

## Risk Assessment Form

### Brief Description of Event or Activity

School opening to all pupils for two weeks from 29 June during COVID-19 emergency

### Broad Principles for mitigating risk to pupils and staff and their families

- Self-contained 'Bubbles' of between 8 and 10 pupils with one or two exclusive staff members
- Week split with classes 10/11, 8/9, 2/3 and 4/5a attending Monday and Tuesday
- Week split with Classes 6/7, 4/5b and Ty Haul attending Thursday and Friday
- Classes and Class areas closed for a deep clean on Wednesday. Ty Haul attending offsite Wednesday morning
- Kindergarten groups of 8 pupils, Ladybird attending Mon, Tues, Weds 9.15-1.15; Butterfly attending Weds, Thurs, Fri 8.45-12.45; Robin attending Weds 9.00-1.00 and Thurs, Fri 9.00-3.30 (transition afternoons). Kindergarten deep clean everyday.
- Toilets designated unisex and dedicated to one class
- Classes will enter through different gates and different doors
- Classes will not mix with each other, with staggered break times and staggered arrival times
- Social distancing will be maintained as far as is practicably possible given the ages of the children
- Strict personal hygiene routines will be required and monitored
- Daily wash down and disinfection of frequently touched surfaces will take place
- Pinch points – toilets and corridors - to be monitored
- Any member of staff or pupil developing symptoms of COVID-19 will be asked to take a test to determine whether this is the case
- An on line test can be arranged on line by following this link: <https://www.nhs.uk/ask-for-a-coronavirus-test>

## Risk Benefit – what is the pedagogical reason for this activity

The starting point of the in-building Transition Programme is the wellbeing of our children and young people, helping them ease out of lockdown with self-confidence and emotional resilience. Consideration was given to not returning until September, as many other independent Schools are doing, however this would have meant that pupils would not have touched base with the School, their classmates and teachers for almost 6 months. In balance, we feel that there are many benefits to a short return before the summer break, providing pupils with time with friends, a sense of routine and a chance to connect with their teachers.

We recognise that returning may cause anxiety for pupils and parents, and that some will find the disruption of partial in-building return a challenge. Our children and young people will also have experienced the disruption of routine and school structure and the impacts of long periods at home which may have been difficult.

Teachers will take a careful approach, focusing on creating a safe, secure and welcoming environment, supporting relationships, and facilitating communication and conversations that allow pupils to discuss their concerns in an age appropriate way. Teachers will provide wellbeing and learning activities appropriate to each group. For many pupils, simply engaging in meaningful learning experiences alongside their classmates, will support their well-being; helping them to feel a sense of purpose, progression and structure.

**Carried out by**            **Miranda Knight**

**Date**                        **19.06.2020**

**Review Date**            **Daily for the two week period**

**Reviewed last**

<b>National Covid 19 Alert Tool</b>	<b>Likelihood (L)</b>	<b>X</b>	<b>Impact (I)</b>
1	Almost Impossible	1	Insignificant (minor injury, no time off)
2	Unlikely	2	Minor (non-permanent injury, up to 7 days off)
3	Possible	3	Moderate ((injury causing more than 7 days off)
4 Current National Level	Likely	4	Major (death or serious injury)

5	Almost Certain	5	Catastrophic (multiple deaths)	
<b>RISK Rating</b>	<b>Low =1-3</b>	<b>Moderate = 4-7</b>	<b>Significant = 8-14</b>	<b>High = 15-25</b>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done Date	Likelihood	Impact	Risk
Transmission of virus from staff to pupils	The Pupil and the Pupil's immediate family with whom they are isolating, by catching COVID-19	<p>On arrival at School Teachers and other staff will wash their hands thoroughly with soap and water.</p> <p>All staff bags, coats, mobile phones and other belongings will be left in a designated area of their classroom and remain there for the duration of their day.</p> <p>Teachers' computers and other devices will not be used by pupils.</p> <p>A maximum number of 2 staff will allocated to each class. The same staff will be assigned to the same children each day.</p> <p>None of these members of staff will be working in an additional workplace for these two weeks.</p> <p>Staff will know to stay away from school if they, or someone they live with, has a temperature or develops other COVID-19 related symptoms. Staff will closely monitor themselves for COVID-19 symptoms.</p> <p>Staff, or those they live with, who develop symptoms will ask the School to refer for testing for COVID-19. Staff exhibiting symptoms will stay at home for 14 days in</p>	<p>Staff will wear masks when they are interacting with pupils at a distance approaching, or less than, 2 meters. These will be FFP2 grade (N95/KN95 equivalent) and meet the guidance from the WHO. They are recommended for use by the WHO for Coronavirus.</p> <p>Teachers will inspect their own masks daily for disrepair. It is recommended that these particular masks are replaced after one month of wear but that events can happen that require them to be replaced sooner. The School has spare masks for this eventuality.</p> <p>The time spent outdoors will be maximised.</p> <p>Staff will try to avoid touching any books, devices, clothes, other belongings, of the children. If they have to, they will wash their hands before doing so and wash their hands well afterwards.</p> <p>If a child or a member of staff lives with someone who is clinically vulnerable or clinically extremely</p>	MK / NR	19.06.20	Masks received 15.06.20	1	4	4

