



HEALTH AND SAFETY RISK ASSESSMENT FORM

TORFAEN
COUNTY
BOROUGH



BWRDEISTREF
SIROL
TORFAEN

RISK ASSESSMENT FOR: The Return of All Pupils to School Spring 2022, whilst complying with national guidelines to try prevent the transmission of COVID 19
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.

ASSESSMENT UNDERTAKEN BY: Corporate Health and Safety Team and Laura Perrett = Head Teacher

Rationale: Alert Level Very High

As a result of the emergence of the Omicron COVID variant in Britain at the end of 2021, Welsh Government have advised that schools need to implement further precautionary measures to supplement the existing actions they already have in place to mitigate against the risk of COVID spreading in the school and wider community until such time as the science behind the prevalence and severity of the new strain of COVID is known

Until more is known about the virulence of the Omicron variant, Welsh Government have advised schools to plan mitigations for the return of pupils in January, 2022, based on “very high” risk level set out in the “Local Infection Control Framework”, and to continue to use the Framework to guide their operational arrangements

The risk assessment below outlines the measures that will be in place at Llantarnam Community Primary school when the pupils return for the start of the Spring Term year in January, 2022.

Following WAG guidance – operational guidance

New mitigations that will be implemented when pupils return to school in January, 2022 to try to prevent the spread of and minimise exposure to COVID-19

DATE OF ASSESSMENT: January 2022

REVIEW DATE: End January 2022

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
COVID spreading amongst school population		School follow – assessment of current situation flow chart as and when needed. And Local COVID-19 escalation and de-escalation toolkit for schools	Track and monitor staff take up and reporting of twice weekly lateral flow tests With staff permission have information in relation to staff vaccine status in order to protect	LP, SSSO & SSO	Ongoing Autumn term	Review 1 September 5 th



