

Rhondda Cynon Taf Council

School COVID 19 - Risk Assessment Template Document

Bodringallt Primary School

Autumn Term 2020

COVID 19 Risk Assessment

Subject: Revised COVID 19 School Premises Risk Assessment No 3

Date of Assessment: August 2020

Assessor: S Howells

School Name: BODRINGALLT PRIMARY SCHOOL

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
School drop off/Pick up – Infection control	All Persons	- Parent/carer pick up and drop off protocols have been considered to minimise adult to adult contact and avoid gatherings e.g. at the school gates (signs and floor markings made available from RCT) - Arrangements in place to supervise pupils arriving/leaving to ensure social distancing. - One parent only encouraged to drop off/pick up.	- Parents informed of pick up/drop off arrangements for Sep' 20 – details sent 16.07.20 see Reopening Timetable Arrangements – contacted via phone/text/letter – Virtual Tour created and shared via Social Media – all reposted Aug 28th - Staff to monitor to ensure social distancing at start and end of day - One parent only indicated in letter to parents. Parents reminded for only one parent to accompany their child to school letters/texts sent Virtual Tour shared 26.06.20. Revised arrangements sent 16.07.20 see letter dated 15.07.20(sent to GB too) – text reminders sent 10.09.20

		• Stagger drop off/collection times for contact groups. • Additional entrances/exits used to reduce gatherings at peak times where possible. • Parents/carers instructed not to attend school if symptomatic.	• Staggered start and finish times indicated in letter • Classes to have staggered timings and several entrance points being used entrance (main entrance double gated – no steps + lower gate) – 2nd entrance (lower yard)for Classes 3 + 4 only – pupils to go straight into classes and not congregate on yard – staff present to facilitate - to be used to avoid gatherings Class 1 -9am + 3:15pm Main Entrance – Red Gate Class 2 - 9:10am+ 3:30pm Main Entrance – Red Gate Class 3 - Years 5 + 6 8:55am 3:30pm Lower Yard Gate – enter school via ‘tunnel and into class Class 4 8:55am 3:30pm Lower Yard Gate – enter school via ‘tunnel and wait by door of lower building’ • Parents instructed in letter not to attend school if showing symptoms – letter advises on this + Covid-19 FAQs from RCT sent to parents 15.07.20 + 27.08.20
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		• Temperature checks taken at arrival. • Where necessary, the School has a process for removing face coverings when learners and staff who use them arrive at school, e.g. a bin for disposal. • Handwashing/hand sanitiser available at all entrances.	• Temperatures of staff to be taken upon entrance to school – pupils will have temperature check if showing signs of illness • If learners/ staff feel they want to wear face coverings at school, it will be their choice – staff and parents advised of this in letter and meetings. Awaiting visors from LA. • All adults and children to use hand sanitiser on entry to school – at all external doors and within foyer
Circulation Routes – Infection control	All Persons	• Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system. • Floor markings and signage is provided to assist with social distancing.	• Due to the layout of the school it is virtually impossible to establish a one-way system throughout the building. • One-way system in place around the yard to avoid crowding at main entrance. Pupils and parents to exit via the car park. Car park will not be used during drop off and pick up times with a member of staff on duty • Directional signage is in place in communal areas. Social distancing will be encouraged

		- Doors kept open to encourage ventilation and to reduce physical contact. (where safe to do so – and not compromising fire safety, you may need to check the fire risk assessment to identify doors that can remain open). - Times for using the corridor have been planned to ensure that use of common areas does not encourage gatherings. - Class times have been staggered to prevent large numbers moving around the premises at the same time.	Internal corridor doors to be kept open by a wedge / hook. Door wedges on fire doors to be removed by SH / BE if the fire alarm is activated when exiting the building All Contact Groups to be timetabled to use outdoors to ensure only one Contact Group uses the yard steps/corridor/hall walkway at a time Staggered playtimes and lunchtimes
Classroom/Teaching Environment – Infection control	All Persons	For Welsh Government Guidance on control measures within the classroom for the various settings, use the link below: https://gov.wales/sites/default/files/publications/2020-07/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf - Pupils will stay in their class/group wherever it is possible throughout the day. - Where possible pupils use the same desk and resources each day. Resources are placed in individual trays/bags and only essential items are brought in from home.	There will be 4 classes/ contact groups of approximately 30 in 3 and 8 in another. Wherever possible throughout the day, pupils will remain in that group Children to use the same desk. All children will be provided with individual resources. These will

