



KING HENRY VIII SCHOOL
YSGOL BRENIN HARRI'R VIII

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Control Measures for COVID-19

Risk Assessment

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King Henry VIII School has completed the following risk assessment which applies to COVID-19. As a school we are required by health and safety legislation to, 'so far as is reasonably practicable', protect the health and safety of employees by removing or reducing workplace risks. While the school has undertaken an exhaustive assessment of the risks and, identified control measures to 'remove or reduce' these, it is essential that everyone adheres to the actions designed to safeguard themselves and others.

When identifying hazards & determining controls the school considers all elements of the activity, access to the area, liaison with other members of staff or visitors and hazards outside the immediate area. In all cases the residual risk shall be reduced to as low as is reasonably practicable.

This assessment is based upon the knowledge of the individual school context and knowledge of the child and is continually reviewed. The way we score the risk is looking at the likelihood of it happening then the severity if it did. This gives score and places it into a risk level.

Risk	Risk Level
0-3 Low risk	0-3 is a low risk but action should still be taken to reduce these risks further within possible reasonable limits
4-6 High risk	4-6 is a significant risk and will require an appropriate level of response/resources
7 Very high	7+ is a high risk and may require the provision of considerable resources, which may involve the purchasing of special equipment, training, greater supervision and the implementation of effective control.

Identified risk	Person(s) at risk	Risk Level Before Control			Control measures	Risk Level After Control			Responsibility	Date
		0-3 Low risk	4-6 High risk	7 or more V High risk		0-3 Low risk	4-6 High risk	7 or more V High risk		
Awareness of procedures and risk	Staff and students		5		<ul style="list-style-type: none"> Safeguarding and health and safety policies have been reviewed and updated where needed in light of the COVID-19 advice. Updated policies have been shared with relevant staff; Staff to receive guidance on actions to help minimise the spread of infection; Staff to be made aware of the school's infection control procedures in relation to coronavirus; The school keeps up-to-date with advice issued by local authority and Welsh Government; Parents informed of the procedures put in place to help keep the children safe in school. 'Protect yourself and others from coronavirus' guidance is made available for parents and staff to refer to and is accessible on school website; Students made aware of safe routines in school and what to do if they feel unwell, these can be located in our student/parent/carer/staff handbook which is on our school website; School ensures necessary steps are taken to remove or reduce workplace risks so reopening is effectively planned, to protect the health and safety of employees 'so far as is reasonably practicable' in line with trade union checklists; Any cases of illness, including COVID-19 are to be treated with confidentiality. 	3			Executive Headteacher / Head of School / All Staff	Ongoing
Implementing 'social distancing'	Staff and students			7	<ul style="list-style-type: none"> The latest operational guidance on implementing protective measures in educational settings is made available to staff so that it is followed at all times; Small class groups, are organised as described in the 'class or group sizes' in line with published Welsh Government guidelines; Classrooms (bubbles) and other learning environments are organised to maintain space between seats and desks where possible; The timetable is revised to implement where possible: <ol style="list-style-type: none"> Plan for lessons or activities which limit movement between areas e.g. extended lessons and/or staff rotations as opposed to students. Maximum number of students within a bubble adhered to (dependent on room capacity as assessed by facilities manager) A Maximum number of planned lessons or classroom activities which could take place outdoors in identified areas; Break times are staggered so that all students are not moving around the school at the same time (identified groups at a time), students will have an allocated area to eat outside, weather permitting; Drop-off and collection times are staggered to support limited numbers of students coming into contact with each other; 		4		Executive Headteacher / Head of School / All Staff	Ongoing

