



Post COVID19 lockdown return to schooling measures

GENERAL ASSESSMENT DETAILS

Assessed by: *Alyn Dinham*

Assessment date: 1st September 2020

Next Review date: 27th November 2020

Description of work area and/or process activity

Schools will need to consider how they approach to opening post COVID 19 lockdown measures implemented via Welsh and Central Government legislation.

New operational guidance has been made available for the education sector via Welsh Government and can be accessed via the following link:

<https://gov.wales/operational-guidance-schools-and-settings-keep-education-safe-covid-19>

The risk assessment should be updated to reflect any changes to guidance or legislation implemented within the Welsh legal framework.

PERSONS AFFECTED THAT WERE IDENTIFIED (please provide a numerical indication)			
Caretaker/Site Manager	2	Visitors	unknown
Employees	47	Delivery Drivers	unknown
Pupils	580	Maintenance Staff	0
Cleaners	9	Other	unknown

Risk	Associated hazard(s)	Measures currently in place to prevent risk of injury	Any additional measures identified/to be implemented	Date additional measures to be implemented by	Review Date	Residual risk level
Biological: COVID-19	Large groups waiting at the start of the school day to access school.	<p>School site will only be accessible to Pupils. No Parents/Carers to access school site or enter building, other than to drop children off in a car.</p> <p>Admission to school to be from 8.30 hrs and 15.00 hrs.</p> <p>Pupils are to be encouraged not to come before this time.</p> <p>Reduced opportunities for large groups to form which would cause an issue with transmission.</p> <p>School site kept safe as possible and reduced possibility of virus transmission</p>	<p>Staff to be in classroom bases to avoid children crowding in corridors.</p> <p>School site marked up as one way system, with hand washing and sanitising encouraged regularly.</p>	7 th September 2020	<p>Daily</p> <p>Daily</p> <p>Daily</p>	LOW
Biological: COVID-19	Possible queuing of Parents/Carers before 8.40 hrs at start of school day resulting in unnecessary mixing.	With queuing being possible, 2m lines to be marked out on School property, in front of main access.	Car park will be marshalled to ensure that parents drop off children and leave school site.	7 th September 2020	Weekly	LOW

		<p>All Parents/Carers reminded of Social Distancing guidance.</p> <p>Reduced chances of queuing.</p> <p>Safety precautions in place for where queue does form.</p>				
Biological: COVID-19	Large numbers of Parents & Pupils mixing whilst waiting to access the school to drop off Pupils.	<p>Single access point to be established in each Phase, one way pedestrian traffic system considered to mitigate against crossing of individuals.</p> <p>Parent/Carer must stay in car.</p> <p>High Viz jackets to be worn by 2 staff members at entrance.</p> <p>Only Pupils are allowed to access the school between 8.30 hours and 15.00 hours.</p> <p>Controlled entry to school which protects staff and pupils.</p> <p>All pupils safely kept on</p>		7 th September 2020	Weekly	LOW

		<p>site.</p> <p>Only the same household members should travel together by car.</p>				
Biological: COVID-19	Pupils accessing classes for registration	<p>All children to access school via the main entrances; procedure to be implemented to ensure pupils wash their hands upon entering the building.</p> <p>Children are to go directly to their allocated class</p> <p>Returning pupil groups to take coats/bags into class with them.</p> <p>Give clear instruction as to where pupils can and can't go within class and school.</p> <p>Zone off areas so Pupils and staff are able to move within the school safely.</p>	<p>Each year group accessing Phase 2 via the 'brown doors'.</p> <p>Pupils who register in Phase 1 enter the building via the following;</p> <p>Year 7 – Basement Year 8 – Gym doors Year 9 – Science doors Year 10 – Hall outside doors Year 11 – Reception</p> <p>Staff will meet children in classrooms – no need to line up</p> <p>Expectations will be communicated to parents and pupils will be reminded of these at the start of each day.</p>	7 th September 2020	weekly	LOW
Biological: COVID-19	If year groups are being given staggered return to school dates	Pupils are organised into contact groups – year groups. Start and finish times are the same for all		7 th September 2020	Weekly	LOW

Biological: COVID-19	Ensuring pupils are registered on site	Registers taken promptly during registration. If SIMS is 'down', register to be phoned through to the office.		7 th September 2020	Daily	LOW
Biological: COVID-19	Visitors/Contractors on site	<p>Visitors to school site are to be minimised to essential visits only eg waste collection, deliveries dropped at main entrance.</p> <p>All reminded of social distancing rules whilst on site with hand washing facilities available.</p> <p>Visitors questioned if they have any symptoms associated with COVID-19 or been in contact with anyone in the last 7 days who has symptoms.</p> <p>Reduced possibility of virus brought in from outside the school environment</p>		1st September 2020	Weekly	LOW
Biological: COVID-19	Parent/Carer needs to collect a child from school during the day	Parents/Carers needing to pick up a child should contact school prior to arrival with expected ETA.		7 th September 2020	Weekly	LOW

