

RISK ASSESSMENT

AREA / ACTIVITY / TASK BEING ASSESSED:		Transition Arrangements for Year 6 and Nursery Pupils During Covid-19 Pandemic	
DIRECTORATE:		Learning & Skills Directorate	
SERVICE:		Secondary and Primary Schools	
REFERENCE NO.	VERSION	DATE OF ASSESSMENT	DATE OF NEXT REVIEW
	01	20/05/2021	12/09/2021
Description of operations and scope of assessment: <ul style="list-style-type: none"> Activities, Environment(s) Equipment, materials etc. 		<p>Year 6 pupils visiting secondary schools in the Vale of Glamorgan as part of the annual transition arrangements to prepare them for the move to their secondary school</p> <p>Visits to primary schools by nursery children</p> <p>Home visits by school staff</p>	
Location of assessment		All Vale of Glamorgan Schools	
Legislation / Management standards		<p>Health and Safety at Work Act 1974</p> <p>Management of Health and Safety at Work Regulations 1999</p> <p>Regulatory Reform (Fire Safety) Order 2005</p> <p>The Health and Safety (First Aid) Regulations 1981</p> <p>The Workplace (Health, Safety and Welfare) Regulations 1992</p> <p>Health Protection (Coronavirus, Restrictions) (England) Regulations 2020</p>	
Other relevant safety documentation (if applicable): <ul style="list-style-type: none"> Risk Assessments, Safe Systems of Work, Procedures, Guidance etc. 		<p>TITLE</p> <p>https://gov.wales/operational-guidance-schools-and-settings</p>	
Name of Risk Assessor(s)		Job Title:	Signature(s) of Risk Assessor(s)
Head teacher			

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Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
1.	Risk of Covid infection to and from Year 6 pupils visiting secondary schools as part of the transition arrangements	<p>Secondary school pupils</p> <p>Year 6 pupils</p> <p>Staff</p> <p>Congestion in corridors as additional pupils travel through school</p> <p>Congestion at reception areas during arrival and departure of additional pupils</p> <p>Overcrowding of classrooms and other rooms used to host Year 6 pupils and accompanying teaching staff</p> <p>Year 6 pupils being unfamiliar with the Covid arrangements in place in the host secondary school:</p> <ul style="list-style-type: none"> Poor hand hygiene practices Poor respiratory practices 	<p>LFTs in place for school staff and secondary school pupils</p> <p>Procedures in place to prevent symptomatic and asymptomatic pupils and staff from entering schools</p> <p>Effective Covid safety arrangements in place in primary and secondary schools</p>	MEDIUM	<p>1.1 Secondary schools are to arrange transition visits from primary schools when they are sure that they have the necessary capacity in classrooms and staff</p> <p>Dates and times are to be co-ordinated with feeder primary schools to arrange the agree numbers of pupils who can be safely accommodated each day.</p> <p>1.2 Information is to be provided to primary schools, Year 6 pupils and their parents as follows:</p> <ul style="list-style-type: none"> Date of transition visit Arrival and departure times Transport arrangements to and from school Where to report to on arrival at the school Outline of the activities to be undertaken during the visit Their school's Covid management arrangements Meal arrangements Parking arrangements for parents dropping off Year 6 pupils <p>1.3 Given the current very low community infection rates and very low rates of infection among children, the risk from Year 6 pupils mixing with other pupils during transition visits and returning to their primary schools is subsequently very low and is an acceptable balance against the benefits of the transition</p> <p>1.4 While in their secondary school, each group of Year 6 pupils will be regarded as a single contact group for TTP purposes</p>	LOW

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		<ul style="list-style-type: none"> Failure to adhere to one-way routes and associated systems Lack of adherence to social distancing 			<p>1.5 Pupils from the same primary school are to remain together while at their secondary school and should not mix with other bubbles.</p> <p>1.6 All venues including classrooms used to accommodate year 6 pupils are to be cleaned before and after use, remain well ventilated and allow for 2m distancing wherever possible.</p> <p>1.7 Where 2m distancing is not possible in classrooms then pupils are to sit side by side and facing forward.</p> <p>1.8 Movement through schools including “school tours” are to be arranged to coincide when the other pupils are in their own classroom and staff and pupils are to follow existing one-way routes and existing 2m distancing procedures</p> <p>1.9 Secondary schools are to ensure that additional hand wash/sanitising facilities are available if required.</p> <p>1.10 Year 6 pupils who are over 11 years of age are required to follow the host’s school arrangements regarding the wearing of face coverings.</p> <p>Secondary school head teachers are to ensure that additional face coverings are available and provided to year 6 pupils on arrival.</p> <p>Staff are to be available at the start of each visit to demonstrate the correct technique for donning and doffing face coverings including good hand hygiene practices.</p> <p>1.11 All classroom-based lessons and other practical activities arranged for Year 6 pupils are to be managed via the school’s current Covid arrangements</p>	

