

COVID-19- 2/9/20 WHOLE SCHOOL REOPENING OF PREMISES RISK ASSESSMENT

To reduce the spread of COVID-19 the decision was taken to close Schools temporarily and cease all non-essential services within School buildings. The school reopened on **Monday 29th June 2020**. **This risk assessment has been carried out to enable the whole school reopening of SJL on Wednesday 2nd September 2020.**

This checklist must be completed by the School and a Council appointed Officer prior to the re-occupation of the building.

- 1. Prior to school staff returning Sections A & B should be completed and arrangements implemented.**
- 2. Prior to Children & Young returning Section C should be completed and arrangements implemented.**

Following completion of the Risk Assessment process the completed document will be issued to school by Health and Safety, documenting infection prevention/control measures in place, which school will be supported to regularly monitor going forward.

RE-OCCUPATION ASSESSMENT FOR SCHOOL BUILDINGS REVISED 2/9/20

School Being Assessed :	St John Lloyd RC Primary School
Head Teacher:	Claire Hart
School Staff Assisting in the Assessment if not the Headteacher:	John Ivins
School Contact Tel No.: Email of school contact	02920777690
CC Officer Completing the Assessment:	Emma Edwards
CC Officers Mob Number & Work Email	Emma.edwards@cardiff.gov.uk

Please ✓

Primary School	X
Secondary School	
Special School	

Section A

General Building Information

1. Number of staff usually based at the School?	39
2. Number of staff likely to return to work within the School building? • Consider those currently shielding at home for medical reasons.	38
3. Does the School entrance have a vestibule? • This is a secure area preventing direct access into the school. Does it require remote access control to enter into the holding area? • Is there a protective screen at reception area?	Foyer with protective glass screen in place & holding area
4. How many staff rooms/ communal break areas are there available?	Two – timetabled staffrooms. 7 staff members maximum in the staff room 1 PPA room
5. How many catering, kitchens, food prep areas are there?	Non-functional Sept (normally 1)
6. How many toilets are there in the School: • Staff (Male/Female/Unisex) • Disabled Toilet/s • Pupil Toilet/s Please state the number of blocks and the number cubicles/urinals available?	Staff male : 3 toilet blocks (1 cubical & 1 Urinal in each) Female : 3 toilet block (2 cubicles in each) Pupils Toilets: Infants: 5 blocks (3/2 cubicles in each) – ensure a clear walkway is created in classes for pupils to access toilets. Juniors: 8 blocks (13 cubicles & 3 urinals) *Markers to be placed on doors for occupancy

7. How many floors are there above ground floor?	Ground Floor
8. How many stairwells are there within the building?	No stairwells
9. Does the School have lifts, if so how many?	No Lifts
10. Generally, what time do staff enter the building in the mornings / leave in the evenings ? <ul style="list-style-type: none"> <i>This may need to be staggered to prevent large numbers arriving at once.</i> 	AM: 7:50am (breakfast club staff) PM:4/5pm Staff to enter their own fire exits Office to confirm attendance of staff via phone call (Teachers 8:30-3:30 minimum hours)

