

## GREENFIELD SPECIAL SCHOOL: COVID-19 SCHOOL RISK ASSESSMENT - SPRING TERM 2022

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<b>Assessment date</b>	10/01/2022
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<b>Directorate</b>	3. PEOPLE AND PERFORMANCE
<b>Service Area</b>	Education
<b>Department</b>	Schools
<b>Section</b>	Greenfield School

### Description of work area and/or process activity

COVID-19: SCHOOL RISK ASSESSMENT AUTUMN TERM 2021

This risk assessment has been updated using the following guidance from Welsh Government;

- ` School operations from January 2022`
- ` Children and young people with higher clinical risk and clinically extremely vulnerable adults: guidance for education settings`
- ` Guidance for staff in special educational provision following potential contact with COVID-19`

Due to the increasing number of positive cases within the community the school will continue to implement the majority mitigation measures that were in place during the summer and autumn term, including:

- A) \*Reinforcing the 2m rule and requiring that where staff make regular interactions of less than 2m, this should include correctly worn, 3 ply face coverings or fluid resistant surgical masks (FRSMs);
- B) Enhancing ventilation rates to account for possible higher viral loads;

In addition the school will

- C) Asking staff to test themselves using lateral flow test kits every day and secondary aged pupils 3 times a week

\* It is required that staff continue to wear face coverings in communal areas such as corridors, however, this is no longer required in class due to the impact upon communication and well-being.

The latest guidance advises that people who are fully vaccinated or under 18 are not required to self-isolate if they have been identified as a close contact and can be allowed to attend the school. However, Welsh Government have advised that Special Schools can undertake a Risk Assessment in order to determine whether it is safe for an individual to return to school. The School has therefore created a flow chart (attached) to assess the risk of a pupil returning to school if they have been identified as a close contact to someone who has tested positive for Covid 19.

If a pupil or staff member has been identified as a close contact by TTP or they live with a person who is positive we will ask them to take a PCR test and they can return to school if the result is negative. In this case we would ask them to take daily Lateral Flow tests for ten days from the initial contact. We will however, take extra precautions if a staff member works closely with a pupil that is known to have a health condition that would make them more vulnerable. staff members who are unvaccinated will have to self isolate for 10 days regardless of any testing.

We are also asking parents to take their child for a PCR test if their child is displaying one of the wider range of symptoms such as fatigue, myalgia (muscle ache or pain), a sore throat, a headache, a runny nose, nausea, vomiting, or diarrhoea.

If a member of staff or a pupil test positive on the LFT, they are then considered as positive for Covid 19 and do not need to get a PCR test to confirm the result.




As ever, staff should continue to check and follow the general guidance from Public Health Wales, as it may supersede the information contained here.

### Persons affected that were identified




<b>Caretaker/Site Manager</b>	x 1	<b>Children</b>	x 170	<b>Cleaners</b>	x 6	<b>Employees</b>	x 114
		<b>Office Staff</b>	x 4	<b>Pupils</b>	x 170	<b>Visitors</b>	x 10

## Hazard Information




### Biological - COVID-19

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b> 1. Large groups waiting at the start of the school day to access school/pupils resulting in unnecessary mixing.
	<b>Measures Currently in place to prevent risk of injury</b> School building will only be accessible to Pupils and staff. No Parents/Carers to enter the building unless there is an urgent matter that needs dealing with or for essential meetings (annual reviews and clinics). For parents/carers who drop off, they will be asked to wait at the school gate closest to their child's class until a staff member collects the child, parents need to ensure they physical distance from other parents whilst waiting. Admission to school for pupils will be the normal time of 8:50am. Arrival and collection of pupils via taxis will be no longer be staggered, drop off 8:50, taxis not to arrive for collection of pupils until 2:50, pupils will not start being dismissed until 3:10pm. School site kept safe as possible and reduced possibility of virus transmission.
 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.	




### Biological - COVID-19

<b>Current Rating</b>  <b>LOW</b> 	<b>Description and/or cause of the hazard identified</b> 2. Pupils accessing their class.
	<b>Measures Currently in place to prevent risk of injury</b> All children to access the Primary building via the main entrance; procedure to be implemented to ensure pupils wash their hands upon arriving at school.. All pupils who access the secondary building will be collected by a staff member who will take them directly to class using the class door from the yard to minimise traffic within the corridor. Children are to go directly to their allocated class. Clear signage for staff and pupils to follow.
 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.	




