**COVID-19 Risk assessment for Thornwell Primary School**

**Completed June 2020 revised September 2020**

**To be updated as necessary with first major review week of July 24th**

**Approved by LA on 25/06/20**

**Shared with staff on 17/06/20**

**Shared with governors on 17/06/20**

**Available on the school website from 17/07/20**

**Revisions for opening school in September to classes of 30**

**Shared with LA 17.07.20.**

**Shared with governors 16.07.20.**

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| **Identified risk** | **Person(s)  at risk** | **Risk Level Before Control 1- 5** | | | **Control measures** | **Risk Level After Control 1-5** | | | **Responsibility & Date** |
| **Severity** | **Likely hood** | **Total** | **Severity** | **Likely hood** | **Total** |
| **Appropriate numbers of staff to maintain 1:30 ratios** | Pupils | 4 | 4 | 16 | * Check staff levels daily to ensure 1:30 ratio in KS2 and at least 2 to 30 levels in FP * Create contingency plans for staff absence * Ensure visiting staff and outside agencies are made aware hygiene expectations and distancing. Expectations that these adults minimise number of schools they visit on the day they visit Thornwell | 4 | 3 | 12 | Headteacher |
| **Awareness to procedures and risk** | Staff and students | 4 | 4 | 16 | * Safeguarding and health and safety procedures have been reviewed and updated where needed in light of the [COVID-19 advice](../../saunders.c/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/DCRWP0RX/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf). Updated procedures have been shared with relevant staff; * Staff to receive guidance on actions to help minimise the spread of infection; * Staff to be made aware of the school’s infection control procedures in relation to coronavirus; * The school keeps up-to-date with advice issued by local authority and Welsh Government; * Parents informed of the procedures put in place to help keep the children safe in school. Stay at home [guidance](https://gov.wales/protect-yourself-others-coronavirus) is made available for parents and staff to refer to and accessible on school’s website; * Parents to be asked to take their child’s temperature prior to school; Parents and staff must remain at home if they have COVID 19 symptoms and request a test and self-isolate for 7 days * Pupils made aware of rules for staying safe in school and what to do if they feel unwell; * Any cases of illness, including COVID-19 are to be treated with confidentiality. * Visitor records must be kept just in case we need to track and trace * Supply staff / peripatetic and other outside agencies’ are now able to visit - social distancing and hygiene practice shared | 4 | 3 | 12 | Headteacher /  All Staff |
| **Implementing ‘social distancing’** | Staff and students | 4 | 4 | 16 | * The latest [guidance](../../saunders.c/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/DCRWP0RX/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf) on implementing protective measures in educational settings is made available to staff so that it is followed at all times; * class groups, are organised as described in the ‘class or group sizes’ in line with published Welsh Government guidelines; e.g. 1:30 where possible; * The timetable is revised to implement where possible:  1. Plan for lessons or activities which limit movement between areas where necessary; 2. Maximum number of students within a KS2 class adhered to max 30; 3. Pupils in each foundation phase plaza will be split into two contact groups and a physical division within each plaza will separate each group; 4. The shared area in each plaza will be the Creative Development area and this will be timetabled and wiped down between contact groups. 5. Maximise number of lessons or classroom activities which could take place outdoors; 6. Break and lunch times staggered so that pupils are not moving around the school at the same time - see timetable (Identified groups at a time, within 30 minute intervals); 7. Drop-off and collection times are staggered to support limited numbers of parents and pupils coming into contact with each other;   Group A arriving at 9.05 and leaving at 3.20  Group B arriving at 9.15 and leaving at 3.30  Group C arriving at 9.25 and leaving at 3.40  Lunch times will be adjusted to ensure staggered arrivals and departures do not impact teaching time   1. Parents’/carers’ drop-off and pick-up protocols are planned so that they minimise adult to adult contact see [map.](../../saunders.c/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/DCRWP0RX/September%20grounds%20plan.docx) 2. Each class of pupils are together throughout the day with minimal social distancing. For play times 2 classes will access the yard together, contact with pupils from other classes is kept to a minimum;  * Unnecessary items are removed from classrooms and other learning environments where there is space to store them elsewhere school hall * Floor markings added to key areas to support ‘social distancing’ and facilitate safe queuing e.g. outside the toilets; * Movement of pupils around school is minimised with pinch-points and bottlenecks identified and appropriately controlled; * Reducing