Building Details

Please provide details

11. Can staff desks be organised to ensure physical distancing of 2m between members of staff & pupils?	Yes- In place	
12. Can pupil desks be organised to ensure physical distancing between pupils accommodated in each classroom?	Yes where possible	
13. Has appropriate physical distancing signage been erected within the School? <ul style="list-style-type: none"> <i>This should be erected at the entrance/exit as a minimum.</i> 	Social distancing signs and hand wash throughout the school	
14. Is a one-way foot traffic route possible to comply with physical distancing? <ul style="list-style-type: none"> <i>provide visual signage</i> 	Yes https://www.stjohnlloydrcprimaryschool.co.uk/covid-19-reopening/	
15. Have floor markings/signage been considered in key locations (internally and externally) to demonstrate 2m distancing? <ul style="list-style-type: none"> <i>These are being supplied based on this assessment.</i> 	Externally - 2m distancing on all pick up and drop off doors/areas.	
16. Where possible, can all non-fire doors be propped open to reduce contact points? <ul style="list-style-type: none"> <i>Consult with the Fire CAD Plan.</i> 	In the case of a fire alarm, fire doors to be wedged open so pupils / staff are not touching doors / handles. If the fire alarm sounds staff and pupils should keep to 2m social distancing. All staff and pupils should assemble on the usual fire drill assembly areas (i.e. Juniors in Infant yard and Infants in Junior yard) .There are currently no planned maintenance or drills during school hours.	
17. Have any statutory maintenance inspections lapsed since the premise was closed, please list, including expiry date and the contractors proposed to undertake the works. : <ol style="list-style-type: none"> Gas Boiler Hot Water Boilers/ Pressure Systems Lifting Equipment -Thorough Examination & Service (where applicable); Fire Alarm System; Emergency Lighting System; Fire Extinguishers; Sprinkler Systems (where applicable) Local Exhaust Ventilation testing – Science/ D&T (where applicable) Portable Appliance Testing; 	Expiry Date	Contractor
	1.	8/4/21
	2.	Awaiting test
	3.	N/a
	4	July 2020
	5.	2/10/20
	6.	17/10/20
	7	N/A
	8	N/A

	9	10/20
18. Do you intend to have any plans to undertaken internal/external works? If so, please state what this work entails and who is undertaking the work.	No	
19. Record Date of Legionella Treatment of the water installation, (<i>to be undertaken by Aquasafe</i>). Until the system has been tested and certificated as safe bottled water should be used on site.	N/A	
20. Do all rooms that are intended to be occupied have windows which can be opened, if not are they supplied with mechanical ventilation? (<i>record any rooms to be occupied which have neither</i>)	All rooms have large windows that open for ventilation. (ALN door must be open at all times)	
21. Where lifts/lifting equipment is available onsite, is this going to be used? <ul style="list-style-type: none"> <i>If so consider individual use of lift.</i> <i>Signage on use of lift</i> <i>Enhanced Cleaning of lift</i> 	N/A	
22. For schools that have multiple sites, have measures been considered to minimise movements between sites for both staff and pupils?	Yes. Access to Junior Buildings will be for Junior staff / pupils only. Access to Foundation Phase Buildings will be for Junior staff / pupils only.	

Infection Control / Premises Cleaning

Please provide details

23. Who normally cleans the premises? <ul style="list-style-type: none"> <i>Council Cleaning Services</i> <i>Directly Employed Cleaners</i> <i>External Cleaning Contractor</i> 	Cardiff Cleaning Services
If you use directly employed cleaners or contract cleaning companies, you will be provided with a specific cleaning assessment document that needs to be completed prior to reopening.	
24. Have you considered an enhanced cleaning regime undertaken by school staff to supplement the cleaning undertaken by cleaning staff? . <ul style="list-style-type: none"> <i>This includes hand contact surfaces, doors, D&T, science equipment and toys/equipment.</i> 	Enhanced policy –Additional surface cleaning- 11:30-1:30 daily
25. Where pupils will be using PC equipment (including tablets), how will this be managed?	All equipment used in the classroom will need to be sprayed with Milton before reuse at the end of the school day. Set blocks for each “bubble” for ICT equipment. Any stationary used by pupils must come from home. No sharing of stationary.
26. Will a clear desk policy be communicated to staff who are sharing work/ preparation stations?	All staff have their own individual areas and classes.
27. Have you considered suitable locations for hand sanitiser stations? <i>Hand sanitiser stations will be provided to the School- where will these are to be located, please mark their location on the CAD plan?</i>	Hand sanitisers to be on all entry and exit points. Hand sanitiser in all classrooms.
28. Have you considered a clean, easily accessible room utilised for PPE storage, donning and doffing?	PPE to be stored in PPA room. All staff to watch LA guidance https://www.youtube.com/watch?v=ToaB1SWXFsl