**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	3. Accessing office causing potential cross contamination.
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>Messages must be phoned using class phone and not pupils/staff sent.          Office to be locked to stop pupils/staff entering.          Staff and pupils to communicate through the hatch.          Limited need for access to school admin in a communal area.          Admin staff or nominated staff member only permitted in offices          Admin staff member to disinfect phone and frequently touched surfaces in office</p> <p>Non-office staff to stay out of office areas including when they need to make phone calls (this will reduce cross contamination from telephone hand sets), this includes offices used by Senior Leaders.          Phone calls to be done from class or done by admin on behalf of non-admin staff.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.




**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	4. Visitors/Contractors on site
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>Visitors to school site are to be minimised to essential/emergency visits only, PPE to be worn where physical distancing is not possible.</p> <p>Parents/carers visiting school for clinic, annual reviews and parents` evening is considered essential in Greenfield due to the complexity of our pupils` needs` which requires good and regular communication between parents/carers and professionals.          Visitors providing therapies and interventions for health and wellbeing are considered essential.</p> <p>All visitors working with pupils to be given a LFT unless they are already carrying out twice weekly LFTs as part of their own working practices.</p> <p>All visitors will be reminded of physical distancing rules whilst on site with hand washing facilities available.          Visitors questioned if they have any symptoms associated with COVID-19 or been in contact with anyone in the last 7 days who has symptoms.          Visitors to use anti bacterial hand gel upon arrival when signing in and to be given a face covering to wear if they do not have their own.          All visitor sign in at reception for Track and Trace.          Class teacher keep their Own Track and Trace up to date so that we can identify with pupils/groups/classes visitors have been in contact with.</p> <p>Parents evening;          Parents/carers visiting for parents evening must enter the classrooms from the outside where possible to reduce the number of people within corridors.          Teachers to will need to keep a register of who has attended for Track and Trace purposes.          Teachers to ask parents/carers to use hand gel upon arrival and provide face mask if they are not wearing one already.          Staff must keep parents/carers 2m away or they must wear a face mask during parents evening.          Staff to wipe down chairs and tables between each set of parents.</p> <p>Reduced possibility of virus brought in from outside the school environment.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.




**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	5. Parent/Carer needs to collect a child from school during the day
	<b>Measures Currently in place to prevent risk of injury</b>
	Parents/Carers needing to pick up a child should contact school prior to arrival with expected ETA. On arrival at school premises, school clerk to phone class and a staff member from that class will take the pupil to designated collection point - outside main reception if parent has no car. Parent/Carer to wait in the car if possible and is not to enter the school building at any point. Parents/Carers able to collect Pupil safely during the school day
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.

**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	6. Parents/Carer/Visitor requests meeting with Head/Class teacher
	<b>Measures Currently in place to prevent risk of injury</b>
	All communication is via email, phone call or Teams meeting online only. No face to face meetings will be permitted or arranged for any staff, unless the Headteachers deems it to be an emergency or absolutely essential for the wellbeing of the pupil. Reduce chance of Staff coming into contact with Virus form Parent/Carer.
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.

**Biological - COVID-19**

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b>
	7. Gatherings/Activities in groups where virus can transmit.
	<b>Measures Currently in place to prevent risk of injury</b>
	All activities which result in large groupings such as Assembly to be postponed. Assembly can take place in classes with children or within key stages in the hall where classes are physically distanced from each other. PE can take place in the hall within key stages but should be done outdoors if possible. Break times will revert to normal as pupils are outside for a limited time.  Children reminded of physical distancing rules. Mark the corridor and set up signs to remind staff and pupils to walk down corridor one at a time, waiting spaces to be signposted for the long corridor in Primary department.  Staff to ensuring physical distancing is observed in the staff room. Lunchtimes continue to be staggered into 2 sittings within the hall to separate primary and secondary. Pupils will sit within class groups and tables will be set 2m away from each other. Pupils based in primary building must eat meals at their designated classrooms. DRA staff to wear gloves and aprons at all times. Reduced chance of virus passing in large groups.
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.

**Biological - COVID-19**

Current Rating



**Medium**



**Description and/or cause of the hazard identified**

8. Staff catching the virus

**Measures Currently in place to prevent risk of injury**

All staff reminded to check their own health before coming into work.  
 Staff have been provided with home Lateral flow test kits and have been advised to test themselves every morning before school. Staff are responsible for registering the LFT result on the government portal.  
 If any symptoms relating to COVID-19 these must be reported immediately.  
 Staff must not come in if they develop symptoms or have a positive LFT result.

Staff to wear 3 ply face coverings or surgical masks whilst in corridors, on transport and in communal areas, they do not need to wear them within their own class if.  
 Where social distancing is not possible for any reason, then 3 ply face coverings or surgical masks should be worn by all parties (readily available in school), unless exclusions apply. For staff who medically exempt from wearing masks, visors must be worn.