		<p>On arrival at school premises, school clerk to collect pupil and take to designated collection point at entrance to Phase 2 building.</p> <p>No Parent/Carer is to enter the school at any point.</p>				
Biological: COVID-19	Pupils accessing appointments/leaving/returning to school during the school day.	<p>Pupil to attend school as usual and parent collect to attend appointment.</p> <p>Office notified via intercom of pick up</p> <p>Pupil not to return to school that day following appointment.</p>		1 st September 2020	Weekly	LOW
Biological: COVID-19	Parents/Carer/Visitor requests meeting with Head/Class teacher	<p>All communication is via email or phone call only.</p> <p>No face to face meetings of any sort will be permitted or arranged for any staff.</p> <p>Reduce chance of Staff coming into contact with Virus from Parent/Carer.</p>		1st September 2020	weekly	LOW
Biological: COVID-19	Gatherings/Activities in groups where virus can transmit	All activities which result in large groupings are to be remodelled eg		7 th September 2020	Daily	LOW

assemblies to be year assemblies.

Year group assemblies only to take place.

Daily Assembly will take place in classes with children.

Rooms have been organised to encourage social distancing, tables and chairs are moved into rows in order for pupils to spread out and arranged to enable sitting side to side and not face to face.

Non essential items have been removed from rooms.

Breaktime and lunchtime arrangements have been arranged to keep pupils in contact groups.

Children reminded of social distancing rules.

Staff limited to 3 members in staff rooms at one time, ensuring the 2m rule is observed. 4 members of staff in the conference

Contact groups to be kept together at lunchtimes spread across either the Main hall or Sports hall – designated areas have been marked out for this purpose.

Outside spaces for break –
Year 7 – bottom yard
Year 8 – Bottom yard, top half, inside barriers.

		<p>room.</p> <p>Reduced chance of virus passing in large groups</p>	<p>Year 9 – Grass area outside sports hall and gym</p> <p>Year 10 – Sports hall yard</p> <p>Year 11 – Prayer Garden & Courtyard.</p>			
Biological: COVID-19	Movement around the site.	<p>An assessment has been made of close contact interactions and these have been reduced as much as is possible. The timetable has been altered to minimise pupil movement around school</p> <p>Pupils and staff to wear face coverings when moving around communal areas such as corridors.</p> <p>Pupils congregating to receive interventions in Phase 3</p>	<p>Pupils will be provided with face masks by the LA and BHHS will provide all staff with visors</p> <p>Appointment system on Google spreadsheet to be filled in and agreed with LS staff.</p> <p>No pupil to leave classroom unless requested to by Ph3 staff.</p> <p>Pupils to remain outside of Phase 3, ring bell and</p>	7 th September 2020	Daily	<p>LOW / MED depending on pupil compliance</p>

	Toilets	<p>Windows and doors are open to increase ventilation where it is safe and appropriate.</p> <p>Internal doors (NOT FIRE DOORS) to be kept open to minimise touch points.</p> <p>Only 1 person to be in a toilet block at any one time. Pupils to be reminded of this.</p> <p>Urinals are not to be used – this will be communicated to pupils</p>	will be received at the door.			
Biological: COVID-19	Staff catching the virus	<p>All staff reminded to check their own health before coming into work.</p> <p>If staff have any symptoms relating to COVID-19 these must be reported immediately.</p> <p>Only the same household members should travel together by car.</p> <p>Staff must not come in if they develop symptoms.</p>	<p>A school based guidance document has been produced sign posting the up to date advice from WG and WHO.</p> <p>Vulnerable staff will have access to a risk assessment prior to return to work, this will consider age, sex, ethnicity, health conditions and disability.</p>	1 st September 2020	daily	LOW

		<p>Masks will be available for staff in first aid situations.</p> <p>Staff are welcome to bring own mask to wear should they wish to wear a mask outside of this requirement.</p> <p>PPE - gloves, mask, visor to be worn when required to work closely with a child with symptoms (e.g. to give First Aid).</p> <p>Appropriate measures in place to protect staff.</p>				
Biological: COVID-19	Staff/Pupil develops symptoms during the School Day	<p>If Pupil develops symptoms, Child placed in isolation room (JA office & RM office) and Parents called to collect.</p> <p>Parents of those Pupils in the class informed in order to look out for symptoms in their own children.</p> <p>If Staff member develops symptoms, sent home immediately and Parents of Pupils in the class informed to check for any</p>	Parents to email S.Hopkins if symptoms develop outside school hours after being in school and others parents/staff members informed.	7 th September 2020	Daily	MED / HIGH

