



## COVID 19 RISK ASSESSMENT SPRING 2 2022



<b>Location/Premises/School:</b> St. Helen's Catholic Primary School	<b>Date:</b> 28 <sup>th</sup> February 2022
<b>Completed by:</b> Michelle Clawson	<b>Review date:</b> as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc
<b>Activity/Description/Area:</b>  <b>This risk assessment has been drafted taking into account Wales is at Alert Level 0, the move from pandemic to endemic and all the information that is currently available including the following Welsh Government coronavirus guidance:</b>  <a href="https://gov.wales/local-covid-19-infection-control-decision-framework-schools-html">https://gov.wales/local-covid-19-infection-control-decision-framework-schools-html</a>  The following core measures are in place to protect learners and staff: <ul style="list-style-type: none"><li>• All staff and learners are reminded to follow the Welsh Government guidance for self-isolation.</li><li>• Staff and learners must not attend school if they have any COVID-19 symptoms. If a staff member or learner becomes symptomatic they should get a test as soon as possible, and self-isolate until the outcome of the test, if the test is negative they can leave self-isolation.</li></ul> <a href="https://gov.wales/self-isolation">https://gov.wales/self-isolation</a> <ul style="list-style-type: none"><li>• Regular handwashing, and respiratory etiquette (Catch it, Bin it, Kill it) are key interventions to prevent spread and manage cases, incidents and outbreaks.</li><li>• Adequate ventilation by opening windows and doors as necessary Carbon dioxide monitors are in place in every classroom and office space as an aid to managing ventilation and thermal comfort.</li><li>• Appropriate levels of cleaning are in place, in line with other communicable diseases. There is no longer a need for schools to set aside specific days for deep cleaning. However, if there is a confirmed cluster associated with one class, a deep clean of the immediate area will continue to be carried out.</li></ul> <b>Face coverings</b> From the 28th February, as a minimum, face coverings will be worn by staff when moving around communal areas. There may be circumstances where, taking on board public health advice, we may need to consider moving to the 'very high' advice for a limited period of time. Staff have the choice to wear mask at all times if they wish.  <b>Testing</b> As part of our asymptomatic testing programme, staff are strongly encouraged to use LFD tests three times a week. This advice does not impact on arrangements for those identified as contacts of positive cases (who we advise to use LFTs each day for 7 days) or those who have symptoms (who should self-isolate and arrange a PCR test as soon as possible).	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Spread of Coronavirus	Staff & pupils  Not following Welsh Government guidance	<p>Anybody unwell with symptoms of COVID-19 will stay at home:</p> <ul style="list-style-type: none"> <li>• New continuous cough;</li> <li>• High temperature;</li> <li>• Loss of/change in taste or smell.</li> </ul> <p>No pupils/staff to attend school if they:</p> <ul style="list-style-type: none"> <li>• Feel unwell, have any of the above symptoms or have tested positive to COVID-19 in the past 10 days;</li> <li>• Have been contacted by Test Trace Protect and asked to self-isolate.</li> <li>• If a member of the immediate household test positive for Covid 19 a PCR test should be undertaken and then only self-isolate if the test is positive but staff/pupil will take a cautious approach and be mindful of any potential symptoms</li> </ul> <p>Anyone (staff or pupils) who have any of the wider symptoms of COVID-19 (fatigue, myalgia, sore throat, headache, sneezing, loss of appetite, nausea, vomiting and diarrhoea) should seek a PCR test.</p> <p>Robust hand and respiratory hygiene including ventilation.</p> <p>Those eligible will be double vaccinated and have received their booster.</p> <p>Continue with the regular cleaning arrangements during the day and at the end of the school day.</p>	<p>Ongoing monitoring / School's Tracker</p> <p>Warn and Inform Letters</p>	All Staff	Ongoing	

