

Risk assessment for reducing the risk of Covid-19 (supporting return to school following February Half Term - 2022)



## Corporate Risk Assessment

<b>Activity being assessed:</b> <i>Tonnau Primary Community School</i> Return to School, after Half Term, February 2022		<b>Risk assessment reference number:</b> <b>Risk assessment created on:</b> 18 <sup>th</sup> February, 2022 <b>Review date due:</b> This RA is part of a 'rolling review'		
<b>Persons undertaking or affected by the activity</b>				
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input type="checkbox"/> Service User <input type="checkbox"/> Other _____				
Hazard	Control measure	<b>Likelihood</b> 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	<b>Severity</b> 1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	<b>Risk Level</b> <i>Likelihood x Severity = Risk Level</i>
<b>Spread of COVID-19</b>	<p><u><b>General</b></u></p> <p>Employees must follow any instructions and information related to controlling the virus. - <b>Important:</b> For employees who are vulnerable and/or are Black and Minority Ethnic and are therefore considered to be in a higher risk category which make them more susceptible to Covid-19 and are concerned about returning to the workplace, a risk assessment tool has been developed by the Welsh Government which they can complete and share with their Manager. This can then be used as an aide in discussions with the employee to understand any concerns with returning to the workplace and to ensure appropriate control measures can be put in place for the employee to return to a safe environment.</p> <p><b><i>Tonnau has also adapted union/WG paperwork to support decisions around staff attending school</i></b></p> <ul style="list-style-type: none"> <li><b><i>Lateral Flow Test (LFT) will revert to twice a week – Sunday and Wednesday</i></b></li> <li>All persons that are contacted via "Test, Trace, Protect" need to adhere to the guidance given.</li> <li>We will retain attendance records to support TTP contact tracers if needed.</li> </ul>	2	3	6

