

About the Risk Assessment			
Activity or Workplace Assessed:	Schools reopening during Coronavirus Pandemic – Infection Control, Hygiene and Social Distancing Click here to enter text	Location/ Department:	Malpas Park Primary School Click here to enter text. Click here to enter text.
Persons Consulted/ Involved in Risk Assessment	School Recovery Planning Premises Sub Group School Recovery Planning Staffing and HR Group, Newport Head Teachers’ Consultation Group	Risk Assessment Reference Number:	9
Date of Assessment:	11/03/2021	Next Review Date:	26/03/2021

Hazard and potential injury	Persons Affected	Existing Control Measures	Risk rating			Further action required	Risk rating			Action by:	Due date:	Completion date:
			L	S	RR		L	S	RR			
1. Contracting Coronavirus (potential new variants) – classroom set up, resources and activities	All pupils and staff on site	Staff all aware of social distancing rules	2	4	8	<p>Class sizes to be kept to a maximum of 30 pupils in Year Group ‘Contact Groups’ based in line with WG guidance.</p> <p>Staff seating to be arranged so as to maintain 2m distance from pupils so far as possible.</p> <p>Staff to maintain, so far as possible, 2m distance from other staff and pupils. It is acknowledged that this will not always be possible, particularly with younger children.</p> <p>All staff have an allocated ‘Base Classroom’ which is their Contact Group; they must not enter another Contact Group to support learning unless absolutely essential nor without wearing PPE.</p> <p>Staff to ensure that specific interactions in close proximity occur as infrequently as possible, and where they must happen, last no more than 15 minutes</p>	2	2	4	KMG DW All Staff	11/02/2021	15/03/21

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						<p>Activities to be planned so as to discourage close or regular contact between individuals, staff and pupils, or the sharing of resources. It is acknowledged that this will not always be possible, particularly with younger children.</p> <p>Any shared resources to be cleaned between users, including computer keyboards/mouse devices.</p> <p>Children to be discouraged from engaging in games or interactions that require physical proximity and must not 'mix' with other children outside of their contact group.</p> <p>Windows to be opened and a comfortable temperature maintained.</p> <p>Consideration to be given to maximising use of outdoor space for learning and play</p> <p>Children to be given age appropriate information regarding the need for social distancing and the new school rules.</p> <p>Pupils to remain in one classroom and move around the school in a limited way; at the current time PPA will be facilitated without the need to bring additional adults into the building – UpBeat and PlaySports notified 10.02.20</p> <p>Signage to be displayed to reinforce safety messages.</p>						
2. Contracting Coronavirus (potential new variants) – hygiene, handwashing PRIMARY	All staff and pupils	Schools have comprehensive cleaning regime	4	4	16	<p>All staff to wash their hands when they arrive on site</p> <p>All children to be directed to wash their hands when they arrive on site</p>	3	3	9	All staff and pupils	15/03/2021	11/03/2021

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						<p>All children to be directed to wash their hands, separately, at any change of activity</p> <p>All staff to wash their hands at any change of activity</p> <p>All staff and children to wash their hands before and after eating</p> <p>All hand washing to be done in line with Public Health Wales and NHS guidance</p> <p>Staff to be vigilant to children touching their face and direct children who do to wash their hands more frequently</p> <p>Hand sanitiser and equipment wipe stations to be placed where there is a need for multiple people to use a touch point in quick succession without the opportunity to wash their hands before and after. eg. door entrances and shared electrical equipment.</p> <p>Staff and children should wash their hands on entering the premises. Reliance on hand sanitiser is to be avoided and good handwashing procedures to be encouraged.</p> <p>See the school's protocol for handwashing and use of sanitiser.</p>							
Contracting Coronavirus (potential new variants) – hygiene, toilets	All staff and pupils	Schools have comprehensive cleaning regime				<p>Toilets to be cleaned frequently and thoroughly, but not after every use for pupils. In the two staff toilets, staff will need to sanitise the toilet seat, the flush and taps after they have used it.</p> <p>Use of toilets is to be carefully managed by staff and the protocol explained to all pupils.</p> <p>Toilets are a pinch point with regards social distancing so 'Waiting Spots' on the floor have been implemented.</p>							

