**Henllys Church in Wales School**

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| **HEALTH AND SAFETY RISK ASSESSMENT FORM** |  |
| **RISK ASSESSMENT FOR: The return of all pupils to school in September 2021, whilst complying with national guidelines to try to prevent the transmission of COVID 19.**  **N.B. Due to the nature of the virus it is impossible to eliminate all risk. This risk assessment attempts to set out the measures that have been taken to ensure that staff, pupils and parents are as safe as possible.** | **ASSESSMENT UNDERTAKEN BY: Corporate Health and Safety Team and Mrs Philippa Minto (Headteacher)** |
| **DATE OF ASSESSMENT: August 2021** | **REVIEW DATE: October half term, 2021 or sooner if circumstances with COVID 19 change, or circumstances at the school change.** |

**This risk assessment needs to be read in conjunction with the COVID 19 risk assessments that were written during the 2020-21 academic year.**

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| **HAZARDS** | **WHO COULD BE HARMED AND HOW?** | **WHAT ARE YOU DOING ALREADY?** | **WHAT FURTHER ACTION IS NECESSARY?** | **BY WHOM** | **BY WHEN** | **COMPLETED**  **(DATE)** |
| From September, 2021, Welsh Government believe that because:-   1. Of the progress and success of the rollout vaccination programme for adults 2. Hospitalisations and severe illness resulting from COVID seems to be controlled 3. Opportunities to learn and develop are vital for children and young people’s education and well-being 4. It is acknowledged that time spent out of education settings can be detrimental for children and young people’s cognitive and academic development – particularly for vulnerable and the most disadvantaged   That schools can move to a less restrictive approach than what has been in place since the COVID pandemic started  The risk assessment below outlines the measures that will be in place at Henllys Church in Wales School when staff and pupils return for the start of the new academic year in September, 2021. |  | Any staff member or learner who has any of the 3 cardinal symptoms of COVID-19 (new persistent cough, high temperature and/or loss of taste or smell) **should not** attend the school setting but should self-isolate, arrange a PCR COVID-19 test and notify the school of this. | Ensure that this message is regularly and consistently relayed to staff and parents. | HT via dojo | September 2nd 2021 |  |
| **Arriving at School:**  **Staff**  **Pupils walking to school or travelling to school in parents’/carers’ cars.**  **Pupils transported to school via taxi/minibus.** | Pupils, staff and parents may come into contact with someone who is infected with COVID 19. | Signage has been displayed on the gates and entrances to the classrooms to remind adults to maintain a 2m distance from each other as far as is practicable.  Staff in school have been double vaccinated to provide some protection against catching COVID.  All staff are encouraged to carry out Lateral Flow tests twice weekly to check to see if they are asymptomatic (Monday mornings and Wednesday evenings). If the LFT is positive, staff should self-isolate and arrange a PCR test.  Staff are aware of the need to report the results on the NHS app and to the school where they are employed.  Staff can elect to continue to wear face coverings if they prefer.  Staff must ensure they socially distance from other staff when they are arriving and parking their vehicles.  Pupils will use the nearest gate and then the designated entrance to access their classroom/hall (breakfast club). Breakfast club will start at 8:30 a.m. and pupils will use the main reception entrance. FP pupils will need to be accompanied by an adult into Breakfast Club. Parents are encouraged to wear face masks on site.  FP pupils will be met by their class teachers on the FP yard at 8:50 a.m. Reception pupils will line up outside the Reception outdoor area at 8:50 a.m. The staggered start times that were in place last year will no longer apply from 1st September, 2021.  All KS2 pupils will walk onto site unaccompanied and wait on the KS2 yard until the external doors to the classrooms open at 8:50 a.m. Year 3 pupils can be accompanied by an adult for the first half term (until they are confident to enter the site on their own). Pupils will be encouraged to wash/sanitise their hands when they arrive in the classroom/hall.  Some pupils will arrive at school by taxi/minibus. These children will be met by a staff member at the gate – wherever possible at a social distance – and escorted into school. They will need to wash/sanitise their hands as soon as they arrive in school and proceed to their classrooms. KS2 pupils will go straight into class via the external entrance. FP pupils will be escorted to their classrooms or to Breakfast Club by a staff member.  Parents have been notified of these arrangements. |  |  |  |  |
| **Arrival in the classroom:**  **Arrangements in place in the classroom setting.** | Pupils, staff and parents may come into contact with someone who is infected with COVID 19. | On arrival in the classroom children will wash their hands for 20 seconds.  Staff to be encouraged to remain 2m from each other.  Anti bac gel and handwashing facilities are available at all times and children will be encouraged to wash their hands thoroughly after each activity, before and after eating and drinking and after they cough or sneeze, and after going to the toilet.  Wherever possible the pupils will have their own set of resources that they will solely use. Shared resources will be kept to the class grouping wherever possible.  Teachers will explain the rules around social distancing/handwashing, the layout of the classroom and the use of resources to the children. Children should be encouraged to socially distance from adults where possible.  Teachers will also explain the guidance around coughing into your elbow and Catch it, Bin it, Kill it.  Each class will be provided with antibacterial wipes for shared resources and for electronic equipment.  Activities to be taken outside as much as possible and windows and doors to be opened to allow fresh air to come into classes. | Welsh Government are providing schools with ozone disinfecting machines and CO2 sensors to detect poor ventilation. |  |  |  |
