

Risk Assessment

Risk Assessment No: Premises 5th
Update High level – 6th January 2022

Activity Assessed	Westwood C.P. School Reopening September 2021	Date	Reviewed 1 st January 2022 Again 6 th January 2022 High level RA
Assessment Completed By	JW Head teacher	Person(s) Consulted	Compliance Education/F.C.C.

Persons Exposed	Employees	<input checked="" type="checkbox"/>	Contractor	<input checked="" type="checkbox"/>	Young Person	<input checked="" type="checkbox"/>	Expectant Mother	<input checked="" type="checkbox"/>	Visitors and/or Public	<input checked="" type="checkbox"/>	Trespassers	<input checked="" type="checkbox"/>
Frequency of Exposure	Continually	<input type="checkbox"/>	Hourly	<input type="checkbox"/>	Daily	<input checked="" type="checkbox"/>	Weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Yearly	<input type="checkbox"/>
Duration of Exposure	Less than 1hr	<input type="checkbox"/>	1-2 hrs	<input type="checkbox"/>	3-4 hrs	<input type="checkbox"/>	5-6 hrs	<input type="checkbox"/>	7-8 hrs	<input type="checkbox"/>	More than 8 hrs	<input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)	0-8 - Low risk No Action Required. 9-15 - Medium risk Ensure adequate controls are in use. 16-25 - High Risk Stop operation and implement adequate control measures
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Parent handbook & Staff handbook should be used for further detail. Risk assessment reflects the following WG docs and these should be read in conjunction with the RA:

- <https://gov.wales/coronavirus>
- <https://gov.wales/schools-coronavirus-guidance>
- <https://gov.wales/reasonable-measures-action-card-schools-html>
- <https://gov.wales/local-covid-19-infection-control-decision-framework-schools-autumn-2021-html>
- <https://gov.wales/local-covid-19-infection-control-decision-framework-schools-autumn-2021-impact-assessment>
- <https://gov.wales/strengthened-measures-reduce-high-coronavirus-cases-wales>
- <https://gov.wales/children-and-young-people-higher-clinical-risk-and-clinically-extremely-vulnerable-adults-guidance>
- <https://gov.wales/self-isolation>
- <https://gov.wales/review-health-protection-coronavirus-restrictions-no5-wales-regulations-2020>

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	Transmission of Covid 19 due to close contact – very high level	4	4	16	Very high level – infection control guidance Jan 2022 – see guidance <ul style="list-style-type: none"> Pick up and drop off- use of times and entrances and exits. Parents from Year 1 to Year 6 will not come on site for morning drop off and will be assisted by staff. At pick up- designated times and exits. Staff to guide parents. 2-meter distance at all time. Parents to wait in the zones allocated. Leave site asap. Face coverings to be worn on site unless exempt.	4	2	8	

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					<ul style="list-style-type: none"> School will minimise the mixing of learning groups where possible (Assemblies to be carried out separately for Foundation Phase/ Key Stage 2 – when appropriate to do so – currently suspended. Break / lunch times staggered minimise children on playground / using canteen or hall. See handbook School will continue to offer thrice weekly lateral flow testing to staff Staff members will maintain social distancing from other adults and children where possible Staff will continue to minimise close, face to face contact with learners School will encourage the use of face coverings by staff in communal areas and where 2-meter social distance cannot be maintained. A high level of respiratory and hand hygiene will be maintained by staff and pupils Movement around school site to be kept to a minimum School will maintain adequate ventilation in all used areas and use CO² monitors according to instructions. Where possible separate toilets will be provided for different groups of learners, where this is not possible toilets will be cleaned regularly and pupils will wash/sanitize hands before and after use Hand dryers are not be used where possible, with paper towels used for drying hands and disposed off into a lidded bin To minimise close contacts the school will limit access to site to visitors and contractors, this includes drop off and pick up 				

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					<ul style="list-style-type: none"> Maximum occupancy figures will be designated for shared areas such staff rooms and meeting rooms to ensure social distancing can be maintained. The school will identify adequate rest areas for staff to avoid use of staffroom by whole school. Use of shared spaces will be timetabled where possible All pupils, staff and visitors will wash/sanitise hands before entering the building. 				
2	Nursery Provision (Parental access to site)	4	4	16	<ul style="list-style-type: none"> Access to parents on site will be organised to allow for 2m social distancing (Held outside, limit numbers, pre booked timeslots) Social distancing will be maintained by staff and parents at all times School will ensure 2 meter physical / social distancing can be maintained from the school staff member, the child and their family In the case of separate nursery groups operating (morning/ afternoon), the school will provide set of resources for each group. Cleaning of fixed equipment and high touch points will take place between sessions Gloves and aprons are still to be worn when performing intimate care to a pupil. Fluid resistant surgical mask and eye protection should be worn if there is a risk of splashing to the eyes i.e. coughing, spitting, vomiting 	4	2	8	
2a	School closure and reopening	4	3	12	<ul style="list-style-type: none"> The school is inspected weekly to maintain the security of the building All statutory checks are completed All non-critical business infrastructure electrical appliances are turned off and plugs removed from sockets, 	4	1	4	