				<ul style="list-style-type: none"> f) Parents’/carers’ drop-off and pick-up protocols are planned so that they minimise adult to adult contact, this includes parents staying in cars where possible to avoid contact with others, the same will apply to any buses if there is home to school transport; g) Small groups of students are together throughout the day in a bubble and avoid social mixing with larger groups of children. <ul style="list-style-type: none"> • Unnecessary items are removed from classrooms and other learning environments where there is space to store them elsewhere; • Floor markings to be added to key areas to support ‘social distancing’ e.g. Entrance; Main Hall; communal areas and corridors; • Soft furnishings and equipment, toys and parts, (e.g. Lego etc.) which are harder to clean are removed; • Cohorts are kept together, students remain in the same bubble at all times each day, and different groups are not mixed during the day, or on subsequent days where possible; • The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day; • Students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day • Students are seated at the same desk; • Mixing between staff and groups of children in school is minimised <ul style="list-style-type: none"> a) Where possible, considering one-way circulation, or marking the floor of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors; b) Staggering breaks; c) If students <u>eat in their classrooms</u>, desks are to be cleared and hands wiped before eating. Where possible food <u>will be eaten outside</u>; d) The number of students using the toilet at any one time is limited; e) Each zone has dedicated toilets and cleaner; f) Identification of staff rooms or work areas will be highlighted to staff. These will have a limit occupancy, and will be set up for social distancing. 					
Hygiene Practices	Staff and students		5	<ul style="list-style-type: none"> • The cleaning of non-healthcare settings guidance is understood by relevant staff and followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE (e.g. vinyl or nitrile gloves and aprons); staff should wear goggles if decanting chemicals where there is a risk of splashing in the eyes; • Where students require first aid, staff members must wear appropriate personal protective equipment (gloves; face mask; goggles and/or face-shield) whilst administering treatment; • Any staff who administer first aid or have direct contact with students must immediately wash hands and avoid contact with face until hygiene practices have been observed; • If symptomatic student is waiting to go home, they must use different toilets to the rest of the school to minimise the spread of infection. If this is not 	3			SLT / All Staff / Facilities manager / Caretaker / Cleaning staff	Ongoing

				<p>possible, toilets are to be deep cleaned immediately after use; ☐ In the case of a symptomatic student who requires supervision prior to collection</p> <ol style="list-style-type: none"> Supervising staff will wear a fluid-resistant surgical mask; Where contact is necessary, supervising staff will also wear disposable gloves and a disposable apron; and If there is a risk of splashing to the eyes, such as from coughing, spitting and/or vomiting, supervising staff will also wear eye protection. <ul style="list-style-type: none"> All tissues and wipes used are to be disposed of in the bins provided (with all contents of bins disposed regularly throughout the days zone cleaner); Where possible classroom doors will be kept open to reduce the need to touch regularly. Door handles will be a focus of the cleaning team; Sufficient handwashing facilities are available. Where a sink is not nearby, fixed wall hand sanitisers can be located on entry and exit to each corridor (which are checked daily for supply); Surfaces that children and young people are touching, such as doors, desks, chairs, sinks, toilets, bannisters are cleaned more regularly than normal; All adults and students are expected to frequently wash their hands with soap and water for 20 seconds and dry thoroughly; clean or sanitise their hands on arrival at school, before and after eating, and after sneezing or coughing; avoid touching their mouth, eyes and nose use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Ensure support is available for children who have trouble cleaning their hands independently e.g. Those with an ALN (this may require staff to wear PPE); Students are encouraged to learn and practise good handwashing habits through activity and repetition; Bins for tissues are emptied throughout the day, and at the end of every day; Each child should have their own stationery where possible; The use of shared resources such as laptops and other equipment is limited and disinfected where it is not possible to avoid it being shared; Where possible spaces should be well ventilated using natural ventilation (opening windows); Posters are displayed throughout the school and on plasma screens reminding students and staff to wash their hands, e.g. before entering and leaving the school; students clean their hands when entering or exiting the corridors. Students wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed in posters for display and spreading infection guidance; Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to; Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen 				
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				<p>areas, these will be checked throughout the day by caretakers;</p> <ul style="list-style-type: none"> • Bar soap is not used – liquid soap dispensers are installed and used instead; • Students will be expected to clean their hands before eating, if they are at a desk they will also wipe this down before eating their food. Following the eating of food, hands will be cleaned again and their desks wiped down. At an appropriate time this will be cleaned thoroughly by the Zone cleaning staff; • Staff toilets will have wipes so staff can wipe down the toilet when used. • Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance; • Executive Headteacher / Head of School / Facilities Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from WG guidance. 				
Ill Health	Staff and students		6	<ul style="list-style-type: none"> • Staff, students, parents/carers to be informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature and changes to taste and smell, and are kept up-to-date with national guidance about the symptoms and guidance in relation to ‘stay at home’; • Students who display COVID-19 symptoms overnight will be expected to contact the school before 7:30am the following day so students from that bubble can be informed to stay at home. This will be explained in a letter to all parents/cares. • Any student who displays signs of being unwell is immediately asked to wait outside, and the Zone leader informed. This student will be taken to a quarantine room by the Zone leader and a first aider will be called. While waiting for a first aider, students will be supervised in a designated quarantine room, with ventilation where possible. PPE equipment will be located in the designated quarantine room. Social distancing is to be maintained; • Students displaying symptoms of coronavirus do not come in to contact with other students and as few staff as possible. Staff will ensure the student is safe; • Each zone will have a quarantine room and spare quarantine room to limit movement of suspected ill students; • The member of staff radios for emergency assistance immediately if the student’s symptoms worsen; • The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff; • Areas used by unwell students who need to go home are thoroughly cleaned once vacated. Any waste suspected of being in contact with someone showing symptoms or suspected or confirmed COVID-19 should be placed in a waste bag held in a secure place for 72 hours and then disposed of with other waste; • If unwell students are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be cleaned immediately after use; • Any medication given to ease the unwell individual’s symptoms, e.g. 	3		All Staff	Ongoing