		<p>Active engagement with Test, Trace, Protect.</p> <p>Consideration how to maximise distancing between those in school wherever possible and minimise potential for contamination.</p> <p>Encourage the use of outdoor learning spaces.</p> <p>Visitors to the school - records kept of who has visited and when.</p> <p>All permitted visitors, including parents, who access the school site will be requested to wear a face covering in communal areas. All visitors are able to wear a mask for the duration of their visit.</p>				
Prevention of Coronavirus	Staff & Pupils	<p>Regular communication with staff, parents, guardians.</p> <p>Minimise contact between individuals as reasonably practicable:</p> <ul style="list-style-type: none"> <li>• No large group indoor activities eg live assemblies/concerts for the short term, to be reviewed on a weekly basis;</li> <li>• Minimal movement around the school – traffic routes will stay in place;</li> <li>• Staggered approach to lunchtimes, breaktimes and Breakfast Clubs.</li> <li>•</li> </ul> <p>Process in place for removing face coverings by those that use them when they arrive at school – don't touch the front of the mask, place mask in covered bin (reusable masks into a plastic bag that can be taken home with them), wash hands.</p> <p>Cleaning hands thoroughly more often than usual with soap &amp; water/hand gel – on arrival at school,</p>	<p>All Staff (exemptions apply) will wear face coverings in communal areas / where social distancing is not possible.</p> <p>Ensure sufficient hand washing / hand gel 'stations'</p>	<p>Head Teacher</p> <p>All Staff</p> <p>Head Teacher</p>		

		<p>returning from breaks, toilet visits and before/after eating.</p> <p>Good respiratory hygiene by promoting 'catch it, bin it, kill it'.</p> <p>Continuing with enhanced cleaning. At least once a week 'fogging' in each area.</p> <p>Frequently touched surfaces &amp; outside equipment will need to be cleaned</p> <p>Wearing appropriate PPE (see below).</p> <p>Ensure appropriate ventilation.</p> <p>CO2 monitors to be used to monitor the air quality. If alarm sounds then additional ventilation to be provided.</p> <p>HEPA air filters to be used in each classroom.</p> <p><b>Within classroom:</b></p> <ul style="list-style-type: none"> <li>• Make small adaptations to the classroom to support minimal face-to-face contact where possible, including sitting side by side and facing forwards;</li> <li>• Move unnecessary furniture out of classrooms to give more space;</li> <li>• Maintain a distance &amp; reduce the amount of time they are in face-to-face contact;</li> <li>• Ideally, adults to maintain social distance from each other and from pupils;</li> <li>• Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone.</li> </ul>	<p>Supplies of tissues &amp; closed lid pedal bins available in all classes</p> <p>Toilets will be shared by different groups however, children will wash hands prior to entering the toilet and when leaving the toilet &amp; ensure toilets will be cleaned at least daily.</p>	<p>Head Teacher</p> <p>Head Teacher</p> <p>Staff</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	
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		<p><b>Elsewhere:</b></p> <ul style="list-style-type: none"> <li>• Avoid large gatherings such as assemblies or collective worship with more than one group, to be reviewed weekly;</li> <li>• Movement around the school to be at a minimum and traffic routes will be used;</li> <li>• Avoid creating busy corridors, entrances and exits;</li> <li>• Additional staff spaces set up to avoid using small communal areas eg. social distancing will be maintained in staff rooms.</li> </ul> <p>Reading books can be taken home, but unnecessary sharing should be avoided; they should be cleaned and rotated.</p> <p>Staff and pupils should have their own individual and very frequently used equipment such as pens and pencils that are not shared.</p> <p>Classroom-based resources such as books and games can be used and shared within a contact group but they should be cleaned regularly.</p> <p>Shared learning areas such as sandpits and playdough will be limited to small groups.</p>				
Asymptomatic staff /pupils at the school	All staff	Lateral flow devices are available to all staff working in primary setting/schools. Families are now able to pick up test kits from us. Testing is voluntary, but staff are encouraged to participate to further reduce the risk of asymptomatic transmission within the workplace.	School SLT will continue to monitor the process and will support any staff with queries.	All staff		