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						In the girls' toilets, specific cubicles have been allocated to each daily 'Contact Group' to minimise the number of pupils using the toilet across one day. These will be thoroughly cleaned by NN staff prior to use by a different 'Contact Group' of pupils. Strong focus and messaging around hand hygiene after using the toilets has been ensured by the installation of age appropriate signage.							
3. Contracting Coronavirus (potential new variants) – body fluid spills	All staff and pupils	Schools have comprehensive cleaning regime	4	4	16	Spillage packs on site to immediately deal with any bodily fluid spills.	2	3	6	KMG RK BS	15/03/21	11/03/21	
Contracting Coronavirus (potential new variants) – hygiene, cleaning	All staff and pupils	Schools have comprehensive cleaning regime				Cleaning schedule revised according to building usage and the need to focus on the cleanliness of touch points and welfare facilities. Daily Checklist to be implemented for monitoring purposes in-line with the NN SLA. See below Education delivery time to be spaced out so as to allow for cleaning to take place between different groups of children using the same areas or classrooms. (Staggered break and lunch times as well as the provision of PPA activities) See below for further details. All desks, work stations, toys, equipment etc. should be wiped down with disinfectant after use and between activities and cohorts. Door handles, window handles, surfaces, and touch points in communal areas to be wiped down with disinfectant at intervals during the day, as well as normal and focussed cleaning.							

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4. Contracting Coronavirus (potential new variants) - illness	All Staff and Pupils	All staff aware of government guidance on self-isolation	3	4	12	<p>All staff to be vigilant to their own health and to follow latest government guidance on self-isolation if they or their family are displaying symptoms or they are informed by the track and trace service that they have been in contact with a confirmed case.</p> <p>National guidance around staying at home if you are displaying symptoms to be reiterated to pupils (where age appropriate) and parents/carers.</p> <p>All staff to be vigilant to the health of their pupils and ensure they are following latest national guidance if a pupil appears to be unwell.</p> <p>Medical Room is the designated room for isolation should a pupil or staff member become ill, in line with national guidance.</p> <p>All staff to be made aware of the area designated for isolation within the school if a pupil or staff member develops symptoms whilst on site. Separate Protocol for this; copies provided to all staff and a display copy is located in the Staff Room.</p>	2	2	4	All Staff	15/03/2021	11/03/21
Contracting Coronavirus (potential new variants) – PPE Mainstream	All staff and pupils	<p>Staff all aware of social distancing rules</p> <p>In line with government guidance no additional PPE is necessary for routine activities</p>				<p>All staff issued with two high grade, triple layer face coverings to be worn in all communal areas and the school hall; these can also be worn in the classroom Contact Group if this provides reassurance to the individual but is not necessary as long as distancing is observed.</p> <p>Face shield to be an appropriate alternative to be worn by staff supporting pupils with communication needs.</p> <p>Additional PPE to be worn by staff if they are unavoidably required to support learning in a classroom that is not their 'Base Classroom' and if they enter the School Hall when pupils are engaged in an exertive activity. Additional PPE</p>						

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						provided for first aid and use with symptomatic children						
						<p>Keep under review whether support for any individual child (e.g. following vulnerable and statemented children risk assessment completion) requires further consideration of PPE risk control measures and individual assessment (MW, OA, MI, AL and NJ).</p> <p>Additional PPE provided for first aid and use with symptomatic children.</p>						
Contracting Coronavirus (potential new variants) – PPE SEN	All staff and pupils	<p>Staff all aware of social distancing rules</p> <p>In line with government guidance no additional PPE is necessary for routine activities</p>				<p>Face shield to be an appropriate alternative to be worn by staff supporting pupils with communication needs.</p> <p>Where there are specific risks, which might include serious underlying health conditions, lack of ability to understand social distancing concepts, inability to tell people if they are feeling unwell and behaviour which may increase the risk of transfer of bodily fluids, including during personal care, additional PPE (Type II masks and face protection) may be required, following an individual risk assessment for that child.</p> <p>(Possible 'unknown' new intake pupils)</p>						
Contracting Coronavirus (potential new variants) – Social Distancing outside of the classroom Contracting Coronavirus -	All pupils and staff on site	Staff all aware of social distancing rules				<p>Contact Health and Safety for support</p> <p>Consideration to be given to each area of the school, outside of the classroom, which may be used, what activities will be carried out there and how social distancing can be maintained, including outdoor areas.</p> <p>See details below.</p>						