movement around the school - through use of individual classroom doors - Catering back in place pupils eat in classrooms and catering staff wipe down classroom tables following lunch * Breakfast club opens from September 14th Breakfast club to existing members new reception able to join from after half term * Hand sanitiser to be available next to fruit trolley and used by children prior to taking fruit * Soft furnishings and equipment e.g. toys and enhanced provision (e.g. dolls, cushions, voiles etc) which are harder to clean are removed; * Arriving and leaving will be on staggered basis with all of the children being either group A,B or C. This enables the children within each class ample time for handwashing and facilitates safe movement of adults along the one way system around the perimeter of the school * SeeSaw App messaging to be used to receive and pass on information on a per pupil basis to parents of younger pupils to minimise adult contact by preventing the need of conversations at the door * School office only to be accessible remotely or by appointment * Playtimes   SP and HMW mix for playtime on the junior yard  SB and AP mix for playtime on the junior yard  HW and AE mix for playtime on the junior yard  2 classes are permitted to mix (occupy the same space) for playtime on the yards  Each plaza has its own playtimes and the nursery, its own play area for constant access.   * The same teacher/s and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days; with the exception of break-times, PPA, peripatetic and staff absence where supply cover may be used. * Pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In Key stage 2, older pupils are to be seated at their own desks and in classes where space allows, side by side and in rows facing forward - with the teacher at the front of the class maintaining distance as much as possible. * In FP there will minimal expectation for pupils distancing, however, staff should try and maintain 2 meters where possible * Mixing groups of children in school is minimised by:  1. accessing rooms directly from outside where possible; 2. one-way circulation where possible; 3. staggering break and lunch times - staggering hand washing 4. School lunches with be grab and go until half term and these will be eaten in the classrooms alongside pupils who bring in their own lunches 5. Pupils have full water bottles from home each day – water fountains are out of use; 6. Toilet will be allocated to classes - with pupils hand sanitising prior to use (the disabled toilet will be used for sick children or staff/ ALN pupils if needed); If a sick child has used it, it will be out of action until it’s been cleaned; 7. The use of shared space eg the library is limited and there is cleaning between use by different groups. 8. Suspending the use of vertical streaming across different contact groups e.g. Read Write Inc 9. Each foundation ‘phase family’ is to be considered as a distinct contact group with a physical barrier establish to divide the plazas in two. 10. The use of staff room is staggered to limit occupancy; max 5 seated staff plus two at the kitchen counter. 11. Staff can operate across different groups of pupils when it is considered as operationally unavoidable | 4 | 3 | 12 | Headteacher /  All Staff |
| **Hygiene Practices** | Staff and students | 4 | 4 | 16 | * The cleaning of non-healthcare settings [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) is understood by relevant staff and followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE (e.g. vinyl or nitrile gloves and aprons); staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes; * Where pupils require first aid, staff members must wear appropriate personal protective equipment (gloves; face mask; face-shield) whilst administering treatment; * Any staff who administer first aid or direct contact with pupils must immediately wash hands and avoid contact with face until hygiene practices have been observed; * All tissues and wipes used are to be disposed of in the appropriate way, as per normal practise (with all contents of bins disposed regularly throughout the day); * Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and to aid ventilation; * Adequate handwashing facilities are available. Groups of pupils will use designated sinks for handwashing (see plan). Hand sanitisers are available in all classrooms, other learning environments and in communal areas (contents are checked daily); * Surfaces that children and adults touch more often, such as tables, chairs, doors, door handles, taps, sinks, light-switches are cleaned frequently throughout the day by TAs to maintain hygiene ; Toilet areas are cleaned at the end of every day by the cleaning team and during lunch by Dawn Jones. * All adults and pupils are expected to:  1. frequently wash their hands with soap and water for 20 seconds and dry thoroughly; 2. clean their hands on arrival at school, before and after eating, and after sneezing or coughing; 3. sanitise hands prior to visiting the toilets 4. avoid touching their mouth, eyes and nose; 5. use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’); 6. safe disposal of face masks  * Ensure support is available