		<p>symptoms developing. Staff on in contact will also be informed.</p> <p>Procedure in place to tackle incident quickly and protect staff and pupils from exposure.</p>				
Biological: COVID-19	Parent/Carers waiting in large groups at the end of the day, and leaving school site in groups	<p>2 staff members waiting at top of the steps in the top yard</p> <p>Children cannot be sent with other Parents/Carers due to Social Distancing Guidance.</p> <p>All school entrance points are to be open at end of the day to reduce large groups coming to collect.</p> <p>There is safe and organised collection of Pupils at the end of the day, reducing the possibility of transmission amongst Parents of different families.</p>	Only Phase 2 car park will be open for parents to collect and for buses to pick up children.	7 th September 2020	Daily	LOW
Biological: COVID-19	Parent/Carer trying to access Office/Class at the end of the day	<p>No Parent/Carer is permitted inside the school building.</p> <p>Communication via email</p>		7 th September 2020	Daily	LOW

		or phone only.				
Biological: COVID-19	Staff on site at end of day	<p>No after school provision for pupils will run at this time.</p> <p>Necessary whole staff meetings will take place in the main hall to allow for social distancing, department meetings may still take place.</p>		7 th September 2020	Daily	LOW
Biological: COVID-19	Emergency evacuation procedures	All pupils and staff to be informed of revised evacuation procedures in the event of an emergency i.e. the need to observe social distancing at fire assembly points	The evacuation process has been written into school guidance documentation, and pupils will be made aware of this at the start of each day.	7 th September 2020	Daily	LOW
Biological: COVID-19	Communication	<p>Staff introduced to new ways of working</p> <p>New staff given access to all documents and line manager to explain procedures.</p> <p>Staff made aware via email if any procedure is changed or altered, read receipt required.</p> <p>Parents kept informed of</p>	Risk assessment shared with all staff, reopening guidance document shared with all staff. Staff return via email to say that the document has been received, read and understood.	1st September 2020	Daily	LOW

		<p>any updates and of expectations via letter and Social Media channels.</p> <p>Site changes such as entrances and exits will be identified where required.</p> <p>Pupils made aware of movement around the site, seriousness of safety measures and procedures daily. Behaviour policy amended to reflect seriousness of situation.</p>				
Biological: COVID-19	<p>Spread of COVID19 through on-site contamination during day from staff/pupils or others accessing the site.</p>	<p>Additional cleaning of the site required during the day and revised COVID19 cleaning procedures adhered to.</p> <p>Cleaning Staff See COVID - 19 CLEANING INSTRUCTIONS & PROCEDURES in the LA Guidance Appendix 6 for Cleaning staff protocols which have been shared and agreed with cleaning contractor.</p> <p>All staff informed of 2 metre distance and to exercise Social Distancing measures.</p>	<p>Caddies placed in every room being used containing Hand Sanitiser, Wipes, tissues, Masks and gloves.</p>	<p>7th September 2020</p>	<p>Daily</p>	<p>LOW</p>

1 cleaner at a time in store cupboard.
1 cleaner to clean a room at any time with no other persons and including Toilets/Washrooms.

Cleaning staff instructed on Covid-19 cleaning regime to include for increased cleaning for contact / touch surfaces during pandemic & use of appropriate disinfectant and bactericidal cleaning chemicals daily.

All Cleaning staff to renew cloths frequently and use 8 sides of cloth. Cleaners to follow the colour coding regime for hygiene. Cleaners provided with PPE, have been instructed on safe use at start of renewed duties.

Cleaning Teams allocated to separate/areas and

rooms to clean - Any rooms/areas that are occupied, cleaner`s instructed to vacate and clean when unoccupied or when safe distance of 2 metres can be achieved.

The majority of cleaning times are at times when limited staff on site.

Cleaners instructed in the event of locating any undesirables they are to report to their Line Manager to arrange for its safe removal & maintain a safe distance.

Clean water supplied in the cleaning cupboard.

Cleaners are not responsible for disposal of clinical or sanitary waste.

Cleaners are provided with sufficient disposable gloves/cloths & have been instructed to renew frequently.

Cleaners are instructed to launder uniforms following each shift, and to request more if required.

Cleaners to be instructed to clean down non-disposable cleaning equipment after each shift.

School Staff

Classroom areas require good housekeeping during the day and both pupils and staff have been informed of the need to minimise the amount of waste generated and to maintain clean areas.

Classroom spillages will be cleaned up immediately by staff using paper towels.

Anti-bacterial cleansing wipes will be used during the course of the working day in classroom areas to wipe down desks.

Midday Cleans

Additional cleaning will be undertaken by cleaning staff during the day e.g. cleaning of frequently touched communal hand to contact points and surfaces such as handles, rails, and a clean of the toilet area including any accessible changing rooms where appropriate.