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					<ul style="list-style-type: none"> All water supplies isolated at the mains and where possible we will drain down all water systems. All waste is removed and external bins are securely placed away from the building. The school continues to keep good records of which pupils attend lessons / clubs / activities / home-school transport, etc. to help identify close contacts in the event of an outbreak. All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection is recorded The school's Covid-Secure procedures are clearly communicated to all staff (including peripatetic staff, cover staff), pupils, parents, visitors and contractors. Staff are consulted on the risk assessment via the Staff Consultative Committee, Heads of Department or directly. Staff therefore have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary. The site specific risk assessment is published on the school's website. It is kept under regular review, and updated as necessary Staff briefings will follow a blended approach with some briefings online and some meetings in well ventilated spaces that allow for physical distancing. Letters will be sent home via email where possible. The Head, the School Governors and SLT undertake regular monitoring activities, such as spot checks or the completion of 				

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					checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times.				
3	Staff and students displaying symptoms	4	4	16	<ul style="list-style-type: none"> • Head/SLT to be notified. • Staff and Students displaying symptoms of Coronavirus will be sent home and asked to follow TTP system. https://gov.wales/test-trace-protect-html • Where necessary the infected person will be moved to a designated isolation room whilst arrangements are made for the person to be collected and taken home. A dedicated toilet has been made available. In a case of a positive result, these areas will be deep cleaned / fogged before use. • Suitable PPE is available for staff where social distancing cannot be maintained. • Staff and Students who have been in contact with the ill person will wash their hands thoroughly for 20 seconds. • A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. • If a pupil is sent home with a suspected case their work area will be cleaned/ fogged / wiped down, with PPE available for staff. • Where pupils cannot attend site distance learning will be available via the GwE model • If staff member or student develops symptoms off site, they must not attend site and will follow local government guidance for isolation / testing. <p>Positive Result</p>	4	2	8	

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					<ul style="list-style-type: none"> Welsh TTP and current guidance to be followed. The school will work closely with the Local Health Protection Team and follow their advice. School will not send home whole year groups where a positive case has been identified, TTP will lead here. Seating plans to be kept where possible. 				
4	Unable to social distance on public transport	4	4	16	<p>Public Transport</p> <ul style="list-style-type: none"> Staff and Students are advised to practice social distancing and to follow current government guidelines. The school will endeavour to encourage staff and students to walk or cycle to school. <p>Car Sharing</p> <ul style="list-style-type: none"> All Staff and Students will avoid car sharing where possible if not from the same contact group or extended household. WG recommends alternative forms of travel are used in place of car sharing 	4	1	4	
5	Unable to social distance when administering first aid	4	4	16	<ul style="list-style-type: none"> The school will ensure an adequate number of First Aiders (Paediatric First Aid for EYFS, First Aid at Work, Emergency First Aid) are always available. The school will ensure all First Aiders receive refresher training as required <p>For advice on CPR during COVID-19 please follow the link below https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p> <p>RIDDOR</p>	4	1	4	

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					<ul style="list-style-type: none"> The school will work closely with the Local Health Protection Team and follow their advice The school will contact Compliance Education and LA corporate health and safety immediately to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report. 				
6	Cleaning	4	3	12	<ul style="list-style-type: none"> A high standard of cleaning must be maintained Cleaning checklists/ records to be kept Additional cleaning should remain where required i.e. where toilets, outdoor/ indoor play equipment is being shared by different learning groups PPE is provided for cleaning staff Staff are trained in the safe use of PPE and COSHH, and the infection control training./Cleaning staff have received covid awareness training (iHASCO) Cleaners will maintain social distancing at all times whilst on site The school is cleaned with normal household disinfectant Any contaminated (suspected/confirmed) waste should be double bagged and stored for 72 hours before disposal All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). 	4	1	4	
7	Group Activities/ Lessons	4	4	16	<ul style="list-style-type: none"> Physical Education should take place outside where possible. Where pupils are likely to be in close contact efforts will be made to limit this contact If communal areas are used for group activities/ lessons they should be cleaned down after use. 	4	2	8	