		<p>quarantine or until a negative test result has been evidenced, whichever is the sooner.</p> <p>All members of the School Community will be informed if there is a strongly suspected or confirmed case of COVID-19 amongst staff or pupils.</p> <p>An action plan will be put in place if a member of staff becomes ill with COVID-19. This will include measures to close areas of the School and deep clean all areas that have been in use by this class.</p> <p>All individuals who have been in the bubble with a positively testing individual will self quarantine for 14 days</p> <p>All equipment used will be washed down with soapy water and / or wiped with disinfecting solution or disinfectant wipes before being put back away. ( some equipment will not respond well to being washed with soapy water).</p> <p>No food will be prepared for pupils in the School kitchen.</p> <p>Staff will not have use of the School Kitchen for the duration.</p> <p>Staff will bring their own food and drink for the day.</p> <p>Staff will have their own dedicated plate, bowl, cup and utensils identified as theirs. All dishes, utensils and equipment used and left in School will be washed in the dishwasher at high temperature at the end of each day.</p>	<p>vulnerable, government advice will be followed.</p> <p>The environment and routines will be evaluated and amended on a daily basis as appropriate with a view to minimising contact between adults and children. All staff will be asked to conduct running risk assessments and will be provided with the means to record findings.</p> <p>Cleanliness habits will be reinforced through games, songs, visuals, adult support and repetition.</p>						
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		<p>A staff room will be set up in the School Hall for the use of staff that will allow for social distancing.</p> <p>A finite amount of, and controlled selection of, toys, equipment, books, will be available to the pupils and these will be disinfected before being put away at the end of a day.</p> <p>The daily timetable will be organised so that classes have exclusive use of the playground.</p> <p>Front and rear playgrounds will be utilised with Classes 6 up allowed to use the front. This will be supervised.</p>							
Transmission of virus from pupils to staff or other pupils	<p>The staff members working and their immediate families with whom they are isolating- by catching COVID-19. The pupils who are coming to School are potentially children of workers who are in contact with COVID-19 patients and have a higher chance of carrying the virus.</p>	<p>Measures as above and in addition:</p> <p>Parents will not enter the School building but drop children off and pick up at the door.</p> <p>Pupils will wash hands immediately they arrive in School They will go directly to the toilets without touching any doors or furniture. Staff will supervise that this is done thoroughly, offering support to children who are too young to do this properly.</p> <p>Pupils will wash their hands at least between activities, after going to the toilet, before eating and before leaving for home.</p> <p>Pupils will be gently reminded daily to stay at a 2 meter distance from each other in work and play and at mealtimes. Visual reminders of what 2 meters looks like will be displayed.</p>	<p>All staff know the symptoms of COVID-19 and know the procedure to follow if a child displays symptoms whilst in School. This being, to remove the child kindly from the classroom and locate either MK or NR to facilitate what happens next. Child is sent home and a test advised.</p> <p>Parents know not to bring children to the setting if they are displaying any symptoms of COVID-19 - that is, a new continuous cough and / or a fever and/ or a loss of their sense of smell or taste.</p> <p>Parents know that children are not to be brought to the setting if they are displaying any of these symptoms.</p> <p>If a child or a member of staff lives with someone who is clinically</p>			<p>All staff currently in setting informed 17.06.20 H&amp;S info sent to staff 25/26.06 Staff training.  Parents informed prior  Remind parents 26.06.20</p>	1	4	4