	<ul style="list-style-type: none"> <li>• Appropriate signage in relation to Covid-19 measures is displayed throughout the school</li> <li>• Any concerns in relation to control measures should be raised immediately with the head teacher, or most appropriate person.</li> <li>• Regular inspections and monitoring by SMT will take place to ensure rules are being adhered to.</li> <li>• Inspections by the Health and Safety Section will be undertaken when necessary.</li> <li>• All relevant statutory building checks have been undertaken.</li> <li>• We will do our very best to continue to ensure core interventions remain in place. These include: <ul style="list-style-type: none"> <li>• <i>reminding all staff and learners to follow self-isolation guidance</i></li> <li>• <i>reminding staff and learners to not attend school if they have any COVID-19 symptoms</i></li> <li>• <i>regular handwashing and respiratory etiquette to prevent spread and manage cases, incidents &amp; outbreaks o ensuring adequate ventilation</i></li> <li>• <i>maintaining appropriate levels of cleaning.</i></li> </ul> </li> </ul> <p><b><u>School Workforce</u></b></p> <ul style="list-style-type: none"> <li>• Staff and learners who are <b>clinically extremely vulnerable</b> should follow the current published Welsh Government guidance. These members of staff should continue to discuss with their schools how they will be supported e.g. individual risk assessment.</li> <li>• Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible.</li> <li>• <b>Staff who are</b> at increased risk, as per current Welsh Government guidance, can continue to attend school. While in school they should follow the interventions to minimise the risks of transmission - including taking particular care to observe</li> </ul>			
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	<p>good hand and respiratory hygiene, minimising contact and maintaining physical distancing - and should have an individual workplace assessment.</p> <ul style="list-style-type: none"> <li>• People who live with those who are at increased risk can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</li> <li>• <b>Staff who are pregnant</b> are encouraged to take up vaccination and have a workplace risk assessment. If home-working is not possible, pregnant staff and their employers should follow the advice in the <a href="#">COVID-19: advice for pregnant employees.</a></li> </ul> <p><b><u>Symptoms of Covid-19/Symptomatic person</u></b></p> <p>The most effective way to prevent transmission of COVID-19 in schools is to stop infection being brought into the school.</p> <p>Learners, staff and other adults should not come into a school/setting if they:</p> <ul style="list-style-type: none"> <li>• have COVID-19 symptoms</li> <li>• if they live with someone who has symptoms or has tested positive for COVID-19 – unless they are fully vaccinated or are under 18</li> <li>• learners, staff and other adults must not come into a school/setting if they:</li> <li>• have tested positive for COVID-19</li> <li>• have been contacted by the TTP service and told to self-isolate</li> <li>• All staff and volunteers are to be made aware of the symptoms of COVID-19 and watch for those symptoms in themselves and others – stay alert. Look for Flu like symptoms – high temperature, new constant coughing bouts (<i>this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours</i>) and/or a loss or change to your sense of smell or taste (anosmia).</li> <li>• If any person/visitor/pupil is suspected of suffering symptoms they should be sent home immediately, or if this is not possible they should be isolated in a separate room (supervised as necessary) until they can be collected. If it is not possible to isolate them, we will move them to an area which is at least two metres away from other people. - All areas where a symptomatic person has entered are segregated until a deep clean (level 2) is carried out. <b>From September 2020 both</b></li> </ul>			
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	<p><b>buildings will use the Infant shelter for segregation as inside space is proving difficult.</b></p> <ul style="list-style-type: none"> <li>• Social distancing from the infected person must be exercised wherever possible to prevent the spread of the infection. Where this is not possible, the appropriate PPE must be worn. Refer to PPE section of this risk assessment.</li> </ul> <p><b><u>Access and Egress (See appendix 1 and 2)</u></b></p> <ul style="list-style-type: none"> <li>• Gatherings by parents/carers in the school playground will be discouraged</li> <li>• Each class has an identified entrance and exit</li> <li>• <b><i>Start and finish times are no longer staggered</i></b></li> <li>• The Infant yard has a one way system – all Junior pupils will leave along the main driveway</li> <li>• Each yard is still ‘zoned’ as this was noted to support pupil Wellbeing</li> <li>• Pupils met at entrance by staff – pupils are called into the building by staff.</li> <li>• All parents and guardians of children are advised on entry to ensure that their children are not symptomatic; if so then entry into the premises will be denied. This information will be shared with families through Schoop and our school Website</li> <li>• Upon entry, each pupil will be required to sanitise their hands. Sanitising stations should be available at all entry points. Hand sanitisers will be kept in recognised points and used under supervision of staff. An up-to-date COSHH assessment must be available at site.</li> <li>• Personal hygiene after contact with the symptomatic person must be exercised to ensure that the spread of the infection is controlled.</li> <li>• If a cluster/outbreak is identified by TTP, a level 2 clean may also be required.</li> <li>• NPT cleaning services will be notified to investigate if a deep clean is required.</li> </ul> <p><b><u>Physical Distancing</u></b></p> <ul style="list-style-type: none"> <li>• Parents gathering in the school playground to be discouraged.</li> <li>• Large group gatherings such as whole school assemblies are not to take place. Separate Infant/Junior assemblies will begin after 28<sup>th</sup> February.</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Ensure there is appropriate signage on display at the entry points reminding parents and visitors to respect other peoples space/physical distancing.</li> <li>• Physical distancing between staff should be maintained wherever possible to reduce the risk of the spread of the COVID-19 virus e.g. corridors, communal areas, staff rooms, meeting rooms, passenger lifts, etc. - – <b>However, some of our classrooms do prove very difficult to ensure staff are 2M from pupils. Staff work very hard to ensure the 2M gap, but pupil numbers and the nature of our classrooms make this almost impossible to achieve all the time. Tonnau Primary School relies heavily on the professionalism and collegiate approach of our staff</b></li> <li>• Meeting/Staff rooms should be assessed to determine how many people are permitted to enter meeting rooms whilst maintaining physical distancing.