



## Corporate Risk Assessment

<b>Activity being assessed:</b> Cefn Saeson Comprehensive School Return to School, Alert Level 0, Local Risk Level HIGH.		<b>Risk assessment reference number:</b> Schools/AlertLevelZero/HighRisk <b>Risk assessment created on:</b> 1 <sup>st</sup> September 2021 <b>Review date due:</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>	<u>General</u> <ul style="list-style-type: none"> <li>Employees must follow any instructions and information related to controlling the virus.</li> <li>Lateral Flow Test (LFT) will be continued to be offered to staff/secondary age pupils twice weekly.</li> <li>All persons that are contacted via “Test, Trace, Protect” need to adhere to the guidance given.</li> <li>Retain attendance records to support TTP contact tracers if needed.</li> <li>Staff and pupils are made aware of the One Way systems in school in relation to Covid-19 measures e.g. encouraging physical distancing, room/lift capacity limits, do not enter if you have symptoms of Covid-19, etc.</li> <li>Any concerns in relation to control measures should be raised immediately with the head teacher, or the Business Manager</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>

- Regular inspections and monitoring by the premises team will take place
- SLT / Duty Staff will monitor the corridors to ensure rules are being adhered to.
- Inspections by the Health and Safety Section will be undertaken when necessary.
- All relevant statutory building checks have been undertaken.

### **School Workforce**

- Staff and learners who are **clinically extremely vulnerable** should follow the current published Welsh Government guidance. These members of staff should continue to discuss with their schools how they will be supported e.g. individual risk assessment.
- Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible.
- **Staff who are** at increased risk, as per current Welsh Government guidance, can continue to attend school. While in school they should follow the interventions to minimise the risks of transmission - including taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining physical distancing - and should have an individual workplace assessment.
- People who live with those who are at increased risk can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.
- **Staff who are pregnant** are encouraged to take up vaccination and have a workplace risk assessment. If home-working is not possible, pregnant staff and their employers should follow the advice in the [COVID-19: advice for pregnant employees.](#)

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

The most effective way to prevent transmission of COVID-19 in schools is to stop infection being brought into the school.

- Learners, staff and other adults should not come into a school/setting if they:
  - ➔ have COVID-19 symptoms

	<ul style="list-style-type: none"> <li>→ if they live with someone who has symptoms or has tested positive for COVID-19 – unless they are fully vaccinated or are under 18</li> <li>→ Staff isolating that are not COVID positive are to work from home if they have been told to isolate from TTP.</li> <li>• learners, staff and other adults must not come into a school/setting if they: <ul style="list-style-type: none"> <li>→ have tested positive for COVID-19</li> <li>→ have been contacted by the TTP service and told to self-isolate</li> </ul> </li> <li>• 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. <b>Look for Flu like symptoms – high temperature, new constant coughing bouts (<i>this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours</i>) and/or a loss or change to your sense of smell or taste (anosmia).</b></li> <li>• 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. If it is not possible to isolate them, move them to an area which is at least two metres away from other people. If pupils are waiting to be collected and have symptoms they are to wait in the First Aid Room, Spare Admin Room. 1 pupil per room. Once they are full the pupils will be put into the auditorium whilst awaiting to be collected. Staff members displaying symptoms are to go home immediately and inform the office.</li> <li>• 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.</li> <li>• Where possible, an alternative exit route from the premises has been identified in order to ensure all other primary routes are not potentially contaminated. If pupils are in the auditorium they may exit via the entrance in the room.</li> <li>• Personal hygiene after contact with the symptomatic person must be exercised to ensure that the spread of the infection is controlled.</li> <li>• All areas where a symptomatic person has entered are segregated until a deep clean (level 2) is carried out. If it's a classroom, you will need to find an alternative area where the children can be moved to for the interim period.</li> <li>• If a cluster/outbreak is identified by TTP, a level 2 clean may also be required.</li> </ul>			
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- **Secondary Schools** – the school is to arrange for appropriately trained cleaning staff to carry out a deep clean (Level 2) of the affected areas. Staff have received the appropriate training.
- All potentially contaminated waste will be placed into a black bag, sealed and placed inside a second black bag and stored in a designated area (**outside in the bin storage area**) away from all other waste until 72 hours has passed when it will be disposed of in the normal manner.
- 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.

**Physical Distancing**

- Parents gathering at the end of the day are to be discouraged.
- Large group gatherings such as assemblies are not to take place.
- Ensure there is appropriate signage on display at the entry points reminding parents and visitors to respect other peoples space/physical distancing.
- Staff in secondary schools should maintain distance from their learners, staying at the front of the class where possible.
- The use of one way systems, is implemented.
- Where possible, seat pupils side by side and facing forward.
- Consistent seating plans have been introduced in the classrooms, where possible (recognising this may not be possible for younger learners, and those who require 1:1 support/Additional Learning Needs). Staff are to either take a photo on their computers or devise a seating plan.
- Physical distancing between staff should be maintained wherever possible to reduce the risk of the spread of the COVID-19 virus e.g. corridors, communal areas, staff rooms, meeting rooms, passenger lifts, etc.
- Signage present on passenger lifts to communicate maximum person usage. Consideration must be given to wheel chair users and designated carer.

