



Learning for Life with Christ as our Light.

**COVID-19 Risk assessment
St Mary's Primary School**

Completed June 2020

Revised v3 - 03/09/2020, v4 - 15/09/2020, v5 - October 2020, v6 - January 2021, v7 - February 2021, V8 - June 2021, V9 - Sept 2021, V10 – Jan 2022

Shared with LA on 24/08/2020

Shared with staff on 28/08/2020

Shared with governors on 21/08/2020

Available on the school website from September

Identified risk	Person(s) at risk	Risk Level Before Control 1- 5			Control measures	Risk Level After Control 1-5			Responsibility & Date
		Severity	Likely hood	Total		Severity	likely hood	Total	
Appropriate numbers of staff to maintain 1:30 ratios	Pupils	4	4	16	<ul style="list-style-type: none"> Check staff levels daily to ensure 1:30 ratio in KS2 and 2 to 30 levels in FP In the event of staff absence, cover to be sought internally, or from supply agencies. Home learning plans in place in the event where bubble closures. Ensure visiting staff and outside agencies are made aware hygiene expectations and distancing. Expectations that these adults minimise number of schools they visit on the day they visit St Mary's. Space to be utilised to enable social distancing. (Larger classrooms. Year 1/2 corridor and hall.) 	4	3	12	Headteacher
Awareness to procedures and risk	Staff and students	4	4	16	<ul style="list-style-type: none"> HT to monitor the implementation of the RA on an ongoing basis. Safeguarding and health and safety procedures have been reviewed and updated where needed in light of the COVID-19 advice. Updated procedures have been shared with relevant staff; Staff to receive guidance on actions to help minimise the spread of infection; Staff to be made aware of the school's infection control procedures in relation to coronavirus; The school keeps up-to-date with advice issued by local authority and Welsh Government; Parents informed of the procedures put in place to help keep the children safe in school. Stay at home guidance is made available for parents and staff to refer to and accessible on school's website; Staff updated by email and short staff briefing to review practices and procedures. 	4	3	12	Headteacher / All Staff



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					<ul style="list-style-type: none"> Pupils made aware of rules for staying safe in school and what to do if they feel unwell; Any cases of illness, including COVID-19 are to be treated with confidentiality. Visitor records must be kept just in case we need to track and trace Supply staff / peripatetic and other outside agencies' are now able to visit - social distancing and hygiene practice shared. All visitors to do LFD prior to visit and results shared with school. 				
Implementing 'social distancing'	Staff and students	4	4	16	<ul style="list-style-type: none"> The latest guidance on implementing protective measures in educational settings is made available to staff so that it is followed at all times; Class groups, are organised as described in the 'class or group sizes' in line with published Welsh Government guidelines; e.g. 1:30; Teacher at the front of the class maintaining distance as much as possible in KS2. In FP a mix of 'places' on carpets and tables while encouraging distancing from adults there will be less expectation for FP pupils to distance. Staff should maintain social distancing at all times. Staff should not sit on the same tables etc. Space to be utilised to enable social distancing. Staff to continue to work from home where possible The timetable is revised to implement where possible: <ol style="list-style-type: none"> Plan for lessons or activities which limit movement between areas where necessary; Maximum number of students within a class; Maximise number of lessons or classroom activities which could take place outdoors; Break and lunch times arranged to have 'areas' on yard. Drop-off and collection times are arranged to minimise contact. (i.e. Foundation Phase – Church Car Park. Year 3/4 – steps gate. Year 5/6 – ramp gate.) Parents'/carers' drop-off and pick-up protocols are planned so that they minimise adult to adult contact. Unnecessary items are removed from classrooms and other learning environments where there is space to store them elsewhere (small hall); External doors in classrooms to be utilised to minimise movement of pupils around school Breakfast club and after school club resumes. PPA to be delivered as per guidance from WG and LA. In the event of staff absence internal or supply cover may be used. Pupils use the same classroom or area of a setting throughout the day, with a regular cleaning of the rooms. In Key stage 2 Pupils are seated at their own desk; Teacher at the front of the class maintaining distance as much as possible. Staff should try and maintain 2 meters where possible. In FP, maintaining groups is advised. Mixing groups of children in school is minimised by: <ol style="list-style-type: none"> accessing rooms directly from outside; 	4	3	12	Headteacher / All Staff



