



# COVID-19 L2Bee Sessions Risk Assessment - Porth Y Felin Classroom

<b>Location / Site</b>	
Ysgol Porth y Felin	
<b>Activity / Procedure</b>	
Learning 2 Bee Summer School Educational catch up programme.	
<b>Assessment date</b>	
20/07/20	

<b>Identify people at risk</b>	YES or NO
Employees	YES
Children	YES
Parent/Guardians	YES

## Practical Steps - Overview Approach:

- Reduced group sizes
- Arrange children into Bubbles (Bee Hives) to avoid mixing of children
- Social distancing through - start and finished to be conducted in a Covid Secure maner- parents to wait in desinated space, one -way entry, call to collect student, student brought to parent.
- Regular hand washing/ hand sanitising regularly
- Identified areas outside for each Bee Hive during break times and lunch times
- Communication of plans to parents, staff and students
- Packed lunches (including snack for snack times x2)
- No marking of work by staff member (self assessment)
- PPE supplied for all staff
- Teaching approaches to be considered - no pair, group work etc.

This RA is aligned with the Welsh Government document: 'Operational guidance for schools and settings: Keep Education Safe (COVID-19)'

<b><u>Identify hazard</u></b>			
Lack of social distancing in the classroom resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>			
<ol style="list-style-type: none"> <li>1. Reduce the number of children in the session to enable social distancing - 8/10 children in the first instance</li> <li>2. Remove excess furniture to increase space</li> <li>3. Children keep to their desks or designated areas when in the room</li> <li>4. Social distancing rules shared with the children and parents - (Include instructions how to line up, use of toilet, moving around the classroom etc)</li> <li>5. Social distancing re-visited and modelled many times a day and linked to L2Bee behaviour system - lots of positive praise for adherence</li> <li>6. Children spoken to regarding the need for social distancing</li> <li>7. Lessons planned for individual work (not pairings or group work)</li> <li>8. Feedback - using large whiteboard and visualizer and interactive whiteboard not close interaction</li> <li>9. Mark out an area for the L2bee staff members - aim for 2m distancing at front of room (this might not be possible in all rooms). Teaching should be direct and avoid walking around to pupils as much as possible.</li> <li>10. L2bee staff members to be assigned to each bee hive and to stay with that bee hive and those children throughout the day (<i>and on sub-sequent days</i>)</li> <li>11. Children stay in the classroom for majority of the day and not mix with other bee hive outdoors</li> <li>12. Bags, coats and lunchboxes kept under children's tables (children to be responsible for these at all times, made sure they are tucked in to avoid tripping Hazard</li> <li>13. PPE to be worn by staff where social distancing/1:1 work with pupils</li> </ol>			
<b>Remaining level of risk</b>			

<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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<b>Identify hazard</b>			
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Only one child to attend the toilet at a time (no queuing)</li> <li>2. Toilet and all surfaces to be made COVID secure after each use/ regularly</li> <li>3. One allocated toilet which is to be cleaned regularly (every 30 minutes)</li> <li>4. Children to wash hands after coughing and sneezing</li> <li>5. Hand gel used after toilet use as well as washing hands</li> <li>6. Extra Signs in toilet re washing hands</li> <li>7. Extra soap ordered to ensure we do not run out (all staff to be notified where the spares are kept)</li> </ol>			
<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
Lack of social distancing waiting to drop off/pick up children resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Markers on routes into school for the children and parents to wait - more than 2 metres apart as more than one person</li> <li>2. Allocated entrance door for all children to arrive and leave from - INFANT entrance</li> <li>3. Instructions shared re social distancing between families in the morning with parents and children</li> <li>4. Signage for parents and children displayed outside</li> <li>5. Time slots for drop-off and collection times to avoid overcrowding of adults</li> <li>6. Students to use hand sanitizer when entering the building</li> </ol>			

7. Temperature check and parents to sign check in sheets to state no COVID symptoms are present. No student will be allowed entry and no refund given if temp or signs of any symptoms are present.

