

# Risk Assessment

Risk Assessment No: Premises

<b>Activity Assessed</b>	School Reopening September 2021	<b>Date</b>	September 1 <sup>st</sup> 2021
<b>Assessment Completed By</b>	Melissa Kendrick	<b>Person(s) Consulted</b>	Compliance Education

<b>Persons Exposed</b>	<b>Employees</b>	<input checked="" type="checkbox"/>	<b>Contractor</b>	<input checked="" type="checkbox"/>	<b>Young Person</b>	<input checked="" type="checkbox"/>	<b>Expectant Mother</b>	<input checked="" type="checkbox"/>	<b>Visitors and/or Public</b>	<input checked="" type="checkbox"/>	<b>Trespassers</b>	<input checked="" type="checkbox"/>
<b>Frequency of Exposure</b>	<b>Continually</b>	<input type="checkbox"/>	<b>Hourly</b>	<input type="checkbox"/>	<b>Daily</b>	<input checked="" type="checkbox"/>	<b>Weekly</b>	<input type="checkbox"/>	<b>Monthly</b>	<input type="checkbox"/>	<b>Yearly</b>	<input type="checkbox"/>
<b>Duration of Exposure</b>	<b>Less than 1hr</b>	<input type="checkbox"/>	<b>1-2 hrs</b>	<input type="checkbox"/>	<b>3-4 hrs</b>	<input type="checkbox"/>	<b>5-6 hrs</b>	<input type="checkbox"/>	<b>7-8 hrs</b>	<input type="checkbox"/>	<b>More than 8 hrs</b>	<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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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	Transmission of Covid 19 due to close contact	4	4	16	<ul style="list-style-type: none"> <li>School will minimise the mixing of learning groups where possible (Assemblies to be carried out separately for Foundation Phase/ Key Stage 2.</li> <li>Break / lunch times staggered through the day to minimise children on playground / using canteen or hall</li> <li>School will continue to offer twice weekly lateral flow testing to staff</li> <li>Staff members will maintain social distancing from other adults and children where possible</li> <li>Staff will continue to minimise close, face to face contact with learners</li> <li>School will encourage the use of face coverings by staff in communal areas</li> <li>A high level of respiratory and hand hygiene will be maintained by staff and pupils</li> <li>Movement around school site to be kept to a minimum</li> </ul>	4	2	8	Individual year groups in service first weeks progressing to two year groups;

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					<ul style="list-style-type: none"> <li>School will maintain adequate ventilation in all used areas</li> <li>Year groups are assigned toilets and will be cleaned regularly and pupils will wash/sanitize hands before and after use</li> <li>Hand dryers are not be used where possible, with paper towels used for drying hands and disposed off into a lidded bin</li> <li>To minimise close contacts the school will limit access to site to visitors and contractors, this includes drop off and pick up</li> <li>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.</li> <li>Use of shared spaces will be timetabled where possible</li> <li>All pupils, staff and visitors will wash/sanitise hands on entering the building.</li> </ul>				
2	Nurse Provision (Parental access to site)	4	4	16	<ul style="list-style-type: none"> <li>Access to parents on site will be organised to allow for support physical distancing.</li> <li>Social distancing will be maintained by staff and parents at all times</li> <li>School will ensure 2 meter physical / social distancing can be maintained from the school staff member, the child and their family</li> <li>In the case of separate nurse groups operating (morning/ afternoon), the school will provide set of resources for each group.</li> <li>Cleaning of fixed equipment and high touch points will take place between sessions</li> <li>Gloves and aprons are still to be worn when performing intimate care to a pupil.</li> <li>Fluid resistant surgical mask and eye protection should be worn if there is a risk of</li> </ul>	4	2	8	Maintain cleaner on site during the school day

