their own snack.</p> <p>Table surfaces will be cleaned after eating and drinking.</p> <p>No shared cutlery or cups for staff and children.</p>				
Lunch times		<p>Arrangements have been made to stagger the lunch times for the different contact groups.</p> <p>Food will be consumed in the hall over staggered sittings.</p> <p>Serving:</p> <ul style="list-style-type: none"> • Hot meals • Salad Option <p>See Lunch Time Risk assessment, and Catering Risk Assessment</p>				
Outdoor Play Equipment		<p>Arrangements will be made to clean the outdoor play equipment regularly.</p> <p>Play will be supervised</p>				

Use of School Halls,		The hall will not be used for assembly Hall will be used for breakfast club or after school club from 14 th September				
Isolation Rooms		Isolation room, will be based in deputy head's office with access to staff toilet facilities near by. The pupil/s will be kept isolated until a parent collects him/her from main office.				
Reception/Office Area/ Visitors to School	The office staff could be exposed to the virus	<p>The office tables are at least 2 metres apart.</p> <p>There is a screen across the office that separates the staff from people standing in the Reception area.</p> <p>Visitors to Reception will be kept to an absolute minimum – all contractors have to arrange an appointment with the office.</p> <p>Parents will be encouraged to conduct their business over the telephone or electronically.</p> <p>Wherever possible, office staff can work from home.</p> <p>There will be clear signage that encourages people not to enter the reception area unless told to do so.</p> <p>One person at a time and by appointment only.</p> <p>Regular cleaning of all contact points by cleaners and caretaker.</p> <p>Visitors encourages to use the alcohol sanitiser before signing anything.</p> <p>Mr Lewis and Mr Blackburn to undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance;</p> <ul style="list-style-type: none"> •Any areas presenting increased risk to students and/or staff to be 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. 				
Staffroom	A communal area could be a cause of spreading the virus	<p>Staff can use the staff room and the 'intervention room' for breaks.</p> <p>Staff must keep 2m social distance from colleagues.</p> <p>Staff must not share cups or cutlery and should try to bring their own or wash up the utensils in hot soapy water as soon as they have been used rather than use the dishwasher.</p> <p>Staff must not make or share food or drinks for/with other staff.</p>				

		<p>Staff need to make sure that they clean all contact points after use and use a paper towel or wipe to touch contact points where possible.</p> <p>Contact points in the staffroom will be regularly cleaned.</p> <p>Handwashing and antibacterial soap needs to be available at all times in the staffroom.</p>				
Contractors		<p>As far as possible, contractors will be discouraged from being on site when the pupils are in the areas that the contractors/ need to visit/attend to</p>				
Legitimate visitors to site –(eg Educational Psychologists, Education Welfare Officers		<p>Appointments must be made prior to the visit hand sanitising as soon as they enter</p> <p>Visitors must be based in the SENCo or Head's Office and not walk into the main school areas</p>				
Children with specific medical needs		<p>Where there is a need for close contact from a member of staff, PPE must be worn.</p> <p>There may be requirement for staff training – details of how this will be achieved are yet to be determined</p>				
Children with physical difficulties		<p>LA was unable to provide Moving and Handling training the Summer Term of 2020 because of lockdown – further information will be provided on this in due course</p>				
Children demonstrating Challenging Behaviour	<p>Having close contact with a pupil could cause the virus to spread</p>	<p>Physical restraint will only be used as a last resort inline with the School's current positive handling policy and individual positive handling plans.</p> <p>Where restraint has to be carried out with a non-symptomatic child, staff will need to wear PPE according to the risk assessment for that child. With a symptomatic child PPE should be worn as appropriate. Care must be taken not to frighten the child and to explain why PPE is being worn. Parents of children with Positive Handling Plans must be advised of the fact that PPE will be worn while restraining if that has been assessed as necessary.</p> <p>PPE available: gloves, masks, aprons, visors. Staff to decide what to wear when according to the child and risk. N.B. training and posters should be displayed as reminders on how to put on and take off PPE.</p> <p>Parents and children to be given a debrief when appropriate</p>				

		<p>following the restraint. Handwashing is important after each restraint. Staff not to touch their faces until they have washed their hands.</p>				
Meeting the Personal Care needs of Pupils. Dealing with toileting Accidents	Having close contact with a pupil could cause the virus to spread	<p>PPE to be made available to staff. With non-symptomatic children gloves to be worn as a minimum. Also available: mask, visor, apron for staff to use if necessary. N.B. training and posters should be displayed as reminders on how to put on and take off PPE.</p> <p>Regular cleaning of changing area.</p> <p>Handwashing and anti bac products to be available at all times. Handwashing is important after each procedure. Staff not to touch their faces until they have washed their hands.</p>				
Cleaning Arrangements		<p>The school was deep cleaned wc: 24.8.20 All areas cleaned and sanitised at the end of each day</p>				
Hygiene	Surfaces could be a cause of spreading the virus	<ul style="list-style-type: none"> • Each class will have cleaning materials that can be used to clean tables, chairs and resources where necessary. • Cleaners must clean the touch points • Staff will vacate the premises as soon as possible at the end of the day to allow for a thorough daily clean. (except on days when meetings need to occur, e.g. SLT and staff meeting) • Cleaners will have received training on what chemicals to use, what and how to clean. • Where non-symptomatic students require first aid, staff members must wear their usual appropriate personal protective equipment (gloves; plastic apron) whilst administering treatment; Ice packs must be disinfected between uses by the member of staff who uses them; Each class to have their own First Aid kit; 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; • 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; • Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms, other 				