Remaining level of risk	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>			
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>			
<ol style="list-style-type: none"> <li>1. Allocated play area for each bee hive</li> <li>2. Reduced playtime equipment - hard surfaces and can be easily cleaned (use of shower bags and steriliser)</li> <li>3. Games discussed which encourage social distancing - Avoid games which involve direct contact between staff and children</li> <li>4. Staff supervision throughout - actively encouraging and insisting on social distancing - lots of positive praise)</li> <li>5. Children practice talking 2 meters apart - modelled by staff member (made into a game)</li> <li>6. Use of 'talking zones' with hoola hoops set out</li> </ol>			
<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>			
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>			
<ol style="list-style-type: none"> <li>1. Children eat in the classroom at their set tables or outdoors (weather dependent) maintaining social distancing</li> <li>2. Children asked to bring packed lunch &amp; snack - packed lunches kept under children's tables with bags</li> <li>3. Pupils to wash hands before and after eating</li> <li>4. Snacks to be easy to open by children independently</li> <li>5. All rubbish to be taken home in a suitable bag which must be kept with students own bag.</li> </ol>			
<b>Remaining level of risk</b>			

<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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<u>Identify hazard</u>				
Contact of shared resources resulting in indirect transmission of the virus				
Existing level of risk				
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>	
<u>Control measures</u>				
<ol style="list-style-type: none"> <li>1. Children asked to bring in own stationary (which will be labelled with their name on) stored in plastic zip bags - educational pack will be provided by staff at the start of each day</li> <li>2. Students to bring, glue stick, pens, pencils, coloured, long rulers, sharpeners, rubbers, tape.</li> <li>3. Resources washed using antibacterial spray each night and left to dry.</li> <li>4. Tables, door handles and other surfaces cleaned with antibacterial spray every night</li> <li>5. Lessons planned so resources are individual and not shared - or on white board</li> <li>6. Resources on tables ready for lesson and not distributed within the lesson</li> <li>7. Plastic packets used for individual resources</li> <li>8. Children encouraged to wash hands / use hand gel before and after each session</li> </ol>				
Remaining level of risk				
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>	

<u>Identify hazard</u>				
Emotional distress of the children				
Existing level of risk				
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>	
<u>Control measures</u>				
<ol style="list-style-type: none"> <li>1. Children to have contact with bee hive staff member if needed using full PPE</li> <li>2. Small numbers of children in each Bee hive to support their emotional needs</li> <li>3. Strive for 2 metre social distancing to be able to support a child if in distress</li> </ol>				
Remaining level of risk				
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>	



<u>Identify hazard</u>			
Emotional distress of the staff - including anxiety			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> <li>1. Staff training to take place before Club begins - Inclusion in risk assessment process - input into class protocol, hazard identification and control measures</li> <li>2. L2bee Staff meetings - virtually or socially distanced - to discuss concerns and shared control measures</li> <li>3. Risk assessments reviewed after day one, week one and fortnightly after that - this is flexible</li> <li>4. Vulnerable staff - those subject to strict social distancing - stick to strict 2m distancing rules and wear full PPE at all times (personal risk assessment to be put In place if necessary)</li> </ol>			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Risk of spreading virus due to close contact with children - 1:1 and restraint resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Seek expert guidance from special schools re support for children with behaviour difficulties - that might need restraint and display spitting, biting etc. Leading to individual risk assessments</li> <li>2. Extra gloves, disposable aprons and visors available</li> <li>3. Exclusion if necessary if children are acting in a way that put staff/pupils at risk</li> <li>4. In the result of an incident remove all other children from the room to avoid spread of virus (until child has calmed down)</li> </ol>			

5. Child displaying behaviour issues to be placed in covid bay where parents will be called and asked to collect.

Remaining level of risk		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>			
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>			
<ol style="list-style-type: none"> <li>1. Hand gel order in large quantities</li> <li>2. Extra soap and re-fills</li> <li>3. Children hand wash on entry to classroom, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>4. Washing hands posters replaced in all washing areas</li> <li>5. Reminders how to wash hands properly - videos and posters</li> <li>6. Procedure agreed for children to wash hands</li> </ol>			
<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>			
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>			
<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day using antibacterial spray (every Hour on the hour)</li> <li>2. PPE to be worn at all times (gloves when cleaning)</li> <li>3. Some resources will be rotated and left to de-contaminate after cleaning to reduce the risk of indirect transmission</li> <li>4. Soft furnishings and soft / cloth toys will be removed from use</li> <li>5. Thorough cleaning of classrooms after use</li> <li>6. Special PPE bins to be used for all PPE disposal (yellow bin bags) and to be kept in a locked room (or out of child's reach)</li> </ol>			
<b>Remaining level of risk</b>			

<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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<b><u>Identify hazard</u></b>			
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>			
<ol style="list-style-type: none"> <li>1. Those who are extremely vulnerable (those who have received a letter from Government or clinician) must stay at home</li> <li>2. Those who are clinically vulnerable should seek advice from GP before considering returning to school (personal risk assessments must be taken out and a copy given to Rebecca Gavin)</li> <li>3. Those living with those that are shielding or vulnerable should only attend if they can adhere to social distancing</li> </ol>			
<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>