| **Breakfast Club/Snack Time and Lunches** |  | From September 2021, the staggered lunch time periods will end. The lunch period will take place from 12:00 p.m. (Reception class) to 1:15 p.m.  No snacks are provided by school. Children can bring in a snack from home.  All children will wash their hands for 20 seconds before and after eating and drinking.  Table surfaces and any spillages on the floor will be cleaned after eating and drinking.  No shared cutlery or cups for staff and children. |  |  |  |  |
| **Toilets** | Whilst using the toilet pupils and staff may come into contact with someone who is infected with COVOD 19 | Where possible the windows in the toilet areas will be opened to allow ventilation to flow through  The toilet facilities will be regularly cleaned.    Paper towels or electric hand driers can be used. |  |  |  |  |
| **Break times** |  | From September 2021, the break times will revert back to:-  10:45 to 11:00 for the morning break. |  |  |  |  |
| **Outdoor Play Equipment** |  | Where outdoor play equipment is brought back into use, arrangements will be made to clean it more frequently. Year groups will still have separate (colour coded) play resources.  Play will be supervised at all times. |  |  |  |  |
| **Ventilation** |  | Every effort will be made to maximise the flow of fresh air into all rooms as far as practical. This will be achieved through means of:  • natural ventilation  • mechanical ventilation  • a combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air  The school will follow the advice provided by the LA and the Health and Safety Executive on ventilation.  As the academic year progresses and the weather becomes colder the ventilation will be tempered with comfortable thermal temperatures. | Welsh Government are providing schools with ozone disinfecting machines and CO2 sensors to detect poor ventilation. |  |  |  |
| **Use of school hall** |  | From September 2021, use of the hall will resume for Breakfast Club, dining purposes, Worships etc. During Worship, year groups will be separated from each other as far as possible and during lunch, year groups will sit on separate tables as far as possible.  Staff will be encouraged to socially distance from each other and from the pupils wherever possible. |  |  |  |  |
| **Isolation area** | Pupils and staff may come into contact with someone who is infected with COVID 19. | The patio area (with canopy) and disabled toilet must be used as an isolation room. (See details below about the procedure in the event of a Covid case). |  |  |  |  |
| **Reception/Office Area/ Visitors to School** | The office staff could be exposed to the virus | There is a screen across the office that separates the staff from people standing in the Reception area.  Visitors to Reception will be kept to a minimum – all contractors have to arrange an appointment with the office.  Parents will be encouraged to conduct their business over the telephone or electronically.  Office staff can work from home.  There will be clear signage that encourages people not to enter the Reception area unless told to do so.  Regular cleaning of all contact points by cleaners and caretaker.  Visitors encouraged to use the alcohol sanitiser before signing anything.  The caretaker/staff to undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance;  •Any areas presenting increased risk to pupils and/or staff to be isolated;  •All outdoor building maintenance to be coordinated with the Headteacher, caretaker so that segregation from pupils and staff can be ensured (e.g. grass cutting);  •All contractors to report to reception prior to the start of any work.  •All visitors and contractors will still be required to sign in and complete the Track and Trace documentation. |  |  |  |  |
| **Staffroom** | A communal area could be a cause of spreading the virus | Staff will be encouraged to sit at distance of 2m apart in the staffroom (every other chair.)  This will be a maximum of 6 staff members sat down with two allowed to use the photocopier or to make a hot drink.  Staff must not share cups or cutlery and should try to bring their own or wash up the utensils by hand in hot soapy water, or in the dishwasher as soon as they have been used  Staff must not make food or drinks for other staff.  Staff need to make sure that they clean all contact points after use and use a paper towel or wipe to touch contact points where possible.  Contact points in the staffroom will be regularly cleaned.  Handwashing and antibacterial soap needs to be available at all times in the staffroom. |  |  |  |  |
| **Contractors** |  | As far as possible, contractors will be discouraged from being on site when the pupils are in the areas that the contractors/ need to visit/attend to  Contractors will continue to need to book their appointment prior to arrival  On the day of their appointment they will be required to wear a face covering when they enter the school building, sanitise their hands, sign in and complete the Track and Trace documentation  (Welsh Government guidance still says that visitors should still wear face coverings when they are visiting sites). Contractors will be reminded of the need to wear face coverings when they ring to make the initial appointment to attend the school.  If they have tested positive for COVID or display symptoms of COVID, they should not attend the school |  |  |  |  |