	<p>Staff, pupils, families, local community</p>	<p>All staff double vaccinated – providing protection against severity of COVID. <i>A further booster vaccination is now available for adults over 18 years of age</i></p> <p><i>Some have received booster. More due to have shortly into spring term</i></p> <p>To keep the school COVID free:- Staff are asked and strongly encouraged to undertake a lateral flow test three times a week. Mondays, Wednesdays and Fridays. And report the results to school and NHS If void take a second test and two void book and take a PCR test. Positive LFD – book and take a PCR test = remaining isolated until the result <i>If a member of staff continues to display a high temperature after their isolation period has been completed, they will be advised to remain in isolation as per guidance</i></p> <p><i>Staff have been advised that they need to have a PCR test if they test positive in their Lateral Flow tests and should not attend school until the result is known</i></p> <p><i>In cases where vaccinated members of staff have been identified as being close contacts of a positive case of COVID, they will be encouraged to participate in “Daily Contact Testing” – i.e they will take a Lateral Flow test every day for 7 days from the day that they came into contact with the person with COVID.</i></p>	<p>and act in the best interests of those not double vaccinated.</p>			
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		<p>Unvaccinated adults identified as being a contact of a positive COVID-19 case will need to isolate for 7 days</p> <p>In cases where vaccinated members of staff have been identified as being a close contact of someone who has tested positive for COVID and who work with pupils that are deemed to be extremely clinically vulnerable, where ever possible, arrangements will be made for that member of staff to work with children that are less vulnerable</p> <p>Staff should not use PCR tests if they have been confirmed positive via a PCR test in the last 90 days. Staff have been advised, however, that they should still continue to carry out the daily Lateral Flow tests for 7 days</p> <p>Anyone displaying one or more of the following symptoms:- Temperature 37.8 degrees Celsius or over New and continuous cough Loss of taste or smell To stay home, book and take a PCR test <i>Children of under 5 no longer need to take a PCR if displaying symptoms or identified as a close contact. If symptomatic child to remain at home until well. However, they are to isolate if displaying these symptoms.</i> Anyone displaying symptoms after 10 days to remain in isolation until symptom free</p> <p>Cold like symptoms – take additional LFD.</p> <p>Parents advised and reminded regularly not to send their child{ren} to school if they have a temperature,</p>				
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		<p>new and continuous cough and or loss of taste or smell and to get a PCR test. Also to be aware of cold like symptoms and be cautious and take a daily LFD test before school.</p> <p>Anyone who develops any of the above symptoms while on school site – to leave as soon as possible. Adults immediately Children – sat in isolation (hall area near shop) with a staff member wearing PPE and at a 2metres distance The areas is large enough for more than 1 symptomatic pupil (up to 5) sitting 2 metre distance Only allocated toilet to be used. Areas and toilet fogged after use.</p> <p>In cases where pupils have been identified as being close contacts of a positive case of COVID, they will be encouraged to participate in “Daily Contact Testing” – i.e they will take a Lateral Flow test every day for 7 days from the day that they came into contact with the person with COVID. The School will send out “inform” letters and “warn and inform” letters to parents and carers as appropriate whenever there is a case or cases of confirmed COVID in the class that their child attends</p> <p>School to work in partnership and follow TT&P guidance and advice Where cluster of cases/significantly high number of the school population HT to meet with nominated single point of contact- the Local Authority and members of Track, Trace and Protect to discuss and adjust risk assessment</p>				
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<p>People identified as at greater risk of severe illness if contracting COVID</p>	<p>Staff and pupils</p>	<p>Risk assessments and protective measures put in place for members of staff:-</p> <ul style="list-style-type: none"> • From black, Asian and minority ethnic backgrounds • Who are pregnant • Who have health issues and underlying health conditions <p>Who may suffer more serious consequences if they were catch COVID 19</p>	<p>Further individual measures</p>	<p>LP in consultation with occupational health and relevant staff</p>		
<p>Primary age pupils requiring support to understand, remember and carryout the COVID secure measures</p>	<p>Staff, pupils, families, local community</p>	<p>Teaching, Learning, Practice and Reinforcement Allocated times to share rules at age appropriate level and reinforce daily until staff confident pupils are adhering as required Focus of the first few assemblies of the term Part of the first fortnight musts</p>	<p>Additional class sessions as required</p>	<p>All staff</p>	<p>Autumn 1</p>	<p>Reviewed 5th September</p>
<p>Large numbers in close proximity within the school grounds and building increasing the risk of spreading the virus</p>	<p>Staff, pupils, families, local community</p>	<p>Supporting physical distancing Signage on gates and fencing around the school. encourage physical distancing Arriving and departing school</p> <p>Use of 5 separate entrance and exit areas to support Physical distancing SLT and staff out on site to support Physical distancing.</p> <p>2-meter distance lines to be used to encourage and promote physical distancing at entrances and exits Change for classes Apple and Willow to release at St Michael's view to support physical distancing and ensure the adherence of the one way walk system.</p> <p>Within the building</p> <p>Pupils Introduce phase contact groups</p>	<p>Dynamically evaluate and adjust- due to changes to start and end of day. No staggered start/end times</p> <p>Evaluate should plans to reduce midday cleaning come into effect.</p>	<p>HT, SLT, all staff</p>	<p>On going</p>	<p>Reviewed 5th September</p>