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Staff Welfare Facilities	All pupils and staff on site	Staff all aware of social distancing rules				<p>Seating in Staff Room is positioned so as to maintain 2m social distancing.</p> <p>Communal equipment such as kettles, door handles and microwaves to be sanitised after each use.</p> <p>Staff fridges to remain in use and be added to cleaning schedule.</p> <p>Staff to bring in all food and drink necessary for the day.</p> <p>All cups, plates and cutlery to be taken home by staff at the end of the day.</p> <p>Pupils to bring in any food necessary for the day.</p>						
Contracting Coronavirus (potential new variants) – pupils eating and drinking	All pupils and staff on site	Staff all aware of social distancing rules				<p>Pupils to eat and drink in outdoor areas or classrooms. All eating areas to be wiped down thoroughly before and after eating, using normal household cleaning products.</p> <p>Water bottles can be refilled by pupils or staff, using proper hand hygiene processes before and after.</p>						
Contracting Coronavirus (potential new variants) – First Aid Provision	All pupils and staff on site	Staff all aware of social distancing rules				<p>First Aid needs assessment to be reviewed based on number of people likely to be on site at any time.</p> <p>Where staff to work on a rota, rota to be drawn up with consideration given to the necessary number of first aiders on site.</p> <p>First aiders to consider what low level interventions pupils may be able to manage for themselves so as to maintain social distancing as far as possible e.g. older pupils could use a cold compress on a leg or arm</p>						

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						Additional PPE (coverings, visors, gloves and apron) in place for first aid interventions that require close contact, particularly where examination or treatment of face, mouth or head is required e.g. managing bleeding from a head wound or where the spray of bodily fluids is likely e.g. child vomiting						
Contracting Coronavirus (potential new variants) – Corridors and circulation areas	All pupils and staff on site	Staff all aware of social distancing rules				<p>Corridors and circulation areas have been assessed for pinch points, passing places, and areas of high volume usage, and appropriate signage to be displayed.</p> <p>Pupils to be given clear instructions regarding corridor/circulation area behaviour and social distancing.</p> <p>Minimise number of pupils in corridors and circulation areas at any time Control measures include: Staggered start and finish times Pupils only needing to access the corridor in order to use the toilet and cloakroom 'Waiting Spots' established outside the toilets Self-contained 'Contact Groups across the school day PPE to be worn by staff if they enter the School Hall when pupils are engaged in an exertive activity.</p>						
Contracting Coronavirus (potential new variants) – Access and Egress, Drop Off and Pick Up	All pupils and staff on site	Staff all aware of social distancing rules				<p>Staggered start and finish times. An additional gate opened and a one-way system of access implemented</p> <p>Where waiting areas are to be used, clear social distancing markers to be used, where possible e.g. perimeter fencing.</p>						

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						No parents to access the building unless a prior appointment has been agreed, such as in the event a pupil is taken ill and needs to be collected.						
						Parents to be given clear instructions around all aspects of the operational guidance relevant to them directly – 'MPPS Daily Operational Guidance for Parents and Guardians'						
Contracting Coronavirus (potential new variants) – school offices	All pupils and staff on site	Staff all aware of social distancing rules				Social distancing to be maintained in school offices - furniture to be removed or taken out of use where necessary						
						Windows to be kept open at all times where possible						
						SSO workstation to be 'off limits' for any other staff members.						
						Use of telephones (HT/SSO and DHT); additional telephone purchased for use by the SSA						
						Phones not to be used by staff other than SSO/HT/DHT and SSA unless in an emergency in which case the telephone must be sanitised afterwards,						
Contracting Coronavirus (potential new variants) – illness in higher vulnerability individuals	All staff and pupils in the government's predefined list of people at higher risk – includes	Staff all aware of social distancing rules				Specific guidance and individual risk assessment proforma in place for staff who are in the vulnerable category. (EA, HR and KW)						
						Any pupil in the higher risk category attending school will have a personal risk assessment/asthma card/care plan to cover their personal circumstances. This to be agreed with parents/carers.						

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	some common conditions such as diabetes and asthma					<p>(MW, OA, MI, AL and NJ)</p> <p>Staff working with MI, MW and AL have received the first dose of vaccination against Covid 19 (10.02.21)</p> <p>All staff working in the school to be made aware of the child's medical needs and be vigilant to any signs of illness.</p>						
Returning to the workplace – staff wellbeing*	Staff have access to Carefirst EAP					<p>Return to face to face teaching briefing with the Head Teacher for all staff prior to the half-term break</p> <p>Opportunity at any time provided by the Head Teacher for all staff to voice their concerns about feeling safe while at work.</p> <p>Care First details to be redistributed to staff:</p> <p>Care First</p> <p>Free access to confidential advice and support line 24 hours a day, 365 days a year.</p> <p>0800 174319</p> <p>365 days a year 24 hours a day, 7 days a week.</p> <p>www.carefirst-lifestyle.co.uk</p> <p>Care First login for NCC employees:</p> <p>Username: newcc001</p> <p>Password: wellbeing</p> <p>Staff considered to be vulnerable to have individual assessment.</p> <p>KW, EA, ES and HR.</p>						
LFT testing of asymptomatic staff	All staff and other adults on site (e.g. cleaners,	Staff fully briefed before participation including clear acknowledgement				<p>See LFT procedure document and Flow chart</p> <p>See Testing of Asymptomatic Individuals via LFT Risk Assessment</p>						