		• The use of outdoor space is utilised wherever possible. • Rooms have been organised to encourage social distancing, tables and chairs arranged to enable sitting side to side facing forward and not face to face. • Arrangements put in place to avoid mixing with other groups. • Unnecessary items have been removed from learning environments where there is space to store elsewhere. • Resources which are not easily washable or wipeable have been removed. • Arrangements in place for the use of the playground, including playground equipment.	be kept in individual trays. All Contact Groups to use separate cloakroom areas for coats and packed lunches to be kept in Contact Group area. Pupils leave and collect contact group at a time • There will be an outdoor timetable to maximise the use of the outdoors, ensuring that each class is kept separate • Rooms organised appropriately and all pupils to sit side by side facing forward where possible • Timetables established to avoid mixing with other groups where possible • All unnecessary items have been removed from classrooms where possible • Items not easily washable have been stored centrally within the school • Each class to have their own set of playground equipment cleaned by the cleaner/staff throughout the day
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		• Arrangements are also in place for social distancing in staff rooms and prep rooms.	• 1 staffroom available for staff to use – 2 MAX. Staggered play and lunch means there will be minimal staff using the staffroom social distancing and signage applied – area in hall available too
Pupil and Staff Toileting – Infection control		• Times are staggered where possible and consider the increased handwashing times that have been introduced. • Where possible, provide separate toilets for different contact groups. Where this is not possible, using hand sanitiser before entering the toilet and ensuring toilets are cleaned regularly. • Signage is in place in each toilet to encourage adequate hand washing takes place. • Similar arrangements are also in place for staff toilets.	• Breaks will be staggered and additional time allocated to handwashing • Breaks staggered and children encouraged to use toilets and must hand wash before break • Pupils have access to hand sanitiser and will use on return from toilets – pupils briefed on this daily • A one in/one out policy introduced for the toilets with clear signage on all toilet doors floor markings to ensure distancing for queueing • Signage to be placed in each toilet to encourage adequate handwashing – in pupil and staff toilets • Handwashing signage in place in the staff toilets

Spread of COVID -19/Social Distancing Infection Control (General)	All Persons	• Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety). • Where necessary, Corporate Estates have been consulted regarding safe use of mechanical ventilation systems. • Contact groups are kept apart where possible, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this. • Appropriate signage is in place throughout the setting. • Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation.	• Windows and doors to be open wherever possible. Internal doors will be wedged open where possible • N/A - Corporate Estates not consulted • Contact groups will be kept apart where possible and we will avoid large gatherings for example whole school assembly in the hall • Pupils will not use/ move into a different classroom. Children to remain in own classes (though some children will need to access interventions but this will be with other pupils from their Contact Group only) and within Contact Group. Very limited use of corridors, hall and steps to yard. All Contact Groups to use access to yard directly wherever possible • Appropriate signage is displayed throughout the building to remind pupils and staff to socially distance • Break times staggered to limit the number of pupils out on the yard
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			and the playground will be segregated
Staffing		- Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. Refer to the Council guidance 'Update for Chairs of Governors, Headteachers, Managers & Staff – Shielding and Childcare Responsibilities' & Staff COVID19 Risk Assessment Tool. - Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. - The use of shared staff spaces and staff rooms is minimised.	Clinically vulnerable staff have completed the risk assessment – scored – interviews taken place. Adjustments made for those able to return. Guidance adhered to and appropriate measures taken and documented Staffing to be reviewed daily by the Head to ensure appropriate staffing levels for each class and ensuring that classes are not mixed Staffing breaks are staggered and timetabled - 1 room available
Catering/Lunchtime Arrangements – Infection control		- Groups of children can eat packed lunch or school meals within their own classroom setting. - Different groups mixing together during lunchtimes is avoided through staggered times with several sittings and/or use of additional areas and to help reduce queues.	Children to eat their packed lunches / school meals at their own table in Canteen – staggered usage of canteen and hall all tables to be wiped down before next Contact Group. 1 Contact Group in each area Staggered lunch will be timetabled