| **Legitimate visitors to site –(e.g. Educational Psychologists, Education Welfare Officers** |  | Legitimate visitors need to make a prior appointment to attend the school, copying in the Headteacher  On the day of the appointment the visitor will be required to wear a face covering when they enter the School building, sanitise their hands, sign in and complete the Track and Trace documentation  (Welsh Government guidance still says that visitors should still wear face coverings when they are visiting sites). Visitors will be reminded of the need to wear face coverings when they ring to make the initial appointment to attend the school.  If they have tested positive for COVID or display symptoms of COVID, they should not attend the school. |  |  |  |  |
| **Children with specific medical needs** | Having close contact with a pupil could cause the virus to spread. | There are some children in our school with specific medical needs where there is a need for close contact from a member of staff.  Staff training may be required. |  |  |  |  |
| **Children with physical difficulties** | Having close contact with a pupil could cause the virus to spread | Moving and Handling training may also be required in September 2021. |  |  |  |  |
| **Children demonstrating Challenging Behaviour** | Having close contact with a pupil could cause the virus to spread | Physical restraint will only be used as a last resort in line with the school’s current positive handling policy and individual positive handling plans.  Where restraint has to be carried out with a non-symptomatic child, staff will need to wear their usual PPE if possible according to the risk assessment for that child. With a symptomatic child PPE should be worn as appropriate. Care must be taken not to frighten the child and to explain why PPE is being worn. Parents of children with PHPs must be advised of the fact that PPE will be worn while restraining if that has been assessed as necessary.  PPE available: gloves, masks, aprons, visors. Staff to decide what to wear when according to the child and risk. N.B. staff should receive training on how to put on and take off PPE and posters should be displayed as reminders.  Parents and children to be given a debrief when appropriate following the restraint.  Handwashing is important after each restraint. Staff not to touch their faces until they have washed their hands. |  |  |  |  |
| **Meeting the Personal Care needs of pupils. Dealing with toileting accidents** | Having close contact with a pupil could cause the virus to spread. | PPE to be made available to staff. With non-symptomatic children gloves to be worn as a minimum. Also available: mask, visor, apron for staff to use if necessary. N.B. staff should receive training on how to put on and take off PPE and posters should be displayed as reminders.  Regular cleaning of changing area.  Handwashing and anti bac products to be available at all times.  Handwashing is important after each procedure. Staff not to touch their faces until they have washed their hands. |  |  |  |  |
| **Cleaning Arrangements** |  | •Each class will have cleaning materials i.e. anti-bacterial wipes that can be used to clean tables, chairs and resources where necessary.  •The caretaker/cleaners will be responsible for cleaning the all touch points and surfaces at the end of the day.  •Staff will support with the cleaning of tables and resources at the end of the day.  •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);  •All classroom doors which are in use should be kept open to reduce the need to touch regularly and to aid ventilation.  •Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in key areas or other learning environments which are checked daily.  •All adults and students are expected to:  a)Frequently wash their hands with soap and water for 20 seconds and dry thoroughly;  b)Clean their hands on arrival at school, before and after eating, and after sneezing or coughing;  c)Avoid touching their mouth, eyes and nose  d)Use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’).  •Ensure support is available for children who have trouble cleaning their hands independently e.g. Foundation Phase.  •Bins for tissues are emptied at the end of every day;  •The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid. Each child should have their own stationery where possible;  •The amount of shared resources that are taken and brought in from home is limited;  •All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible;  •Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;  •Posters are displayed throughout the school reminding students and staff to wash their hands, e.g. before entering and leaving the school;  •Students 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;  •Additional alcohol-based sanitiser (that contains no less than 70% alcohol) is provided for use where social distancing cannot be adhered to;  •Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas;  •Bar soap is not used – liquid soap dispensers are installed and used instead;  •Students are supervised by staff when washing their hands to ensure it is done correctly, where necessary;  •Students and staff do not share cutlery, cups or food;  •All utensils are thoroughly cleaned before and after use;  •Cleaners carry out daily 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. Schools short of cleaning product supplies should contact the local authority. |  |  |  |  |
| **Hygiene** | Surfaces could be a cause of spreading the virus. | •In light of increased cases of COVID in the school enhanced cleaning will be undertaken where required. |  |  |  |  |
