

Ysgol Gynradd Gymunedol Penyrenglyn



Risk Assessment September 2021

COVID 19 SCHOOL RE-OPENING (3rd September 2021)
RISK ASSESSMENT V.7 Based on Local Moderate Risk
(Based on Operational Guidance for Schools – Sept 2021 v.1)

1. Introduction

In July 2021 the First Minister published the updated [Coronavirus Control Plan for Wales](#), which sets out arrangements to move to “alert level zero” – a new phase which is designed to ensure a proportionate approach to COVID-19, reflecting the impact of vaccination and the balance of risks and harms.

The Control Plan signals the expectation that education settings should operate as normally as possible at alert level zero. Baseline measures including risk assessments, hygiene, ventilation and preventing attendance by individuals with COVID symptoms will continue to be in place; **but many of the more severe measures are being relaxed as part of a proportionate system of controls.**

Schools and settings are by now fully conversant with the requirement to undertake and regularly review a COVID-19 risk assessment. With the easing of most restrictions as Wales moved into alert level zero, and the introduction of the WG ‘Local COVID-19 Infection Control Decision Framework’, schools must now review their current assessment to ensure they are applying controls that remain proportionate to the level of risk.

At alert level zero, there is more flexibility to determine what is required to manage risks. However, reducing close interactions between individuals is still important in helping to control the spread of COVID-19 and the WG framework makes clear the core measures that should remain in place regardless of risk level. These are:

- *All staff and learners should be reminded to follow the Welsh Government guidance for self-isolation and household isolation as appropriate.*
- *Staff and learners not attending school if they have any COVID-19 symptoms or anyone in their household has symptoms.*
- *If a staff member or learner becomes symptomatic they should get a test as soon as possible, and self-isolate until the outcome of the test, if the test is negative they can leave self-isolation further guidance is available: <https://gov.wales/contact-tracing-your-questions>.*
- *Regular handwashing, social distancing and respiratory etiquette (Catch it, Bin it, Kill it) are key interventions to prevent spread and manage cases, incidents & outbreaks.*
- *Adequate ventilation by opening windows or adjusting ventilation systems are also important.*

The tailored interventions set out in Table 2 that can be escalated and de-escalated in discussion with public health, TTP and the local authority should the local level of risk differ to the national position are:

- *Reducing close interactions between learners;*

- *Testing – for staff and secondary learners;*
- *Use of face coverings by secondary learners; and*
- *Use of face coverings by staff and visitors.*

These interventions may be varied in response to the pandemic.

The Council has also produced a number of documents that have been previously circulated and can be accessed via the Source. These include:

- Operational Guidance for Schools – September 2021;
- Manager's Guide to reoccupy buildings - Version 1 – May 2020 – Produced by Corporate Estates;
Advice and guidance regarding the management of COVID-19 is changing rapidly and it is essential that the most up to date guidance is followed. Welsh Government Operational Guidance can be found at:
<https://gov.wales/coronavirus>
- <https://gov.wales/operational-guidance-schools-and-settings>

Subject specific COVID 19 risk assessment guidance, e.g. D&T, Science and PE can also be accessed using the links provided below. Department Heads will be familiar with the various resources:

- <http://www.cleapss.org.uk/> - CLEAPSS Site (Username: **moon** password: **nasa21**)
- <http://science.cleapss.org.uk/> - CLEAPSS Science Site
- <http://dt.cleapss.org.uk/> - CLEAPSS Design and Technology Site
- <https://www.afpe.org.uk/physical-education/new-support-document-COVID-19-interpreting-the-government-guidance> - Association for Physical Education