Secondary pupils will be encourage to wear face coverings on transport and within the school, they will not need to wear them outside or within their own class. It is recognised that many pupils will be unable to wear a face covering due to their ALN or medical conditions.

When carrying out personal care, first aid or when dealing with a pupil who is showing symptoms staff must wear PPE provided; aprons, gloves, visor and medical disposable masks. PPE will be readily available in the personal care rooms.  
 Each classroom to have a box of emergency PPE ready for use if a pupil becomes aggressive and there may be a need for protection from spitting and where staff may need to intervene physically.

Appropriate measures in place to protect staff.

 **No Remedial Actions Entered**  
 No Remedial Actions have been added to this hazard.

**Biological - COVID-19**

Current Rating



**Low**



**Description and/or cause of the hazard identified**

9. Reduce the risk of children catching/passing the virus.

**Measures Currently in place to prevent risk of injury**

If a pupil looks unwell or complains of feeling unwell they will be sent home. If the pupil has Covid symptoms the pupil will wait within the isolation room (girls changing room in secondary building).

Where children undertake desk based learning, arranging classrooms with forward-facing desks, recognising this may not be possible or appropriate in all settings and particularly for younger learners.  
 Staff maintaining physical distance from other staff.

Staff maintaining physical distancing from learners as much as possible, recognising this may not be possible with younger learners.  
 Making the most of the space available, including outdoor space.  
 Strategies in class to encourage pupils to be reminded of physical distancing where possible, e.g. use of Social stories.  
 Keep rooms well ventilated. The Co2 monitors will be used to detect if there is poor ventilation.

Each class to have a designated handwashing area if they do not have a sink in class (most classes have sinks). Soap/Alco gel, paper towels and bin.  
 Each class to use their own toilets and where a class does not have a toilet they will be given a designated toilet to use, these will be clearly marked and allocated on the time table.

Pupils to use hand sanitiser before entering the toilets.

Floor stickers around communal areas that mark out 2m to encourage distancing.

Secondary pupils will be encourage to wear face coverings on transport and within the school, they will not need to wear them outside or within their own class. It is recognised that many pupils will be unable to wear a face covering due to their ALN or medical conditions.  
 Reduced possibility of children catching the virus.



**No Remedial Actions Entered**

No Remedial Actions have been added to this hazard.

**Biological - COVID-19**


Current Rating






**Medium/High**






Description and/or cause of the hazard identified
10. Staff/Pupil develops symptoms during the School Day
Measures Currently in place to prevent risk of injury
<p>If Pupil develops symptoms, pupil placed in isolation room (girls changing room next to hall) and parents/carers called to collect pupil immediately. Staff to wear PPE when supervising in isolation room</p> <p>If positive cases confirmed follow Public Health Wales guidance -Test, Track and Trace.</p> <p>Isolation room and classroom the pupil/member of staff occupied to be cleaned.</p> <p>If Staff member develops symptoms, sent home immediately</p> <p>Ensure staff, learners and parents/carers fully understand that any staff member or learner who has any of the three cardinal symptoms of COVID-19 - new persistent cough, fever and/or loss of taste or smell should not attend the school setting but should self-isolate, arrange a COVID-19 test and notify the school of this.</p> <p>If an employee is fit enough to work even in isolation, employees should be supported to work at home to support remote learning. However, it is important to note that this must be agreed with the employee`s Headteacher.</p> <p>Testing is available for all staff members and is also available for all symptomatic household members.</p> <p>Testing is being made available for those experiencing a wider range of symptoms such as fatigue, myalgia (muscle ache or pain), a sore throat, a headache, a runny nose, vomiting or diarrhoea.</p> <p>Individuals who take a test because of these wider symptoms are not required to isolate while they await their test result. This includes learners, who can continue to attend their school or setting while they await a test result.</p> <p>However, children with diarrhoea and/or vomiting must not attend school until they are symptom-free for 48 hours, even if their result is negative.</p> <p>Even if self-isolating, employees should be supported to work at home to support remote learning, there must be a discussion with the Headteacher.</p> <p>Any employee who is contacted by TTP must follow their guidance. If an employee is fit enough to work and able to work from home, they are expected to do so even if self-isolating and support with remote learning.</p> <p>Any member of staff who has provided close contact care to someone with symptoms, even while wearing a face covering, and all other members of staff or learners who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>- they develop symptoms themselves (in which case, they should commence self-isolation immediately and arrange to have a test)</li> <li>- they are requested to do so by TTP.</li> </ul> <p>Everyone must wash their hands thoroughly for at least 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell with COVID-19 symptoms.</p>