				<ul style="list-style-type: none"> paracetamol, is administered in accordance with the school's policy; If a member of staff displays symptoms of COVID-19. They will report to the quarantine room and inform reception my radio, or email. The Executive Headteacher or Head of School will be informed by reception and follow <u>advice</u> given; If a member of staff or student receives a positive test for COVID-19, all students and members of staff in that bubble will need to self-isolate for 14 days. 				
Spread of infection	Staff and students		5	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance; Students are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste bins; Students must wash their hands after they have coughed or sneezed; As part of our booking system our parents will be asked to confirm that they will not send their child to school if they display symptoms or have been exposed to COVID-19. Anyone displaying symptoms should stay at home for 7 days and should arrange to be tested. Anyone who lives with someone displaying symptoms but remains well should stay at home for 14 days from the first day the person became ill; Children who have displayed symptoms of COVID-19 must self-isolate for 7 days before returning to school once they have been tested for COVID-19; Social distancing must be maintained when entering or exiting the school site. Parents etc. should stay in cars where possible to avoid contact with others, the same will apply to any buses if there is home to school transport 	3		All Staff	Ongoing
Management of infectious diseases	Staff and students		5	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with Public Health Wales guidelines; Staff are vigilant and report concerns about a student's symptoms to the designated Zone leader, where appropriate equipment, such as digital thermometers are available to assess. Although taking a temperature alone won't identify all cases of COVID 19 – also look for signs of fever; Staff apply consistency in their approach to the management of suspected and confirmed cases of coronavirus; 'Social distancing' measures are implemented as far as is possible and practicable; There are plans in place for the movement of students around the school (as above), this movement is limited; The timetable is adapted to stagger breaks (as above); The Facilities manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus; The facilities manager will develop a hygiene 'check list' of essential 'clean-down' of frequently touched surfaces that will be cleaned using designated materials. These include <ul style="list-style-type: none"> a) Bannisters and/or balustrades; b) Classroom desks and tables; c) Toilet facilities; 	3		All Staff	Ongoing