COVID 19 Risk Assessment – Version 8

Subject: COVID-19 School Premises Risk Assessment

Date of Assessment: 3/09/2021



Assessor: Mrs T Harries

School Name: Penyreglyn Primary School Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
School drop off/Pick up – Infection control	All Persons	➤ 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) ➤ All parents/visitors advised to wear face coverings when on site. • 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. ➤ Arrangements in place to identify possible contacts on home to school transport provision for Track and Trace purposes. ➤ Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible. ➤ One parent encouraged to drop off/pick up. ➤ Additional entrances/exits used to reduce gatherings at peak times where possible. ➤ Parents/carers instructed not to attend school if symptomatic. ➤ 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. ➤ Handwashing/hand sanitiser available at all entrances.	➤ Parents informed of pick up/drop off times & arrangements. Map and explanation shared. ➤ Normal sessions times resume. 8.50am drop off and 3.10pm pick up. ➤ Parents follow an amended 1-way system in place when dropping off & collecting and asked to keep moving to avoid gatherings and to maintain social distancing. ➤ All Parents/Carers/Visitors invited to wear face masks on school grounds. ➤ All staff encouraged to wear masks during these times. ➤ One parent encouraged to drop off/pick up. ➤ Parents/carers instructed not to attend school if symptomatic. ➤ Designated lidded bins are provided for the disposal of used face coverings, which are then labelled and disposed of as clinical waste by the caretaker. ➤ Handwashing/hand sanitiser available at all entrances.
Circulation Routes – Infection control	All Persons	➤ Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where	➤ Continue with one-way system in main corridor.

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		available and consideration is given to implementing a one-way system. ➤ Floor markings and signage is provided to assist with social distancing. ➤ 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). ➤ Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings. ➤ Class times have been staggered to prevent large numbers moving around the premises at the same time.	➤ Continue entering the hall at dinner time via a 1-way system. Entering the school premises is via a 1-way system. Internal use of corridors will be limited as pupils will access classrooms directly from the playground and will depart school in the same way. Also, toilets are located as you enter from the playground. ➤ All fire doors to remain closed. Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Windows to be opened more fully before learners and teaching staff come in and at the end of the school day. Opening internal doors assist with increasing the throughput of air (if they are not fire doors and where safe to do so). If necessary external opening doors to be used (if they are not fire doors, and where safe to do so). ➤ Staggering of class times have ceased.

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Classroom/Teaching Environment – Infection control	All Persons	➤ For Welsh Government Guidance on control measures within the classroom for the various settings, use the link below: https://gov.wales/operational-guidance-schools-and-settings ➤ Decide, as part of the risk assessment process, whether the use of face coverings for staff or secondary learners is appropriate based on a school's own circumstances, supported by public health officials, and in discussion with local authorities ➤ 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. ➤ The use of outdoor space is utilised wherever possible. ➤ 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. ➤ Unnecessary items have been removed from learning environments where there is space to store elsewhere. ➤ Resources which are not easily washable or wipeable have been removed. ➤ Arrangements in place for the use of the playground, including playground equipment. ➤ Arrangements are also in place for social distancing in staff rooms and prep rooms. • Use of classroom phone	Based on The Schools Intervention Framework Appendix 2; Where the local level is moderate; Even though WG are not recommending the routine wearing of face coverings on the school setting, they may be worn by staff anywhere on the school site should they wish to do so. ➤ At Penyreglyn staff should wear facemasks in communal areas such as the main entrance, corridor and staffroom. ➤ Staff room is well ventilated and there is another room used for staff breaks where needed. Classroom organisation will resume as normal. Due consideration will be given to; ➤ size of pupil groups working together ➤ class seating of pupils in the groups to avoid close face to face contact ➤ Limit the number of different pupils they work closely with

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		• PPA Room/Isolation room	Playtimes staggered, two classes on the yard at one time. Where 2 staff members share a room, 1 designated person to answer or use the phone / ensure the phone is cleaned following use. PPA room will continue to be used as an isolation room.
Pupil and Staff Toileting – Infection control		• Consider the increased handwashing times that have been introduced. • 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. • Signage is in place in each toilet to encourage adequate hand washing takes place. • Similar arrangements are also in place for staff toilets. • 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.	➤ All pupils encouraged to hand sanitise before using the toilet and wash their hands after use. ➤ Modelling of hand washing for younger pupils and those who need support. This will be a focus throughout the school at the beginning of term to establish good practice and routines. ➤ Staff should monitor hand washing routines especially for younger pupils. ➤ Handwashing signage in place in the pupil toilets. ➤ Handwashing signage in place in the staff toilet