		<p>Staff will continually re-enforce catch it, kill it, bin it. Tissues will be easily available in all rooms. Children will be gently encouraged to avoid touching their faces at any time.</p> <p>Any child feeling unwell will be made comfortable in the Staff Room and parents will be informed immediately.</p> <p>The service will run with the minimum number and turnover of staff possible to reduce avenues of exposure.</p> <p>All equipment used will be cleaned and wiped with disinfecting solution or disinfectant wipes before being put back away. All surfaces including door handles, tabletops, sports equipment, computer equipment will be cleaned and disinfected at the end of each day. Bathrooms will be cleaned and disinfected at the end of each day. All rubbish bins will be emptied at the end of each day.</p> <p>No food will be prepared on the premises for the children.</p> <p>Each child and adult will have their own dedicated plate, bowl, cup and utensils identified as theirs. All dishes, utensils and equipment will be washed in the dishwasher at high temperature at the end of each day if they remain in School.</p> <p>A finite amount of, and controlled selection of, toys, equipment, books, will be available to the pupils and these will be disinfected before being put away at the end of a day.</p> <p>Windows and doors will be kept open when possible to increase air flow and ventilation.</p>	<p>vulnerable government advice is followed</p> <p>If a child or staff member lives in a household with someone who is extremely clinically vulnerable government advice is followed</p> <p>Children are allocated small groups which they stay in throughout the session. Groups are not mixed during the day, or on subsequent days.</p> <p>The same practitioners are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</p> <p>Small groups do not mix in the school building nor do they mix outdoors.</p> <p>Help given to children who have trouble cleaning hands independently.</p> <p>Surfaces that children touch, such as toys, books, tables, chairs, doors, sinks, toilets, cleaned more regularly than normal using standard detergents. (If standard detergents become unavailable, bleach can be used where COSHH risk assessment demonstrates it is safe to use)</p> <p>Parent and carer drop-off and pick-up arrangements organised to minimise adult to adult contact by staggering drop-off and collection times for children.</p>						
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		<p>All toilets will be designated unisex and each class present will have exclusive use of one bathroom.</p> <p>Classes will use the toilets under supervision and at specific times to avoid accidental meetings in corridors.</p> <p>In the Lower School where a child needs to use the toilet outside of these times the class teacher will ask for the support of NR or MK to accompany this child.</p> <p>MK will be working in a central space in the Lower School ( ie in the School Hall ) so that she can be easy to locate for support.</p>	<p>Parents maintain two metre distancing when they drop off and collect children, whilst maintaining safeguarding/visual controls.</p> <p>Only one parent brings the child to the setting.</p> <p>Lidded bins will be provided for tissues and these emptied every day</p> <p>Paper towels available in bathrooms rather than hand driers</p> <p>Soap dispensers checked daily as part of cleaning and disinfecting rounds</p>						
Child Protection		<p>The DSP will be available each day, normally this will be all day on site.</p> <p>On occasion when the DSP is not able to be on site they will remain available by telephone and able to return to the School immediately.</p> <p>Child Protection arrangements will continue as usual following the School's Safeguarding and Child Protection suite of policies.</p>					1	3	2
Safeguarding		<p>The emotional wellbeing of the children in our care will be paramount at this time. They may be worried for their parents, grandparents, significant others and are necessarily closer to the front line than some children by the nature of the parent's jobs.</p> <p>Sufficient staff ratios will be in place to ensure the physical safety of the children and also their emotional safety. Staff will source useful resources</p>					1	2	2