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					<ul style="list-style-type: none"> b) one-way circulation; c) Regular handwashing from classroom sinks. d) Pupils have full water bottles from home each day – water available from classroom sinks. e) Toilets will be allocated to classes where possible - with pupils hand sanitising prior to use. If a symptomatic child has used it, it will be out of action until it's been deep cleaned; f) The use of shared space e.g. the library is and should be accessed by adults only (ensuring good hygiene before and after) <p>Mixing staffing</p> <ul style="list-style-type: none"> g) The use of staff room is limited to limit occupancy; max 3 staff – lunch to be had in classrooms. h) Staff to stay within bubbles, apart from PPA and interventions and lunchtime. i) Staff to be aware of which children they are working with outside of their bubble throughout the day. 				
Lunchtime	Staff and students	4	4	16	<ul style="list-style-type: none"> • The latest guidance on implementing protective measures in educational settings is made available to staff so that it is followed at all times; • Groups organised on 'bubble' tables. Tables spaced away from each other, using two halls. <ul style="list-style-type: none"> • Year 3/4 11:50am – 12:45pm (Big hall) • FP – 12:00pm – 1:00pm (Small hall) • Year 5 and 6 12:15pm – 1:10pm (Big hall) • Bubbles to continue to use allocated toilets • All tables to be cleaned by kitchen staff. 	4	3	12	Headteacher Breakfast club staff
Breakfast Club	Staff and students	4	4	16	<ul style="list-style-type: none"> • The latest guidance on implementing protective measures in educational settings is made available to staff so that it is followed at all times; • Groups organised on 'bubble' tables. Tables spaced away from each other, using two halls. • Staff to greet children at the gate. • Outdoor washing station to be used before children enter the hall. • Bubbles to use allocated toilets • Floor markings added to key areas to support 'social distancing' and facilitate safe queuing e.g. outside the toilets; • Dirty plates etc. to be placed in a tub and left outside kitchen door. • All tables to be cleaned by breakfast club staff. 	4	3	12	Headteacher Breakfast club staff
Hygiene Practices	Staff and students	4	4	16	<ul style="list-style-type: none"> • The cleaning of non-healthcare settings guidance is understood by relevant staff and followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE (e.g. vinyl or nitrile gloves and aprons); staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes; 	4	3	12	Headteachers / All staff / Caretaker / Cleaning staff



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| | | | | <ul style="list-style-type: none">• Where pupils require first aid, staff members must wear appropriate personal protective equipment (gloves; face mask; face-shield; apron) whilst administering treatment;• Any staff who administer first aid or direct contact with pupils must immediately wash hands and avoid contact with face until hygiene practices have been observed;• 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 non-fire doors to remain open, where safe to do so when children are present to limit use of door handles and to aid ventilation;• Adequate handwashing facilities are available. Groups of pupils will use classroom sinks for handwashing. Hand sanitisers are available in all classrooms, other learning environments and in communal areas (contents are checked daily);• Surfaces that children and adults touch more often, such as tables, chairs, doors, door handles, taps, sinks, light-switches are cleaned throughout the day to maintain hygiene• All adults and pupils are expected to:<ul style="list-style-type: none">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) sanitise hands prior to visiting the toiletsd) avoid touching their mouth, eyes and nose;e) use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it');f) safe disposal of face masks and all PPE• Ensure support is available for children who have trouble cleaning their hands independently e.g. Foundation Phase and ALN pupils;• Pupils are encouraged to learn and practise these habits through activity and repetition;• Bins for tissues are emptied throughout the day, and at the end of every day;• Bins with lids for blue paper following handwashing to be emptied throughout the day, and at the end of every day• Each child in KS2 has their own pouch of equipment that is not shared with anyone else (e.g. pens, crayons, rubber, pencil sharpener, ruler, glue stick, scissors, whiteboard, number fan, number line, book); In FP – limited resources are shared• The use of shared resources is limited within each class and cleaned daily• Outdoor play equipment is kept within bubbles.• The amount of resources that are taken and brought in from home is limited;• All spaces are well ventilated using natural ventilation (opening windows and doors);• Posters are displayed throughout the school reminding pupils and staff to wash their hands, e.g. before entering and leaving the school; | | | |
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					<ul style="list-style-type: none"> Pupils 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; Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary; Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use; Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and handwashing areas; Bar soap is not used – liquid soap dispensers are used instead; Pupils do not share cutlery, cups or food; Pupils bring in full water bottles every day; 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; COSHH assessments for all additional substances to be in place; Cleaning materials in each classroom to be stored out of reach of pupils when not locked in cleaning cupboard. 				
Ill Health	Staff and students	4	4	16	<ul style="list-style-type: none"> Staff, pupils, parents/carers to be informed of the symptoms of possible coronavirus infection, e.g. a new dry continuous cough, difficulty in breathing, high temperature, loss of taste/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 or designated member of staff. While waiting to be collected, the child will be supervised in the designated quarantine room; (ELSA room) 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 student's symptoms worsen; A record of any COVID-19 symptoms in staff or pupils to be reported to the LA; School will actively engage with test trace and protect The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff and asked to collect them immediately; Areas used by unwell students who need to go home are thoroughly cleaned once vacated; If unwell students are waiting to go home, they are instructed to use the disabled toilet in the main entrance foyer - this will not then be used by any other child until it has been deep cleaned once pupil has left the school building; Any medication given to ease the unwell individual's symptoms is administered in accordance with the school's policy; 	4	3	12	All Staff