 **No Remedial Actions Entered**  
No Remedial Actions have been added to this hazard.




**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	11. Collection Procedure at the end of the day. Large number of pupils on the path getting onto taxis. Parent/Carers waiting in large groups at the end of the day, and leaving school site in groups.
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>All Parents/Carers collecting pupils will need to wait outside the main gate (including those that that come by car unless their child has mobility difficulties). A staff member will be at each gate and will radio the office who will contact the child`s class who will then take the child to their parent/carer. Parents/carers will be asked to wait at the gate nearest to their child`s classroom and will be asked to maintain physical distance from other parents/carers.</p> <p>Taxis to wait in the usual places on drive and PAs to wait in the taxi until staff member brings the pupil directly to the taxi. As the taxis arrive their number will be called using the radio. This will ensure that only a limited number of pupils will be walking on the path to their taxi at a time.</p> <p>Taxis will be called in batches of 10 at a time. Once the first 10 taxis are safely loaded they will be allowed to leave to make room for more taxis to come off the road. then the next 10 will be called. TAXIS WILL NOT BE PERMITTED TO MOVE WHN PUPILS ARE ON THE PATH.</p> <p>Children cannot be sent with other Parents/Carers due to Physical Distancing Guidance.</p> <p>There is safe and organised collection of Pupils at the end of the day, reducing the possibility of transmission amongst staff/children on the path and parents of different families.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.

**Biological - COVID-19**




<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	12. Parent/Carer trying to access Office/Class at the end of the day
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>No Parent/Carer is permitted inside the school building. Communication via email or phone only.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.

**Biological - COVID-19**




<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	13. Staff on site at end of day
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>No after school provision will run at this time.</p> <p>Staff can remain on school site within their classrooms/offices to carry out necessary duties such as tidying classrooms and preparing resources.</p> <p>Any necessary meetings will be held online or within a space large enough to implement physical distancing such as the hall.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.






**Biological - COVID-19**

<p>Current Rating</p>  <p><b>Medium</b></p> 	<p><b>Description and/or cause of the hazard identified</b></p>
	<p>14. Pupils with complex ALN and young pupils do not understand physical distancing.</p>
	<p><b>Measures Currently in place to prevent risk of injury</b></p>
	<p>Welsh Government: Operational Guidance - Schools should work with parents and carers to ensure that they fully understand how the risks of transmission are being mitigated.</p> <p>In special schools, we recognise that it is not practicable to expect learners to maintain consistent physical distancing of two metres. Staff should however seek to ensure some distancing between learners.</p> <p>Regular hand washing to be implemented for pupils and staff. Clear communication of expectations with Parents/Carers Activities planned designed to discourage close proximity Social stories and preparation for pupils before coming into school Frequent hand washing Minimise the amount of time that physical distancing is compromised; if time of exposure is less than 15 minutes then risk is reduced (in-line with Track and Trace guidance)</p>
	<p> <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.</p>




**Biological - COVID-19**

<p>Current Rating</p>  <p><b>Low</b></p> 	<p><b>Description and/or cause of the hazard identified</b></p>
	<p>15. Cross contamination using resources</p>
	<p><b>Measures Currently in place to prevent risk of injury</b></p>
	<p>All pupils only to bring in essential items from home including coats, bag with snacks, personal pupil packs containing own stationary. All pupils not to share personal items with others. All pupils to keep their items to be kept in designated tray / box /area as organised by their class teacher (depending on the class the procedures will vary due to different needs of the pupils).</p> <p>Pupil packs available for those without. These are to be clearly labelled and only used by that pupil. To be disinfected when stored away after use. Staff and learners should have their own pencils, pens etc and these should not be shared.</p> <p>All parents / carers reminded to clean all items brought from school to home e.g school bag, reading books, clothing. NO BOOKS other than essential reading books to be brought from home to school and vice versa.</p> <p>All toys and equipment to be wiped down after use. Equipment to be kept to a minimum. Classroom based resources such as books and games can be used and shared within the contact group, but these should be cleaned each day. Surfaces should be wiped down regularly.</p> <p>Resources that are shared between classes or contact groups (for example sports, art or science equipment) should be cleaned frequently and always between contact groups. If possible, they should be rotated to allow them to be left unused for 48hrs (72hrs for plastics).</p> <p>Access to playground equipment should be limited to specific groups and cleaned after each use by separate groups.</p> <p>Outdoor learning should be encouraged wherever possible. Where children are using outdoor play equipment that can't be wiped down e.g. wooden trim trails, children should wash their hands prior to using the equipment and again after using it. Hand sanitiser available for use outdoors.</p> <p>Teachers will provide verbal feedback / written feedback using interactive whiteboards as much as possible.</p>
	<p> <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.</p>




**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	16. Staff fatigue
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>Ensure all staff have regular breaks.</p> <p>Ensure staff have their 30 minute lunch break.</p> <p>Staff to report to the headteacher or member of senior team with any problems or issues they may be experiencing.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.




