



## Corporate Risk Assessment

**The guidance document “Neath Port Talbot Check In, Catch Up and Prepare for Summer and September Arrangements” should be utilised when completing your risk assessment.**

<b>Activity being assessed: Re-opening of YGG Cwmllynfell on 1.09.20</b>		<b>Risk assessment reference number: Covid 19 – September Risk Assessment 1.</b> <b>Risk assessment created on: 20.08.20</b> <b>Review date due: Week ending <u>04.09.20</u> (Risk assessment to be reviewed on a weekly basis.</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 <i>Likelihood x Severity = Risk Level</i>
<b>Spread of COVID-19</b>	<b><u>General</u></b> <ul style="list-style-type: none"> <li>All relevant statutory building checks have been undertaken prior to staff being allowed to re-enter buildings in September. <b>Special consideration must be given to the fact that building work is to be carried out during September and will continue throughout the year. Therefore, it is highly likely that additional building checks will need to be carried out on a more regular basis during the course of the year.</b></li> <li>Special consideration must continue to be given to safeguard employees who are considered to be in a higher risk category which make them more susceptible to Covid-19 as per Public Health Guidance.</li> </ul>	<b>2</b> <small>1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty</small>	<b>3</b> <small>1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal</small>	<b>6</b>

**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.

The risk assessment tool can be accessed [here](#)

- School will fully engage with the Test, Trace and Protect strategy and Track and Trace procedures will be in place at school. 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 and supervised if necessary, until they can be collected. **This room will be the school library.** Each school must ensure they have up to date contact details for parent/guardians. Those suspected of suffering from Covid-19 or carrying symptoms of Covid-19 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. Please refer to PPE section of this risk assessment for guidelines on what should be worn and how it should be worn.
- An alternative exit route from the premises has been identified in order to ensure all other primary routes are not potentially contaminated. **This exit route will be the door next to the library. However, please note that due to major building work being carried out on school premises, there is every likelihood that this may change. This risk assessment will be reviewed on a weekly basis and more regularly, if / when deemed necessary.**
- 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. If it includes a classroom, we will need to find an alternative area where the children can be moved to. **This alternative area will be the school 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. This will be situated alongside the regular bins and marked clearly. **The date will be written clearly onto all bags that contain contaminated 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.

**Access and Egress**

**Due to building work, it is unlikely that arrangements for access and egress will remain consistent. The risk assessment will be reviewed on a weekly basis, and more regularly i.e. daily basis in this case, and any necessary modifications will be clearly communicated to all concerned and all those who will be affected by changes. The person responsible for reviewing the risk assessment, drawing up a new access and egress plan and communicating this to pupils, parents, staff and expected visitors (NPT / LA staff and maintenance staff only) is the Headteacher (Lynne Brier).**

- Gatherings in the school playground will not be permitted at the start of the day. Parents will be expected to remain in the car park adjacent to the school. Pupils will be permitted to go straight to their classrooms, via their hand-sanitiser stations. A member of staff will always be waiting for them in their classroom. At the end of the day, one group of parents at a time will be permitted onto the playground and will be expected to stand two metres apart in designated areas (blue painted spots). This is for safety reasons to avoid too many pedestrians standing in the car park at the end of the day.
- A member of staff will be on duty to accept pupils into school and remind parents to maintain a social distance whilst standing outside the school premises.
- All parents and guardians of children are advised on entry to ensure that their children are not symptomatic. If they feel unwell or have any of the four identified symptoms of Covid-19, entry into the premises will be denied. Entry will also be denied to pupils who live in a household with someone who has symptoms of Covid-19 or has tested positive to Covid-19 in the past 14 days. Signage to communicate this message will be placed on the school gate. Parents will also receive a letter that conveys this message.
- Upon entry, each pupil will be required to sanitise their hands. Sanitising stations will be available at all entry points. Due to the high alcohol content, the hand sanitiser will need to be appropriately supervised to prevent accidental ingestion by pupils. Hand sanitiser with high alcohol content should not be placed in direct sunlight, or near any heat source, as it is highly flammable. An up-to-date COSHH assessment will be available at site.