					<p>d) Door and window handles; e) Furniture; f) Light switches; h) Computer equipment; j) Telephones; k) Biometric scanners, where used.</p>				
At risk staff/students	Staff and students			7	<ul style="list-style-type: none"> Those displaying symptoms of COVID-19 Under no circumstances will students or staff attend schools/setting if they feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 14 days; live in a household with someone who has symptoms of COVID or has tested positive to COVID-19 in the past 14 days; Students and/or staff who have been classed as 'shielding' owing to pre-existing medical conditions and have been advised, in writing, to undertake specific 'shielding' measures. These individuals should not attend school/work and should work from home; Students who are clinically vulnerable (but not shielding), including those who are pregnant, should attend school if parental consent is given and if stringent social distancing can be adhered to, with the student being able to understand and follow those instructions. Students who live with someone who is clinically vulnerable (but not shielding), including those who are pregnant, should attend school if stringent social distancing can be adhered to, with the student being able to understand and follow those instructions. Where a student lives in a household with someone who is 'shielding' (and have been advised, in writing, to undertake specific 'shielding' measures), they should attend school if parental consent is given and if stringent social distancing can be adhered to, with the student being able to understand and follow those instructions. Staff who are clinically vulnerable (but not shielding), including those who are pregnant, should attend school if stringent social distancing can be adhered to. These staff must complete the COVID-19 workforce risk assessment tool. Staff who live with someone who is clinically vulnerable (but not shielding), including those who are pregnant, should attend school if stringent social distancing can be adhered to. Where a staff member lives in a household with someone who is 'shielding' (and have been advised, in writing, to undertake specific 'shielding' measures), they should attend school if stringent social distancing can be adhered to. 		4	All staff/ Parents / Carers	Ongoing
Parental engagement	Staff and students		5		<ul style="list-style-type: none"> School to publish guidance to safeguard students and staff, while supporting the management of infectious diseases; School to communicate that all parents/carers meetings should only take place via telephone; The school communicates with parents via letter/email/twitter regarding any updates to school procedures which are affected by the COVID-19 pandemic 	2		SLT	Ongoing

					<ul style="list-style-type: none"> Parents are informed of the allocated drop off and collection times and process; Where possible only one parent / carer should be present at collection point; Parents are informed that they cannot gather at entrance gates and/or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). 				
Building and property maintenance	Staff and students		5		<ul style="list-style-type: none"> The Facilities Manager/Caretakers undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance; Any areas presenting increased risk to students and/or staff to be isolated; Furniture removed from individual classrooms to enable social distancing to be stored in unused locked classrooms (within close proximity to minimise need for lifting); Floor marking used to define transit routes and no-go spaces within identified classrooms and/or corridors; Lock all required doors including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms isolated; All outdoor building maintenance to be coordinated with the Facilities Manager and caretaker so that segregation from students and staff can be ensured (e.g. grass cutting); All contractors will have a planned reporting time to reception prior to the start of any work. 	3		Executive Headteacher / Head of School / Facilities manager/ Caretaker	Ongoing
Communication	Staff and students		5		<ul style="list-style-type: none"> Students, staff, parents/carers or any visitors will be told not to enter the school if they are displaying any symptoms of coronavirus; The relevant member of staff reports immediately to the designated Zone leader about any cases of suspected coronavirus, even if they are unsure, or any updates about changes to infection control procedures as necessary; There is early communication with contractors and suppliers that will need to prepare to support plans for opening. For example, cleaning; catering; food supplies; hygiene suppliers. Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this. 	3		SLT	Ongoing
Partial school closure	Staff and students		5		<ul style="list-style-type: none"> The school communicates with parents via letter/email/twitter regarding any updates to school procedures which are affected by the COVID-19 pandemic; Students working from home are assigned work to complete by their teacher; Senior AHT T&L maintains plans for students' continued education during partial school closure to ensure there is minimal disruption to students' learning – this includes their plan to monitor students' learning while not in school; Clear reinforced messages about student behaviour expectations are made visible and adhered to at all times, even while working remotely; Senior AHT T&L / class teacher ensures all students have access to schoolwork and the necessary reading materials at home; AHT Wellbeing / class teacher to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required. 	3		SLT /Teachers	Ongoing
Emergencies	Staff and students			7	<ul style="list-style-type: none"> Emergency arrangements are in place for first aid support and availability; There will be availability of trained first aiders or emergency personnel; 		4	Executive Headteacher /	Ongoing