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			➤ Hand pump soap dispensers are used in FP and KS2 toilets. Hand dryers and paper towels to dry hands. All paper towels to be disposed of in a lidded bin, which is emptied daily.
Spread of COVID - 19/Social Distancing Infection Control (General)	All Persons	• Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety). • Where necessary, Corporate Estates have been consulted regarding safe use of mechanical ventilation systems. • Decide, as part of the risk assessment process, whether the use of face coverings for staff or secondary learners is appropriate based on a school's own circumstances, supported by public health officials, and in discussion with local authorities • An adequate supply of lidded bins are available for the safe disposal of single use face coverings. • 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. • Appropriate signage is in place throughout the setting. • Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation. • 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.	➤ Windows and doors to be open wherever possible. All fire doors to be kept closed. ➤ Designated lidded bins have been provided in all areas for the safe disposal of face coverings which are then removed and disposed of as clinical waste daily by the caretaker. <i>Based on The Schools Intervention Framework Appendix 2; Where the local level is moderate;</i> Physical distancing in place in classrooms depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.
Staffing		• Staff who are clinically vulnerable have been assessed and, for those able to return to the workplace, suitable measures have been	➤ All staff have completed the individual medical risk assessment

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School Name: Penyrenglyn Primary School Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
			Monday-Friday: 09.00 to 17.00 hours (excluding Bank Holidays).
Catering/Lunchtime Arrangements – Infection control		• Groups of children can eat packed lunch or school meals within their own classroom setting. • 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. • Time/resource provision for cleaning surfaces between groups in the dining hall. • Hand sanitizer gel is provided for pupils and staff to use immediately before collecting their lunch. • 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. • Additional meal collection points have been put in place to reduce queuing where necessary. • Alternative payment methods are being used to eliminate cash handling. • 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. • A different entry and exit route are being used at dinner times where more than one door is available.	➤ All pupils will eat their lunch in the dining hall. ➤ The dining hall should be cleaned in-between sittings. ➤ Food should not be shared. ➤ Hand sanitiser available in the dining hall (placed near to and before serving hatch). Handwashing facilities available in each class too and handwashing /hand gel will be practised by pupils and staff before and after eating their lunch. Arrangements for lunchtime are; 11.30 -12.00 = Reception & Year 1 12.00 -12.30 = Year 1/2 & Year 4,5,6. 12.30 -1.00 = Year 3/4 ➤ Alternative payment methods are being encouraged to eliminate cash handling (RCT Online payments)

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Pupils/Staff displaying symptoms whilst at school		• Arrangements in place to deal with pupil/staff who develop symptoms whilst at the setting – Follow the WG guidance: https://gov.wales/operational-guidance-schools-and-settings and the relevant section of the RCT Coronavirus (COVID-19): Guidance for the safe re-opening of schools. • An isolation room is available for pupils/staff. • If a learner develops symptoms whilst at school/setting, they should be sent home. However, they must not travel home on dedicated school transport.	In accordance with Public Health Wales advice, staff and pupils should not attend schools if they: ➤ have any of the three identified COVID-19 symptoms (a new continuous cough, or a high temperature or loss of or change to their sense of taste or smell) (whether they feel unwell or not); or ➤ they have tested positive to COVID-19 in the past 10 days; or ➤ they have been advised by Test, Trace and Protect to self-isolate; or ➤ they have returned from a country specified by the Foreign and Commonwealth Office as being subject to quarantine. Surfaces that learners or staff with symptoms have come into with should be carefully and thoroughly cleaned. Everyone who has classic coronavirus symptoms or who tests positive will continue to be required to self-isolate - no matter how old they are or whether they have been vaccinated or not.

