

Rhondda Cynon Taf Council

School COVID 19 - Risk Assessment Template Document

Autumn Term 2020

1. Introduction

Since 29 June, schools in Wales have been offering their learners the opportunity to attend sessions to ‘check in, catch up and prepare’. The Minister for Education announced on the 9th July that all learners would now return to school in the autumn term. Employers, schools and settings must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures.

Essential measures include:

- a requirement that people who are unwell with symptoms of COVID-19 stay at home.
- robust hand and respiratory hygiene including ventilation
- continue increased cleaning arrangements
- active engagement with Test, Trace, Protect
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

How contacts are reduced will depend on the school’s circumstances and should include:

- grouping learners together
- avoiding contact between groups as much as possible
- arranging classrooms with forward facing desks, recognising this may not be possible or appropriate in all schools/settings
- staff maintaining distance from learners and other staff as much as possible.

2. Guide to the document

This document has been produced to assist School Management with the development of a risk assessment and the introduction of controls to prevent the spread of COVID 19 in Educational settings. It is important that Headteachers/Managers go through and adapt the risk assessment for their own school or setting.

The existing/new controls listed are not mandatory but are provided as guidance on reducing the risk of transmission. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate and adding any school specific controls. The hazard and controls listed are not an exhaustive list and can be amended to suit the individual circumstances within the setting.

The risk assessment template is intended for the control of the spread of COVID 19 only, there may be other site issues to consider prior to re-opening the setting. With this in mind we have also included a brief ‘Site Management Checklist’ to assist you (see page 4).

3. Further Support

Further advice and support in the preparation of the risk assessment can be obtained from the Councils Corporate Health and Safety Team:

Healthandsafetyteam@rctcbc.gov.uk

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:

- <https://gov.wales/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf>
WG – Operational Guidance for Schools and Settings from the Autumn Term
- **RCT Coronavirus (COVID-19): Guidance for the safe re-opening of schools September 2020 VERSION 3**
- <http://www.cleapss.org.uk/> - CLEAPSS Site (Username: **solar** password: **system20**)
- <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/afpe-launch-new-support-document-covid-19-interpreting-the-government-guidance-in-a-pesspa-context/> - Association for Physical Education

Some statutory inspections and building maintenance checks may have lapsed since the start of the pandemic. The checklist below provides a list of those items that may require attention prior to the site opening, any responses generating a 'No' response may require further action by School Management:

Site Management Checklist:

Site issue		Yes/No N/A	Further Action
1	Gas Boiler/Heating systems - Serviced/Inspected by a competent person?	Yes	Last inspected on 02/09/20.
2	Fire Protection Systems – Alarms & Emergency Lighting maintained quarterly by Contractor? Fire protection systems are also checked by school management.	Yes	Last inspected on 17/07/20 by Ambassador Fire & Security. Fire alarm is tested every Monday by Caretaker.
3	Sprinkler Systems inspected/maintained by a Contractor? (as per frequency set out by the system) - Also checked by school management if necessary.	N/A	N/A
4	Fire Extinguishers (FFE) – Have they been serviced annually by a competent person? Inspect FFE for any damage/discharged or removed units.	Yes	Last inspected December 2019 by Fire Safety Direct.
5	Fire Evacuation Procedures/Drills – Have any fire evacuation arrangements been revised to take account of revised site layouts/personnel?	Yes	Last carried out on 05/10/20. This is carried out 3 times a year. Fire procedures to stay the same.
6	Legionella – Low use systems flushed/temperatures monitored by school management and maintained by Contractors?	Yes	Flushed weekly by Caretaker. Water temperature is carried out monthly by the Caretaker.
7	LEV Units (in D&T) – have they been inspected by a competent person? (required annually).	N/A	N/A
8	Traffic Management – Review arrangements to account for social distancing and supervision/increase in private vehicles?	Yes	1-way system to walk onto school grounds following 2 metre distance markings. Staggered start and finish times. 1 parent/carers to drop off/pick up.

