

## RISK ASSESSMENT - COVID 19 moving from Pandemic to endemic

<b>Location#:</b> Stanwell School	<b>Date:</b> 22/10/2021
<b>Completed by:</b> Trevor Brown & Maria White	<b>Review date:</b> as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc
<p><b>Activity/Description/Area:</b></p> <p><b>This model risk assessment has been drafted taking into account the level 0 and the move from pandemic to endemic and all the information that is currently available including the following Welsh Government coronavirus guidance:</b></p> <p><a href="https://gov.wales/operational-guidance-schools-and-settings-1-september-2021-html">https://gov.wales/operational-guidance-schools-and-settings-1-september-2021-html</a></p> <p>This will be replaced on 20<sup>th</sup> September 2021 with the</p> <p><a href="https://gov.wales/written-statement-local-covid-19-infection-control-decision-frameworks-schools-and-colleges-autumn?utm_source=rss-topics-Coronavirus+%28COVID-19%29&amp;utm_medium=rss-feed&amp;utm_campaign=rss-Written+Statement%3A+Local+COVID-19+Infection+Control+Decision+Frameworks+for+schools+and+colleges+from+autumn+2021">https://gov.wales/written-statement-local-covid-19-infection-control-decision-frameworks-schools-and-colleges-autumn?utm_source=rss-topics-Coronavirus+%28COVID-19%29&amp;utm_medium=rss-feed&amp;utm_campaign=rss-Written+Statement%3A+Local+COVID-19+Infection+Control+Decision+Frameworks+for+schools+and+colleges+from+autumn+2021</a></p> <p>The approach set out in the Frameworks should be adopted as soon as possible after the start of term, and by 20 September 2021 at the latest</p> <p>The guiding Principles are:</p> <ul style="list-style-type: none"> <li>• enable schools to operate as 'business as usual' as far as possible including the provision of free breakfast and after school clubs, extra-curricular activities and practical subjects</li> <li>• secure the best outcomes for all learners by considering both their educational needs and wellbeing</li> <li>• manage ongoing risks of COVID-19 as safely as possible as for other infections, and ensure clarity of actions required if there is a case in a school</li> </ul>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Spread of Coronavirus	Staff & pupils  Not following Welsh Government guidance	<p><b>Anybody unwell with symptoms of COVID-19 will stay at home:</b></p> <ul style="list-style-type: none"> <li>• New continuous cough;</li> <li>• High temperature;</li> <li>• Loss of/change in taste or smell</li> </ul> <p>No pupils/staff to attend school if they:</p> <ul style="list-style-type: none"> <li>• Feel unwell, have any of the above symptoms or have tested positive to COVID-19 in the past 10 days;</li> <li>• If a member of the immediate household tests positive for Covid 19 a PCR test should be undertaken and then only self isolate if the test is positive but staff/pupil will take a cautious approach and be mindful of any potential symptoms</li> </ul> <p>Anyone (staff or pupils) who have any of the wider symptoms of COVID-19 (fatigue, myalgia, sore throat, headache, sneezing, loss of appetite, nausea, vomiting and diarrhoea) should seek a PCR test.</p> <p>Robust hand and respiratory hygiene including ventilation.</p> <p>Those eligible will have been offered double vaccination.</p> <p>Continue with the regular cleaning arrangements during the day and at the end of the school day.</p>	Ongoing monitoring	All Staff	Ongoing	

		<p>Active engagement with Test, Trace, Protect.</p> <p>Consideration how to maximise distancing between those in school wherever possible and minimise potential for contamination.</p> <p>Encourage the use of outdoor learning spaces.</p> <p>Visitors to the school - records kept of who has visited and when.</p> <p>All permitted visitors including parents who access the school site will wear a face covering in line with school policy.</p>				
Prevention of Coronavirus	Staff & Pupils	<p>Regular communication with staff, parents, guardians.</p> <p>Minimise contact between individuals as reasonably practicable:</p> <ul style="list-style-type: none"> <li>• It is recommended to maintain a one-way route around the school;</li> <li>• Transient contact is not such an issue;</li> <li>• Slightly staggered approach to lunchtimes.</li> </ul> <p>Process in place for removing face coverings by those that use them when they arrive at school – don't touch the front of the mask, place mask in covered bin (reusable masks into a plastic bag that can be taken home with them), wash hands.</p> <p>Staff will be able to undertake twice weekly lateral flow testing and communicate positive results to Business Manager.</p>	HT & SLT will agree when and where face coverings will be worn. This will be dependent on the level of risk and this will be regularly reviewed.	<p>Head Teacher</p> <p>All Staff</p> <p>HT &amp; SLT</p>	<p>Ongoing</p> <p>02/09/21</p>	