		<p>The only exception is staff who have tested positive for Covid 19 will not be able to take a lateral flow test for 90 days from their positive result.</p> <p>If a person showing no symptoms has a positive lateral flow test they no longer need to have a follow up PCR test to confirm the result, unless they are in a clinically vulnerable group.</p> <p>Contacts of confirmed cases (From Welsh Government updated guidance January 2022):</p> <ul style="list-style-type: none"><li>• All over 18s who are fully vaccinated (having received two full doses of an approved vaccine) and children aged 5 to 17 are now asked to take lateral flow tests (LFTs) every day for 7 days if they are identified as a contact of a positive COVID-19 case. This is known as 'Daily Contact Testing'. (Please note that this identification of contacts is determined by Test, Trace and Protect and not by school).</li><li>• The recommendation is that those undertaking Daily Contact Testing take their test before they arrive at school each day. These individuals do not need to self-isolate for that day unless they have a positive lateral flow test or develop symptoms. In either of these cases, they should book a PCR test as soon as possible.</li><li>• Unvaccinated adults identified as a contact of a positive COVID-19 case must isolate for 7 days.</li><li>• Children under 5 years old remains unchanged - they are not required to self-isolate or test as contacts.</li><li>• Anyone identified as a contact, who is fully vaccinated or aged 5 to 17 can access daily contact testing instead of self-isolation, regardless of whether they are a household or close contact.</li></ul>				
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		<p>Anyone who tests positive using a Lateral Flow Device (LFD):</p> <ul style="list-style-type: none"> <li>• will not attend setting or school and will inform the school immediately so that all contacts can be warned and informed.</li> <li>• school will complete the Educational Settings Positive Case Notification Form and send to <a href="mailto:ttpcvschools@cardiff.gov.uk">ttpcvschools@cardiff.gov.uk</a></li> </ul>				
Incorrect Use of PPE and face coverings i.e. exposure to the virus inadvertently	Staff & pupils	<p>Social/physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus.</p> <p>Staff <b>can choose</b> to use surgical face masks when undertaking routine education activities in the classroom/school setting if social distancing cannot be guaranteed.</p> <p>If a pupil becomes unwell with symptoms of COVID-19 and needs direct personal care, staff will wear disposable gloves, apron and fluid-resistant (type IIR) surgical mask; eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes from coughing, spitting or vomiting; gloves and aprons to be worn when cleaning areas where a symptomatic person has been.</p> <p>All the above PPE to be worn if providing intimate care.</p> <p>School environment to be organised so they operate with social distancing maintained throughout a routine day.</p> <p>Any visitor to the school will need to wear a face covering and sign the visitor register.</p>	<p>All staff (exemptions apply) to wear face coverings in communal areas such as corridors and the staff room / kitchen.</p> <p>Provide staff with a supply of single-use face coverings or washable face coverings</p>	All Staff	ongoing	
				Head Teacher	ongoing	

		<p>Parents will be asked to wear a face covering when on the school site.</p> <p>Staff can choose to wear surgical mask face coverings when dealing with upset children at the beginning of the day as staff might need to get close to parents/carers in this instance.</p>				
People at school who are unwell	Staff & pupils possibly visitors	<p>Pupils who develop Covid symptoms are to be placed in a separate room until they are collected, supervised at a distance of 2 metres where possible. If this is not possible, disposable gloves, apron, disposable mask type IIR &amp; visor to be worn.</p> <p>Anybody with the three main Covid symptoms to stay at home, begin to self-isolate and make arrangements to be tested ASAP (including pupils). If positive the rest of the household will take PCR test and are advised to take a cautious approach.</p> <p>Engage with the Test, Trace, Protect strategy.</p> <p>Please note that guidance may change in future and the latest position and further guidance can be found at:  <a href="https://gov.wales/self-isolation">https://gov.wales/self-isolation</a></p> <p>All staff will be able to undertake three times a week 'lateral flow tests', communicating positive results to HT/Admin Staff asap.</p> <p>Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following local health protection team advice.</p> <p>Thoroughly clean the areas used by the unwell child/staff member.</p>	<p>Ensure surfaces that symptomatic pupils / staff have come into contact with are carefully and thoroughly cleaned</p> <p>If test is negative, they can return to school when they feel well enough to do so</p> <p>Advise H&amp;S Team as soon as anybody in the school tests positive</p>	<p>Staff</p> <p>Staff / pupils</p> <p>Head Teacher</p> <p>Line manager</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	