		• Time/resource provision for cleaning surfaces between groups in the dining hall. • Hand sanitizer gel is provided for pupils and staff to use immediately before collecting their lunch. • Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff. • Additional meal collection points have been put in place to reduce queuing where necessary. • Alternative payment methods are being used to eliminate cash handling. • Tables and seating are moved apart to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating or placing screens.	• Cleaning rota to be established as 3 sittings are required for FP and KS2 • Hand sanitiser available in all classrooms and the dining hall and at entrance to canteen building - handwashing facilities available in each class too • Social distancing encouraged in the dining hall, meal collection points already encourage social distancing between pupils and staff. Pupils to collect meals and be socially distant • Canteen prepared lunches for pupils will be collected by pupils – social distancing supervised. Staggered sittings and supervision to enforce social distancing • Difficult with some of our families as some have still not registered and / or reluctant to join LA scheme • Tables re-arranged in canteen + plus hall alongside
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		A different entry and exit route are being used at dinner times where more than one door is available.	Lower door used for Class 2 to vacate canteen and walk around opposite way to incoming Class 3 to access yard – to avoid crossing on ramps and tunnel area - supervised to ensure social distancing
Pupils/Staff displaying symptoms whilst at school		- Arrangements in place to deal with pupil/staff who develop symptoms whilst at the setting – Follow the WG guidance https://gov.wales/sites/default/files/publications/2020-07/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf - An isolation room is available for pupils/staff.	Isolation room available for pupils/staff displaying symptoms – Thrive Room. Staff to wear PPE if needed for supervision Welsh Government guidance to be followed Parents/Carers to be called immediately. Staff to be sent home immediately
Cleaning/Waste Disposal		- All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. - Enhanced cleaning regime in place across the setting. - Adequate cleaning supplies and facilities around the school are in place.	All contact surfaces identified to be cleaned daily Additional cleaners being appointed by SOLO between 9–3 Additional cleaning supplies now available in each classroom.

		• A Clear desk policy in place for all pupils and staff. • Tissues should be placed in a separate waste bin and disposed of safely. All rubbish should be removed daily. If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is.	Additional cleaning supplies in place in cleaner's cupboard • All staff to adopt a clear desk policy – not just office based staff • Tissues and wipes to be placed in copper pedal bins that have red bags. All recycling bin lids removed and all rubbish removed daily
Personal Protective Equipment (PPE)		• PPE is not required for routine class activities. • PPE may be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19. For further guidance on PPE requirements refer to the RCT Schools COVID 19 PPE Guidance Matrix and associated links within the document.	• PPE available - to be used when necessary • All staff aware of where PPE is located and when it needs to be used – in cabinet, labelled in PPE Room
Visitors		• Information about visitor arrangements is displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms. • Handwashing/hand sanitiser available at all entrances. • Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens.	• Information about visitor arrangements displayed at the main entrance in the foyer • Hand sanitiser at all entrances • Soft furnishings removed from foyer area. Visitors to wait in foyer and only enter if absolutely necessary. Reception screen and floor markings installed. Only 1 parent/ pupil in the foyer at any one time

		- Where possible, visitors are signed in/out by the receptionist. - A record should be kept of all visitors.	Staff and visitors to use hand sanitiser prior to signing in Record will be kept electronically
Fire Safety		- Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff. - Procedures have been reviewed to include hygiene and distancing at assembly points. - Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff). See link below for specific fire safety advice for specific advice during the outbreak. https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf	Fire safety arrangements to be shared with staff during first planning day 01.09.2020 Procedure decided 01.9.2020 – Assembly point remains same but staff aware of social distancing if practicable during and evacuation Staff will be aware by 1.9.20. Pupils to be made aware by their class teacher on their first day at the school
Training		- Staff have been instructed on the nature of COVID-19 and its transmission. - The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff. - Any staff briefings are also conducted with social distancing considerations.	All staff provided with advice from LA by emails regarding transmission All staff to be made aware of this risk assessment on 01.09.20 and all prior RA's have been shared All staff briefings to be carried out with social distancing in place

This risk assessment has been signed by the Headteacher, Chair of Governors and H+S Committee of the Governing Body and ratified by the H+S of RCTCBC.