			Vehicle gates are closed during drop off and pick up times.
9	First Aid – Do you have adequate no's of first aiders in view of possible staff shortages or alternative layout of the site?	Yes	All staff First Aid trained in September 2019.
10	Lifting Equipment (e.g. lift hoists) have they been inspected by a competent person?	N/A	N/A
11	Arrangements are in place for dealing with contractors when they arrive on site?	Yes	Signage & Protocol in Foyer.
12	Kitchen areas may have been unused since the start of the pandemic. Have the relevant statutory inspections and regular maintenance requirements been considered? (for example extraction units)	Yes	Carried out on 14/09/20.

For further information on statutory inspections in relation to the building contact the **Councils Corporate Maintenance Section**.

COVID 19 Risk Assessment

Subject: COVID 19 School Premises Risk Assessment

Date of Assessment: 27/08/20

Review Published: November 2020 (Additions made in November 2020 have been highlighted in yellow)

Assessor: Mrs M Hutchings **Acting Headteacher**
Mrs M Roberts **Foundation Phase Leader**

School Name: Penyreglyn Community 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) - Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible.	- Parents informed of pick up/drop off times & arrangements by letter sent through School App, on school Facebook account & on school website. Parents follow a 1-way system in place when dropping off & collecting and reminded to queue using social distancing, following floor markings. Video shown via social media outlining procedures. Parents asked to not enter the school grounds until it is their child's drop off/pick up time. If parents are waiting outside the school gate, they are asked to queue on the left hand side of the IN gate following 2m social distancing. Parents/carers asked to wear face masks on school grounds. - Foundation Phase pupils to be dropped off and collected at the main gate to enter the Foundation Phase playground. Parents queue at the entrance to drop off/pick up.

		• One parent only encouraged to drop off/pick up. • Stagger drop off/collection times for contact groups.	• One parent only indicated in letter to parents. • Staggered start and finish times for each class indicated in letter <table><tr><th>Class</th><th>Teacher</th><th colspan="2">Welcome Time</th><th>Home Time</th></tr><tr><td rowspan="2">Enfys – Nursery</td><td rowspan="2">Miss Davies</td><td>AM</td><td>8.50 am</td><td>11.50 am</td></tr><tr><td>PM</td><td>12.20 pm</td><td>3.15 pm</td></tr><tr><td>Coch - Reception</td><td>Mrs Tasker</td><td colspan="2">8.50 am</td><td>3.00pm</td></tr><tr><td>Oren – Year 1/2</td><td>Mrs Roberts</td><td colspan="2">9.00 am</td><td>3.10pm</td></tr><tr><td>Arian – Year 2/3</td><td>Mrs Bluck</td><td colspan="2">8.55 am</td><td>3.05pm</td></tr><tr><td>Indigo – Year 4/5</td><td>Miss Thirb</td><td colspan="2">9.00 am</td><td>3.10pm</td></tr><tr><td>Gwyrdd – Year 5/6</td><td>Mrs Sprague</td><td colspan="2">8.55 am</td><td>3.05pm</td></tr><tr><td>Melyn – Year 6</td><td>Mrs Hanly</td><td colspan="2">8.50 am</td><td>3.00pm</td></tr></table> • Children who are late being dropped off and/or collected are to enter/leave school via the Reception door to avoid contact with other contact groups.	Class	Teacher	Welcome Time		Home Time	Enfys – Nursery	Miss Davies	AM	8.50 am	11.50 am	PM	12.20 pm	3.15 pm	Coch - Reception	Mrs Tasker	8.50 am		3.00pm	Oren – Year 1/2	Mrs Roberts	9.00 am		3.10pm	Arian – Year 2/3	Mrs Bluck	8.55 am		3.05pm	Indigo – Year 4/5	Miss Thirb	9.00 am		3.10pm	Gwyrdd – Year 5/6	Mrs Sprague	8.55 am		3.05pm	Melyn – Year 6	Mrs Hanly	8.50 am		3.00pm
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		• Parents/carers instructed not to attend school if symptomatic. • Temperature checks taken at arrival. • Where necessary, the School has a process for removing face coverings when learners and staff who use them arrive at school, e.g. a bin for disposal.	• Parents instructed not to attend school if showing symptoms. • Temperature checks to be taken for all staff/visitors on entry. • If learners/ staff wear face coverings at school they are instructed to: - Wash their hands thoroughly with soap and water for 20 seconds (or use hand sanitiser) and dry thoroughly before putting a face covering on, and before and after removing it. - When wearing a face covering, avoid touching their face or face covering as they could contaminate them with germs from their hands. - Do not hang their face covering from the neck or pull down from the nose or wear on the forehead. - Ensure their face covering is properly secured to their head and fits securely and comfortably to their face. - Change their face covering if it becomes damp or damaged. - Avoid taking their face covering off and putting it back on a lot. - If their face covering is re-usable, wash it daily/in line with the manufacturer's instructions. - If their face covering is not re-usable, dispose of in a covered bin. - When removing their face covering, avoid touching the part in contact with their mouth and nose as it could be contaminated with the virus, and instead only handle the straps.
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		Handwashing/hand sanitiser available at all entrances.	- Do not give their face covering to someone else to use. - Continue to wash their hands regularly. - All adults and children to use hand sanitiser on entry/exit to/from school – available at all external doors.
Circulation Routes – Infection control	All Person s	- 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. - 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 the corridor 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.	- Divided corridor to provide 1-way system inside the school. Entering the hall at dinner time is 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. - Floor markings are placed to direct staff and pupils. Direction indicated by RCT arrows and reminders of 2m distancing. - All fire doors to remain closed. - Dinner times have been staggered to aid social distancing and ensure corridor does not encourage gatherings. - Staggered start, finish, playtimes and lunchtimes have been planned.

