



## Corporate Risk Assessment

<b>Activity being assessed: Return to School</b>		<b>Risk assessment reference number: CSSC01</b> <b>Risk assessment created on: 18.6.20. Reviewed 25/8/20</b> <b>Updated on 6/10/20</b> <b>Review date due: 1.11.20</b>		
<b>Persons undertaking or affected by the activity</b>				
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input type="checkbox"/> Service User <input type="checkbox"/> Other _____				
Hazard	Control measure	Likelihood	Severity	Risk Level
		1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	<i>Likelihood x Severity = Risk Level</i>
<b>Spread of COVID-19</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>All relevant statutory building checks have been undertaken prior to staff being allowed to re-enter buildings.</li> <li>Special consideration must be given to whether employees who are considered to be in a higher risk category which make them more susceptible to Covid-19 as per Public Health Guidance should be permitted to come into work.</li> </ul> <p><b>Important:</b> For employees who are vulnerable and/or are Black and Minority Ethnic and are therefore considered to be in a higher risk category which make them more susceptible to Covid-19 and are concerned about returning to the workplace, a risk assessment tool has been developed by the Welsh Government which they can complete and share with their Manager. This can then be used as an aide in discussions with the employee to understand any concerns with returning to the workplace and to ensure appropriate control measures can be put in place for the employee to return to a safe environment. The risk assessment tool can be accessed <a href="#">here</a></p>	<b>2</b>	<b>3</b>	<b>6</b>

- All persons that are contacted via “Test, Trace, Protect” need to adhere to the guidance given.

**Symptoms of Covid-19/ Symptomatic person**

- All staff and volunteers are to be made aware of the symptoms of COVID-19 and watch for those symptoms in themselves and others – stay alert. Look for Flu like symptoms – high temperature, new constant coughing bouts and/or a loss or change to your sense of smell or taste.
- If any person/visitor/pupil is suspected of suffering symptoms they should be sent home immediately, or if this is not possible they should be isolated in a separate room (supervised as necessary) until they can be collected. Each school must ensure they have up to date contact details for parent/guardians. Person/visitor/pupil should self-isolate according to the guidance produced by Public Health Wales, and or NHS direct.
- Social distancing from the infected person must be exercised wherever possible to prevent the spread of the infection. Where this is not possible, the appropriate PPE must be worn. Refer to PPE section of this risk assessment.
- An alternative exit route from the premises has been identified in order to ensure all other primary routes are not potentially contaminated.
- Personal hygiene after contact with the symptomatic person must be exercised to ensure that the spread of the infection is controlled.
- All areas where a symptomatic person has entered are segregated until a deep clean (level 2) is carried out. The Pupil or staff member will be put into the Business Managers Room.
- the school will arrange for appropriately trained cleaning staff to carry out a deep clean (Level 2) of the affected areas.
- A designated area has been identified where double –bagged contaminated waste can be stored for 72 hours until it can be disposed of safely with the normal waste. The area for this is in the storecupboard where the boiler is housed.
- The equipment that the pupil/employee has been in contact with must be withdrawn from circulation and thoroughly cleaned and disinfected before being allowed back into circulation.

**Access and Egress**

- Gatherings in the school playground will be discouraged.
- Ensure there is an appropriate queuing system on entry and exit from the school premises. A member of staff will be on duty. Staff to advise all persons in the queue to maintain a social distance whilst waiting to enter the school premises. There will be 2 meter gaps placed on the floor. School start times and finish times will be staggered

- All parents and guardians of children are advised on entry to ensure that their children are not symptomatic; if so then entry into the premises will be denied. This has been communicated to parents via a letter emailed to them.
- Upon entry, each pupil will be required to sanitise their hands. Sanitising stations will be available at all entry points.