		<p>Cleaning hands thoroughly more often than usual with soap &amp; water/hand gel – on arrival at school, returning from breaks, toilet visits and before/after eating.</p> <p>Good respiratory hygiene by promoting ‘catch it, bin it, kill it’.</p> <p>Continuing with enhanced cleaning, but this will now be incorporated in the daily clean. Frequently touched surfaces &amp; outside equipment will need to be cleaned</p> <p>Wearing appropriate PPE (see below).</p> <p>Ensure appropriate ventilation.</p> <p><b>Within classroom:</b></p> <ul style="list-style-type: none"> <li>• Make small adaptations to the classroom to support minimal face-to-face contact where possible, including sitting side by side and facing forwards;</li> <li>• Move unnecessary furniture out of classrooms to give more space;</li> <li>• Maintain a distance &amp; reduce the amount of time they are in face-to-face contact</li> <li>• Ideally, adults to maintain social distance from each other and from pupils;</li> <li>• Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone.</li> </ul>	<p>Ensure sufficient hand washing / hand gel ‘stations’</p> <p>Supplies of tissues &amp; closed lid pedal bins available in all classes</p> <p>Toilets will be shared by different groups however, pupils will wash hands prior to entering the toilet and when leaving the toilet &amp; ensure toilets will be cleaned regularly throughout the day.</p> <p>Resources that are shared between groups such as sports, art and science equipment should be cleaned frequently</p>	<p>BM/Site Manager</p> <p>BM/Site Manager</p> <p>BM/Site Manager</p> <p>Staff</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>Ongoing</p>	
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		<p><b>Elsewhere:</b></p> <ul style="list-style-type: none"> <li>• Traffic routes will be used;</li> <li>• Avoid creating busy corridors, entrances and exits;</li> <li>• Avoid using small communal areas eg social distancing will be maintained in staff room and base rooms.</li> </ul> <p>Staff and pupils should have their own individual and very frequently used equipment such as pens and pencils that are not shared.</p> <p>Classroom-based resources such as books and games can be used but they should be cleaned regularly.</p>		Staff	ongoing	
Asymptomatic staff /pupils at the school	All staff	<p>Lateral flow tests available to all staff working in schools. <b>The only exception is staff who have tested positive for Covid 19 will not be able to take a lateral flow test for 90 days from their positive result.</b></p> <p>Lateral flow test kits will be offered to all schools and settings in order for staff to take twice weekly tests. Testing is voluntary, but staff are encouraged to participate to further reduce the risk of asymptomatic transmission within the workplace.</p> <p><b>Anyone who tests <u>positive</u> using a Lateral Flow Test (LFT):</b></p> <ul style="list-style-type: none"> <li>• will not attend setting or school and will inform the school immediately so that all contacts can be warned and informed.</li> <li>• Will log the result via <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></li> </ul>	HT & SLT will continue to monitor the process and will support any staff with queries.	All staff		

		<ul style="list-style-type: none"> <li>• A follow up PCR test will be required</li> <li>• if the result of the PCR is positive the school will email TTP to inform them.</li> </ul>				
Incorrect Use of PPE and face coverings i.e. exposure to the virus inadvertently	Staff & pupils	<p>Social/physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus.</p> <p>Staff can choose to use (surgical face masks) when undertaking routine education activities in the classroom/school setting if social distancing cannot be guaranteed.</p> <p>If a pupil becomes unwell with symptoms of COVID-19 and needs direct personal care, staff will wear disposable gloves, apron and fluid-resistant (type IIR) surgical mask; eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes from coughing, spitting or vomiting; gloves and aprons to be worn when cleaning areas where a symptomatic person has been.</p> <p>All the above PPE to be worn if providing intimate care.</p> <p>School environment to be organised so they operate with social distancing maintained throughout a routine day.</p> <p>Any visitor to the school will wear a face covering and sign the visitor register in line with school policy.</p> <p>Parents will be asked to wear a face covering when on the school site.</p> <p>Staff can choose to wear surgical mask face coverings when dealing with upset children at</p>	<p>Decision when and where to use face coverings routinely at the school will be a decision of the HT &amp; SLT</p> <p>It is recommended that staff wear face coverings in communal areas such as corridors and the hall and in classrooms where social distancing is not guaranteed.</p> <p>Provide staff with a supply of single-use face coverings or washable face coverings</p>	All Staff	ongoing	
				Head Teacher	ongoing	

