



Corporate Risk Assessment

Activity being assessed: Cefn Saeson Comprehensive School Visitors into School: Alert Level 0, Local Risk Level HIGH.		Risk assessment reference number: Visitors Risk assessment created on: September 2020 Review date due: December 2021 Reviewed: September 2021		
Persons undertaking or affected by the activity				
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Service User <input checked="" type="checkbox"/> Other <u>Pupils / Visitors</u>				
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>
Exposure to Covid-19	General <ul style="list-style-type: none"> This risk assessment has been developed in line with the Welsh Government's Keep Wales Safe - at Work – Guidance for Employers and Employees. Visitors should only enter school buildings if they have made an appointment with a member of staff or the Headteacher Visitors must stick to the one way system in school and be with a member of staff at all times. The allocated room for visitors must be socially distanced and the number of people in the room checked before visitors can attend. Visitors are to enter via the main entrance into the building, all visitors are to hand sanitise on entering /or by Reception. Visitors must report to reception on entry and sign in and also sign out. Facemasks and not Face Coverings are to be used when coming onto the school site and must be worn whilst on 	2	3	6

school site at all times unless they are eating or are based in the classrooms.

Operational Times and entry to building

- Appointments should be made within school opening hours.
- Entrance through main building, Reception
- All individuals must use the hand sanitiser upon entering /Reception and leaving the building and wash/sanitise their hands regularly for the duration of the time they spend in the building eg.

Hygiene – handwashing, sanitation facilities and toilets

- Hand washing facilities are in place.
- Hand sanitiser are in rooms and is kept away from direct source of heat, e.g. sunlight
- All individuals are to be meticulous with their hand washing; washing thoroughly for at least 20 seconds on a regular basis.
- Cover your cough or sneeze with a flexed elbow or tissue; immediately dispose of the tissue safely and wash/sanitise your hands.
- Individuals to refrain from touching their eyes, nose, and mouth whilst at work.
- Visitors can use the staff toilets or the disbaility ones which are allocated around the school premises.

Cleaning

- The cleaning and disinfecting of rooms being used during visits is the responsibility of the school and in line with the schools risk assessments.

	<ul style="list-style-type: none"> • Visitors must clear any workspaces used within schools and remove waste and belongings from the work area at the end of a visit. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Follow school risk assessment regarding social distancing and minimise movement around the school, especially at busy times, i.e. end of lessons, break times. • Social distancing must be maintained where ever possible. • If a visitor is using a room the school will ensure it is set up for social distancing before visitors enter. If the room has windows these should be opened to improve ventilation. • Wear Face masks in all communal areas. These do not need to be used in the classrooms. • Visitors must follow any instructions and information related to controlling the virus. • Any concerns in relation to control measures should be raised with the school. • Visitors will not be greeted with a handshake, as physical contact must be minimised. <p><u>Meetings</u></p> <ul style="list-style-type: none"> • Face to face interaction should be reduced as much as possible. If a visit/meeting/work can be done via telephone /teams etc. then this should be considered as the safest method. Otherwise consideration must be given to whether a 2 meter distance can be maintained. • If meetings are necessary, the room will be assessed by school for the number of people who are permitted to enter meeting rooms and if the room has windows these should be opened to improve ventilation and employees must keep a 2 meter distance apart throughout the meeting. 			
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	<p><u>Training</u></p> <ul style="list-style-type: none"> • Where possible training should be delivered online. If this is not possible then consideration needs to be given to social distancing. • Any training planned needs to allow time for hand washing and any social distancing measures if activities are planned. • Participants should bring their own writing materials, drinks and lunches. • The room will be assessed by school for the number of people permitted to be in there and seating needs to be planned to ensure social distancing. Windows should be opened to improve ventilation where possible. • Seating arrangements should be forward facing where possible to minimise people facing each other. • Participants and trainers should wash hands on arrival and after any breaks where they leave the room. • Any resources needed should be appropriately sanitised either by not being used for 72 hrs prior to training or by using appropriate wipes. If resources are new ensure hands are washed before handling them. • Where possible any handouts should be emailed to participants for them to print out. <p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> • If a visitor or members of their household are displaying any symptoms of Covid-19 they must not come into school and follow Public Health Guidance. • If a visitor develops/displays symptoms during a visit they must inform the school admin asap. 			
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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

Face Masks on arrival and whilst on the school premises

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): School Website / Parent App / Emailed to certain visitors to school when required

Emergency Procedures

Contact name: _____
 Contact number: _____
 Contact number (out of hours): _____
 Hospital: Neath Port Talbot Hospital
 Emergency Services: 999

Name: A Powis | Position: Business Manager | Date: 20.9.2021

Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident

Reviews	Key								
Review date : Dec 20	<p>Likelihood</p> <ol style="list-style-type: none"> Very Unlikely - This will probably never happen/occur Unlikely - Do not expect it to happen/recur but it is possible it may do so Likely - Might happen or recur occasionally Very Likely - Will probably happen/recur, but it is not a persisting issue/circumstance Certainty - Will undoubtedly happen/recur, possibly frequently 	<p>Severity</p> <ol style="list-style-type: none"> Negligible - Minor injuries or discomfort. No medical treatment or measurable physical effects. Minor - Injuries or illness requiring on site first aid. Temporary impairment. Medical Treatment - Injuries or illness requiring hospital treatment. Major - Injury or illness resulting in permanent impairment. Fatal - Fatality. 	Likelihood of Injury	5	5Y	10R	15	20	25
Reviewed by: A Powis – January 2021				4	4	8	12	16	20
Review date : 7 th June 2021				3	3	6G	9	12	15
Reviewed by: A Powis				2	2	4	6Y	8	10Y
Review date :				1	1	2	3	4	5G
Reviewed by:				0	1	2	3	4	5
Review date :				Severity of Injury					
Reviewed by:					Low Risk		Medium Risk		High Risk