</li> <li>• Our Junior staff room and Infant staff rooms have been arranged to accommodate our staff safely. If staff are careful and maintain usual seating habits our staffrooms are fit for purpose – ‘Supply teachers’ are encouraged to use the old staffroom in the Junior building.</li> </ul> <p><b><u>Ventilation</u></b></p> <ul style="list-style-type: none"> <li>• Where possible, staff are encouraged to use outdoor spaces for activities.</li> <li>• Windows and doors are opened in all rooms to support ventilation</li> <li>• Natural ventilation to be increased through opening windows and non-fire doors where possible.</li> <li>• The airing of rooms via windows and non-fire doors at break, lunch times and prior to the start of the school day should be encouraged.</li> <li>• Where possible, we encourage staff to open top/high level windows (this helps to prevent draughts), and moving obstructions such as curtains/blinds.</li> <li>• Small rooms have identified maximum capacity limits to ensure greater dilution.</li> <li>• Checks to be carried out to ensure windows, grids and airbricks are not obstructed. Check that they all function correctly and identify areas that are poorly ventilated.</li> </ul>			
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	<ul style="list-style-type: none"> <li>Any areas of poor ventilation/stagnant air then consideration will be given to obtaining a CO<sub>2</sub> monitor (NDIR) type, or putting these areas out of bounds or limiting their use. If we do purchase a CO<sub>2</sub> monitor we will monitor the readings of the CO<sub>2</sub> monitor and take appropriate actions. <b><i>As of week beginning 29<sup>th</sup> November, 2021 – all classes have been supplied with CO<sub>2</sub> monitors – the readings will influence classroom practice</i></b></li> <li>Where possible only rooms with windows that can be opened will be used. Appropriate doors and windows will be kept open for ventilation if possible. During colder months, families have been asked to provide warmer clothing for pupils. On particularly ‘stuffy’/drizzly days classes may have a quick walk around the yard for fresh air and to circulate air in the class – Windows are opened before pupils arrive – Windows are opened first thing in the morning</li> </ul> <p><b><u>Hand/Respiratory Hygiene</u></b></p> <ul style="list-style-type: none"> <li>Learners should clean their hands regularly, including when they arrive at school, when they return from breaks, after using the toilet, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> <li>Ensure enough hand washing or hand sanitiser ‘stations’ available so that all learners and staff can clean their hands regularly.</li> <li>Hand sanitiser must be stored away from ignition sources such as, sunlight, heat, open flames, hot surfaces, sparks, etc. It must be stored in a cool place.</li> <li>As good practice, hand washing posters to be placed in toilet areas to remind pupils/staff of good handwashing techniques.</li> <li>Pupils encouraged to catch a sneeze or cough using their elbow or a tissue, dispose of tissue and reminded to then wash their hands. The ‘Catch it, bin it, kill it, Wash your Hands’ approach.</li> </ul> <p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>Cleaning will take place using appropriate cleaning products, in line with general cleaning procedures (e.g. end of day clean).</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Wipes to be available in staff rooms, to utilise after using communal equipment (kettles, microwaves etc.).</li> <li>• The Infant block only has one toilet for the boys and one toilet area for the girls – Our Infants attempt to limit mixed groups from using the toilet and attempt to maintain sensible numbers within the toilets. In the Junior block we have year 3 and year 4 toilets and we have year 5 and year 6 toilets. Again staff will do their best to ‘stagger’ the use of these to prevent mixed groups and large numbers of pupils using the toilets.</li> </ul> <p><b><u>Face Coverings</u></b></p> <ul style="list-style-type: none"> <li>• Face coverings should be worn by staff and visitors in schools when moving around indoor communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained.</li> <li>• Face coverings must be worn in any area of the building where the public visit, for example when they enter/exit a building which is open to the public via the reception area.</li> <li>• ‘Workmen’ will be asked to wear face coverings within the building</li> <li>• Guidelines around face coverings within school have ‘relaxed’ – but if any member of our staff feels safer wearing a mask they are entitled to do so</li> </ul> <p><b><u>Personal Protective Equipment (PPE)</u></b></p> <ul style="list-style-type: none"> <li>• When using PPE hands must be washed both before and after use.</li> <li>• Staff who will be required to use PPE will be provided with information on how to don and doff it correctly.</li> </ul> <p><b>Routine activities</b></p> <ul style="list-style-type: none"> <li>• No PPE is required when undertaking routine educational activities in classroom or school settings.</li> </ul> <p><b>General clean of premises</b></p> <ul style="list-style-type: none"> <li>• PPE in line with your COSHH risk assessment must be worn.</li> </ul>			
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	<p><b>Intimate care including administering first aid</b></p> <ul style="list-style-type: none"> <li>• Gloves and aprons should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.</li> <li>• Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.</li> <li>• Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.</li> </ul> <p><b><u>Mental Health and Wellbeing</u></b></p> <ul style="list-style-type: none"> <li>• Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</li> </ul> <p><b><u>Emergency Procedures</u></b></p> <ul style="list-style-type: none"> <li>• The emergency evacuation procedure has been reviewed and communicate to staff/pupils. It is recommended that a fire drill is carried out to ensure the amended procedure is understood. Staff who require a Personal Emergency Evacuation Plan (PEEP) will need to seek advice from the Facilities section.</li> <li>• In the event of an emergency, follow the emergency procedures in place at that building.</li> <li>• Ensure there are sufficient numbers of appropriately trained first aiders available. They should follow the training they have received and use PPE as detailed previously. Practice good hygiene by washing/sanitising hands before and after administering first aid.</li> </ul>			
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## Personal Protective Equipment



