



Corporate Risk Assessment

Llangiwg Primary School

| Activity being assessed: Return to school September 2020 | | Risk assessment reference number: COVID 2 Risk assessment created on:23.8.20 Review date due: 28.9.20 | | |
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| 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 | Severity | Risk Level <i>Likelihood x Severity = Risk Level</i> |
| | | 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty | 1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal | |
| Spread of COVID-19 | <p>General</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>Important: 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.</p> | 2 | 3 | 6 |

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| | <p>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. The library will be used as an isolation room. 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. PPE such as gloves, goggles, visors, aprons and masks and items disposed of in the COVID bin within the school office 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. All other pupils will be moved into the hall 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. All bags will be dated. 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. All classes will be timetabled for outdoor use of the yards and indoor access to other rooms. (hall) | | | |
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Commented [HO1]: Is the location identified in your School Recovery Plan, if not please enter it here

Commented [HO2]: Is the location identified in your School Recovery Plan, if not please enter it here

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| | <ul style="list-style-type: none"> • Ensure there is an appropriate queuing system on entry and exit from the school premises. All pupils and parents will have to queue at the socially distanced markings outside the school on the pathway. No parents will be allowed into the school vicinity due to the narrowed access. Staff will be in the yard to greet the pupils at their staggered start times. Registers will be taken by staff on entry and taken again when in class. Staff to advise all persons in the queue to maintain a social distance whilst waiting to enter the school premises. • 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. School letters and texts will remind parents of the importance of the child's good health when attending school. Parents will be reminded of the up to date government guidance before the start of term. School signage around the school and in the school windows will support the parents and pupils of the necessary routines and precautions. • Upon entry, each pupil will be required to sanitise their hands. All pupils will wash their hands before entering their classrooms. Sanitising stations will be available at all entry points and wall mounted hand sanitizers outside each room plus additional bottles available in the classrooms. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Although guidance for pupils to socially distance from one another has changed we will do all that we can to protect the pupils from other classes of children and adults. Staff will be notified to socially distance from the pupils as much as they can, however we know this is extremely difficult with younger children. • Movement of staff will be kept to a minimum. However for school to operate there are some timetabling of staff which is unavoidable. • Social distancing must be maintained at all times wherever possible to reduce the risk of the spread of the COVID-19 virus. All pupils have been given a date and time to start back to school. The classes have been given staggered start and end times and classes minimised to reduce congestions at the school gates at entry and exit to/from the school building. Both school doors will receive pupils. There will be no whole school gathering, worship will be based in class and school celebrations to take place also in class. Playtimes will be timetabled and supported by the yards being divided and allocated areas for each class. Lunchtimes will be staggered. One class entering the school hall at a time. On occasions one class may eat their lunch in the classroom. Again the yard will be supervised and segregated usage for each class if necessary. As classes are timetabled for lunch, this allows school staff to socially distance in the staffroom. There shall be no more than 2 staff members in the staffroom at any one time. | | | |
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Commented [H03]: Will the high touch points in the dining hall, e.g. tables, trays, seats, door handles, etc. be cleaned between each group?

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| | <ul style="list-style-type: none"> • 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). Only the necessary furniture will be allowed in each classroom. • 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 • Team building type exercises where close proximity is required will only be allowed as a whole class bubble. • 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 2 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/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. | | | |
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Commented [H04]: Will the 'touch points' be wiped/cleaned after each use?

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| | <ul style="list-style-type: none"> 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. 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. The bins are labelled as Catch it, Kill it and BIN it to avoid confusion Pupils will be shown how to catch a sneeze or cough using their elbow or a tissue and reminded to then wash their hands. <p>Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> When using PPE hands must be washed both before and after use. <ul style="list-style-type: none"> Staff who will be required to use PPE will be provided with information on how to don and doff it correctly. Posters and supportive information will be shared to all staff on how to use PPE safely. Posters will be displayed around the school. <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. | | | |
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Commented [H05]: Is the location identified in your School Recovery Plan, if not please enter it here

Commented [H06]: Paper towels are the preferred method and lidded bins should be provided

Commented [H07]: Does your recovery plan identify that pupils wash their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating and after using the toilet? If not can this be stated here?

Commented [H08]: Are they lidded bins?

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| | <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. • 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. Staff will risk assess their pupils and make a professional decisions on whether SEBD pupils are safe or if further staff support is required. • 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, plastercene, building blocks sand play pits) etc. are not to be used. | | | |
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| | <ul style="list-style-type: none"> • 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. • Activities that require physical contact should not be conducted across classes of pupils • Gym mats etc. that encourage shared can be used but cleaned thoroughly before the use of another class. • 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. • Water fountains should not be used. <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/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. <p><u>Mental Health and Wellbeing</u></p> <ul style="list-style-type: none"> • 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. <p><u>Emergency procedures such as fire, first aid</u></p> | | | |
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| | <ul style="list-style-type: none"> The emergency evacuation procedure has been reviewed and communicate to staff/pupils. We will conduct a fire drill within the first few days, when whole school capacity should be in attendance . 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. 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. | | | |
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| Personal Protective Equipment | | | | | | | | | | | |
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|  |  |  |  |  |  |  |  |  |  |  | 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

One to one

Email

Other (please specify: _____

Emergency Procedures

Contact name: Melissa Woodham

Contact number: 07904012079

Contact number (out of hours): As above

Hospital: Morrison Hospital
 Emergency Services: 999

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| Name: Melissa Woodham | Position: Headteacher | Date: 23.8.20 |
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Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident

| Reviews | Key | | Likelihood of Injury | Severity of Injury | | | | | |
|---------------|---|--|----------------------|---------------------------|-------------|-----------|----|-----|---|
| Review date : | Likelihood | Severity | | 5 | 4 | 3 | 2 | 1 | 0 |
| Reviewed by: | <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 | <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. | | 5Y | 10R | 15 | 20 | 25 | |
| Review date : | | | | 4 | 8 | 12 | 16 | 20 | |
| Reviewed by: | | | | 3 | 6G | 9 | 12 | 15 | |
| Review date : | | | | 2 | 4 | 6Y | 8 | 10Y | |
| Reviewed by: | | | | 1 | 2 | 3 | 4 | 5G | |
| Review date : | | | | 0 | 1 | 2 | 3 | 4 | 5 |
| Reviewed by: | | | | Severity of Injury | | | | | |
| Review date : | | | | Low Risk | Medium Risk | High Risk | | | |
| Reviewed by: | | | | | | | | | |