**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	17. Shielding / Extremely vulnerable adults and children exposed to virus
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>Shielding requirements for extremely vulnerable individuals has now finished. If staff or pupils have a condition that puts them at significant risk this would need to be discussed with their GP. If staff are unable to attend school for health reasons this would require a doctors certificate and a referral to Occupational Health.</p> <p>If a staff member is extremely clinically vulnerable carry out a risk assessment with the member of staff.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.




**Biological - COVID-19**

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b>
	18. Vulnerable adults and children exposed to virus
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>All pupils with Health Care Plans and health conditions to have had these reviewed by School Nurse at the beginning of the spring term. School nurse will carry out a risk assessment where needed.</p> <p>For those members of staff at increased risk they should continue to closely follow the guidance on social distancing and hygiene. Further advice on this can be given by HR.</p> <p>If staff have any concerns about returning to school they must speak to their Headteacher in the first instance so they can discuss the concerns and complete a stress risk assessment if appropriate. The Welsh Government COVID-19 workforce risk assessment toolkit can be used by Headteachers to support staff to return to school.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.



**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	19. Hygiene and Cleaning
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>Guidance provided to all staff regarding regular cleaning of surfaces and frequently touched areas such as handles, taps, tables.          Cleaning materials available in all classes.          Cleaning materials kept safely away from pupils.          Aprons and gloves available for all staff          PPE available in all classes</p> <p>Class tables cleaned by DRAs in preparation for dinner and cleaned following dinner.          Staff to clean resources used by pupils after each session to reduce cross contamination from different groups of pupils.          Ventilate rooms whenever possible</p> <p>There will no longer be a need for schools to set aside specific days for deep cleaning. However, if there is a confirmed cluster associated with one class in the school a deep clean of the immediate area will continue to be helpful in reducing transmission.</p> <p>Staff undertaking work at different premises over the course of the working day (i.e. cleaning and/or catering staff), are especially reminded of the importance of observing strict personal hygiene, cleaning of areas and social distancing at each establishment. Staff should also notify their line manager(s) immediately should they develop symptoms over the duration of the working day. As with all staff, an extra emphasis on record keeping for Test Track and Trace purposes will be necessary (i.e. signing in and out records).</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.




**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	20. First Aid
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>Ensure there is access to available First Aid at all times          PPE available in the event of First Aid being required          School's First Aid policy and procedures remain unchanged other than PPE to be worn.          First aider to be on duty at all times.          School Nurse to support with first aid.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.




**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	21. Catering
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>Pupils in the primary building will continue to have their dinners in class, DRAs will support with cleaning and preparing the classrooms at dinner time.          Pupils based in the secondary building will use the hall having staggered dinner time (primary then secondary) to allow for physical distancing.</p> <p>There is a separate Risk Assessment for the School Kitchen (attached).</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.




**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	22. Staff training in relation to the implementation of this risk assessment
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>Risk Assessment completed and regularly updated identifying potential risks / hazards.</p> <p>Staff asked for feedback regarding procedures so that the Risk Assessment is kept up to date and appropriate for the needs of the school.</p> <p>Staff guidance and procedures to be shared via e-mail and reinforced by SLT when staff are in school and during staff meetings/INSET.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.




**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	23. Staff and pupil Mental Health and Wellbeing
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>Use of PCP tools and approach with pupils and staff.</p> <p>Additional well being support provided to vulnerable learners.          Increased availability of therapeutic interventions (FM to be taken out of class) and reintroduction of ELSA.</p> <p>Share resources and guides for staff - help line info and counselling support</p> <p>Resources for parents to support pupils made available on school website from Educational Psychology Service.          Public Health Wales guidance available online</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.




**Biological - COVID-19**

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b>
	24. Safeguarding
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>Learners will have encountered different experiences and home environments during lockdown and all staff are reminded of their safeguarding duties within the statutory safeguarding guidance for education settings Keeping Learners Safe and School Safeguarding Policy.</p> <p>All staff to be kept updated with Safeguarding training.</p> <p>Where possible all pupils learning from home due to need for self isolation will be encouraged to join a daily Circle Time session with the class teacher via Teams.</p> <p>For any pupils who have not returned to school following the full reopening of school, unless there is a significant health need they will be subject to usual absence procedures, e.g. referred to EWO.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.