		<p>learning environments and fixed wall hand sanitisers in communal areas (which are checked daily for supply by Mr Lewis);</p> <ul style="list-style-type: none"> • 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. • 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 is limited; Each child should have their own stationery where possible; • 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 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; • Additional alcohol-based sanitiser (that contains no less than 70% alcohol) is provided for use where social distancing cannot 				
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		<p>be adhered to;</p> <ul style="list-style-type: none"> • 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; • Students are supervised by staff when washing their hands to ensure it is done correctly, where necessary; • Students and staff 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. 				
Books / Marking / Resources	Handling of Resources could lead to the virus spreading in the School	<p>The children will have a set of resources for their own personal use. Shared resources will be kept to that class bubble. Where this is not possible eg. In the nursery, there will be extra cleaning in the middle of the day.</p> <p>Keep resources to a minimum to reduce the need for cleaning difficult items. The virus lives for 72 hours on plastic surfaces and 48 on others.</p> <p>Passing objects between pupils and between staff should be kept to a minimum. Hand washing will be key when handling books and resources.</p> <p>Staff and pupils share the bubble environment and so it is appropriate to mark in class. But books should not be taken home or moved to a location outside of the classroom.</p>				
End of School Day	The end of the school day needs to be managed to ensure social distancing	<p>Staff should leave school by 4.30pm to enable the cleaning of areas.</p> <p>Children will leave from their classroom door.</p> <p>Bubbles will have staggered leaving times – Dismissed from the doors, i.e. Nursery, Year 4, Year 5 and Year 6 Dismissed from lines on the yard, i.e. Reception, Year 1, Year 2 and Year 3 and Miss Thomas' Year 5 class</p>				

		Parents/carers can collect siblings earlier/later if times for siblings are staggered at the start and end of the school day.				
Wrap around clubs		Children attending wrap around clubs will wait in their classrooms at the end of the School day and be lead into the hall (s) by a member of staff. The children will sanitise their hands when they enter the hall See After School Club risk assessment				
Case of COVID 19	Any case of COVID 19 needs to be dealt with safely	<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 by telephoning. While waiting to be collected, children will be supervised outside under the canopy if weather permits or in the isolation room – use outside access and 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 the Head/ office • 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; <ul style="list-style-type: none"> • If a member of staff or child displays symptoms of COVID-19 they must self- isolate for 7 days before returning to school. Testing is available for all staff and children. If the result is negative, staff and children can return to school before the 7 days is up. once they have been tested for COVID 19. • If a member of staff or child receives a positive test for 				

		<p>COVID-19, all children and members of staff in that group may need to self-isolate for 14 days.</p> <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. 				
Communication with Parents		<p>Regular letters and notifications will be sent to parents to remind them that they must not send their children to school if they or anyone in their household has had symptoms of COVID 19 or if they have been told to self-isolate or if they have been in contact with someone who has Covid 19. Up to date guidance will be issued to staff and put on the school website.</p> <p>Letters will also include reminders about social distancing, handwashing and ask parents to ensure that they or their children avoid touching play equipment on the way into school.</p>				
Management of infectious Diseases	Vulnerable Groups	<ul style="list-style-type: none"> • 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.				
Distance Learning		<ul style="list-style-type: none"> • School to publish Distance Learning guidance to all staff and governors; • 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. 				

APPENDIX 2 - Risk Matrix

Likelihood

Taking into account the controls in place and their adequacy, how likely is it that such an incident could occur? Apply a score according to the following scale:

Level	Descriptor	Description
5	Almost Certain	Likely to occur on many occasions, a persistent issue (will occur on a daily basis).
4	Likely	Will probably occur but it is not a persistent issue (will occur on a monthly basis).
3	Possible	May occur occasionally (possibly on an annual basis).
2	Unlikely	Do not expect it to happen but it is possible (unlikely to occur over a shorter time scale 1-2 years, possibly over longer time scales).
1	Rare	Doubtful if it will ever occur (unlikely to occur even over a longer time scale).

Severity

Taking into account the controls in place and their adequacy, how severe would the consequences be of such an incident? Apply a score according to the following scale.

Level	Descriptor	Actual or Potential Impact on Individual(s)	Actual or Potential Impact on Authority
5	Catastrophic	Death or Permanent damage	HSE Investigation Litigation expected/certain
4	Major	Permanent injury or illness e.g. RIDDOR reportable injury/ill health retirement/redeployment	RIDDOR reportable Long term sickness Litigation expected/certain
3	Moderate	Semi permanent injury/damage or illness e.g. injury that takes up to 6-12 months to resolve or requires Occupational Health involvement/rehabilitation	RIDDOR reportable, Long term sickness, Litigation possible but not certain, High potential for complaint
2	Minor	Short-term injury/damage or illness e.g. injury or illness that has been resolved within one month	Minimal risk to the Council, Short term sickness, Litigation unlikely, Complaint possible
1	Insignificant	No injury or adverse outcome	No risk to the Council, Unlikely to cause complaint, Litigation risk remote

Risk Score/Action to be taken

LIKELIHOOD	SEVERITY					ACTION
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	
1 – Rare	1	2	3	4	5	No immediate
2 – Unlikely	2	4	6	8	10	Action within 3-6 months
3 – Possible	3	6	9	12	15	Urgent action
4 – Likely	4	8	12	16	20	
5 – Almost Certain		10	15	20	25	