					<ul style="list-style-type: none"> • First aid/Medical provisions should be fully stocked and monitored. Accident forms completed where required; • If a member of staff is diagnosed with COVID-19 as a result of being exposed in the workplace, this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents; • All students' emergency contact details are up-to-date, including alternative emergency contact details, where required; • Students' parents/carers are contacted as soon as practicable in the event of an emergency; • Students' alternative contacts are called where their primary emergency contact cannot be contacted; • Fire evacuation (plan has been updated and published to staff. 				Head of School / All Staff	
Safeguarding	Staff and students	3			<ul style="list-style-type: none"> • Standard procedures are reinforced to all staff prior to increased operations and all staff are expected to observe these; • Appropriate security arrangements on-site; • Staff rota and levels to take account for security arrangements; • Ensure students are not allowed out of the school during the agreed working day; • All staff/volunteers/supervisors to have valid enhanced DBS clearance and references. • There will be a Duty Safeguarding Person in school each day (DuSP) as the DSP may not be in on all days. • A list of Level 2 safeguard trained staff will be shared with DuSP. 	3			Executive Headteacher / Head of School / Designated Senior Person (DSP)	Ongoing
Poor Behaviour	Staff and students		4		<ul style="list-style-type: none"> • School to consider the impact of poor behaviour; bullying, or abuse of another student or a member of staff, and are clear with parents/carers on action to take in response to this; • Parents will agree only to send their child if they can adhere to social distancing and our safe routines; • Adequate supervision levels in place to support staff, this will include a designated Zone leader; • Bubbles organised so that staff are familiar with students to ensure there are professional positive relationships; • Consideration of appropriate placement of student for their care, or to meet their needs. 	3			SLT / All staff	Ongoing
Distance Learning	Staff and students		4		<ul style="list-style-type: none"> • School to publish Distance Learning guidance and plan to all staff; • School to update Homeworking Policy where applicable for all staff, especially those who are working remotely • School to ensure that all teaching and relevant support staff have a school-issued device to support distance learning • Leaders to review the school Professional Learning Plan to include suitable training opportunities to support staff in preparing distance learning opportunities for pupils; • Leaders and staff to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning; • Leaders to ensure that all staff communicating with students and parents 	3			Executive Headteacher / Head of School / Senior AHT T&L / All Staff distance learning	Ongoing

				<p>have a school or Hwb email accounts</p> <ul style="list-style-type: none"> • Leaders to set and implement clear expectations around the protocols for in school and out of school learning procedures. Ensure that all staff understand that they are expected to follow these for their own safeguarding; • Ensure staff working remotely have the necessary equipment and work environment to deliver distance learning; • Line managers to maintain regular contact with staff who are working remotely; • School to ensure that all students have access to equipment and resources necessary to engage in learning opportunities; • School to maintain contact with parents to provide help and support so that they can support children with distance learning activities. 					
Managing school transport	Staff and students		4	<ul style="list-style-type: none"> • Students are encouraged to walk or cycle to their education setting where possible; • The school will designate areas for bikes to be left according to the student's zone. • Where possible parents should be encouraged to transport their own children to and from school; • School liaise with the local authority to ensure transport arrangements are organised to cater for any changes to start and finish times; • Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus (if/where applicable); • Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers (if/where applicable). • Bus driver to remain on vehicle whilst waiting for pupils 	3			Local Authority / Executive Headteacher / Head of School / AHT Timetable	Ongoing
On-site traffic	Staff and students		5	<ul style="list-style-type: none"> • Facilities manager will ensure all deliveries and planned visitors are allowed on site at appropriate times when students are not in corridors or outside. • School will be running a clear one way system • Leisure centre will only be open to students and follow a strict one way system; • Parents are given precise drop off and collections times and zones where this is to be done. 	3			Executive Headteacher / Head of School / Facilities manager / AHT Timetable	Ongoing
Fire	Staff and students	3		<ul style="list-style-type: none"> • Fire safety plan shared with all staff and students. • Staff will be designated locations to supervise or support in case of fire. • Fire alarm checks to be carried out as usual. • Fire safety plan will be reviewed and revised for emergency evacuation in line with latest COVID-19 guidelines. 	3			Executive Headteacher / Head of School / Facilities manager / All staff	Ongoing