		the beginning of the day as staff might need to get close to parents/carers in this instance.				
People at school who are unwell	Staff & pupils possibly visitors	<p>Pupils who develop Covid symptoms are to be placed in a separate room until they are collected, supervised at a distance of 2 metres where possible. If this is not possible, disposable gloves, apron, disposable mask type IIR &amp; visor to be worn.</p> <p>Anybody with the three main Covid symptoms to stay at home, begin to self-isolate for 10 days and make arrangements to be tested ASAP (including pupils).</p> <p>Engage with the Test, Trace, Protect strategy.</p> <p>All staff will be able to undertake twice weekly 'lateral flow tests', communicating positive results to the Business Manager.</p> <p>Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following local health protection team advice.</p> <p>Thoroughly clean the areas used by the unwell child/staff member.</p>	<p>Ensure surfaces that symptomatic pupils / staff have come into contact with are carefully and thoroughly cleaned</p> <p>If test is negative, they can return to school when they feel well enough to do so</p> <p>Notify TTP</p>	<p>Staff</p> <p>Staff / pupils</p> <p>BM</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	
Engage with the Test, Trace, Protect (TTP) Strategy to avoid the spread of the virus	Staff & pupils	<p>School will remind everybody who is showing symptoms to self-isolate and book a test. Those living with someone showing symptoms will also self-isolate, get a test and then will take a cautious approach if negative</p> <p>The Test Track Protect team will work with the school to identify which pupils will need to be tested or may need to be warned and informed following a positive case linked to the school.</p>	School will be contacted by the TTP team to assist in tracing contacts where necessary	Head Teacher	ongoing	

		Warn and inform letters are only sent to contacts				
Pupils & staff with underlying health conditions	Staff & pupils	<p>Staff and pupil well-being is a primary concern for the school.</p> <p>Support mechanisms for staff include:</p> <ul style="list-style-type: none"> <li>- Talking to line manager;</li> <li>- Completing the All Wales Covid-19 workforce assessment tool;</li> <li>- Employee Assistance Programme (Care First) available 24/7 on 0800 174 319;</li> <li>- Occupational Health Service can be contacted via the Business Manager</li> </ul> <p>Staff to be alert to identify and support learners who exhibit signs of distress.</p>	<p>Monitor Welsh Government advice for any additional action to be taken in relation to those that were shielding.</p> <p>Support can be obtained from the H&amp;S Team and / or the OH Service</p> <p>Staff to use the COVID-19 Workforce Risk Assessment (self-assessment) to consider their own health and well-being status to see if they are at higher risk of developing more serious symptoms if they come into contact with the COVID-19 virus – result will be either low, high or very high. Result to be discussed with the line manager.</p> <p>Well-being action plan for any staff who require reasonable adjustments</p>	<p>Head Teacher</p> <p>Any staff that choose to</p>	ongoing	
Transport – spread of the virus during commuting to school	Staff & pupils	<p>Face coverings to be worn on public transport.</p> <p>If staff are sharing a vehicle, they will take reasonable precautions i.e. socially distance, use of face covering and ventilation.</p> <p>Face coverings will be worn on all school transport and the risk assessment provided will be followed</p>			ongoing	

Lack of First Aid provision or transmission of the virus via the application of first aid	All staff & Pupils	<p>Low risk environment.</p> <p>Supervision ratios to be adhered to (minimum of emergency first aid staff on site at all times).</p> <p>First aid equipment available and adequately stocked. Hygiene will be maintained throughout the first aid process</p> <p>Corporate accident / incident form to be completed where appropriate.</p>	All first aid trained staff will keep up to date with latest government guidance on first aid.		ongoing	
<p>Administering prescription medication</p> <p>Incorrect medication or dosage given; medication not available</p>	Pupils	Usual school policy / procedures to be followed by staff hygiene and PPE worn as required.			ongoing	
Fire breaking out	<p>All staff &amp; pupils</p> <p>Burns, smoke inhalation, asphyxiation</p>	<p>Fire alarm checks to be carried out as normal</p> <p>Fire doors should not be wedged open unless done so with an appropriate hold open device that is connected to the fire alarm system.</p> <p>Head Teacher will ensure fire risk assessment is up-to-date and any outstanding work undertaken</p> <p>Fire evacuation procedures and drills undertaken</p>		Site Manager	ongoing	