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					<ul style="list-style-type: none"> If a member of staff displays symptoms of COVID-19. They will report to Headteacher and follow advice given; If a member of staff or child receives a positive test for COVID-19, all children and members of staff in that group will need to follow the guidance from the Track and Trace Team; Parents and carers must be available for collecting poorly pupils and contact information must be kept up to date; 				
Spread of infection	Staff, students & parents	4	4	16	<ul style="list-style-type: none"> Face covering (3 layer to be provided by school) to be worn in all communal areas and where social distancing cannot take place. Face coverings should not replace social distancing and hand washing. <ul style="list-style-type: none"> Staff do not cross bubbles unless directed by SLT. Staff not to enter the hall in the mornings. Gate is open by Year 3 – staff to walk around to KS2 or Office entrance. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance; Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units; Pupils and staff to use hand sanitiser before using the toilets Pupils must wash their hands after they have coughed or sneezed; Parents are made aware not to bring their children to school or onto the school premises if they show signs of being unwell or believe they have been exposed to coronavirus; Children who have displayed symptoms of coronavirus must self-isolate in accordance with current Public Health Wales guidance before returning to school; Children who are displaying symptoms of coronavirus must self-isolate in accordance with current Public Health Wales guidance before returning to school; School start and finish time will remain the same however, staggered starts and finishes will be reinstated if Covid cases are high or social distancing is not followed. Social distancing by parents and families must be maintained when entering or exiting the school site. Posters to be displayed as per LA guidance, Parents must be instructed to maintain social distance while waiting to drop off or collect children from school – there are socially distanced waiting circles for parents to stand on while waiting; There is a one way system around the school building which parents must adhere to. 	4	3	12	All Staff
Management of infectious diseases	Staff and students	4	4	16	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with Public Health Wales guidelines; It has been requested to parents that children will attend in clean uniform each day; Staff are vigilant and report concerns about a student's symptoms to the Headteacher, where appropriate equipment, such as digital thermometers are available to assess; 	4	3	12	All Staff



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					<ul style="list-style-type: none"> • Staff apply consistency in approach to the management of suspected and confirmed cases of coronavirus; • Staff must socially distance between other staff, parents and pupils where ever possible • There are plans in place for the movement of children around the school (as above); • The timetable is adapted to stagger break and lunch times (as above); • The Headteacher monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus; • RA to be undertaken with any 'vulnerable' staff. • Staff/pupils with shielding letters will continue to work from home - these letters must be shown to SLT • Pregnant women will work from home from 28 weeks • Staff living with shielding family should follow Government guidance. • Where possible, all visitors to attend school outside of teaching hours. All visitors to sign in and wear a face covering. 				
Parental engagement	Staff and students	3	3	9	<ul style="list-style-type: none"> • School has published guidance to safeguard students and staff, while supporting the management of infectious diseases; • School to communicate that all parent/carer meetings should only take place virtually (following published 'Virtual Meeting' guidance) unless this is not possible. In these cases, parents are aware that only one parent can attend to minimise transmission and the meeting takes place in an environment where strict social distancing measures can be maintained; • Where possible only one parent / carer should be present at collection point; • Parents are informed their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact - see parent letter; • Parents are informed that they cannot gather at entrance gates and/or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely); • Staff to continue to make contact with pupils not attending, especially the more vulnerable. 	3	2	6	Headteacher / Admin Team
Building and property maintenance	Staff and students	4	4	16	<ul style="list-style-type: none"> • Caretaker 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 students and/or staff to be isolated; • Floor marking used to define transit routes; • Tape used to define no-go spaces within identified classrooms and/or areas; • Lock all required doors including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms isolated; • All outdoor building maintenance to be coordinated with the Headteacher, so that segregation from students and staff can be ensured (e.g. grass cutting); • All contractors to report to reception prior to the start of any work, which is separate to student entrance; 	4	3	12	Headteacher/ Caretaker