for children who have trouble cleaning their hands independently e.g. Foundation Phase and ALN pupils; * Pupils are encouraged to learn and practise these habits through activity and repetition; * Bins for tissues are emptied throughout the day, and at the end of every day; * Each child has their own tray of equipment that is not shared with anyone else (e.g. pens, crayons, rubber, pencil sharpener, ruler, glue stick, scissors, whiteboard, number fan, number line, book); * The use of shared resources is limited within each class and cleaned daily * Outdoor play equipment is cleaned between uses * The amount of resources that are taken and brought in from home is limited; * All spaces are well ventilated using natural ventilation (opening windows and doors); * Posters are displayed throughout the school reminding pupils and staff to wash their hands, e.g. before entering and leaving the school; * Pupils wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed in posters for display and spreading infection guidance; * Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary; * Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use; * Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and handwashing areas; * Bar soap is not used – liquid soap dispensers are used instead; * Pupils do not share cutlery, cups or food; * Pupils bring in full water bottles every day; * All utensils are thoroughly cleaned before and after use; * Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance; * Headteacher arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team; * COSHH assessments for all additional substances to be in place; * Cleaning materials in each classroom to be stored out of reach of pupils when not locked in cleaning cupboard. | 4 | 3 | 12 | Headteachers /  All staff /  Caretaker /  Cleaning staff |
| **Ill Health** | Staff and students | 4 | 4 | 16 | * Staff, pupils, parents/carers to be informed of the symptoms of possible coronavirus infection, e.g. a new dry continuous cough, difficulty in breathing, high temperature, loss of taste/smell and are kept up-to-date with national guidance about the symptoms and [guidance](https://gov.wales/stay-home-guidance-households-possible-coronavirus) in relation to ‘stay at home’; * Any pupil who displays signs of being unwell is immediately referred to the Headteacher or designated member of staff. While waiting to be collected, the child will be supervised in the designated quarantine room which is opposite the staffroom to ensure social distancing is maintained; * Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe; * The relevant member of staff calls for emergency assistance immediately if the student’s symptoms worsen; * A record of any COVID-19 symptoms in staff or pupils to be reported to the LA; * School will actively engage with test trace and protect and encourage staff and parents to use drive through testing to get a speedy response; * The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff and asked to collect them immediately; * Areas used by unwell students who need to go home are thoroughly cleaned once vacated; * If unwell students are waiting to go home, they are instructed to use the toilet in the main entrance foyer - this will not then be used by any other child until it has been cleaned once pupil has left the school building; * Any medication given to ease the unwell individual’s symptoms is administered in accordance with the school’s policy; * If a member of staff displays symptoms of COVID-19. They will report to Headteacher and follow [advice](https://gov.wales/coronavirus-covid-19-educational-settings-guidance) given; * If a member of staff or child receives a positive test for COVID-19, TTP will begin - the school will provide a list of pupils or staff who have been in contact with the infected person using the agreed definition for ‘contact’ - and the TTP process will determine who needs to self-isolate. * Parents and carers must be available for collecting poorly pupils and contact information must be kept up to date- in addition, records of children’s and staff groups are kept by school so that it can be provided for TTP purposes- this should be accessible at all times esp on weekends if needed * Staff to access antibody testing as soon as it becomes available. | 4 | 3 | 12 | All Staff |
| **Spread of infection** | Staff, students & parents | 4 | 4 | 16 | * Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance; * Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units; * Pupils and staff to use hand sanitiser before using the toilets * Pupils must wash their hands after they have coughed or sneezed; * Parents are made aware not to bring their children to school or onto the school premises if they show signs of being unwell or believe they have been exposed to coronavirus; * Children who have displayed symptoms of coronavirus must self-isolate in accordance with current Public Health Wales guidance before returning to school; * Children of parents who have tested positive for COVID-19 or are displaying symptoms of coronavirus must self-isolate in accordance with current Public Health Wales guidance before returning to school; * Parents will be given a specific time to drop off and pick up, timings staggered in the morning and afternoon; * Social distancing by parents and families must be maintained when entering or exiting the school site. * Parents must be instructed to maintain social distance while waiting to drop off or collect children from school – there are socially distanced rainbows and arrows for parents to stand on while waiting; * There is a one way system around the school building which parents must adhere to. | 4 | 3 | 12 | All Staff |