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/sites/default/files/publications/2020-07/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf • Pupils will stay in their class/group wherever it is possible throughout the day. • 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. • Arrangements put in place to avoid mixing with other groups.	• Adults maintain a 2 metre distance from each other and learners (when circumstances allow), avoid close face-to-face contact, minimise time spent within 1 metre of anyone (Learners with complex needs or who need close contact care...their educational and care support should be provided as normal), Learners not to touch staff and their peers where possible, Seat learners side by side and facing forwards (Years 4-6). Staff to wear visors in class when teaching. Staff to wear face mask in communal areas of the school. • There will be 7 classes/ contact groups of a maximum of 30 pupils in each. Wherever possible throughout the day, pupils will remain in that group. Assemblies will take place in classrooms as 'Class Assemblies'. • KS2 children to use the same desk on each day they attend school. KS2 children will be provided with individual resources. These will be kept in individual plastic pockets. Coats and packed lunches to be kept in class where possible. • Playgrounds separated to ensure Contact Groups are kept separate. • Classroom desks (in Years 4-6) arranged in lines where all pupils face forwards. • Staggered start, finish, breaks & dinner times avoids mixing with other Contact Groups.
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		• 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. • Classroom phone use. • PPA Room/Isolation room. • Singing	• All unnecessary items have been removed from classrooms where possible. • Items that are not easily washable have been stored centrally within the school. • Each class to have their own set of playground equipment cleaned by the cleaner/staff throughout the day. Scooters are shared between 2 bubbles (Arian & Oren) but these are sanitised between bubble use. • Staggered play and lunch means there will be minimal staff using the staffrooms. Maximum of 3 in staffroom. Mrs. Hutchings' classroom is used as overflow Staff Room – staff using this room at break/dinner time, instructed to keep 2m distance and open classroom windows for ventilation. • Where 2 staff members share a room, 1 designated person to answer or use the phone. • PPA room out of use due to being used as an isolation room. Staff permitted to work from home on their PPA, if possible. If not, staff asked to use Mrs. Hutchings' classroom. • Singing is permitted as long as it's outside and pupils maintain a 2m distance!
Pupil and Staff Toileting – Infection control		• Times are staggered where possible and consider the increased handwashing times that have been introduced.	• Break and dinner times has been staggered and children instructed to use toilets and hand wash before/after break/dinner