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					splashing to the eyes i.e. coughing, spitting, vomiting				
3	Staff and students displaying symptoms	4	4	16	<ul style="list-style-type: none"> <li>Head/SLT to be notified.</li> <li>Staff and Students displaying symptoms of Coronavirus will be sent home and asked to follow TTP system. <a href="https://gov.wales/test-trace-protect-html">https://gov.wales/test-trace-protect-html</a></li> <li>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 at the earliest opportunity as appropriate.</li> <li>Suitable PPE is available for staff where social distancing cannot be maintained.</li> <li>Staff and Students who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</li> <li>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.</li> <li>If a pupil is sent home with a suspected case their work area will be cleaned/ wiped down with PPE available for staff.</li> <li>Where pupils cannot attend site, distance learning will be available via the GwE model</li> <li>If staff member or student develops symptoms off site they must not attend site and will follow local government guidance for isolation / testing.</li> </ul>	4	2	8	Masks vizards gloves etc are provided. JB & HA monitor

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					<b>Positive Result</b> <ul style="list-style-type: none"> <li>Welsh TTP to be followed.</li> <li>The school will work closely with the Local Health Protection Team and follow their advice.</li> </ul>				New FCC protocol (13/09/21) ;advice letters sent out to parents and spreadsheet of contacts uploaded to TTP schools
4	Unable to social distance on public transport	4	4	16	<b>Public Transport</b> <ul style="list-style-type: none"> <li>Staff and Students are advised to practice social distancing and to follow current government guidelines.</li> </ul> <b>Car Sharing</b> <ul style="list-style-type: none"> <li>All Staff avoid car sharing where possible if not from the same contact group or extended household.</li> <li>WG recommends alternative forms of travel are used in place of car sharing</li> </ul>	4	1	4	
5	Unable to social distance when administering first aid	4	4	16	<ul style="list-style-type: none"> <li>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.</li> <li>The school will ensure all First Aiders receive refresher training as required</li> </ul> <b>For advice on CPR during COVID-19 please follow the link below</b> <a href="https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19">https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</a>	4	1	4	

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

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					<ul style="list-style-type: none"> <li>All communal areas in use should remain well ventilated</li> <li>Activities such as singing should be carried out following latest government guidance/ risk assessment</li> <li>Pupils will attend in PE kit for their designated PE day, this will eliminate the need for changing rooms</li> </ul>				
8	Coronavirus spread from one country to another	4	4	16	<ul style="list-style-type: none"> <li>Welsh government guidance will be followed by staff and pupils returning from outside of the UK</li> </ul>	4	1	4	
9	Visitors/ contractors on site	4	4	16	<ul style="list-style-type: none"> <li>The reception desk is fully enclosed with a screen</li> <li>Only essential visitors and contractors are allowed on site and by appointment only.</li> <li>All unnecessary furniture in the reception area has been removed.</li> <li>Rooms are well ventilated</li> <li>All visitors will be required to wear a face covering whilst on site</li> <li>Visitors/ contractors will maintain social distancing at all times whilst on site</li> </ul>	4	1	4	
10	Educational Visits	4	4	16	<ul style="list-style-type: none"> <li>Educational visits that are integral will take place following the completion of an individual risk assessment</li> <li>Travel will be minimised at this time</li> <li>Individual local authority guidance will be followed if traveling between counties</li> <li>Local government transport guidance will be followed</li> </ul>	4	2	8	Planning for summer term is taking place
11	Staff/Pupils at increased risk (ECV/ BAME/Expectant Mothers)	5	4	20	<ul style="list-style-type: none"> <li>Staff/ pupils from these categories may attend the workplace/school as long as they are able to follow current control measures in place</li> <li>Where necessary individual risk assessments will be carried out</li> </ul>	5	2	10	

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					<ul style="list-style-type: none"> <li>Staff/ students to follow advise given to them by their GP/Medical professional</li> </ul>				

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

## Acknowledgement

The following members of Broughton Primary staff have read this risk assessment.

Their signatures are confirmation that they have read and understood Broughton Primary School's Risk Assessment and Reopening document 2021 and all of that which is within its contents. This document has been sent via email to staff Hwbmails.

Name	Signature	Date	Name	Signature	Date