



Corporate Risk Assessment

The guidance document “Operational guidance for schools and settings from autumn term and Guidance on learning in schools and settings from autumn term” should be utilised when completing your risk assessment.

Activity being assessed: Reopening of schools YGG GCG		Risk assessment reference number: COVID GCG 001 Risk assessment created on: 03.08.2020 Review date due: 30.9.2020		
Persons undertaking or affected by the activity				
<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 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	Severity 1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	Risk Level <i>Likelihood x Severity = Risk Level</i>
Spread of COVID-19	<p><u>General</u></p> <ul style="list-style-type: none">• All relevant statutory building checks have been undertaken prior to staff being allowed to re-enter buildings.• 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. <p><u>Important:</u> 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</p>	2	3	6

	<p>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 here</p> <ul style="list-style-type: none"> All persons that are contacted via “Test, Trace, Protect” need to adhere to the guidance given. <p><u>Symptoms of Covid-19/ Symptomatic person</u></p> <ul style="list-style-type: none"> 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. Any suspected cases, pupils to re-locate to Stafell Stwnsh (G26). Primary Schools/AMS cleaning SLA Schools – AMS cleaning must be notified so they can arrange a deep clean (Level 2) to 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 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. <p><u>Access and Egress</u></p> <ul style="list-style-type: none"> Gatherings in the school playground will be discouraged. Ensure there is an appropriate queuing system on entry and exit from the school 	2	3	6
		2	1	2












	<p>premises. 4 members of staff will be on duty reminding parents to social distancing during 8.40-8.50am. Head teacher will also using yard speaker system to remind all parents to exit promptly via exit gate (park gate) Staff to advise all persons in the queue to maintain a social distance whilst waiting to enter the school premises. 2 meter gaps markers placed outside each entrance.</p> <p>3.9.20: All* Nursery/Recep/Yr 1-3: 8.50pm-3.00pm (Yr 3) 3.15pm. = 50% of school roll.</p> <p>7.9.20: Yr 4, Yr5/6 return to school 8.50am-3.15pm = 100% of school roll</p> <p>*Nursery pupils will have a taster session from 1-4.9.20 (groups of 6)</p> <ul style="list-style-type: none"> • <u>NURSERY PUPILS:</u> The school has 6 access points. Nursery pupils will access their own door to the class and met by a support staff member. New parents will be informed via school communication platform of new arrangements. Parents will pick up from same drop off point with no other set of parents (11.20am). Parents will be gently informed to leave as soon as possible and exit via one way system on yard. • 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. Signage throughout the school informing entry and exit points and information of COVID symptoms also A3 size. • Upon entry, each pupil will be required to sanitise their hands. Sanitising stations should be available at all entry points. Hand santiser at all entry points supervised by staff. Admin officer to inspect each station throughout the school for replenishing (if needed) <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Social distancing must be maintained at all times wherever possible to reduce the risk of the spread of the COVID-19 virus. One way system throughout the school, floor markers used, posters in corridors. No more than 3 members of staff in staff room at any given time. FP staff to relocate to PPA room for lunchtime, admin officer to close door and staff to knock first. • 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). Each classroom to have no more than 30 per class. • Due to the size of some corridors within the building, it will sometimes be difficult to keep a distance of 2 meters 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). Breakfast club and after school clubs will be suspended for the first week a resume on 07.09.20. (Emailed Jayne Dennis 03.08.20) 	2	1	2
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	<ul style="list-style-type: none"> • 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 - 3 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. • Use of shared printers/photocopiers to be kept to a minimum. Only one person at a time should be within the printing/photocopying area. <p><u>Cleaning and Hygiene</u></p> <ul style="list-style-type: none"> • 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, toys, 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. (STAFF TO USE ANTI-BAC SCREEN SPRAY IN EACH HYGIENE STATION) • 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/sanitise their hands on entry into the premises. • Soap, running water and hand drying facilities are available in every toilet and in each classroom that has a sink. • Hand washing must take place at regular intervals during the day. Signage will be placed in toilets, sinks, etc. to remind pupils/staff to wash for at least 20 seconds. Staff/pupils will be reminded of good handwashing techniques. • 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. 	1	1	1
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	<ul style="list-style-type: none"> • 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 have run out, ensure there is adequate hand soap and running water that can be used instead. • Have 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. Separate bins for the tissues should be available in each classroom and other key locations around the site. The contents should 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. • All classes have a sink with running water. All classes will be provided with soap and check weekly for more supplies. Year 3 class currently does not have a sink and will use the sink adjacent to the class. This will be used before and after play and all break times. Pupils will also have access to the hand sanitizer from their class hygiene stations. <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> • 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. Information poster to be provided to schools <p>Routine activities</p> <ul style="list-style-type: none"> • No PPE is required when undertaking routine educational activities in classroom or school settings. <p>General clean of premises</p> <ul style="list-style-type: none"> • Disposable gloves and disposable aprons must be worn. <p>Suspected coronavirus (COVID-19)</p> <ul style="list-style-type: none"> • 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. 	2	2	4
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	<ul style="list-style-type: none"> • 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. <p>Intimate care including administering first aid</p> <ul style="list-style-type: none"> • 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. <p><u>Movement around/use of premises</u></p> <ul style="list-style-type: none"> • Where possible only rooms with windows that can be opened will be used. Appropriate doors will be kept open for ventilation if possible. 15 minutes before pupils enter each class. • WG announced that pupils under 11 do not have to socially distance themselves. • Staff/pupils to be reminded to follow the one-way systems in place. • Fans are not to be used. • Play equipment / toys that require high levels of shared use (lego, clay, building blocks sand play pits) etc. to be cleaned where possible. • All soft furnishings/ toys will be removed as these are more difficult to clean/ sanitise. • Shared equipment such as trikes / bike or other ride on toys, are wiped down and cleaned at regular intervals at the start / end and throughout the day. • Gym mats etc. that encourage shared use should 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 should be discouraged. Fruit money in box and left for 72 hours. • Water fountains should not be used. 	2	1	2
		1	1	1

Personal Protective Equipment

											Other
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


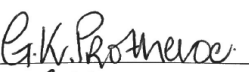
In the event of an incident/accident, please contact your nearest first aider.
 All incidents/accidents must be recorded on NPT's Online Accident Reporting System.
 Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided.
 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	<input checked="" type="checkbox"/>
One to one	<input type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Other (please specify: _____)	<input checked="" type="checkbox"/> Group Whatsapp with all staff

Emergency Procedures

Contact name:	Martin Evans
Contact number:	01269 822238
Contact number (out of hours):	07967020681
Hospital:	01792 702222
Emergency Services:	999

Name:  Martin Evans	Position: Head teacher	Date: 03.08.2020
Glenys Protheroe 	CoG	

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

Reviews	Key
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