Safeguarding issues due to the Covid 19 situation	Pupils	<p>All staff aware of their safeguarding duties.</p> <p>All staff and pupils should know how to contact the Designated Safeguarding Person (DSP) and consider how pupils can talk privately.</p> <p>Standard procedures to be observed including consideration of older age groups.</p> <p>Appropriate site security arrangements in place.</p>		DSP & ASP	ongoing	
Breaches of Building & property maintenance	All staff & pupils  Legionella, defects in property, faults, electric shock etc.	<p>All routine inspections &amp; tests must be maintained e.g. legionella water monitoring, hand wash water temperatures.</p> <p>Statutory inspections &amp; servicing to continue.</p> <p>Defects to be reported for remedial action.</p> <p>All doors to chemical / cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked.</p> <p>Good housekeeping to be maintained.</p> <p>All outdoor building maintenance must be coordinated with the Head Teacher to ensure segregation from pupils and staff e.g. grass cutting.</p> <p>All contractors report to reception prior to the start of any work and will follow the school procedures.</p>		Site Manager	ongoing	

<p>Cleaning so that the virus does not spread</p>	<p>All staff &amp; pupils</p>	<p>Maintain robust cleaning at all times.</p> <p>Wash hands following any cleaning activity.</p> <p>Cleaners to wear appropriate PPE in line with current arrangements e.g. gloves, apron etc.</p> <p>Wear goggles if decanting chemicals where there is a risk of splashing in the eyes.</p> <p>Staff to assist with cleaning where appropriate.</p> <p>COSHH information on cleaning products.</p> <p>COSHH slide deck for staff.</p>		<p>Site Manager</p>	<p>ongoing</p>	
<p>Lack of staff, reduction in supervision</p>	<p>Staff &amp; pupils</p> <p>Lack of supervision, increase in accidents, increase contact</p>	<p>Maintain supervision levels as far as practicable at all times.</p> <p>Identify back-up staff from both within school and a supply agency.</p> <p>Utilise rotas to cover access times including break and lunch times. Consider redeploying staff where necessary.</p>	<p>Head Teacher &amp; SLT to be continually monitored.</p>		<p>ongoing</p>	
<p>Catering – spread of the virus during meal times</p>	<p>Staff and pupils</p>	<p>Kitchens will be fully open.</p> <p>Pupils will eat school meals in the dining Hall, break and lunch times to be slightly staggered</p> <p>Tables and points of contact will be cleaned.</p> <p>There will be good ventilation.</p> <p>Staff will socially distance</p>	<p>Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises</p> <p>The use of face coverings by staff will be a decision for the school team</p>			

Spread of the virus during Educational visits	Pupils/ staff	<p>Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: <a href="https://oeapng.info/">https://oeapng.info/</a>.</p> <p>Specific risk assessment will take Covid 19 into account especially if visits involve transport when precautions will be undertaken.</p>	EVC Coordinator			
Breakfast Clubs & after school provision		Breakfast club will be open with control measures in place		SLT & Year tutors	ongoing	
Face to Face Parents Evenings	Staff	<p>Parents will be urged to take a Lateral Flow test prior to arrival at school, those who test positive will be told they cannot attend.</p> <p>Parents will be required to wear a face covering whilst on the school site. They may remove it if it is necessary whilst asking questions in order to make themselves understood.</p> <p>Reinforce the requirement for social distancing through signage and floor markings.</p> <p>Encourage parents to move on quickly and not gather to chat.</p> <p>Parents will sign in on arrival to ensure necessary data is available if requested by Track and Trace.</p>		SLT Site Team	01/11/21	

		<p>Increased number of venues to include dining hall, dining hall extension, new sports hall and sports hall to allow for greater social distancing for staff and parents.</p> <p>Plastic Screens will be provided on request.</p> <p>Ensure appropriate ventilation.</p> <p>Ensure sufficient hand gel is available.</p>				
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