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					<p>1.12 Head teachers are to ensure that all Year 6 pupils are informed on arrival of the Covid management arrangements in place in the secondary school and staff are to monitor compliance and correct poor practice where appropriate.</p>	
2.	Year 6 pupils becoming symptomatic while visiting their secondary schools	<p>Secondary school pupils Year 6 pupils Staff</p> <p>Year 6 pupils being unaware of arrangements if they become ill during their time in the secondary school</p>	Secondary schools have Infection Control and TTP arrangements in place	HIGH	<p>2.1 Secondary school head teachers are to ensure that Year 6 pupils are aware of the requirement to inform a member of staff if they feel unwell at any time during their visit</p> <p>2.2 Secondary school staff are to follow their local arrangements if a year 6 pupil becomes ill during their visit</p> <p>2.3 Contact details of who will collect the pupil are to be provided by the feeder primary school</p>	MEDIUM
3.	School Transport	<p>Pupils</p> <p>Congestion and overcrowding on existing school transport if current restricted numbers on school transport is exceeded</p>	None – new arrangements	MEDIUM	<p>3.1 Each secondary school will develop their own programme for year 6 pupils to visit (daily, weekly etc) and liaise with their feeder schools as to how many Year 6 pupils from these schools can attend, when they will attend and the allocated arrival and departure times according to each schools' visit timetable</p> <p>3.2 Secondary head teachers are to liaise with the School Transport Manager to co-ordinate the pick-ups and drop offs of Year 6 pupils and to also ensure that the buses are not too full or whether additional buses are required</p> <p>3.3 Pupils from the same primary school should be grouped together on school transport</p>	LOW
4.	Lunch times	<p>Staff Pupils</p>	Secondary schools have bespoke management	MEDIUM	<p>4.1 Head teachers are to liaise with catering services to discuss the appropriate arrangements for lunchtimes that can safely accommodate any additional pupils</p>	LOW

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		<p>Congestion and overcrowding in dining rooms resulting in a failure to maintain 2m distancing</p> <p>Additional numbers creating difficulty with effectively cleaning between sittings</p>	arrangements in place for lunchtimes		<p>4.2 Head teachers may consider:</p> <ul style="list-style-type: none"> Year 6 pupils bring their own packed lunches and eat them outside or indoors as appropriate Accommodating Year 6 pupils in existing lunchtime arrangements Accommodate Year 6 pupils in separate sittings <p>4.3 If Year 6 pupils use the dining room for lunch they are to be seated as a single contact group and will be separated from secondary school pupils.</p>	
5.	ALN Pupils and Accompanying Support Staff	Increased numbers of staff in classrooms could result in difficulties with maintaining 2m distancing between adults	Schools have arrangements in place where face coverings are to be worn where 2m distancing cannot be maintained	LOW	<p>5.1 Primary schools are to liaise with their secondary schools and school transport and forward on the appropriate information to facilitate a safe transition visit for ALN pupils</p> <p>5.2 All details, including the number of support staff who will accompany ALN pupil(s) are to be forwarded onto the secondary school and school transport</p> <p>5.3 Secondary school head teachers are to use this information to assess the suitability of the rooms etc to be used during the visit and any necessary adjustments made prior to the visit and these are to be communicated to the primary school.</p> <p>5.4 If the requirement for additional support staff creates difficulties with social distancing, they are to be informed of the requirement to wear high quality, 3-layer face coverings or disposable face masks.</p> <p>5.5 These should be provided by the secondary school on arrival if appropriate</p>	LOW

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6.	Visits of nursery children to Primary Schools	<p>Given the current very low community infection rates and very low rates of infection among young children, the risk from nursery children mixing with other pupils in the school during transition visits is very low and is an acceptable balance against the benefits of the transition visits</p> <p>The additional numbers of adults accompanying children could compromise 2m distancing and result in congestion at school entrances/exits and in classrooms</p>	All Primary schools have management arrangements in place to support pupils, staff, and visitors	MEDIUM	<p>6.1 Primary schools are to assess the numbers of children and parents they can safely accommodate and liaise and communicate with their feeder nursery settings to agree dates, times and numbers of parents and children who can attend their school.</p> <p>6.2 Parents should be informed of the management arrangements that they will be required to follow ahead of their visit, including the requirement for only one parent to attend.</p> <p>6.3 Information to parents is to include the following:</p> <ul style="list-style-type: none"> • Not to attend if they have symptoms of Covid, or have had a positive LFT or PCR test in previous 48 hrs or have been advised to self-isolate • Arrival and departure times • Arrangements for accessing the school building • Requirement to provide TTP contact details • Requirement to sanitise/wash hands • Requirement to wear face coverings as appropriate • Requirement to inform staff immediately if they become unwell during their visit • Requirement to maintain 2m distance from other parents and staff <p>6.4 Nursery children and parents are to be accompanied by school staff at all times while in the school and safe routes through the school followed at all times</p>	LOW