Aprons  
must be  
worn

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Eye  
Protection  
must be  
worn

☒


Head  
Protection  
must be  
worn

☐


Safety  
Harness  
must be  
worn

☐


Ear  
Protection  
must be  
worn

☐


Safety  
overalls  
must be  
worn

☐


Safety boots  
must be  
worn

☐


Respiratory  
equipment  
must be  
worn

☐


Hi Viz clothing  
must be worn

☐


Protective  
gloves must  
be worn

☒


Face  
Protection  
must be  
worn

☒

Other

☐

## Additional risk information

In the event of an incident/accident, please contact your nearest first aider. All incidents/accidents must be recorded on NPT's Online Accident Reporting System. Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided. All staff to have regard for their and others health and safety at all times.

## Please identify how this risk assessment has been communicated

Team brief / Team meeting

☐

One to one

☐

Email

☐

Other (please specify: \_\_\_\_\_)

☐

## Emergency Procedures

Contact name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Contact number (out of hours): \_\_\_\_\_

Hospital: \_\_\_\_\_

Emergency Services: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident												
Reviews		Key										
Review date :		Likelihood		Severity		Likelihood of Injury	5	5Y	10R	15	20	25
Reviewed by:		1. Very Unlikely - This will probably never happen/occur		1. Negligible - Minor injuries or discomfort. No medical treatment or measurable physical effects.			4	4	8	12	16	20
Review date :		2. Unlikely - Do not expect it to happen/recur but it is possible it may do so		2. Minor - Injuries or illness requiring on site first aid. Temporary impairment.			3	3	6G	9	12	15
Reviewed by:		3. Likely - Might happen or recur occasionally		3. Medical Treatment - Injuries or illness requiring hospital treatment.			2	2	4	6Y	8	10Y
Review date :		4. Very Likely - Will probably happen/recur, but it is not a persisting issue/circumstance		4. Major - Injury or illness resulting in permanent impairment.			1	1	2	3	4	5G
Reviewed by:		5. Certainty - Will undoubtedly happen/recur, possibly frequently		5. Fatal - Fatality.			0	1	2	3	4	5
Review date :							Severity of Injury					
Reviewed by:								Low Risk		Medium Risk		High Risk