**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	25. Emergency procedures
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>All pupils and staff to be informed of revised evacuation procedures in the event of an emergency i.e. the need to observe physical distancing at fire assembly points</p> <p>Whole school evacuation in event of alarm still applies.</p> <p>The local authority recommends that all non-fire doors are be locked/wedged in an open position (to minimise physical contact with surfaces). Fire doors need to remain in normal use.</p> <p>Where possible windows should be kept open to provide further ventilation.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.

**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	26. Communication with staff and parents
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>Ongoing communication with parents via website, Schoop and phone calls.</p> <p>Staff updated regularly via e-mail and meetings</p> <p>Risk Assessments shared with staff and parents via website</p> <p>Risk assessment to be updated regularly as and when advice is changed or when additional information / concerns come to light</p> <p>The local authority will ensure that regular communication will be provided to parents/carers via schools.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.

**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	27. GDPR -staff remote working
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>Awareness of GDPR implications as schools will be processing data.</p> <p>Awareness of data processing regulations when working at home / remote access.</p> <p>Share information with LA DPO for guidance / checks.</p> <p>Set up secure access for those working at home and processing data.</p> <p>Set up secure e-mail for admin and teaching staff so that pupil information can be safely shared.</p> <p>SLT to monitor use of SeeSaw and other apps being used by teachers to manage distance learning during periods where a whole class is asked to self isolate.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.

**Biological - COVID-19**

Current Rating



Low



**Description and/or cause of the hazard identified**

28. Spread of COVID19 through on-site contamination during day from staff/pupils or others accessing the site.


**Measures Currently in place to prevent risk of injury**

Additional cleaning of the site required during the day and revised COVID19 cleaning procedures adhered to.




**CLEANING STAFF**  
See COVID - 19 CLEANING INSTRUCTIONS & PROCEDURES in the LA Guidance Appendix 6 for Cleaning staff protocols which have been shared and discussed with cleaning staff / agreed with cleaning contractor (Delete as appropriate)  
All staff informed of 2 metre distance and to exercising Social Distance measures.  
1 cleaner at a time in store cupboard.  
1 cleaner to clean a room at any time with no other persons and including Toilets/Washrooms, where possible.  
Cleaning staff instructed on Covid-19 cleaning regime to include for increased cleaning for contact / touch surfaces during pandemic & use of appropriate disinfectant and bactericidal cleaning chemicals daily.  
All Cleaning staff to renew cloths frequently and use 8 sides of cloth.  
Cleaners to follow the colour coding regime for hygiene.  
Cleaners provided with PPE, have been instructed on safe use at start of renewed duties.  
Cleaning Teams allocated to separate/areas and rooms to clean - Any rooms/areas that are occupied, cleaner`s instructed to vacate and clean when unoccupied or when safe distance of 2metres can be achieved.  
The majority of cleaning times are at times when limited staff on site.  
Cleaners instructed in the event of locating any undesirables they are to report to their Line Manager to arrange for its safe removal & maintain a safe distance.  
Clean water supplied in the cleaning cupboard.  
Cleaners are not responsible for disposal of clinical or sanitary waste.  
Cleaners are provided with sufficient disposable gloves/cloths & have been instructed to renew frequently.  
Cleaners are instructed to launder uniforms following each shift, and to request more if required.  
Cleaners to be instructed to clean down non-disposable cleaning equipment after each shift.

**SCHOOL STAFF**  
Classroom areas require good housekeeping during the day and both pupils and staff have been informed of the need to minimise the amount of waste generated and to maintain clean areas.  
Classroom spillages will be cleaned up immediately by staff using paper towels.  
Anti-bacterial cleansing wipes will be used during the course of the working day in classroom areas to wipe down desks.




**ISOLATION ROOM**  
Staff to wipe down surfaces and handles after a child who is showing symptoms has been in the isolation room.

 **No Remedial Actions Entered**  
No Remedial Actions have been added to this hazard.




**Biological - COVID-19**

<p>Current Rating</p>  <p><b>Medium</b></p> 	<p><b>Description and/or cause of the hazard identified</b></p>
	<p>29. Personal Protective Equipment - Reduce the risk of exposure of virus</p>
	<p><b>Measures Currently in place to prevent risk of injury</b></p>
	<p>Suspected coronavirus (COVID-19)</p> <ul style="list-style-type: none"> <li>- Gloves, aprons, and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.</li> <li>- 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 the areas where a person suspected of having COVID-19 has been.</li> </ul> <p>Intimate care</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, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction.</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>PPE is available for every staff member and is ready for use in each classroom</p> <p>Staff have been offered the use of scrubs to protect their own clothing, e.g. where children have spitting behaviours</p> <p>Isolation room is equipped with PPE and bags for disposal after use</p> <p>Admin staff to stock check and maintain supplies (contact LA to order further supplies)</p>
	<p> <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.</p>