		- 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.	Each Contact Group will be allocated a toilet to use (the toilet closest to their classroom). Toilets will now be unisex. Signage dictates 1 in 1 out and waiting spots. Toilets cleaned by Solo cleaners throughout the day. Handwashing signage in place in the pupil toilets. Handwashing signage in place in the staff toilets.
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. - Contact groups are kept apart where possible, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. - 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.	Windows and doors to be open wherever possible. All fire doors to be kept closed. N/A Contact groups will be kept apart where possible and we will avoid large gatherings such as whole school assembly in the hall. Whole classes will not use/ move into a different classroom. Dinner time has been staggered to limit the number of pupils out on the yard/ moving around school at any one time. Dosbarth Coch to use 2 classrooms due to requiring more space. Appropriate RCT signage is displayed throughout the building.

		• Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation.	• Break times staggered to limit the number of pupils out on the yard and the staff using the staff room. The playground will be segregated.
Staffing		• Staff who are clinically vulnerable have been assessed and 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 'Update for Chairs of Governors, Headteachers, Managers & Staff – Shielding and Childcare Responsibilities' & Staff COVID19 Risk Assessment Tool. • 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. • The use of shared staff spaces and staff rooms is minimised. • Teaching staff have breaks from their class during the day where possible, for example, by alternating between the teacher and teaching assistant, avoiding new staff covering from a different grouping. • Staff to adhere to social distancing throughout the day and when entering and exiting the premises. • Staff/SLT Meetings	• All staff have completed the risk assessment and scored themselves. Adjustments made for clinically vulnerable staff, if necessary. • Staffing to be reviewed daily by the Head to ensure appropriate staffing levels for each class and ensuring that classes are not mixed. • Staffing breaks and dinner times are staggered and timetabled. • Staffing breaks are timetabled / staggered within each class. LSA's to cover pupil break times when Teachers are on break. • Maintain 2m distance with adults and follow hygiene guidelines e.g. handwashing before entering a different classroom. • Meetings to take place in Mrs. Hutchings classroom (spare classroom) with participants observing 2m distancing rules. Staff to wear visors/face masks

		• PPA teacher working with different Contact Groups • Intervention groups to take place.	and hand sanitise before entering and when leaving the classroom. Meetings to take place via TEAMS where possible. • PPA teacher to wash hands before entering a new classroom and when leaving classroom. • Children working in intervention groups to wash hands before entering the intervention room and when leaving the intervention room. Intervention groups to be with class bubble only.
Catering/Lunchtime Arrangements – Infection control		• Groups of children can eat packed lunch or school meals within their own classroom setting. • Additional meal collection points have been put in place to reduce queuing where necessary. • 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.	• Not required due to staggered dinner times for use of canteen. Two classes in the hall at a time (1 FP & 1 KS2 class). Each Contact Group is separated by a 2m distance demarcated by floor markings and all children are facing forwards. KS2 children queue for their food. Lunch time supervisor to take hot meals to F Ph dinner children to avoid two classes queuing at the serving hatch. • Where possible, each class allocated their own lunch time supervisor who stays with that class throughout lunch time. Playground split into 2 so only 2 Contact Groups on yard at any one time. Lunchtime supervisors to wear a face mask at all times. • Tables to be wiped and cleaned before/after eating by lunchtime staff with anti-bacterial spray.

		• 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. • Alternative payment methods are being used to eliminate cash handling. • Tables and seating are moved apart to allow social distancing within the group. 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. • Milk and snack times in the classroom	• Hand sanitiser available in the dining hall (placed near to and before serving hatch for usage prior to collecting lunch). Handwashing facilities available in each class too and handwashing /hand gel will be practised by pupils and staff before and after eating their lunch. • Social distancing employed, by floor markings, at meal collection point in the dining hall. Meal collection point at the serving hatch already encourages social distancing between pupils and staff. • Alternative payment methods are being encouraged to eliminate cash handling (RCT Online payments) • Tables and seating areas re-arranged in dining hall. • One-way system in operation: Far door by staffroom to be 'IN' door and door by piano to be 'OUT' door. • All staff and children to wash hands before preparing milk and consuming it.
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	• Under no circumstances should learners or staff attend schools if they: - feel unwell, have any of the four identified COVID-19 symptoms (a new continuous cough,