| **Management of infectious diseases** | Staff and students | 4 | 4 | 16 | * Infection control [procedures](https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/) are adhered to as much as possible in accordance with Public Health Wales guidelines; * Children will attend in clean uniform each day; * Staff are vigilant and report concerns about a student’s symptoms to the Headteacher, where appropriate equipment, such as digital thermometers are available to assess; * Staff apply consistency in approach to the management of suspected and confirmed cases of coronavirus; * Staff must socially distance between other staff, parents and pupils where ever possible * There are plans in place for the movement of children around the school (as above); * The timetable is adapted to stagger break and lunch times (as above); * The Headteacher monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus; * -Staff/pupils with shielding letters will continue to work from home - these letters must be shown to SLT * Pregnant women will finish at 28 weeks * Staff living with shielding family etc should continue to work from home if they can’t reasonably adhere to the social/ physical distancing measures | 4 | 3 | 12 | All Staff |
| **Parental engagement** | Staff and students | 3 | 3 | 9 | * School has published guidance to safeguard students and staff, while supporting the management of infectious diseases; * School to communicate that all parent/carer meetings should only take place virtually (following published ‘Virtual Meeting’ guidance) unless this is not possible. In these cases, parents are aware that only one parent can attend to minimise transmission and the meeting takes place in an environment where strict social distancing measures can be maintained; * Where possible only one parent / carer should be present at collection point; * Parents are informed their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use); * Parents are informed that they cannot gather at entrance gates and/or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely); * Staff to continue to make contact with pupils not attending, especially the more vulnerable. | 3 | 2 | 6 | Headteacher /  Admin Team |
| **Building and property maintenance** | Staff and students | 4 | 4 | 16 | * Caretaker to undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest [guidance](../../saunders.c/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/DCRWP0RX/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf); * Any areas presenting increased risk to students and/or staff to be isolated; * Floor marking used to define transit routes; * Tape used to define no-go spaces within identified classrooms and/or areas; * Lock all required doors including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms isolated; * All outdoor building maintenance to be coordinated with the Headteacher, so that segregation from students and staff can be ensured (e.g. grass cutting); * All contractors to report to reception prior to the start of any work, which is separate to student entrance; * Continue with water testing and fire drills etc (see H and S policy). | 4 | 3 | 12 | Headteacher/ Caretaker |
| **Communication** | Staff and students | 4 | 4 | 16 | * Pupils, staff, parents/carers or any visitors to the school site are told not to enter the school if they are displaying any [symptoms](https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus) of coronavirus; * The relevant member of staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure; updated about any changes to infection control procedures as necessary; * There is early communication with contractors and suppliers that will need to prepare to support plans for opening, for example, hygiene suppliers; | 4 | 3 | 12 | Headteacher / Premises Team |
| **Partial school closure** | Staff and students | 4 | 4 | 16 | * The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic; * Any pupils working from home are assigned work to complete; * Headteacher maintains plans for students’ continued distance learning education during any partial or any forced school closure that occurs going forward to ensure there is minimal disruption to pupils ’ learning – this includes their plan to monitor students’ learning while not in school; Headteacher / class teacher to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required for pupils not attending during any partial or full closure * Clear reinforced messages about student behaviour expectations are made visible and adhered to at all times, even while working remotely;   . | 4 | 3 | 12 | Leadership Team/  Admin Team  /Teachers |