Engage with the Test, Trace, Protect (TTP) Strategy to avoid the spread of the virus	Staff & pupils	<p>School will remind everybody who is showing symptoms to self-isolate and book a test. Those living with someone showing symptoms will also self-isolate, get a test and then will take a cautious approach if negative.</p> <p>The Test Track Protect team will work with the school to identify which pupils will need to be tested or may need to be warned and informed following a positive case linked to the school.</p>	<p>School will be contacted by the TTP team to assist in tracing contacts</p> <p>School to maintain records of all staff / pupils on site, where, when etc.</p>	Head Teacher	ongoing	
Pupils & staff with underlying health conditions	Staff & pupils	<p>Staff and pupil well-being is a primary concern for the school.</p> <p>Support mechanisms for staff include:</p> <ul style="list-style-type: none"> <li>- Talking to line manager;</li> <li>- Completing the All Wales Covid-19 workforce assessment tool;</li> <li>- Employee Assistance Programme (Care First) available 24/7 on 0800 174 319;</li> <li>- Occupational Health Service can be contacted on <a href="https://staffnet.valeofglamorgan.gov.uk/Staff-Central/Human-Resources/Occupational-Health/Referring-to-Occupational-Health.aspx">https://staffnet.valeofglamorgan.gov.uk/Staff-Central/Human-Resources/Occupational-Health/Referring-to-Occupational-Health.aspx</a></li> </ul> <p>Staff to be alert to identify and support learners who exhibit signs of distress.</p>	<p>Monitor Welsh Government advice for any additional action to be taken in relation to those that were shielding.</p> <p>Support can be obtained from the H&amp;S Team and / or the OH Service</p> <p>Staff to use the COVID-19 Workforce Risk Assessment (self-assessment) to consider their own health and well-being status to see if they are at higher risk of developing more serious symptoms if they come into contact with the COVID-19 virus – result will be either low, high or very high. Result to be discussed with the line manager.</p> <p>Well-being action plan for any staff who require reasonable adjustments.</p>	Head Teacher  Any staff that choose to	ongoing	

Transport – spread of the virus during commuting to school	Staff & pupils	<p>Face coverings to be worn on public transport.</p> <p>If staff are sharing a vehicle, they will take reasonable precautions i.e. socially distance, use of face covering and ventilation.</p> <p>Face coverings will be worn on all school transport and the risk assessment provided will be followed.</p>	EVC / HT		ongoing	
Lack of First Aid provision or transmission of the virus via the application of first aid	All staff & Pupils	<p>Low risk environment.</p> <p>Supervision ratios to be adhered to (minimum of emergency first aid staff on site at all times).</p> <p>First aid equipment available and adequately stocked. Hygiene will be maintained throughout the first aid process</p> <p>Corporate accident / incident form to be completed where appropriate.</p>	All first aid trained staff will keep up to date with latest government guidance on first aid.		ongoing	
<p>Administering prescription medication</p> <p>Incorrect medication or dosage given; medication not available</p>	Pupils	Usual school policy / procedures to be followed by staff hygiene and PPE worn as required.			ongoing	
Fire breaking out	<p>All staff &amp; pupils</p> <p>Burns, smoke inhalation, asphyxiation</p>	<p>Fire alarm checks to be carried out as normal</p> <p>Fire doors should not be wedged open unless done so with an appropriate hold open device that is connected to the fire alarm system.</p> <p>Head Teacher will ensure fire risk assessment is up-to-date and any outstanding work undertaken</p> <p>Fire evacuation procedures and drills undertaken</p>	Support can be obtained from Fire Safety Officer on 01446 709150		ongoing	