**Biological - COVID-19**

<p>Current Rating</p>  <p><b>Medium</b></p> 	<p><b>Description and/or cause of the hazard identified</b></p>
	<p>30. Medication</p>
	<p><b>Measures Currently in place to prevent risk of injury</b></p>
	<p>School Nurse to administer medication. If school nurse is not available only appropriately trained staff to administer medication. Follow pupils' Health Care Plans. Staff administering medication to wear gloves and PPE. Do not share or reuse containers for passing medication (tablets) to pupils. Minimise close contact time and try to adhere to physical distancing where possible. If parents/carers need to drop off medication this needs to be prearranged with the school nurse. School nurse to meet parents outside to collect medication.</p>
	<p> <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.</p>




**Biological - COVID-19**

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b>
	31. Manual Handling
	<b>Measures Currently in place to prevent risk of injury</b>
	PPE in line with current National Guidance Trained staff Consistent familiar staff Manual Handling Plans to be followed Encourage Parents/Carers to regularly wash slings and clean equipment as travel from home to school is a cross infection risk Additional equipment has been sourced to clean chairs and equipment such as a steamer
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.

**Biological - COVID-19**




<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	32. Pupils unable to eat without support; individual pupil needs and food from home
	<b>Measures Currently in place to prevent risk of injury</b>
	Use PPE Regular hand washing, wearing of gloves and no shared containers Consideration of social distancing, minimizing close contact time wherever possible Food containers and cutlery to be sent home in a sealed container or an appropriate sealed bag for cleaning
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.

**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	33. Use of minibuses
	<b>Measures Currently in place to prevent risk of injury</b>
	The use of minibuses has been reinstated since off site visits have been resumed as of 1st May 2021.  If a minibus is used the following safeguards will be put in place; - Staff to wear face coverings. - Secondary aged pupils to wear face coverings if possible. - Minibus cleaned thoroughly after use. - Only one contact group to use a minibus at a time (contact group is the class or two/three classes joined together from the same key stage).
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.






**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b> 34. Use of water dispenser.
	<b>Measures Currently in place to prevent risk of injury</b> Water dispenser can be used but must be cleaned before and after use using antibacterial wipes. Only adults to use the water dispenser. Adults may refill pupils` water bottle on their behalf.  To reduce risk of cross contamination.
 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.	




**Other (See: Hazard Details)**

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b> 35. Lack of appropriately trained staff due absences due to Covid
	<b>Measures Currently in place to prevent risk of injury</b> 1. Maintain class teams and supervision levels as far as practicable at all times. 2. Identify `back up` staff. 3. Consider redeploying experienced staff where necessary. 4. Close the class if it cannot be staffed safely.
 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.	




**Other (See: Hazard Details)**

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b> 36. Building and Property maintenance: Legionella, fire, property defects, electrical safety.
	<b>Measures Currently in place to prevent risk of injury</b> 1. All routine inspections and tests must be maintained (eg legionella water monitoring and hand wash water temperature). 2. In particular, legionella controls must be strictly followed to prevent the bacteria from growing in little used areas of the school building. 2. Statutory inspections and servicing to continue. 3. Defects to be reported for remedial action. 4. Any areas presenting increased risk to pupils to be locked. 5. All `keep locked` doors to be such, including chemical/cleaning storage. Electrical distribution and high risk areas/rooms to be isolated. 6. Good housekeeping to be maintained at all times. 7. All outdoor building maintenance must be co-ordinated with the Headteacher to ensure segregation from children and staff (eg grass cutting etc). 8. All contractors must report to reception prior to the start of any work - with no exceptions. 9. Building /repairs to be completed outside school hours where possible. 10. Care taker to let contractor in and out of the school site outside of school hours. 11. If contractors need to use a fob, this must be returned immediately, all fobs must be accounted for. 12. Track and trace information to be taken.
 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.	




**Other (See: Hazard Details)**

<p>Current Rating</p>  <p><b>Low</b></p> 	<p><b>Description and/or cause of the hazard identified</b></p> <p>37. Live streaming as part of the blended learning offer, keeping staff and learners safe online.</p>
	<p><b>Measures Currently in place to prevent risk of injury</b></p> <p>Teachers will only carryout live streaming with another colleague. Any live streaming will use the Teams via Hub as this is the safest platform and is recommended by Welsh Government. Parents and pupils will be required to sign the acceptable use policy. Teachers to follow latest guidance form Welsh Government on synchronous and asynchronous learning.</p>
<p> <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.</p>	