		https://gov.wales/sites/default/files/publications/2020-07/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf • An isolation room is available for pupils/staff.	or a high temperature or loss of or change to their sense of taste or smell) or they have tested positive to COVID-19 in the past 10 days - live in a household or are part of an extended household with someone who has symptoms of COVID-19 or has tested positive for COVID-19 in the past 14 days. - Have been classed as a 'Close Contact; to someone who has tested positive for COVID-19. • If symptoms are noted in school, staff to phone FEO / Admin from the classroom they are in. Pupil will be taken to the isolation room. Parents/Carers contacted immediately. • Non-contact thermometer could be used when pupils show symptoms (wear face mask & visor to take temperature). • Pupil/Staff to use PPA room to self-isolate until parents/carers collect. Ensure window is open. • Staff to supervise pupil at a distance of two metres. • If a distance of 2 metres cannot be maintained then PPE should be used. A fluid-resistant surgical facemask, apron and gloves should be used for intimate care. Eye protection should also be used if a risk assessment determines there is a risk of splashing to the eyes. • If clinical advice is needed, go online to 111 Wales or call 111. • Surfaces that learners or staff with symptoms have come into contact with should be
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			thoroughly cleaned. Cleaner to wear face mask, gloves and apron when doing this. • Pupil/Staff sent home and immediately self-isolate at home for at least 10 days. Arrange for a test. If the test is negative the Pupil/Staff with symptoms will not be required to complete the full 10 days self-isolation period. • Anyone who lives with someone displaying COVID-19 symptoms, or is an extended household arrangement with someone displaying symptoms must stay at home for 14 days from the day the first person became ill or until the outcome of the COVID-19 test is known. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or if the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
Pupils/Staff confirmed cases of COVID-19 (NOT INCLUDED IN RISK ASSESSMENT FROM AUTHORITY BUT ADDED BY HEADTEACHER)		• Where a child/staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 days (if they are classed as close contacts) • The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms:	• Maintain records of seating plans and records relating to break/lunchtime activities to assist with contact tracing.

		https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus A positive test on site does not require closure of the site. The process of testing and contact tracing is part of the new normal.	People in contact with a confirmed case must self-isolate (for 14 days from their last contact with the person who tested positive). These people will only be required to take a test if they develop symptoms. Maintain confidentiality Cooperate with Test, Trace and Protect: Provide Contact Group list and staff members who have been in contact with that group.
COVID-19 clusters/incident/outbreaks (NOT INCLUDED IN RISK ASSESSMENT FROM AUTHORITY BUT ADDED BY HEADTEACHER)		- Multiple cases of COVID-19 in a school. Follow below guidance to reduce the spread to other communities. https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/information-for-healthcare-workers-in-wales/ - A potential cluster is defined as two or more cases of COVID-19 among learners or staff in an educational setting within 14 days or; an increased rate of absence due to suspected or confirmed cases of COVID-19. - A potential incident, needing further investigation, is defined as two or more confirmed cases of COVID-19 among learners or staff who are direct close contacts, proximity contacts or in the same 'bubble'* in the school/setting, within 14 days". * (This may be a class, year group or other defined group).	Follow advice from experts across the NHS and local government Maintain confidentiality Cooperate with Test, Trace and Protect

Localised Lockdown (NOT INCLUDED IN RISK ASSESSMENT FROM AUTHORITY BUT ADDED BY HEADTEACHER)		• In the event of school closure	• Online learning to resume using the same procedures and safeguards as in March-July. Foundation Phase teachers will utilise 'Class DOJO' to share tasks. KS2 teachers will utilise 'Google Classroom' to share tasks.
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.	• All contact surfaces identified to be cleaned daily. Cleaners to wear a face mask, apron and gloves at all times. • A cleaner will be on site throughout the school day (9am-3pm and employed by SOLO) - 9:00-11:30: SS - 11:30 – 1:00: JP - 1:00-3:00: KM • Additional cleaning supplies now available in each classroom. Additional cleaning supplies in place in cleaner's cupboard. White Pedal bins for tissues placed in each classroom. • All staff to adopt a clear desk policy – not just office based staff • Tissues and wipes to be placed in white pedal bins. All recycling bin lids removed and all rubbish removed daily.