		<p>Nursery – morning, afternoon and wrap around provision Lower phase Reception and Year one, classes cherry, maple, apple & Willow Middle phase – Year 2&3 – classes Sycamore, Rowan & Elm Upper phase Year 3,4,5&6 classes Beech, Magnolia, Acacia & Chestnut</p> <p>School Reception Area Continue with intercom system to permit parent / visitor entrance and one at a time into the reception area. Clear signage that encourages people not to enter the reception area unless told to do so. Regular cleaning of all contact points by cleaners and caretaker. Visitors encourages to use the alcohol sanitiser before signing anything.</p> <p>Street One way walk system reintroduce cordoned system to ensure one way system is adhered to and maintained</p> <p>Staffroom Maintain maximum of 7 staff in staffroom at any one time. The staffroom will be set out to provide 2m distancing where possible between the chairs.</p> <p>Communication between classes and office Continue with use of internal phone lines to avoid large numbers going to the office at any one time.</p> <p>Lunch Time Continue with 2 hour dinner time to support staff Physical distancing as well as reduce pupil group mixing.</p>	<p>Signage on office door / reminders in weekly briefing / week ahead</p> <p>Monitor and Evaluate – new arrangement's</p>			
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		<p>Continue with separate seating of class groups in breakfast club Continue with virtual assemblies until further notice. Continue with one way walk system around the grounds and school.</p> <p>Toilets Maintain 2 toilets per class and as much as possible one at any one time in the toilets/area. Within classrooms encourage Physical distancing between adults and children as much as possible. Where able Physical distancing between older children will be part of resource and organisational planning and encouragement to maintain distance will be followed.</p> <p>Break times Reintroduction of set times and places to play in set contact phases and year groups</p> <p>Use of Masks / PPE Parents asked to continue to wear masks on school grounds Staff will wear masks when greeting and mixing with parents at drop off and pick up. Dojo messages to encourage the wearing of masks</p> <p>In the building Staff to continue to wear masks in school communal areas and when meeting with visitors/parents. And where 2m distancing can't be maintained</p> <p>Providing intimate care, administering medication, , first aid or undertaking agreed actions from an agreed positive handling plan or dealing with a symptomatic pupil Staff wear PPE.</p>				
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<p>General hygiene procedures not adequate to reduce the risk of the virus spreading particularly with the increased mixing of groups and shared use of areas.</p>	<p>Staff, pupils, families, local community</p>	<p>Handwashing Maintain hand washing practices. New pupils to be taught and supported. All pupils to be monitored initially to revise correct procedures and practices. Pupils to be monitored incidentally from then on. Taught – 20 seconds soap and water (happy birthday song) Use of liquid or foam soap Dried correctly with hand towels. All hand towels to be placed in grey lidded bins Handwashing to take place – on arrival to school, before and after food, after use of shared resources, play times and before leaving at the end of the day. Hand sanitiser to be used where handwashing not possible. Following lunch before lunch play) All classes to have hand sanitiser accessible</p> <p>All classroom doors which are in use should be kept open to reduce the need to touch regularly;</p> <p>Marking Books As per curriculum for learning, marking policy. Feedback immediate as much as possible and involve the learner and peers. Staff to wash hands before and after marking.</p> <p>Catch it Kill it Bin it Revision / Children taught – to sneeze/cough into tissue. Tissue disposed of in grey lidded bin, wash hands. If unable to fetch tissues sneeze/cough into crease of arm and immediately wash hands.</p> <p>Sanitiser & antibacterial wipes Will be available in all areas of the school and classrooms</p>	<p>Monitor effect to pupils hands</p> <p>Monitor quality of restrictor arms / New door stoppers put in.</p>	<p>HT, SLT – lead All staff and pupils</p>	<p>On going</p>	<p>Reviewed 5th September</p>
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		<p>Surfaces Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light-switches, bannisters are cleaned regularly;</p> <p>Use of resources Sets of regularly used individual resources provided for each child and not shared The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid; Keep resources to a minimum to reduce the need for cleaning difficult items. The virus lives for 72 hours on surfaces. Resources could be on a rota every 72 hours which would negate the need for cleaning. Pupils supported and instructed to wipe shared equipment and resources after use, including IT equipment. Wipes placed in lidded bin and hands washed after.</p> <p>Resources from home Not allowed into school</p> <p>Water bottles Individual and handled and filled by pupils</p> <p>Snacks To support hygiene Parents will be asked to continue to provide healthy snack sent to school in own packaging. Pupils to wash hands before and after snack.</p> <p>Toilets Cleaned regularly Enhanced clean lunchtime Paper towels and lidded bins provided. Dryers optional.</p>	<p>Purchase school bottles to be given to all those without bottles</p> <p>Monitor and evaluate – with the view to introducing school snack when appropriate</p> <p>Monitor and evaluate – should the plan to reduce midday clean come into effect</p>			
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		<p>Lidded Bins Emptied as required throughout the day- staff wearing gloves End of every day by caretaker.</p> <p>Outside play equipment Each class have individual bucket of equipment. Shared equipment wiped down after use.</p> <p>Staffroom Staff must not share cups or cutlery and should try to bring their own or wash up the utensils by hand in hot soapy water, or in the dishwasher as soon as they have been used Staff must not make food or drinks for other staff. 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. Contact points in the staffroom will be regularly cleaned. Handwashing and antibacterial soap needs to be available at all times in the staffroom.</p> <p>Staff providing intimate care, administering medication, dealing with first aid, following procedures outlined in a positive handling plan or supporting a symptomatic pupil Must wear PPE and wash hands immediately following close contact</p> <p>Cleaning Identified staff to oversee cleaning staff and ensure high standards of cleaning and sanitisation is maintained</p> <p>Each class will have cleaning materials that can be used to clean tables, chairs and resources where necessary.</p>	<p>As above</p>			
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		A cleaner will clean all communal contact points at approximately 11:30-12:30				
Lack of appropriate cleaning equipment / and other resources likely to lead to increased risk of infection spreading	Staff, pupils, families, local community Staff, pupils, families, local community	RB and KB to keep order and stock of lateral flow tests, antibacterial wipes, hand sanitiser and PPE. MG – to ensure adequate stock of hand tissues MG/office to ensure fogger in appropriate working order		Admin team		Reviewed 5 th September
Increased risk of virus spreading in closed, unventilated indoor areas	Staff, pupils, families, local community Staff, pupils, families, local community	Staff to utilise use of outdoors ASAP. Use gazebos to support All windows and doors to remain open ASAP Use of co2 readers to support ventilation where weather prevents doors and windows being left open. All classroom doors which are in use should be kept open to support ventilation	Replacement Co2 readers for 2 school areas – purchased and installed	HT, SLT, all staff	On going	Reviewed 5 th September
Holding large gatherings throughout the day	Staff, pupils, families, local community Staff, pupils, families, local community	Breakfast club Parents wasked to maintain distance between each other when registering their children. Pupils will sanitise hands on entry. Organisation within breakfast club to remain – classes separated into class group per table and multiple food and collection stations. Support staff to collect own class group at 8:50am ensuring no mixing of groupings. All pupils will wash hands on entering the classroom. Lunch To support Physical distancing. Lunchtimes to remain over 2hours with only 2-3 classes at any one time in hall and separated into class groups. Pupils to wash hands before entering hall and sanitise hands before leaving.		HT, SLT – catering and lunch time supervisors	On going	Reviewed 5 th September