| **Books/Marking/Resources** | Handling of resources could lead to the virus spreading in the school. | Wherever possible the pupils will have a set of resources for their own personal use.  Keep resources to a minimum to reduce the need for cleaning difficult items. The virus lives for 72 hours on surfaces. Resources could be on a rota every 72 hours which would negate the need for cleaning.  Passing objects between pupils and between staff should be kept to a minimum. Hand washing will be key when handling books and resources. |  |  |  |  |
| **End of school day** |  | From the beginning of September 2021, the staggered finishing times will cease. The school day will end at 3:15 p.m. for all pupils.  Reception pupils will be collected by parents from the Reception outdoor area. Years 1 & 2 pupils will be collected by parents on the FP yard.  KS2 pupils will be dismissed from the external classroom doors (Y3 pupils will be taken onto the KS2 yard for the first half term).  Parents are encouraged to wear face masks on site. |  |  |  |  |
| **Extracurricular clubs** |  | The children will sanitise their hands before participating in any extracurricular clubs. National guidance for a sporting activity will be followed. |  |  |  |  |
| **Case of COVID 19** | Any case of COVID 19 needs to be dealt with safely. | •Staff, pupils, parents/carers to be informed of the symptoms of possible coronavirus infection, e.g. a continuous cough, high temperature, changes or loss of taste and smell, and are kept up-to-date with national guidance about the symptoms and guidance in relation to ‘stay at home’;  •Any pupil who displays signs of being unwell is immediately referred to the Headteacher. While waiting to be collected, children will be supervised outside under the canopy ensuring 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 pupils symptoms worsen;  •The parents of an unwell pupil are informed as soon as possible of the situation by the head or clerk.  •Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated;  •If unwell pupils are waiting to go home, they are instructed to use the disabled toilet to minimise the spread of infection (Do Not Use sign to be displayed until the toilet is thoroughly cleaned immediately after use;  •Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, is administered in accordance with the school’s policy;  •If a member of staff or child displays symptoms of COVID-19 they must arrange for a PCR test or self- isolate for 10 days before returning to school.  •Testing is available for all staff and children. If the result is negative, staff and children can return to school before the 10 days is up.  •If a member of staff or child receives a positive test for COVID-19, TTP will advise as to who needs to self-isolate.  •Ensuring arrangements are in place for first aid support and availability;  •Account for availability of trained first aiders or emergency personnel;  •Provisions should be 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. |  |  |  |  |
| **Communication with parents** |  | Regular dojos and notifications will be sent to parents to remind them that they must not send their children to school if they have symptoms of COVID 19 or if they have been told to self-isolate by TTP. Up to date guidance will be issued to staff and put on the school website.  N.B. National guidance changed on August 7th 2021 stating that doubly vaccinated adults and all children under the age of 18 do NOT need to self-isolate if they have been in contact with a positive Covid case. | Update as and when the guidance changes. | HT |  |  |
| **Pregnancy** |  | Staff 28 weeks pregnant and above should work from home wherever possible. |  |  |  |  |
| **Distance Learning** |  | * Staff and governors have been given a copy of the School’s Distance Learning guidance to refer to should an occasion arise when there is a need to re-introduce distance learning. * Staff have already been given a copy of the school’s most update Distance Learning Policy in readiness in case the school needs to revert to distance learning and staff need to work remotely. * School to ensure that all teaching and relevant support staff have a school-issued device to support distance learning * Leaders and staff will continue to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning; * Leaders will ensure that all staff communicating with pupils and parents have a school or hwb email accounts. * Protocols for asynchronous and synchronous learning have already been agreed by Leaders. Staff have been made aware that they are expected to follow these for their own safeguarding; * Staff required to work remotely have been given the necessary equipment to deliver distance learning; * Line managers will maintain regular contact with staff who have to work remotely. * Schools will ensure that all pupils have access to equipment and resources necessary to engage in learning opportunities if the need arises to re-introduce distance learning; * If there is a need to re-introduce distance learning, the school will maintain contact with parents to provide help and support so that they can support children with distance learning activities. |  |  |  |  |

**Staff need to be aware the situation with COVID could change quickly and unexpectedly and there may be a need to re-instate the additional COVID safety measures that were in place last year – e.g. wearing of face masks, re-introduction of virtual methods of teaching, vulnerable staff working from home etc.**

**The Headteacher will work with the LA, Public Health Wales and the Track, Trace and Protect unit to determine appropriate course of action if incidents of COVID increase significantly in the school locality, local area or nationally.**