Fire Safety

Please provide details	
29. Is the building Fire Alarm Operational <ul style="list-style-type: none"> Test the system from one call point. No evacuation required if undertaken before staff return. 	Weekly check by caretaker
30. Operate all Fire Exit doors: <ul style="list-style-type: none"> School estates staff to walk around and check FED's open easily during an emergency. 	Weekly check by Caretaker
40. PEEP's & Buddies <ul style="list-style-type: none"> Considering the staff and pupils returning to the school, do any have a PEEP in place? If yes, can the PEEP be supported? This may include the availability of buddies to assist with the evacuation of the person who has a PEEP in place. These should all be reviewed prior to re-occupation. 	N/A
41. Have you considered how a fire drill will take place, taking into account social distancing? <ul style="list-style-type: none"> Re-familiarise Staff with Fire Action Notice Do assembly points have space for social distancing If not is there an alternative 	In the case of a fire alarm, fire doors to be wedged open so pupils / staff are not touching doors / handles. If the fire alarm sounds staff and pupils should keep to 2m social distancing. All staff and pupils should assemble on the usual fire drill assembly areas (ie Juniors in Infant yard and Infants in Junior yard) .There are currently no planned maintenance or drills during school hours.

Section B

Staff Reoccupation

Please provide details	
42. Have you considered the arrival of staff on site taking into account social distancing? <ul style="list-style-type: none"> Staggered start time staff locations of entry, Information to be provided to them prior to their first day. 	Staggered starts and separate access points for staff & pupils.
43. Have staff been informed about the most up to date symptoms to monitor in themselves, their families and pupils?	Yes see SJL Reopening Policy Procedures document https://primariesite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/2960123fe6344f928fc09a9dde10ad03/sjl-covid-19-reopening-policy-procedure.pdf
44. Have you considered social distancing measures for an initial staff briefing? <ul style="list-style-type: none"> Potentially set up within the Hall, or if possible a virtual video/meeting. 	Microsoft teams/ Google meet meetings & H&S guidance, policy and procedures discussed at length.
45. How will staff undertake classroom preparation taking into account social distancing? <ul style="list-style-type: none"> Minimal staff in each area. Potential two person lifts for heavy equipment. 	2 pupils per table no sharing of places
46. How will you control staff break periods to ensure social distancing during the period prior to pupil reoccupation?	Staff to use the staff rooms for breaks at staggered times (7 max to

<ul style="list-style-type: none"> Staggered break periods. 	allow for social distancing).
47. Have you considered parts of the School that can be closed off from staff to reduce the risk of contamination?	No entrance to the main halls/ corridors. All access to classrooms from exterior entrances.
48. How do you intend on briefing staff on updates/changes to social distancing, infection control etc.?	Team briefing over two sites, updates on school designated covid 19 site https://www.stjohnlloydrprimaryschool.co.uk/covid-19-reopening/
49. Have you considered the arrival of staff onsite when pupils reoccupy the school? <ul style="list-style-type: none"> Staff entering the building at different locations and different times. 	Staggered starts and separate access points for staff & pupils https://www.stjohnlloydrprimaryschool.co.uk/covid-19-reopening/
50. Have you considered the arrangement of staff room furniture to ensure adequate social distancing?	Furniture arranged for social distancing. Staff to use the staff room for breaks at staggered times (7 max to allow for social distancing).
51. Will staff breaks be staggered to ensure adequate social distancing when break rooms cannot be set up to ensure social distancing?	2 Staff rooms are in operation. Timetables in place. Staggered break times & lunchtimes https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/adc047945527476fb3a9ee4460ca30c1/tatimetable-for-re1946.pdf
52. Have you considered a cleaning regime for communal staff equipment (microwave, Kettle, Toaster? <i>There should be no communal plates, cutlery, cups or glasses – staff to bring wash and take home their own personal equipment.</i>	The staffroom may provide sealed tea, coffee, hot chocolate, sweetener/sugar, and individually wrapped biscuits. Staff to wipe down surfaces after use and to use their own cutlery and mug.
53. Considering the staff returning to the School, do you have the required number of first aiders? <ul style="list-style-type: none"> At least 1 first aid at work trained person per 50 persons and 1 paediatric first aid trained person per 30 pupils under the age of 8. Have staff training certificates lapsed? 	Yes. 2 paediatric 1 st aid.
54. Have you advised your first aiders of the new procedure for providing first aid treatment following the outbreak of COVID-19? <ul style="list-style-type: none"> There is specific guidance for this. 	H&S officer to advise and send to HT
56. Have you considered the placement of staff during recreational breaks to ensure adequate social distancing and what arrangements are in place to inform lunch time supervisors of new measures?	Yes. Identified areas for each bubble . Lunch in classrooms.
57. Have you considered a location for administering first aid to ensure adequate social distancing from others? <ul style="list-style-type: none"> Some schools don't currently have specific first aid rooms. 	Outside of the isolation room on first aid bench in Junior school (GO50) Outside of the office on the first aid bench in the infant school (G003).
58. Have you considered a suitable location for an isolation room for those pupils displaying symptoms? <ul style="list-style-type: none"> Specific advice available for PPE requirements and cleaning. 	Isolation room in juniors & infants are the current ELSA rooms. Rooms GO27 (infants) and GO62 (Juniors)
59. Have you considered how you will accept mail/	No cash monies accepted school