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					<ul style="list-style-type: none"> All communal areas in use should remain well ventilated Activities such as singing should be carried out following latest government guidance/ risk assessment Pupils will attend in PE kit for their designated PE day, this will eliminate the need for changing rooms All equipment used during the activity/lesson is to be thoroughly cleaned at the end of each lesson or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different classes. Water bottles or other refreshment containers should not be shared. Participants advised to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container. 				
8	Coronavirus spread from one country to another	4	4	16	<ul style="list-style-type: none"> Welsh government guidance will be followed by staff and pupils returning from outside of the UK 	4	1	4	
9	Visitors/ contractors on site	5	4	20	<ul style="list-style-type: none"> The reception desk is fully enclosed with a screen Only essential visitors and contractors are allowed on site and by appointment only. All unnecessary furniture in the reception area has been removed. Rooms are well ventilated All visitors will be required to wear a face covering whilst on site including parents during drop off and pick up Visitors/ contractors will maintain social distancing at all times whilst on site 	5	2	10	

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10	Educational Visits	3	3	9	<ul style="list-style-type: none"> Educational visits that are integral will take place following the completion of an individual risk assessment and will take place inline with current threat level. Travel will be minimised at this time Individual local authority guidance will be followed if traveling between counties Local government transport guidance will be followed 	3	2	6	
11	Staff/Pupils at increased risk (ECV/ BAME/Expectant Mothers)	5	4	20	<ul style="list-style-type: none"> Staff/ pupils from these categories may attend the workplace/school as long as they are able to follow current control measures in place and inline with guidance Where necessary individual risk assessments will be carried out Staff/ students to follow advise given to them by their GP/Medical professional Staff who are pregnant are encouraged to take up vaccination and will have a workplace risk assessment. If home-working is not possible, pregnant staff will be instructed to follow the advice in the COVID-19: advice for pregnant employees' guidance 	5	2	10	
12	Ventilation (Inadequate ventilation resulting in increased risk of COVID transmission)	4	3	12	<ul style="list-style-type: none"> Steps taken to identify any poorly ventilated occupied areas (no means of natural ventilation, e.g. openable windows, or mechanical ventilation, smell stuffy or bad, busy, small or cramped) and improve the ventilation as necessary. Carbon Dioxide detectors to be used when available to identify areas where ventilation needs to be improved. Occupied spaces to be kept well ventilated Fresh air in indoor spaces maximised by natural ventilation, mechanical ventilation or a combination of the two. 	4	2	8	

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					<ul style="list-style-type: none"> Ventilation levels will be improved by means of opening doors and windows and making sure trickle vents (small vents usually on the top of a window) or grilles are open and not blocked. Doors marked 'Fire door keep shut' are only held open by 'Dorgards' / electromagnetic door holders - never wedged or propped open <p>In order to achieve a balance between ventilation and an adequate internal temperature (min 16oC) during the cooler months the school will look to:</p> <ul style="list-style-type: none"> Partially open doors and windows to provide ventilation while reducing draughts Open high-level windows in preference to low level windows to reduce draughts Refresh the air in spaces by opening windows, vents and external doors wide at times which avoid user discomfort, e.g. between lessons or when rooms are not occupied. https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm 				
13	Hand Hygiene	4	4	16	<ul style="list-style-type: none"> Everyone is encouraged to wash their hands regularly, either with soap and running water or hand sanitiser, e.g. on arrival at school and at break and lunch times Plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities provided in all toilets and cloakrooms. Signs / posters provided to remind people about good hand-washing techniques 	4	2	8	

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					<ul style="list-style-type: none"> Supplies of sanitiser provided at all entrance doors to the school, and in all classrooms, offices, work rooms, etc. Where possible steps have been taken to eliminate hand contact surfaces by fitting non-touch sensors or foot operated pedals e.g.: <ul style="list-style-type: none"> on gates & entrance doors used by the majority of staff pupils and visitors Toilet flushes, WHB taps, soap dispensers, hand dryers sanitiser dispensers waste bin lids Where staff / pupils share equipment, such as computer keyboards / mice / touch screens, they will be cleaned with a sanitising wipe before and after use Where possible classroom / office doors will be held open to minimise the need to touch door handles/push plates (doors marked 'Fire door' must only be held open by 'Dorgards' / electromagnetic door holders - never wedged or propped open) 				

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ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed

Acknowledgement

The following members of staff have read this risk assessment.
Their signatures are confirmation that they have read and understood all of that which is within its contents.

Name	Signature	Date	Name	Signature	Date

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