**New or expectant mother**

<p>Current Rating</p>  <p><b>Medium</b></p> 	<p><b>Description and/or cause of the hazard identified</b></p> <p>38. New or expectant mothers</p> <p>Pregnant women are in the people at increased risk category and are generally advised to follow the advice in this link, <a href="https://gov.wales/people-increased-risk-coronavirus">https://gov.wales/people-increased-risk-coronavirus</a> which applies to all staff in schools and the general public, but in doing so be aware that they are at increased risk. All pregnant women should take particular care to practice frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in this risk assessment to minimise the risks of transmission.</p>
	<p><b>Measures Currently in place to prevent risk of injury</b></p> <ol style="list-style-type: none"> <li>1. Pregnant staff over 28 weeks gestation must work from home.</li> <li>2. Pregnant staff under 28 weeks gestation with an underlying health condition must work from home.</li> <li>3. All other pregnant staff can work from school, wearing fluid resistant surgical masks when unable to comply with 2m physical distancing measures.</li> </ol>
<p> <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.</p>	




**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	39. Lateral flow testing (LFT)  School staff and secondary aged pupils self-testing at home for COVID-19 using the provided LFT kits.
	<b>Measures Currently in place to prevent risk of injury</b>
	<ol style="list-style-type: none"> <li>All staff in special schools are to take daily tests and are to be taken every morning before school and before breakfast.</li> <li>If the test is positive, staff should inform the Headteacher. If it is the Headteacher who tests positive, they should inform their CoG &amp; SW. Staff no longer need to book a PCR test to confirm the result, they will be considered as positive for Covid 19.</li> <li>Used test equipment should be double-bagged and placed in household waste. If the test is positive, wait 72 hrs before putting in the waste.</li> <li>Central based staff will also be having twice-weekly tests but they will be asked to test on the morning before visiting Greenfield. Schools will be informed of any positive cases that are relevant to them.</li> <li>The LFT kits are designed to be self-administered and come with clear instructions; training is not deemed necessary.</li> </ol> <p>Secondary aged pupils will be offered home LFTs (testing 3 times a week on a Monday, Wednesday and a Friday), parents have been asked to contact school if they require any tests. Parents have been asked to contact school immediately if their child tests positive. They will then be no longer asked to take their child for a PCR test if they are asymptomatic, but the child will need to self isolate for at least 7 days. The child`s class will not need to self-isolate but will be asked to carry out daily LFTs. If the result is positive advice will be given by the local contact tracing team about which contacts, if any will need to self-isolate.</p> <p>A positive test on site does not require closure of that site/class. The process of testing and contact tracing is part of the new normal and where schools and settings follow these guidelines carefully, there is no cause for alarm. The latest information can be found on the Welsh Government website.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.

**Biological - COVID-19**

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	40. Off site visits
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>A robust risk assessment will be completed for each off site visit which outlines how to keep pupils safe from the risks of Covid 19. Visits to locations outside of the school will only be made where it is integral to the learning experience. Visits will mainly take place in outdoor venues.</p> <p>The risk assessment will include the following;</p> <ul style="list-style-type: none"> <li>- 2m distance to be kept with members of the public</li> <li>- Advise pupils not to touch any surfaces e.g gates.</li> <li>- Staff to take antibac with them</li> <li>- Follow all government guidance</li> </ul> <p>This risk assessment will also include arrangements if a pupil develops Covid-19 symptoms during the visit.</p> <p>If a pupil develops Covid symptoms whilst off site;</p> <ul style="list-style-type: none"> <li>- Keep the pupil away from other pupils</li> <li>- One staff member to supervise the pupil whilst trying to maintain 2m social distance and wear a face covering</li> <li>- Wait in a safe place outside if possible</li> <li>- Contact the school immediately</li> <li>- School to contact parents/carers to come and collect the pupil immediately and directly from the venue</li> <li>- If this is not possible the school will make arrangements for the child to be collected with another minibus with staff that are wearing PPE</li> </ul> <p>Travel time will be minimised wherever possible.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.

## Biological - COVID-19

<b>Current Rating</b>  <b>Low</b> 	<b>Description and/or cause of the hazard identified</b>
	Returning to school following Covid
	<b>Measures Currently in place to prevent risk of injury</b>
	If a staff member or pupil has had Covid they can return to school on day 8 providing: 1. They are fully vaccinated 2. They have a negative LFT on day 6 and day 7 3. If the LFT is positive they must continue to self-isolate until day 10, once 10 days self isolation are complete they can return even if the LFTs show up positive, providing they are well enough to return to work
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.

### Overall Current Risk

**MEDIUM / HIGH RISK**



### Photo Gallery

**NOTICE**

There are currently no photographs associated with the assessment.

### Record Notes / History

**NOTICE**

There are currently no notes associated with the assessment.