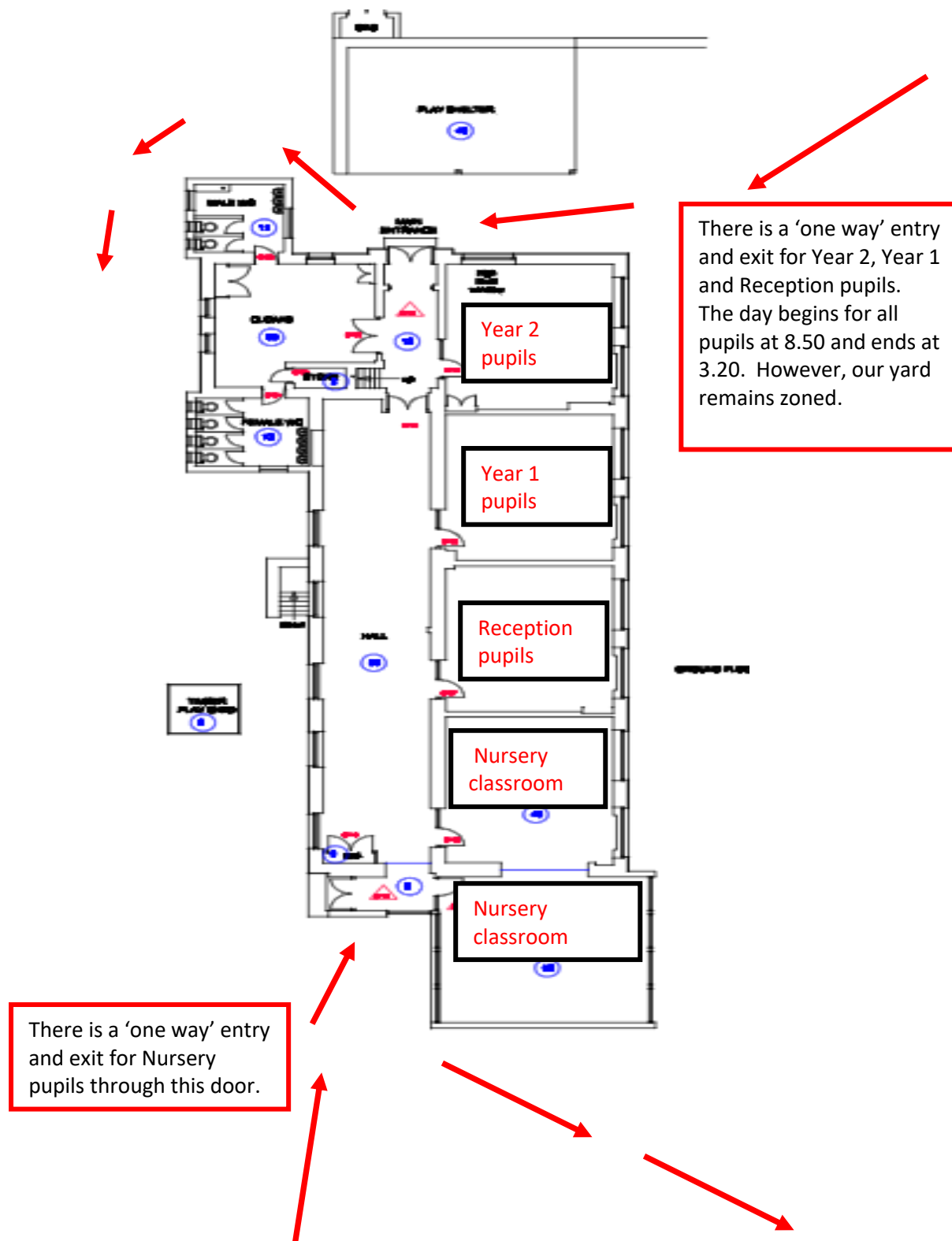
## Appendix 1

Use of Junior Building – The day begins for all pupils at 8.50 and ends at 3.20. All pupils will leave and arrive along the main pathway at the front of the school. However, our yard remains zoned.



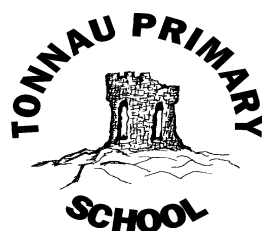
## Appendix 2

### Use of Infant building

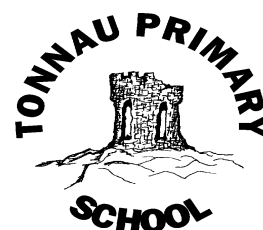


## Appendix 3

Initial guidelines shared with Tonnau families for return following February Half Term, 2022



Neath Port Talbot County Borough Council  
Cyngor Bwrdeistref Sirol Castell-Nedd Port Talbot



# TONNAU PRIMARY COMMUNITY SCHOOL YSGOL GYNRADD GYMUNEDOL TONNAU

Headteacher: Mr G L Jones

Acting Deputy Headteacher: Mr J Hopkins

Dear Parents/Carers,

As our school gets ready to open after Half Term (first day back will be Monday, 28<sup>th</sup> February) there is new information I need to share with you.

After Half Term there will be no staggered start. School will start for all pupils at 8.50 am and end at 3.20 pm. However, the yards will still be zoned. If Infant pupils can keep using the zones, classes will be then called in 'one class at a time' to keep everyone safe. **Infant families still have the one way system - Infant families have used the one way system for almost two years now and I'm very grateful.**

Junior pupils will be allowed into the yard in the morning, but will be directed into their own part of the yard (Year 5 and 6 will have a zone; Year 3 and 4 will have a zone) - Junior pupils will then be called into the building by their class teacher.

At the end of the day, Infant staff will come to the Infant doors, one class at a time (as we've always done), and make sure our pupils are met safely - **could we please keep using the one way system.**

Junior pupils will be dismissed into the yard at 3.20 pm and will leave the school along the main front path, past the main school office (some families use the park steps and this is fine too) - we will no longer use the car park to leave.

These are quite big changes - but can I please ask everyone in the yard not to gather in big groups, to try and maintain safe spaces and I need to ask everyone to leave the school grounds as soon as possible. Tonnau families have been BRILLIANT in our grounds and I would ask for your continued support.

Can I please remind you, once again, the three key symptoms of COVID-19 are:

- a high temperature: this means that they feel hot to touch on their chest or back
- a new, continuous cough: this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to their sense of smell or taste: this means they've noticed they cannot smell or taste anything, or things smell or taste different to normal.

If your child has any of these three key symptoms, please do not send your child to school and arrange a test for them immediately. You can book a PCR test online through the NHS website at [gov.uk/get-coronavirus-test](https://www.nhs.uk/get-coronavirus-test) or by calling 119. Anyone else in your household with any of these three key symptoms should also isolate and take a test.

You should also be vigilant for the wider symptoms associated with COVID-19 which can include the following:

- Runny nose/cold like symptoms,
- Diarrhoea/sickness,
- Loss of appetite,
- Fatigue,
- Sore throat,
- Back pain/general aches and pains.

Breakfast Club remains in place for those families who are on our Breakfast Club register. Our Breakfast Club is currently full; if you would like to enquire about a possible place on our waiting list for Breakfast Club, please contact the school.

Please keep checking 'Schoop' and our school website for further information as guidance continues to change very quickly - I promise to try and share new information as soon as I can.

Please take care.

Yours Sincerely  
Lloyd Jones