deliveries taking into account infection control & social distancing? <ul style="list-style-type: none"> Also consider monies being provided by pupils. Quarantine requirement of 72 hrs or use of gloves while opening mail/parcels etc. 	card machine for all payments.
60. How do you intend to manage outgoing mail?	Gloves & no licking of stamps (envelopes to be taped)
61. Where you lease out parts of the building, will this continue? <ul style="list-style-type: none"> Only essential leasing should continue i.e. wrap around care. 	Wrap around club for Fun Five with reopen in line with the school hub.
62. How are essential school lettings such as wrap around care being managed in terms of ensuring pupil safety in relation to social distancing and infection control? <ul style="list-style-type: none"> Specific risk assessments should be provided to school by the service provider? 	Wrap around care is run by the school.
63. How do you intend to manage the recording of incidents where social distancing has not been adhered to?	Social distancing log in main office for all incidents (i.e. for 1 st Aid) staff to keep a log of when social distancing is breached. E.g. breaking up a fight or dealing with a serious first aid issue without PPE.
64. How do you intend to manage recording of maintenance requests? <ul style="list-style-type: none"> Could this be done electronically? 	Electric excel log/OFD/ caretakers white board for jobs/ messages
65. How do you intend on managing the cleaning of bodily fluid spillages? <ul style="list-style-type: none"> These should be cleaned immediately in line with specific guidance. 	Follow the guidance for PPE for those incidents that cannot guarantee social distancing measures. PPA room is the store for PPE.
66. Where use of the printer is required, how will this be managed? <ul style="list-style-type: none"> Cleaning of equipment between uses or a designated member of staff to print all materials each day. 	Only 1 person to use the photocopier, wipe down of surfaces after use.
67. If you require a desk phone to operate, have headsets been provided, or specific phones allocated to each member of staff? <ul style="list-style-type: none"> Pupils are not permitted to answer classroom phones. 	All phones are in designated classrooms rooms. Wipes to be used. Only that staff member to use.
68. Will unoccupied rooms be locked to prevent unauthorised meetings?	All un-used rooms to be locked including storage and changing rooms.
69. Will the school require specific interaction with members of Council &/or agency staff e.g. Educational Psychologists, Play Therapists etc., if so, how will this be managed? <ul style="list-style-type: none"> Consider use of designated room that is easily cleanable between uses. 	N/A
70. Are members of the public required to attend the School? If so, how will this be managed?	No meetings or visitors meetings arranged. Parents will follow a designated staggered one way for drop off and pick up. https://www.stjohnlloydrcprimaryschool.co.uk/covid-19-reopening/
Contractors	
71. How will you interact with contractors? <ul style="list-style-type: none"> Only essential contractors should be on site. Virtual/ telephone conversations to take place prior to arrival 	No planned contractor work