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	catering staff)	<p>of the privacy notice (KMG)</p> <p>Staff briefing makes use of all relevant resources from the Asset Bank provided by WG (KMG)</p> <p>All hand and respiratory hygiene, social distancing and ventilation measures to be observed throughout distribution of testing kits process</p> <p>Appropriate face coverings to be worn at all times during distribution of testing kits process</p> <p>Information for Use (IFU) distributed with each pack.</p> <p>Accurate recording of data using Test Kit Log (KMG/RK)</p> <p>Staff instruction provided on the reporting of testing</p>										

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		<p>incidents (broken, damaged items, allergic reactions, injuries) (KMG/RK)</p> <p>Clear protocol established for reporting positives negatives and void results (KMG)</p> <p>Accurate recording of all results using Testing Results Log (KMG)</p> <p>Robust system for assessing stock levels and reordering established (KMG/RK)</p> <p>Contingency plan for alternative staffing or bubble closure due to high unsupportable number of positive results</p>										

Name of Risk Assessment Reviewing Manager:	Kate Guest
Date Reviewed:	11/03 2021

Chairperson of the Governing Body – Mr Denis Mills



School Protocols	If already documented elsewhere please refer to where this kept/link below
Cleaning Schedule	<p>Soft toys will be removed and securely stored; these are not to be used by pupils. Soft furnishings to create areas for learning can be re-instated but kept 'open' for ventilation and not 'closed-in'</p> <p>Throughout the day, all hard surfaces will be cleaned by school-based staff after each activity using anti-bacterial spray and paper towel to be disposed of immediately into a lidded bin.</p> <p>All ICT resources such as screens, keyboards and electronic 'mice' will be cleaned down using appropriate anti-bacterial products after each use; older pupils will participate in this practice.</p> <p>Where appropriate, resources used in the classrooms will be sterilised using Milton Fluid at the end of each day by school-based staff, in preparation for the next day; rotation of resources to be implemented wherever possible.</p> <p>Newport Norse Cleaners will attend the school to clean all areas used thoroughly, including toilets and all touch spots such as door handles and switches every morning from 06:00-09:00; checklist to be supplied by the Head Teacher and signed-off daily by the Caretaker. This will amount to six hours of daily cleaning and across the course of each week, will include a Periodic Focussed Clean.</p>
Provision	<p>Pupils in Nursey, Reception, Years 1 and Year 2 returned to face to face teaching from 23rd February 2021. Pupils in Year 3, Year 4, Year 5 and Year 6 will all return from 15th March 2021.</p> <p>All Year group classes form their own 'Bubble' or 'Contact Group', each with access to an outdoor area and separate toilets.</p> <p>These groups enter and exit the school building in the same way as those pupils in the FP, in a staggered way, as outlined in 'MPPS Daily Operational Guidance for Parents and Guardians'.</p> <p>The mitigation of risks as detailed above, apply to operation in all 'Bubbles' or 'Contact Groups'.</p> <p>Each class 'Bubble' or 'Contact Group' must be staffed appropriately in support of learning; a Class Teacher and at least one additional adult every day of the school week.</p> <p>Where a pupil attending school, has a Statement of Educational Need, it must be ensured that staffing levels allow for their individual needs to be safely met.</p> <p>Staff and pupils are not permitted to 'mix' across Contact Groups; this is only permissible for members of staff if they are unavoidably required to support learning or wellbeing; the rules of social distancing, respiratory and hand hygiene are essential in this event and additional PPE is to be worn.</p> <p>Each 'Contact Group will take their lunch together, in the outdoors or in the classroom/hall in the event of inclement weather. All members of staff in each Contact Group will facilitate comfort breaks; all staff will be allocated 30 minutes' lunch break away from pupils each day ensuring the appropriate supervision of vulnerable pupils and the remaining cohort.</p> <p>All classrooms will have designated areas for each child, including a specific storage area for their personal possessions.</p>
Toileting	<p>Pupils will be permitted to take a toilet break as and when they require it to prevent a particular time in the day being congested in the toilet areas.</p> <p>Designated toilets for each Contact Group will minimise transmission and clearly labelled 'Waiting Spots' on the floor in the areas outside the toilets will encourage social distancing.</p> <p>Staff allocated to each Contact Group will facilitate the necessary comfort breaks across the day.</p>
Social Distancing Outside the Classroom	<p>Parents will not be permitted beyond the perimeter gates; face coverings must be worn, hand sanitising and 2m distancing must be maintained during the drop-off and collection times.</p> <p>Pupils will enter and exit through the large or small playground gates, which will be monitored by the HT, DHT and SSA; details are outlined in 'MPPS Daily Operational Guidance for Parents and Guardians' and is fully communicated to parents and guardians via email and the school website.</p>