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		COVID-19 testing is now available to people with a wider range of symptoms such as fatigue, muscle ache or pain, a sore throat, a headache, a runny nose, nausea, vomiting or diarrhoea.	Local Health Boards are also making COVID-19 testing available to people with a wider range of symptoms such as fatigue, muscle ache or pain, a sore throat, a headache, a runny nose, nausea, vomiting or diarrhoea. For children displaying wider symptoms parents/carers can book a PCR test online by selecting the ‘book a test if advised by a Public Health adviser’ option. Parents/carers can also ring 01443 443151 to book a PCR test if their child has wider symptoms. Parents/carers should only be requested to urgently collect children from school if: - they are too unwell to remain in school; or - they have one of the three classic COVID-19 symptoms (i.e. a new continuous cough, or a high temperature or loss of or change to their sense of taste or smell); or there are significant concerns

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			See p15-18 in Operational Guidance for further details.
Cleaning/Waste Disposal		• 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. • Enhanced cleaning regime in place across the setting. • Adequate cleaning supplies and facilities around the school are in place. • A Clear desk policy in place for all pupils and staff. • Tissues should be placed in a separate waste bin and disposed of safely. All rubbish should be removed daily. • 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.	Maintain appropriate levels of cleaning in line with other communicable diseases. There will, however, no longer be a need for schools to set aside specific days for deep cleaning. However, if there is a confirmed cluster associated with one class in the school a deep clean of the immediate area will continue to be helpful in reducing transmission. If advice is received from the Test, Trace and Protect (TTP) Service that additional cleaning measures are required in any school, those arrangements must be undertaken to further reduce risk of transmission.
Personal Protective Equipment (PPE)		➢ PPE is not required for routine class activities. ➢ 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 close contact is required. For further guidance on PPE requirements refer to the RCT Schools COVID 19 PPE Guidance Matrix and associated links within the document.	➢ PPE available in Isolation Room and Dosbarth Glas classroom- to be used when necessary. ➢ All staff aware of where PPE is located (Isolation Room & Dosbarth Glas classroom) and when it needs to be used (guidance on Risk Assessment which all staff have seen and displayed in isolation room).

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			➤ Individual pupil Risk Assessments state whether personal care and PPE is required. When undertaking intimate care, the following should be undertaken: ➤ Gloves and aprons should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding. ➤ Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting. ➤ Gloves, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol-generating procedures such as suction. When dealing with body fluids the following should be undertaken: ➤ Gloves and aprons should be used when cleaning equipment or surfaces

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			that might be contaminated with body fluids such as saliva or respiratory secretions Staff undertaking intimate care have been COVID19 vaccinated – FEB 2021 Additional PPE can be requested from the Council's Procurement team: PPE – Paula.griffiths@rctcbc.gov.uk / ProcOrders@rctcbc.gov.uk
Visitors		➤ 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. ➤ All visitors on site advised to wear face coverings. ➤ Handwashing/hand sanitiser available at all entrances. ➤ Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens. ➤ Where possible, visitors are signed in/out by the receptionist. ➤ 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.	Information about visitor arrangements displayed at the main entrance in the foyer. - All visitors to hand sanitise on entrance - All visitors to take their temperature & record on sign in sheet. - All visitors to sign in/out (and place pen in 'used pen box'. - All visitors to wear face mask when walking around communal areas of the school and a face mask when teaching. - All visitors to maintain 2m social distancing. - All visitors to hand sanitise upon entering different classrooms. - All visitors to hand sanitise on exit. ➤ All visitors to wear a face mask on site. ➤ Hand sanitiser at all entrances

School Name: Penyrenglyn Primary School Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
			➤ Soft furnishings removed from foyer area. Visitors to wait in foyer and only enter if absolutely necessary. Reception screen and floor markings installed. Only 1 parent/ pupil in the foyer at any one time. ➤ Staff and visitors to use hand sanitiser prior to signing in and when leaving. - Record of all visitors will be kept.
Fire Safety		➤ 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. ➤ Procedures have been reviewed to include hygiene and distancing at assembly points. ➤ Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff). See link below for specific fire safety advice for specific advice during the outbreak. https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf	➤ Usual Fire Assembly Points to remain the same.
Training		➤ Staff have been instructed on the nature of COVID-19 and its transmission. ➤ The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff. ➤ Any staff briefings are also conducted with social distancing considerations.	➤ All staff provided with advice from LA via by emails/meetings regarding transmission ➤ Staff briefing on risk assessment 6.9.21 ➤ Staff briefings will be held in a suitable hall/classroom depending on



School Name: Penyreglyn Primary School Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
			numbers. Consideration will be given to ventilation and social distancing.