<p>onsite, and site rules should be sent prior to arrival.</p> <ul style="list-style-type: none"> • Social distancing and PPE to be worn. • All visits must be pre-approved. Contractors must provide COVID-19 risk assessments in addition to usual risk assessments for the activity they're undertaking. 	
<p>72. How are you managing the stock levels in staff toilets, ensuring there is adequate liquid hand soap, disposable towels/ working hand dryers and bins?</p> <ul style="list-style-type: none"> • In some instances this is only done by caretaking staff who are not onsite during the school day. 	<p>Only done by Caretaker. Checks at 7am/ 1pm / 4pm.</p>
<p>73. What consideration have you given into social distancing for toilet use for staff?</p> <ul style="list-style-type: none"> • Classes allocated specific toilet blocks, toilet monitors, toilet passes, 	<p>1 person in staff toilets at any one time</p>
<p>74. Where staff support with toileting or nappy changing, what measures have been considered to minimise the risk?</p>	<p>PPE to be stored in PPA room. All staff to watch LA guidance https://www.youtube.com/watch?v=ToaB1SWXFsl</p>

Section C

Pupil Reoccupation

	Please provide details
<p>75. Based on current admission numbers, what do you anticipate the numbers of pupils accessing the school being (current plans are only for a third of pupils attending site per day)?</p>	<p>2nd September 2020 – Y1-6 . Nursery / Reception staggered intake</p>
<p>76. Do you envisage there being issues with seating a maximum of 10 pupils per classroom, whilst adhering to social distancing measures?</p>	<p>N/A - September 2020 WG guidelines 30 pupils per class maximum</p>
<p>77. What consideration have you given into reducing the need for pupils to move around the classroom to collect equipment?</p> <ul style="list-style-type: none"> • All resources should be placed on individual desks. 	<p>Any stationary used by pupils must come from home. No sharing of stationary. Individual tables and resources.</p>
<p>78. Does each classroom have facilities for handwashing (highlight those with just cold water), if so, are you able to stock these with liquid hand soap, disposable towels and an open lidded or foot operated bin?</p>	<p>Yes</p>
<p>79. Have floor based activities been restructured to eliminate the need for pupils to sit on the floor?</p> <ul style="list-style-type: none"> • There is increased risk of contamination on the floor. 	<p>No direct floor based activities on chairs in EY. Sitting on group based mats to be wiped down.</p>
<p>80. How do you intend on managing work with pupils that is undertaken in other areas of the school, i.e. corridor</p>	<p>Pupils will access their designated "bubble" , toilet block and play area</p>

classrooms?	no other areas accessed unless in specific intervention group.
81. What are your plans for educating and reminding pupils about good hand hygiene and social distancing? <ul style="list-style-type: none"> <i>Visual prompts, practical sessions etc.</i> 	Visual signs in all classrooms. The washing of hands is paramount. All pupils must wash their hands for 20secs when entering a new room, after returning from the toilet, cloakroom or any outside areas. Designated time allocated.
82. Can the cloakrooms be managed to ensure social distancing between pupils and their items? <ul style="list-style-type: none"> <i>Consider leaving coats, bags etc on the back of chairs or under desks.</i> 	No lockers to be used, coats and bags to be placed on chair and under desks.
83. How will pupil movement between classes be managed to ensure social distancing? Can High Schools arrange timetables so pupils remain in the same classrooms, with teachers moving between them?	Pupils will only access their designated “bubble” , toilet block and play area no other areas accessed. Pupils directed to classes via TA wearing visor.
84. What arrangements are in place for hand washing at critical times? <ul style="list-style-type: none"> <i>Key times are provided within guidance.</i> 	The washing of hands is paramount. All pupils must wash their hands for 20secs when entering a new room, after returning from the toilet, cloakroom or any outside areas. Designated time allocated
85. What consideration have you given to individual activities for those with additional/sensory needs, eg playdough, sand and water play)?	Regular changing of any water, play dough or sand to be used in EY. All hard surface equipment will be daily sanitised. All 1 to 1 staff wear visors at all times.
86. How will pupil break times be managed to avoid high congestion and social distancing?	Staggered break times & lunchtimes https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/adc047945527476fb3a9ee4460ca30c1/ta-timetable-for-re1946.pdf
87. What consideration have you given to fixed and mobile play equipment in relation to infection control and social distancing?	Alongside washing of hands. Play equipment for “Bubble”. Wiping of bikes. Milton wash of all equipment.
88. What consideration have you given to lunchtime arrangements in regards avoiding high congestion?	Pupils will eat their pre packed lunch in their designated bubbles in their seated area.
89. What are the arrangements for ensuring pupils eating their lunch are seated at suitable distances? <ul style="list-style-type: none"> <i>Potentially marking chairs.</i> 	See above
90. What consideration have you given to wet play/ rainy days where outdoor breaks are not appropriate?	Pupil will stay in their designated bubbles in their seated area watching a video/film/ devices