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					<ul style="list-style-type: none"> Continue with water testing and fire drills etc (see H and S policy). 				
Communication	Staff and students	4	4	16	<ul style="list-style-type: none"> Pupils, staff, parents/carers or any visitors to the school site are told not to enter the school if they are displaying any symptoms of coronavirus; The relevant member of staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure; updated about any changes to infection control procedures as necessary; There is early communication with contractors and suppliers that will need to prepare to support plans for opening, for example, hygiene suppliers; 	4	3	12	Headteacher / Premises Team
Travelling from a country on the quarantine list.	Staff and students	4	4	16	<ul style="list-style-type: none"> Inform staff of LA policy with regard to holidays. Ask parents to inform us (following normal procedures) of future holidays. 	4	3	12	Headteacher
Partial school closure / Forced Closure	Staff and students	4	4	16	<ul style="list-style-type: none"> The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic; Any pupils working from home are assigned work to complete; Headteacher maintains plans for students' continued distance learning education during any partial or any forced school closure that occurs going forward to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor students' learning while not in school; Headteacher / class teacher to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required for pupils not attending during any partial or full closure Clear reinforced messages about student behaviour expectations are made visible and adhered to at all times, even while working remotely; Online rules are re-enforced to pupils and parents for any 'online' lessons. 	4	3	12	Leadership Team/ Admin Team /Teachers
Emergencies	Staff and students	4	4	16	<ul style="list-style-type: none"> Arrangements are in place for first aid support and availability; Suitably trained first aiders are on site; Provisions are 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. 	4	3	12	Headteacher /Admin Team
Safeguarding	Staff and students	4	4	16	<ul style="list-style-type: none"> Standard procedures are reinforced to all staff prior to increased operations and all staff are expected to observe these; Appropriate security arrangements on-site; Staff rota and levels to take account for security arrangements; All staff/volunteers/supervisors to have valid DBS clearance. 	4	1	4	Headteacher / Designated Senior Person (DSP) Deputy DSP



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Poor Behaviour	Staff and students	4	4	16	<ul style="list-style-type: none"> • School to consider the impact of poor behaviour; bullying, or abuse of another child or staff, and are clear with parents/carers on action to take in response to this; • Pupils taught and reminded about hygiene and safe distancing from other classes - individual risk assessments will be carried out on pupils whose behaviour puts staff and other pupils at additional risk of COVID-19 • ALN pupils /pupils with behaviour challenges managed as normal - risk reduction through hygiene • Parents will be asked to support their pupils with behaviour expectations; • Adequate supervision levels in place to support staff; • Groups organised so that staff are familiar with students where possible to minimise incidents of poor behaviour; • Consideration of appropriate placement of student for their care, or to meet their needs. 	4	3	12	Headteacher Staff
Distance Learning	Staff and students	4	3	12	<ul style="list-style-type: none"> • School to ensure that all teaching and relevant support staff have a school-issued device necessary to support any distance learning; • Leaders to review the school Professional Learning Plan to include suitable training opportunities to support staff in preparing distance learning opportunities for pupils; • Leaders and staff to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning; • All staff have a plan of remote professional learning activities to complete; • Leaders to ensure that all staff communicating with pupils and parents have a school or Hwb email account; • Leaders to set and implement clear expectations around the protocols for asynchronous and synchronous learning procedures. Ensure that all staff understand that they are expected to follow these for their own safeguarding; • Ensure staff working remotely have the necessary equipment and work environment to deliver distance learning; • Line managers to maintain regular contact with staff who are working remotely; • Schools to ensure that all pupils have access to equipment and resources necessary to engage in learning opportunities; • School to maintain contact with parents to provide help and support so that they can support children with distance learning activities. • Home learning opportunities given to children self-isolating awaiting test results. 	4	2	8	Headteacher/ Staff working from home
Managing school transport	Staff and students	4	4	16	<ul style="list-style-type: none"> • If home to school transport is running: <ol style="list-style-type: none"> a) school will liaise with the local authority to ensure transport arrangements are organised to cater for any changes to start and finish times; b) transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus (if/where applicable); 	4	3	12	Local Authority/ Headteacher.



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					<ul style="list-style-type: none"> c) transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers (if/where applicable) d) bus driver to remain in vehicle whilst waiting for pupils. 				
Traffic management	Staff parents pupils and visitors	4	4	16	<ul style="list-style-type: none"> • Staff advised to not car share to work. • Pupils not accessing school transport will be transported by parents, extended time for gates to be open to help ease congestion • HT and caretaker to be visible and to help with management 	4	2	8	Headteacher

Likelihood	Severity	Risk Level Likelihood x Severity
5- Certain	5-Multiple Death	1-5 Low- is a low risk but action should still be taken to reduce these risks further within possible reasonable limits
4-Very Likely	4-Single Death	
3-Likely	3-Major Injury	6-12 Medium- is a significant risk and will require an appropriate level of response/ resources
2-Unlikely/Possible	2-Minor Injury	
1-Very Unlikely	1-Work Delay	13-25 High- is a high risk and may require the provision of considerable resources, which may involve the purchasing of special equipment, training, greater supervision and the implementation of effective control.