The risk assessment should be signed by the Headteacher and the Chair of Governors

Position	Name	Signature	Date
1. Acting Headteacher	Mrs T Harries	<i>T. Harries</i>	06/09/2021
2. Chair of Governors	Mrs J Rees	<i>J Rees</i>	7/9/2021

APPENDIX 6

Ventilation		
	Evidence continues to suggest that in poorly ventilated indoor spaces airborne aerosols are a possible transmission route and the precautionary advice remains valid. Maintaining good levels of ventilation remains the key focus even in colder weather conditions, whilst minimising occupant discomfort due to draughts and lower indoor temperatures. For the UK as a whole the Health and Safety Executive, (HSE), provides guidance on building safety in general and on air- conditioning and ventilation in particular: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm The Chartered Institution of Building Service Engineers (CIBSE) have also produced guidance on ventilation: https://www.cibse.org/coronavirus-COVID-19/emerging-from-lockdown	
	It is likely that schools have various forms and types of ventilation throughout the various rooms and circulation areas, ranging from openable windows, doors, air conditioning, and other mechanical systems.	
	To minimise the risks of far-field airborne aerosol transmission of coronavirus the general advice is to increase the air supply and exhaust ventilation, supplying as much outside air as is reasonably possible. The underlying principle is to dilute and remove airborne pathogens as much as possible, exhausting them to the outside and reducing the chance that they can become deposited on surfaces or inhaled by room users. Recirculation or transfer of air from one room to another should be avoided unless this is the only way of providing adequate ventilation rates to all occupied rooms. The risk of airborne transmission is greatest in poorly ventilated areas. These are often smaller rooms with limited outside air supplies. Spaces that are often stuffy or smelly are also likely to be poorly ventilated. It is particularly important to increase the supply of outside air to these spaces. It is recommended that occupancy density is reduced where possible. In rooms and zones where there is no direct supply of outside air then consideration should be given to limiting access to these spaces by building users, especially where it is likely that they would be occupying such a space for considerable lengths of time (longer than 30 minutes). This may	

Ventilation	
	include basement rooms or storage areas which rely on infiltration of air from other spaces. Ventilation should be balanced against other factors, particularly thermal comfort and minimum temperatures (for example, 18 Celsius for classrooms) will need to be maintained. It is recommended that the ventilation strategy should at least achieve the equivalent minimum ventilation rate for the space over the occupancy period as defined in current standards. In naturally ventilated buildings, strategies such as intermittent airing and partial window opening to complement background ventilation may enable this to be achieved. When it is reasonable to do so, ventilation rates should be increased as much as reasonably possible without compromising thermal comfort. It is likely that some of these actions will result in higher heating costs.
	The key actions are: • Understand your ventilation systems; • Understand where you may have poorly ventilated spaces or areas; • Increase the ventilation rate as much as reasonably possible; this may require changes to CO2 set points (for both mechanical ventilation and automated windows); • Avoid recirculation/transfer of air from one room to another unless this is the only way of providing a sufficient rate to all occupied rooms; • Recirculation of air within a single room where this is complemented by an outside air supply is acceptable as this helps to provide more outside air to occupants and can help to maintain thermal comfort.
	It is likely that for the mechanical systems advice may need to be sought from Corporate Maintenance to ensure the systems can be used and are working as designed and are set to the correct functional settings. However, where general ventilation is available through openable windows and doors then simple actions can be taken balancing these against the need to ensure thermal comfort for those using the various locations throughout the school. Various actions and considerations are outlined throughout the CIBSE guide: https://www.cibse.org/coronavirus-COVID-19/emerging-from-lockdown