### **Social Distancing**

- Social distancing must be maintained at all times wherever possible to reduce the risk of the spread of the COVID-19 virus.
- Each area of the school will be assessed prior to use, to ensure it is suitable to facilitate social distancing (e.g. number of pupils/staff/desks per classroom etc).
- Due to the size of some corridors within the building, it will sometimes be difficult to keep a distance of 2 metres when passing another employee. In order to reduce this problem and to limit the amount of time employees are in contact with each other, employees should not congregate or have discussions in corridors.
- Where possible non-contact activities should take place when children are in the activity area(s).
- Do not use play equipment / activities that may encourage close contact at frequent intervals. Play equipment must be cleaned thoroughly throughout the day
- Try not to conduct team building type exercises where close proximity is required.
- Careful consideration must be given for any employee/pupil requiring a Personal Emergency Evacuation Plan (PEEP) to return to work.
- In order to avoid the use of shared fridges and taps in staffrooms staff are encouraged to bring in their own food and drink in cool bags. Personal flasks could be brought in by employees for hot refreshments, again reducing the need to use communal facilities.
- The staff room has been assessed and only 19 staff are allowed at any one time
- If communal equipment is needed (e.g. fridge, kettle) general cleaning wipes to be provided in kitchen, to allow staff to wipe down touch points (such as fridge door handle) after use. Staff encouraged to wash hands thoroughly after touching communal equipment.
- No sweets/snacks to be brought into work for sharing between staff.
- Use of shared printers/copiers to be kept to a minimum. Only one person at a time should be within the printing/photocopying area.

### Cleaning and Hygiene

- The frequency of wiping down of high-touch areas will be increased throughout the day. High-touch areas include bathrooms/ toilets (not the toilet bowls), railings, tables/ desks /chairs, equipment, door handles, sinks, light switches, etc. Disposable gloves and disposable aprons should be worn when cleaning is taking place.
- Cleaning will take place on the Principle of “Teach Germs a lesson” by using the school cleaning colour coded system.
- SCREEN will be made up daily and to the correct dilution rates. Any unused product will be disposed of at the end of the day. An up-to-date COSHH assessment must be available at site.
- All potentially contaminated waste will be placed into a black bag, sealed and placed inside a second black bag and stored in an appropriate area away from all other waste until 72 hours has passed when it will be disposed of in the normal manner.
- All children and adults, including staff must wash or sanitise their hands on entry into the premises.
- Hand washing must take place at regular intervals during the day. Signage will be placed in toilets, etc. to remind pupils/staff to wash for at least 20 seconds. Staff/pupils will be reminded of good handwashing techniques.
- Pupils are encouraged to wash their hands throughout the day when possible. Extra sinks have been put in to accommodate this at Entrance 2.
- Hand sanitiser is available in every classroom, on the way in to lunch and throughout the corridors.
- Lidded bins have been put into the toilets for pupils and staff.
- Stocks of hand sanitiser on the premises must be monitored at regular intervals to ensure that stocks do not run out. Request / replace stocks when they are running low, not when they have run out.
- Hand sanitiser must be stored away from ignition sources such as, sunlight, heat, open flames, hot surfaces, sparks, etc. It must be stored in a cool place.
- If stocks of hand sanitiser run out, ensure there is adequate hand soap and running water that can be used instead.
- Hand wipes available to use as a last resort.
- A supply of disposable tissues will be available in each classroom. These are to be monitored and replenished regularly. Each classroom will have small bags so that if a pupil coughs or sneezes the tissue is to be placed into the small bag and tied. This will then go into the bin. The contents of the bin will be emptied daily.
- Pupils will be shown how to catch a sneeze or cough using their elbow or a tissue and reminded to then wash their hands. This will be done by staff on arrival into the classrooms.

**Personal Protective Equipment (PPE)**

- When using PPE hands must be washed both before and after use.
- Staff who will be required to use PPE will be provided with information on how to don and doff it correctly.

**Routine activities**

- No PPE is required when undertaking routine educational activities in classroom or school settings.

**General clean of premises**

- Disposable gloves and disposable aprons must be worn.

**Suspected coronavirus (COVID-19)**

- 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.
- 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.
- A Level 2 clean must take place when cleaning the areas where a person suspected of having COVID-19 has been. The risk assessment identifies the PPE required when undertaking this activity as being disposable gloves, disposable apron, FR(IIR)SM and goggles.

**Intimate care including administering first aid**

- 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.
- 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.

- Gloves, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction.
- Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.

**Movement around/use of premises**

- Where possible only rooms with windows that can be opened will be used. Appropriate doors will be kept open for ventilation if possible.
- Staff/pupils to be reminded to follow the one-way systems in place.
- Fans are not to be used.
- Play equipment that require high levels of shared use are not to be used.
- All soft furnishings must not be used as these are more difficult to clean/ sanitise.
- Shared equipment, are wiped down and cleaned at regular intervals at the start / end and throughout the day.
- Activities that require physical contact should not be conducted.
- Gym mats etc. that encourage shared will not be used.
- Movement around the school will be kept as low as practicable to minimise the risk of cross contamination in the school environment, and eliminate the need for a deep clean between classes.
- The handling of cash will not be allowed (where possible).
- Water fountains will not be used.
- Whilst moving around the school Staff/Pupils and Visitors are required to wear a Face Mask (preferably) or a Visor. If anyone wishes to wear a face covering for personal reasons in addition to this, they are permitted to do so. Anyone wearing a Face Mask. Face coverings must cover the mouth and nose. When putting coverings on, and while they are on, you should only handle the straps, ties or clips. Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose. You should also wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before and after removing. When not wearing the face covering it should be stored in a sealable plastic bag. Do not give it to someone else to use. You must throw away your face covering if it is damaged. The face covering should be washed as per the manufacturer’s instructions at the highest temperature appropriate for the fabric.
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**Meetings**