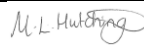
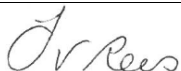
		Regular checks to ascertain supply of hand gel, sanitiser, wipes etc.	Staff to inform Office when cleaning supplies are running low.
Personal Protective Equipment (PPE)		- PPE is not required for routine class activities. - PPE may be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19. 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 Mrs. Hutchings' classroom- to be used when necessary. - All staff to wear a visor in class when teaching and a face mask in communal areas. - All staff aware of where PPE is located (Isolation Room & Mrs. Hutchings' classroom) and when it needs to be used (guidance on Risk Assessment which all staff have seen and displayed in isolation room). - Individual pupil Risk Assessments state whether personal care and PPE is required.
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. - Handwashing/hand sanitiser available at all entrances.	- 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. - 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 visor/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. - Hand sanitiser 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.	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. Clerk to sign in/out visitors where possible. Staff and visitors to use hand sanitiser prior to signing in and when leaving. Record of all visitors will be kept.
Flu Vaccine		- School will be open to all pupils whilst the immunisation session is in progress. - Parent/guardians will accompany their nursery aged child onto school premises to receive their nasal flu immunisation. - This will take place in Mrs. Thomas room. - Parents will queue outside the main entrance following 2m social distancing and will not enter the school until they are called (Every Nursery child has been given a time slot). 11:30am start: Morning & Full Time Nursery Immunisation 12:20pm start: Afternoon Nursery Immunisation 9:00am – 11:10am: Reception – Year 6 Immunisation in the Main hall following 1-way system.	Child and parent/guardian will be informed not to attend if they have or any household member have any COVID 19 symptoms Only one parent/guardian to attend with their child. Parent/ guardians reminded of social distancing restrictions and informed of infection control procedures before entering School. Parent/ guardian to wear face mask, use hand sanitiser/ wash hands on entering and leaving school and maintain 2 metre social distancing at all times. PPE to be worn by nursing staff as directed by Public Health guidance/IPC Immunisation stations within nursery sessions will be situated to comply with 2m social distancing. Child and parent/ guardian to remain with same nurse during immunisation. Once the immunisation process is complete. The child will return to their class and parent will immediately leave school site.

			School Nursing team to ensure all chairs and tables are cleaned in line with current Covid 19 IPC advice.
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 Staff briefed to encourage social distancing, if possible, during an evacuation. Staff aware on Planning & Preparation Day on 01/09/20. Pupils to be made aware by their class teacher on their first day at the school
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 by emails/meetings regarding transmission All staff will read and discuss Risk Assessment on 1st Planning & Preparation day (01/09/20) All staff briefings to be carried out with social distancing in place
First Aid (NOT INCLUDED IN RISK ASSESSMENT FROM AUTHORITY BUT ADDED BY HEADTEACHER)		- Each classroom has its own First Aid kit. - Staff reminded of procedure e.g. wearing PPE such as gloves and aprons. - First Aid log to be maintained.	Staff to inform FEO when First Aid supplies are running low.

Deliveries - cleaning procedures for goods and merchandise entering the site. (NOT INCLUDED IN RISK ASSESSMENT FROM AUTHORITY BUT ADDED BY HEADTEACHER)		- Ensuring greater handwashing for staff handling goods and merchandise and providing hand sanitiser where this is not practical. - Restricting non-business deliveries, for example, personal deliveries to staff.	
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The risk assessment should be signed by the Headteacher and the Chair of Governors:

Position	Name	Signature	Date	Review Date
Headteacher	Michelle Hutchings		28/08/2020	23/11/2020
Chair of Governors	Julie Rees		24/09/2020	23/11/2020
Chair of Health & Safety Committee	Leanne Pritchard		23/11/2020	23/11/2020