<p>Increased numbers of visitors on site increases risk of COVID being brought in and passed on</p>	<p>Visitors, staff, pupils and parents</p>	<p>See above for school Reception Area</p> <p>Contractors All contractors have to arrange an appointment with the office. 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 Contractors will continue to need to book their appointment prior to arrival On the day of their appointment they will be required to wear a face covering when they enter the School building, sanitise their hands, sign in and complete the Trace and Trace documentation (Welsh Government guidance still says that visitors should still wear face coverings when they are visiting sites. Contractors will be reminded of the need to wear face coverings when they ring to make the initial appointment to attend the School.. If they have tested positive for COVID, displaying symptoms of COVID, they should not attend the School staff to be isolated; •All outdoor building maintenance to be coordinated with the Head Teacher, caretaker so that segregation from pupils and staff can be ensured (eg. grass cutting); •All contractors to report to reception prior to the start of any work. Visitors and contractors will still be required to sign in and complete the Track and Trace documentation</p> <p>Parents Parents will be encouraged to conduct their business over the telephone or electronically. 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</p>	<p>Monitor and evaluate planned visitors on site should cases in school rise</p>	<p>HT, SLT</p>	<p>As required</p>	<p>Reviewed 5th September</p>
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<p>Additional provision on site</p>		<p>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>Termly parents evening to remain virtual</p> <p>Legitimate visitors to site –(eg Educational Psychologists, Education Welfare Officers, Gwent Music</p> <p>Legitimate visitors need to make a prior appointment to attend the School, copying in the Head Teacher On the day of the appointment the visitor will be required to wear a face covering when they enter the School building, sanitise their hands, sign in and complete the Trace and Trace documentation (Welsh Government guidance still says that visitors should still wear face coverings when they are visiting sites. Visitors will be reminded of the need to wear face coverings when they ring to make the initial appointment to attend the School.</p> <p>They will be required to sanitise their hands, sign in and complete the Trace and Trace documentation All visitors to be given the COVID secure, visitor essentials and have the option to receive a copy of this risk assessment.</p> <p>No person testing positive or displaying symptoms will be permitted into the building</p> <p>Wrap around provision / clubs All undertake COVID secure as part of school safeguarding induction, provide information to support track and trace if needed. Ensure they work in line with this risk assessment / staff essentials. Pupils to wash hands on entry to club and before leaving. All resources and equipment to be wiped down after use.</p>	<p>Monitor and evaluate external clubs adherence to this risk assessment</p>			
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Transitions to and from school	Pupils, staff and parents	All transition events to be individually risk assessed In line with alert level and national guidance Meetings with parents to remain virtual and pupil visits to be evaluated to support physical distancing	To risk assess on a case by case basis	HT	As required	December 21
Pregnancy – effect of COVID on unborn child at third trimester	Members of staff	Staff 28 weeks pregnant and above will work from home.	Evaluate in line with National Government guidance	HT	On going	Reviewed 5 th September
Home Learning - effect on pupils and staff wellbeing due to isolation and lack of contact with colleagues, teachers and peers. Effect on pupils learning	Pupils Staff	Staff and governors have been given a copy of the School's Howe and Distance Learning and communication policy (Previously names - Lifelong Learning Partnership Policy) to refer to should an occasion arise when there is a need to re-introduce distance learning. Staff have already been given a copy of the School's most update staff version in readiness in case the school needs to revert to distance learning and staff need to work remotely. School to ensure that all teaching and relevant support staff have a school-issued device to support distance learning Leaders and staff will continue to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning; Leaders will ensure that all staff communicating with pupils and parents have a school or hwb email accounts Protocols for asynchronous and synchronous learning have already been agreed by Leaders. Staff have been made aware that they are expected to follow these for their own safeguarding; Staff required to work remotely have been given the necessary equipment to deliver distance learning;	Evaluate if required to be undertaken	HT, SLT, teaching staff	If required	Reviewed 31 st Jan