Safeguarding issues due to the Covid 19 situation	Pupils	<p>All staff aware of their safeguarding duties.</p> <p>All staff and pupils should know how to contact the Designated Safeguarding Person (DSP) and consider how pupils can talk privately.</p> <p>Standard procedures to be observed including consideration of older age groups.</p> <p>Appropriate site security arrangements in place.</p>			ongoing	
Breaches of Building & property maintenance	All staff & pupils  Legionella, defects in property, faults, electric shock etc.	<p>All routine inspections &amp; tests must be maintained e.g. legionella water monitoring, hand wash water temperatures.</p> <p>Statutory inspections &amp; servicing to continue. Defects to be reported for remedial action.</p> <p>All doors to chemical / cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked.</p> <p>Good housekeeping to be maintained.</p> <p>All outdoor building maintenance must be coordinated with the Head Teacher to ensure segregation from pupils and staff e.g. grass cutting.</p> <p>All contractors report to reception prior to the start of any work and will follow the school procedures.</p>			ongoing	

<p>Cleaning so that the virus does not spread</p>	<p>All staff &amp; pupils</p>	<p>Maintain robust cleaning at all times.</p> <p>At least once a week 'fogging' of all areas.</p> <p>Wash hands following any cleaning activity.</p> <p>Cleaners to wear appropriate PPE in line with current arrangements e.g. gloves, apron etc.</p> <p>Wear goggles if decanting chemicals where there is a risk of splashing in the eyes.</p> <p>Staff to assist with cleaning where appropriate.</p> <p>COSHH information on cleaning products.</p> <p>COSHH slide deck for staff.</p>	<p>The school will be aware of the provision for cleaning supplies from the Vale and the removal of additional funding so will manage cleaning resources to ensure that a robust approach is followed.</p>		<p>ongoing</p>	
<p>Lack of staff, reduction in supervision</p>	<p>Staff &amp; pupils</p> <p>Lack of supervision, increase in accidents, increase contact</p>	<p>Maintain supervision levels as far as practicable at all times.</p> <p>Identify back-up staff from both within school and a supply agency (regular supply staff where possible).</p> <p>Utilise rotas to cover access times including break and lunch times. Consider redeploying staff where necessary.</p>	<p>Head Teacher, SLT, Admin</p> <p>To be continually monitored.</p>		<p>ongoing</p>	
<p>Catering – spread of the virus during meal times</p>	<p>Staff and pupils</p>	<p>Kitchens will be fully open.</p> <p>Pupils will eat school dinners in the dining room/Hall.</p> <p>Tables and points of contact will be cleaned.</p> <p>There will be good ventilation.</p> <p>Staff will socially distance.</p>	<p>Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises</p> <p>The use of face coverings by staff will be a decision for the school team</p>			

Spread of the virus during Educational visits	Pupils/ staff	<p>Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: <a href="https://oeapng.info/">https://oeapng.info/</a>.</p> <p>Specific risk assessment will take Covid 19 into account especially if visits involve transport when precautions will be undertaken.</p>	EVC Coordinator			
School uniform		<p>All pupils to wear school uniforms upon return to school.</p> <p>PE kit to be worn on days when they have PE lessons.</p>				
Breakfast Clubs		<p>Breakfast Club on both sites will be open.</p> <p>FPh - Two contact groups will be managed.</p> <p><b>KS2- Two contact groups will be managed.</b></p> <p>All risk assessment measures will be followed.</p>	Follow the School Risk Assessment	<p>Breakfast Club Manager</p> <p>HT</p>		