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					<p>6.5 All rooms used as part of the visit are to be assessed for suitability of space to facilitate 2m social distancing and adequate levels of ventilation</p> <p>6.6 Additional hand washing/sanitising facilities are to be provided where appropriate</p> <p>6.7 If visiting children are to join in with lessons with school pupils they are to be regarded as a single contact group for the time they are there. This presents a low risk of transmission</p>	
7.	School Proms for Year 6 leavers	<p>Staff</p> <p>Pupils</p> <p>Difficulty with maintaining 2m social distancing if large numbers of adults are present at "Leaver's Proms"</p>	<p>Pupils remain in contact groups at all times</p> <p>Classrooms and other rooms are assessed for suitability and are well ventilated</p>	LOW	<p>7.1 Head teachers are to ensure that any room/hall used to hold a "Leaver's Prom" can safely accommodate the numbers of pupils and adults who will be attending. In particular, adults must be able to maintain 2m distance at all times</p> <p>7.2 Head teachers may need to consider using external venues if their own facilities are too small</p> <p>7.3 The room/venue used to host the event must be well ventilated and have sufficient hand washing/sanitising facilities available for staff and pupils</p> <p>7.4 Drop off and collection arrangements should be confirmed with parents prior to the event including a requirement to wear face coverings if appropriate</p> <p>7.5 Parents will not enter the venue unless it has been agreed that they are there to support the event and there is sufficient space to accommodate them</p> <p>7.6 Activities such as pupils dancing, photographs and handing over of awards, certificates etc from staff to pupils are</p>	LOW

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					<p>acceptable if arrangements can be maintained where adults remain 2m socially distanced from other adults</p> <p>7.7 External speakers or guests are permitted, and the school is to follow their arrangements for managing visitors at all times</p>	
8	Home Visits	<p>Staff</p> <p>Concerns regarding the personal safety of staff undertaking home visits</p> <p>Transmission of Covid during home visits</p>	None – new arrangements	HIGH	<p>8.1 Home visits are to be considered as a “last resort” arrangement for meeting parents. Teams/Zoom/Skype are to be regarded as the preferred options</p> <p>Alternatively, other secure venues should be considered – Family centres, community centres, Vale of Glamorgan premises</p> <p>8.2 Where home visits are to be undertaken, the head teacher must contact the support services for the family (Social Worker, Team Around the Family etc) to discuss any safety concerns and arrange a joint visit.</p> <p>8.3 Teaching staff are not to undertake home visits alone under any circumstances</p> <p>8.4 Teaching staff are to follow the instructions of the family support services at all times during the home visit</p> <p>8.5 On the morning of the home visit, school staff are to contact the family to determine if they or anyone in the household has:</p>	MEDIUM

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					<ul style="list-style-type: none"> Symptoms of Covid and wider symptoms Tested positive via a LFT or PCR within previous 48hrs Been advised to self-isolate by TTP <p>8.6 If the answer to any of the above is positive, then the visit should not go ahead, and alternative arrangement made</p> <p>8.7 On arriving at the home, staff should clarify that the conditions in 8.5 are not present</p> <p>8.8 Staff are to carry hand sanitiser and use before entering the home</p> <p>8.9 Staff should carry minimum equipment and not share pens etc. with anyone in the household</p> <p>8.10 Staff must maintain 2m physical distance from other adults at all times and wear high quality, three-layer face coverings or disposable face masks during the home visit (unless exempt)</p> <p>8.11 The family are to be asked if the meeting can take place outside, but where this is not possible, they are to be asked to open windows to provide adequate ventilation</p> <p>8.12 Head teachers are to assess the requirement for face coverings, masks, hand sanitiser and sanitising wipes and distribute to all staff undertaking home visits</p> <p>8.13 Staff are to be trained in the correct donning/doffing/disposal of PPE.</p>	

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					<p>8.14 On completion of the home visit, staff are to wash/sanitise hands and clean all equipment immediately after leaving the property</p> <p>8.15 On completion of the journey from the home visit, all interior and exterior hand contact surfaces of the vehicle should be cleaned with sanitising wipes.</p> <p>8.15 All used PPE and cleaning material are to be disposed of in double black sacks and tied prior to disposal.</p> <p>8.16 Clothing worn during the visit should be washed as normal at 60C or above</p> <p>8.17 If anyone in the household develops symptoms of Coronavirus during the visit, it should be stopped immediately, and the ill person informed that they should arrange a PCR test within 24 hours</p> <p>8.18 School staff are to leave immediately and inform their head teacher</p> <p>8.19 The head teacher is to follow their schools Infection Control and TTP arrangements</p>	