		Line managers will maintain regular contact with staff who have to work remotely. Schools will ensure that all pupils have access to equipment and resources necessary to engage in learning opportunities if the need arises to re-introduce distance learning;				
Need to provide learning for any pupils who have to learn from home if classes have to close. Or if having to isolate due to contracting COVID but asymptomatic	pupils	Robust plans are in place to move to remote learning for individual classes/year groups or the whole school should the situation with COVID worsen and circumstances dictate. Remote learning will only be implemented after discussions with the Education Senior Management team.	Individual plans /support packages as required	HT, SLT, teaching staff	If required	Reviewed 31 st Jan
Support for Critical Key worker families and vulnerable families should class/school closure be required	pupils	The School has drawn up plans for running on site child care for vulnerable children and children of critical workers should the situation with COVID worsen and dictate the need for remote learning to be implemented (In your plans, you may need to consider how you would run the provision for vulnerable children and children of critical workers in circumstances where there was :- <ul style="list-style-type: none"> • A closure of one class • A situation where there are inadequate staff available to run the provision • Closure of multiple classes, whole school, lock or national lockdowns Other considerations might include:- <ul style="list-style-type: none"> • Arrangements for breakfast club/lunch for the pupils • How you intend to identify vulnerable learners and children of critical 	Individualised provision on case by case basis	HT / SLT	If required	Reviewed 31 st Jan



		<p>workers</p> <p>Pupils in the provision will do work digitally – like their peers who will be working remotely at home</p>				
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N.B:

Staff need to be aware the situation with COVID could change quickly and unexpectedly and there may be a need to re-instate the additional COVID safety measures that were in place last year – e.g wearing of face masks; re-introduction of virtual methods of teaching; vulnerable staff working from home, etc

Head Teachers will work with the LA, Public Health Wales and the Track, Trace and Protect unit to determine appropriate courses of action if incidents of COVID increase significantly in the School locality, or nationally