- Meeting/Staff rooms should be assessed to determine how many people are permitted to enter meeting rooms whilst maintaining physical distancing.
- The staff work areas have been assessed and a poster displayed on each staff work area door.

**Ventilation**

- Where possible, staff are encouraged to use outdoor spaces for activities.
- Schools must ensure an adequate supply of fresh air (ventilation) in enclosed areas, either via mechanical ventilation or natural ventilation or a combination of the both
- Mechanical systems will be adjusted to increase the ventilation rate wherever possible
- Natural ventilation to be increased through opening windows and non-fire doors where possible.
- The airing of rooms via windows and non-fire doors at break, lunch times and prior to the start of the school day should be encouraged.
- Where possible, encourage staff to open top/high level windows (this helps to prevent draughts), and moving obstructions such as curtains/blinds.
- Ceiling fans or desk fans may be used to prevent pockets of stagnant air only where the area is well ventilated. Desk fans to be pointed away from people and pointed at walls etc.
- Small rooms have identified maximum capacity limits to ensure greater dilution.
- Checks to be carried out to ensure windows, grids and airbricks are not obstructed. Check that they all function correctly and identify areas that are poorly ventilated.
- Any areas of poor ventilation/stagnant air then consideration will be given to obtaining a CO<sub>2</sub> monitor (NDIR) type, or putting these areas out of bounds or

limiting their use. Schools to monitor the readings of the CO<sub>2</sub> monitor and take appropriate actions.

### **Hand/Respiratory Hygiene**

- Learners should clean their hands regularly, including when they arrive at school, when they return from breaks, after using the toilet, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Hand sanitiser is based in each room and pupils/staff are encouraged to use this on the way in and out of the classrooms.
- Ensure enough hand washing or hand sanitiser 'stations' available so that all learners and staff can clean their hands regularly.
- 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.
- As good practice, hand washing posters to be placed in toilet areas to remind pupils/staff of good handwashing techniques.
- Pupils encouraged to catch a sneeze or cough using their elbow or a tissue, dispose of tissue and reminded to then wash their hands. The 'Catch it, bin it, kill it, Wash your Hands' approach.

### **Cleaning**

- Cleaning will take place using appropriate cleaning products, in line with general cleaning procedures (e.g. end of day clean).
- Staff to be encouraged to wipe down during the day, where possible, using standard products, including wipes. Wipes will be in each class room and pupils are encouraged to wipe down desks after the lessons.
- Wipes to be available in staff rooms, to utilise after using communal equipment (kettles, microwaves etc.).
- Toilets are cleaned regularly.

### **Face Coverings**

- Face coverings should be worn by secondary aged learners when moving around indoor communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained.
- Face coverings should be worn by staff and visitors in schools when moving around indoor communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained.
- Face coverings must be worn in any area of the building where the public visit, for example when they enter/exit a building which is open to the public via the reception area.
- Staff working in public areas where there is a Perspex screen shielding the employee from the public are not required to wear a face covering.
- Face coverings should continue to be worn by learners in secondary schools and settings when travelling on dedicated school transport.
- A person does not have to wear a face covering if they have a reasonable excuse not to wear one, but are advised to wear a visor.

**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**

- PPE in line with your COSHH risk assessment 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.

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> <p><b>Intimate care including administering first aid</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.</li> </ul> <p><b><u>Mental Health and Wellbeing</u></b></p> <ul style="list-style-type: none"> <li>• Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</li> </ul> <p><b><u>Emergency Procedures</u></b></p> <ul style="list-style-type: none"> <li>• The emergency evacuation procedure has been reviewed and communicated to staff/pupils. It is recommended that a fire drill is carried out to ensure the amended procedure is understood. Staff who require a Personal Emergency Evacuation Plan (PEEP) will need to seek advice from the Facilities section.</li> <li>• In the event of an emergency, follow the emergency procedures in place at that building.</li> <li>• Ensure there are sufficient numbers of appropriately trained first aiders available. They should follow the training they have received and use PPE as detailed previously. Practice good hygiene by washing/sanitising hands before and after administering first aid.</li> </ul>			
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**Personal Protective Equipment**

											<b>Other</b>
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	_____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**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:  \_\_\_\_\_)

**Emergency Procedures**

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

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

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

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

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

<b>Name:</b>	<b>Position:</b>	<b>Date:</b>

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 :	<b>Likelihood</b> 1. <b>Very Unlikely</b> - This will probably never happen/occur 2. <b>Unlikely</b> - Do not expect it to happen/recur but it is possible it may do so 3. <b>Likely</b> - Might happen or recur occasionally 4. <b>Very Likely</b> - Will probably happen/recur, but it is not a persisting issue/circumstance 5. <b>Certainty</b> - Will undoubtedly happen/recur, possibly frequently	<b>Severity</b> 1. <b>Negligible</b> - Minor injuries or discomfort. No medical treatment or measurable physical effects. 2. <b>Minor</b> - Injuries or illness requiring on site first aid. Temporary impairment. 3. <b>Medical Treatment</b> - Injuries or illness requiring hospital treatment. 4. <b>Major</b> - Injury or illness resulting in permanent impairment. 5. <b>Fatal</b> - Fatality.		5	5Y	10R	15	20	25
Reviewed by:				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