- Face to face interaction should be reduced as much as possible. If a visit/meeting/work can be done via telephone/skype/teams etc. then this should be considered as the safest method. Otherwise consideration must be given to whether a 2 metre distance is achievable.
- Avoid non-essential travel around the building e.g. If you need to speak with someone in another part of the building, use the telephone, skype, 'teams' etc. to communicate with them.
- All meeting rooms will be kept locked and if needed to be used must be booked the school office. This way arrangements can be made to ensure that the room is cleaned following its use.
- If meetings are necessary, the room should be assessed to determine how many people are permitted to enter meeting rooms whilst maintaining social distancing. If the room has windows these should be opened to improve ventilation.

**Mental Health and Wellbeing**

- Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.
- Health and Wellbeing during COVID-19 information is available via the home screen on the NPTCC intranet, which provides a wide variety of useful tools such as contact information for support services, online stress control classes etc.

**Emergency procedures such as fire, first aid**

- The emergency evacuation procedure has been reviewed and will be communicated to staff/pupils.
- A First Aider will be available daily. There are sufficient numbers of appropriately trained first aiders available. They should follow the training they have received and use PPE as detailed previously. Only deliver CPR by chest compressions and use a defibrillator (if available) don't do rescue breaths. Practice good hygiene by washing/sanitising hands before and after administering first aid.

**Personal Protective Equipment**



Aprons must be worn



Eye Protection must be worn



Head Protection must be worn



Safety Harness must be worn



Ear Protection must be worn



Safety overalls must be worn



Safety boots must be worn



Respiratory equipment must be worn



Hi Viz clothing must be worn



Protective gloves must be worn



Face Protection must be worn

Other

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional risk information**

In the event of an incident/accident, please contact your nearest first aider.  
All incidents/accidents must be recorded on NPT's Online Accident Reporting System.  
Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided.  
All staff to have regard for their and others health and safety at all times.

**Please identify how this risk assessment has been communicated**

Team brief / Team meeting

One to one

Email

Other (please specify):  Emailed to all Staff and Parents

**Emergency Procedures**

Contact name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Contact number (out of hours): \_\_\_\_\_

Hospital: \_\_\_\_\_

Emergency Services: \_\_\_\_\_

Name: A Powis

Position: Business Manager

Date: 18.6.20

Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident									
Reviews	Key		Likelihood of Injury						
Review date : 15.9.20	<b>Likelihood</b>	<b>Severity</b>		5	5Y	10R	15	20	25
Reviewed by: A Powis	<ol style="list-style-type: none"> <li><b>Very Unlikely</b> - This will probably never happen/occur</li> <li><b>Unlikely</b> - Do not expect it to happen/recur but it is possible it may do so</li> <li><b>Likely</b> - Might happen or recur occasionally</li> <li><b>Very Likely</b> - Will probably happen/recur, but it is not a persisting issue/circumstance</li> <li><b>Certainty</b> - Will undoubtedly happen/recur, possibly frequently</li> </ol>	<ol style="list-style-type: none"> <li><b>Negligible</b> - Minor injuries or discomfort. No medical treatment or measurable physical effects.</li> <li><b>Minor</b> - Injuries or illness requiring on site first aid. Temporary impairment.</li> <li><b>Medical Treatment</b> - Injuries or illness requiring hospital treatment.</li> <li><b>Major</b> - Injury or illness resulting in permanent impairment.</li> <li><b>Fatal</b> - Fatality.</li> </ol>		4	4	8	12	16	20
Review date :				3	3	6G	9	12	15
Reviewed by:				2	2	4	6Y	8	10Y
Review date :				1	1	2	3	4	5G
Reviewed by:				0	1	2	3	4	5
Review date :				<b>Severity of Injury</b>					
Reviewed by:					Low Risk		Medium Risk		High Risk