| **Emergencies** | Staff and students | 4 | 4 | 16 | * Arrangements are in place for first aid support and availability; * Suitably trained first aiders are on site; * Provisions are fully stocked and monitored. Accident forms completed where required; * If a member of staff is diagnosed with COVID-19 as a result of being exposed during the work place this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents; * All pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required; * Pupils, parents/carers are contacted as soon as practicable in the event of an emergency; * Pupils’ alternative contacts are called where their primary emergency contact cannot be contacted. | 4 | 3 | 12 | Headteacher /Admin Team |
| **Safeguarding** | Staff and students | 4 | 4 | 16 | * Standard procedures are reinforced to all staff prior to increased operations and all staff are expected to observe these; * Appropriate security arrangements on-site; * Staff rota and levels to take account for security arrangements; * All staff/volunteers/supervisors to have valid DBS clearance. | 4 | 1 | 4 | Headteacher /  Designated Senior Person (DSP)  Deputy DSP |
| **Poor Behaviour** | Staff and students | 4 | 4 | 16 | * School to consider the impact of poor behaviour; bullying, or abuse of another child or a member of staff, and are clear with parents/carers on action to take in response to this; * Pupils taught and reminded about hygiene and safe distancing from other classes - individual risk assessments will be carried out on pupils whose behaviour puts staff and other pupils at additional risk of COVID-19 * ALN pupils /pupils with behaviour challenges managed as normal - risk reduction through hygiene * Parents will be asked to support their pupils with behaviour expectations; * School behaviour policy updated * Adequate supervision levels in place to support staff; * Groups organised so that staff are familiar with students where possible to minimise incidents of poor behaviour; * Consideration of appropriate placement of student for their care, or to meet their needs. | 4 | 3 | 12 | Headteacher  Staff |
| **Distance Learning** | Staff and students | 4 | 3 | 12 | * School to ensure that all teaching and relevant support staff have a school-issued device necessary to support any distance learning; * Leaders to review the school Professional Learning Plan to include suitable training opportunities to support staff in preparing distance learning opportunities for pupils; * Leaders and staff to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning; * All staff have a plan of remote professional learning activities to complete; * Leaders to ensure that all staff communicating with pupils and parents have a school or Hwb email account; * Leaders to set and implement clear expectations around the protocols for asynchronous and synchronous learning procedures. Ensure that all staff understand that they are expected to follow these for their own safeguarding; * Ensure staff working remotely have the necessary equipment and work environment to deliver distance learning; * Line managers to maintain regular contact with staff who are working remotely; * Schools to ensure that all pupils have access to equipment and resources necessary to engage in learning opportunities; * School to maintain contact with parents to provide help and support so that they can support children with distance learning activities. * Remote learning to continue for those pupils with medical issues who cannot come into school when school opens fully from September 14th | 4 | 2 | 8 | Headteacher/ Staff working from home |
| **Managing school transport** | Staff and students | 4 | 4 | 16 | * LAC pupils travelling in taxis:   + school will liaise with the local authority to ensure transport arrangements are organised to cater for any changes to start and finish times;   + transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus (if/where applicable);   + transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers (if/where applicable) | 4 | 3 | 12 | Local Authority/  Headteacher. |
| **Traffic management** | Staff parents pupils and visitors | 4 | 4 | 16 | * Pupils arriving with parents in cars will be using the parents car park parents returning to their cars will walk the full one way system to return to their vehicles * Staff to be parked in staff car park by 8.55 until 3.50 pm * One way system for pedestrians is marked in paint to allow social distancing walking around the site to and from parking areas | 4 | 2 | 8 | Headteacher |

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| **Likelihood** | **Severity** | **Risk Level Likelihood x Severity** |
| 5- Certain | 5-Multiple Death | 1-5 Low- is a low risk but action should still be taken to reduce these risks further within possible reasonable limits |
| 4-Very Likely | 4-Single Death |  |
| 3-Likely | 3-Major Injury | 6-12 Medium- is a significant risk and will require an appropriate level of response/ resources |
| 2-Unlikely/Possible | 2-Minor Injury |  |
| 1-Very Unlikely | 1-Work Delay | 13-25 High- is a high risk and may require the provision of considerable resources, which may involve the purchasing of special equipment, training, greater supervision and the implementation of effective control. |