Pupils will enter and exit the school in a staggered way following the one-way system, clearly signposted.

The members of staff will not leave the premises until all pupils have been safely returned to the care of their parents.

For premises related issues, including managing fire safety, please see the School Premises Recovery Checklist.

*Pupil welfare issues, safeguarding, curriculum and organisation of learning, staffing ratios and rotas not dealt with as part of this assessment and will be managed as part of the wider recovery strategy. Vulnerable and statemented learners in standalone assessment.

Useful guidance:

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

<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/>

Revision and Amendment Record

Review Date	Amendment Made	Name of Reviewee:	Next Review Date
26/06/2020	No amendments required.	Kate Guest/Debbie Waters	20/07/2020
20/07/2020	Hazard 1: See print in bold above for amendments Hazard 2: Hand Sanitising stations now established throughout the school Hazard 3: See print in bold above for amendments Hazard 4: Individual Risk Assessments implemented for MW and OA; further assessments to be completed in preparation for the return of MI, AL and NJ.	Kate Guest/Debbie Waters	01/09/20
04/09/2020	No amendments required.	Kate Guest/Debbie Waters	12/11/2020
12/11/2020	No amendments required.	Kate Guest/Debbie Waters	27/11/2020
15/12/2021	No amendments required	Kate Guest/Debbie Waters	08/01/2021
02/01/2021	Reflect Hub provision only for the children or Critical Workers and Vulnerable pupils; three 'Hubbles' with no crossing between 'Hubbles'. The wearing face coverings by adults in communal areas within the school.	Kate Guest/Debbie Waters	05/02/2021
05/02/2021	No amendments required.	Kate Guest/Debbie Waters	26/02/2021
11/02/2021	FP face to face provision from 22/02/21 and KS2 Hub Provision. Careful timetabling of staff and a 'shift tracker' to ensure no member of staff is put at additional risk as well as no crossing over 'Bubbles' Distribution of 2 x triple layer face covering per member of staff. Vaccinations of members of staff linked to pupils with ALN x 3.	Kate Guest/Debbie Waters	26/02/2021
11/03/2021	Reflects the return of all pupils in KS2 bringing attendance to maximum capacity. Some amendments to reflect the latest OG; deletion of the need for forward facing desks allows a return to more collaborative learning within 'Bubbles'.	Kate Guest/Debbie Waters	26/03/2021
26/03/2021	Click here to enter text.	Click here to enter text.	Click here to enter a date.

Guide to Likelihood

Level	Descriptor	Description
1	Rare	This event may occur in exceptional circumstances
2	Unlikely	Do not expect it to happen but is a foreseeable event.
3	Likely	The event occurs occasionally
4	Highly Likely	The event occurs regularly
5	Frequent	The event occurs frequently

Guide to Severity

Level	Descriptor	Description
1	No Injury	No injury or adverse outcome
2	Minor	Short-term injury or illness that is resolved with no medical intervention required
3	Moderate	Injury or illness which is resolved with medical intervention
4	Major	Serious injury or illness with results in time-lost and medical intervention

5	Tragic	Death or long-term / permanent injury or illness.
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Likelihood	Severity					Suggested timescales
	1 No injury	2 Minor	3 Moderate	4 Major	5 Tragic	
1 Rare	1	2	3	4	5	No Immediate Action
2 Unlikely	2	4	6	8	10	Action prior to further implementation
3 Likely	3	6	9	12	15	Urgent Action
4 Highly Likely	4	8	12	16	20	
5 Frequent	5	10	15	20	25	