91. What consideration have you given to queuing systems within canteen/dining halls? <ul style="list-style-type: none"> • <i>Markings/ one way system.</i> 	The kitchen will not be operational in September , all pupils will bring a packed lunch to be eaten in their designated classrooms.
92. How will break time/ lunch times be managed in relation to pupil movement outside and within corridors?	Pupils will only access their designated “bubble” no other areas accessed
93. How are arrivals and departures of pupils being managed in relation to social distancing? This includes parents waiting outside of the school and movement into the school. <ul style="list-style-type: none"> • <i>Use of different exits, staggering times, markings in external areas for parents.</i> • <i>One way systems</i> 	https://www.stjohnlloydrcprimaryschool.co.uk/covid-19-reopening/ *There will be a one way system for movement around the outside of the buildings. Pupils will attend and leave SJL at staggered times. *There will be 2m marking at all doors that are used for pick up and drop off. Pupils will come directly into class and go out to play through their designated doors.
94. If a walking bus is part of the schools policy, how is this being managed?	N/A
95. How are you managing the stock levels in all pupil toilets, ensuring there is adequate liquid hand soap, disposable towels/ working hand dryers and bins? <ul style="list-style-type: none"> • <i>In some instances this is only done by caretaking staff who are not onsite during the school day.</i> 	Only done by Caretaker. Checks at 7am/ 1pm / 4pm. Marker on doors.
96. What consideration have you given into social distancing for toilet use during class times and break times? <ul style="list-style-type: none"> • <i>Classes allocated specific toilet blocks, toilet monitors, toilet passes</i> 	Pupils to use designated class toilet blocks, one at a time only. Marker policy to be used for KS2, FP – toilets within classrooms, and pupil numbers can be supervised by member of staff to ensure there is no congestion. FP clear route maintained within the foundation phase classrooms for toilet access and a toilet card system for KS2 pupils.
97. Where there are pupils with specific complex needs, how is this being managed?	Individual risk assessments. Statutory 121 in place. Where 2m is not applicable.
98. What measures are in place for receiving medications from parents and the administering of medications to pupils? <ul style="list-style-type: none"> • <i>Storage areas of medication to limit staff/pupil movements, PPE for administering medication within 2m.</i> 	School policy in place. Asthma pumps to be on the individual at all times
99. Where a communication book is used between the School and home, have alternative measures been considered?	N/A. All communication is via electronic and verbal.

<ul style="list-style-type: none"> Electronic means of communication.? 	
<p>100. What considerations are in place for school uniforms?</p> <p>Would you consider easing dress code to promote clean clothes being worn each day i.e. no ties/blazers/jumpers?</p>	<p>Pupils to wear school uniform.</p>

Additional Notes:

Pupil bubbles;

*Reception & Nursery

*Y1

*Y1/2 & Y2.

*Y3

*Y3/4&Y4

*Y5/6, Y4/5 & Y6

Face coverings

At St John Lloyd RC Primary all staff in teaching areas must wear a visor when teaching in groups, pairs or individually. For example, the teaching of Guided Group Reading. When moving around the school, all staff must wear a visor/ mask when social distancing cannot be maintained alongside LA guidance (2m)