Underlying medical conditions of staff and children	Staff and Pupils	MK will issue a medical questionnaire to all staff potentially working in the school building during this time to alert the School to any medical conditions that may have further relevance.	Write medical questionnaire And distribute this	MK		13.06.20			
Underlying medical conditions of co-habitees of staff and children		Add to medical questionnaire section on the health conditions of individuals in staff members households or those they care for.		MK		13.06.20			
Visitors	Cross contamination All	No visitors will be allowed in the School building at this time.							
Social Distancing	All Cross contamination	<p><b>Class 4/5, 6/7, 8/9, 10/11</b> We will seek to ensure social distancing of 2 metres wherever possible.</p> <p><b>Class Ty Haul, Class 2/3</b> <u>Welsh Government Guidance</u> recognises that at primary school age it is not practicable to expect learners to maintain consistent social distancing of two metres. In line with this advice, staff will seek to ensure some distancing between children as far as is reasonably practicable.</p> <p><b>Kindergarten</b> In line with <u>Welsh Government Guidance</u>, Kindergarten groups will be kept to small, consistent groups of no more than 8 children and staff will seek to ensure some distancing between children as far as is reasonably practicable, with a focus on increased infection prevention and control measures</p>	Staff and pupils who are, or who are living with someone who is, clinically extremely vulnerable and who choose to come to School will observe strict social distancing and the School will ensure that this is possible.						2



Health and Safety General	All	All School Health and Safety and Safeguarding policies will continue to be relevant and adhered to in addition to the above measures.								
Evolving risk and precautionary measures	All	This risk assessment will be read by all staff who will be working in the setting. The risk assessment will be reviewed at least at the end of each week to take account of emerging information and guidance and to review suitability and effectiveness, of measures.								
Visitors	All	No non-essential visitors can access the setting.  Food deliveries will be arranged so as to maintain hygiene advice – external packaging will be disposed of or wiped down with anti-viral liquid before being put away. Food handlers will wash hands before and after putting supplies away.  Food deliveries will adhere to social distancing measures. An outdoor drop off will be arranged and staff will bring food in from outside.								
Sickness at the setting	All	Covid-19 sickness procedure.  <b>Adult</b> If a member of staff fell ill whilst at the setting they would return home immediately and arrange a test.  <b>Child</b> A procedure is in place to be followed if a child began to show symptoms of coronavirus. This includes: The child being moved to a designated 'safe zone' - an area of the Hall that will be								

		<p>private and comfortable - whilst waiting for parents to arrive. One adult will stay with the child. The child to leave the building with parent/ carer via the shortest route</p> <p><b>Personal Protective Equipment</b> A face mask will be worn by the supervising adult if two metres cannot be maintained with the child. If contact or personal care for the child is necessary, gloves, an apron and a face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn.</p> <p>Additional cleaning will be carried out if there is a suspected/confirmed case of Covid-19, following government advice</p> <p>If child tests positive for Covid-19 other children in their group will be asked to self-isolate for 14 days Testing will be available for remaining staff and children.</p> <p>The Confidentiality Policy is followed at all times – this includes withholding the names of staff, volunteers and children with either confirmed or suspected cases of coronavirus</p>							
Office Staff	<p>Staff exposed to virus through contact with children and other staff. Other staff and children exposed to the virus from Office Staff.</p>	<p>All tables, keyboards, desks, chair arms and telephones to be cleaned before and after use, between shifts, and at the end of the day with disinfectant solution or wipes.</p> <p>Staff to have allocated phones and desks wherever possible.</p>							

		<p>Workstations positioned to give two metre distance.</p> <p>Limit use of high-touch items such as printers. Provide gloves for use of these.</p> <p>School kitchen out of bounds for the two weeks. Staff to bring own food and drinks. Office staff to have dedicated cups, cutlery and crockery.</p> <p>Office to be well ventilated with open windows and doors where practicable.</p> <p>Office staff to not enter classrooms.</p> <p>Office staff to be made aware of measures in place to reduce infection chances.</p>								
Staff not up to date with Senedd advice and guidance	All risk of exposure if staff are not aware of latest relevant guidance	<p>MK responsible for monitoring guidance that comes directly from Senedd and through Welsh Independent Schools Council and Steiner Waldorf Schools Fellowship guidance.</p> <p>MK to notify all staff working in the setting of any significant changes.</p>								
Reduced staffing, availability of specifically trained staff – i.e. DSP, first aiders	All – injury or safeguarding incidences not able to have prompt and proper response	<p>DSP on site at all times that children are present.</p> <p>Adequate first aid personnel on site at all times.</p>	<p>DSP MK DDSP GC</p> <p>Monday and Tuesday First Aiders NR MK GC BK IP</p> <p>Wednesday Thursday Friday First Aiders MK NR JH AP IM SP</p>							