### **Social Distancing**

- Contact between individuals will be minimised at all times, wherever possible.
- Groups of learners will be separated according to their classes i.e. different classes will not be permitted to play together in the same area and will not be permitted to eat together at lunchtimes. Where possible, pupils will eat their lunches within their own classrooms and lunchtimes will be staggered to reduce the risk of different groups of pupils mixing with each other.
- Social distancing between adults must be maintained at all times, wherever possible, to reduce the risk of the spread of the COVID-19 virus e.g. movement around school, staffrooms, children in classrooms, office staff, bursar, caretaker, etc. School will refer to *“Neath Port Talbot check in, catch up and prepare for summer and September arrangements”* and *“Managing Movement around schools”* documents, as well as Welsh Government document *“Operational Guidance for Schools and Settings from Autumn Term.”*
- Specific areas of the building will be out of use to groups of pupils in order to cut out congestion. No pupils will be permitted to enter the main corridor or the school office. The corridor leading to the library will be for Year 5 / 6 pupils only. Key Stage 2 pupils will not be permitted to enter the Foundation Phase department and vice versa. No more than four members of staff will be permitted to use the staff room together and only two people at a time will be permitted to use the school office. The office will continue to be strictly out of bounds to all pupils and parents.
- Each area of the school will be assessed prior to use, to ensure it is suitable to facilitate social distancing between adults.
- 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 must not congregate or have discussions in corridors.
- Where possible, non-contact activities should continue to take place when children are in the activity area(s).
- For pupils who present behaviours which may increase the risk of droplet transmission e.g. biting, licking, kissing, spitting or placing things in their mouths etc, they should continue to receive care in the same way, as long as they present no symptoms. However, additional cleaning of surfaces or objects may be required. Some objects that a pupil has placed in their mouths should be thrown into a covered bin.
- Staff should continue to discourage the use of play equipment and activities that may encourage close contact at frequent intervals. Play equipment (indoor and outdoor)

	<p>must be cleaned thoroughly throughout the day and where possible, the sharing of equipment should be discouraged. Pupils should use their own pens, pencils, rulers etc.</p> <ul style="list-style-type: none"> <li>• Try not to conduct team building type exercises where close proximity is required.</li> <li>• Careful consideration must be given for any employee/pupil requiring a Personal Emergency Evacuation Plan (PEEP) to return to work.</li> <li>• Where possible, pupils will be seated side by side and facing forward within their classroom setting. Unnecessary furniture will be removed from classrooms to accommodate this.</li> <li>• 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.</li> <li>• The staff room has been assessed and only four members of staff are allowed at any one time. <b>Surplus chairs will be removed to discourage staff gathering.</b></li> <li>• If communal equipment is needed (e.g. fridge, kettle) general cleaning wipes will be provided, to allow staff to wipe down touch points (such as fridge door handle) after use. Staff are encouraged to wash hands thoroughly after touching communal equipment.</li> <li>• No sweets/snacks will be brought into work for sharing between staff.</li> <li>• Use of shared printers/photocopiers must be kept to a minimum. Only one person at a time should be within the printing/photocopying area (school office). Touch points from such equipment will be wiped down / cleaned after every use.</li> </ul> <p><b><u>Cleaning and Hygiene</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Cleaning will take place on the Principle of “Teach Germs a Lesson” by using the school cleaning colour coded system.</li> <li>• 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 will be available on site.</li> <li>• 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.</li> <li>• All children and adults, including staff must wash/sanitise their hands upon entry into the premises.</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Emphasis will be placed on promoting the “catch it, bin it, kill it” approach and upon their return to school, all pupils will receive training on this approach.</li> <li>• Soap, running water and paper towels are available in every toilet and in each classroom that has a sink. Pupils accessing the Reception/ Year 1 / 2 classroom will use the sinks in the nursery area. All such areas will be provided with lidded bins.</li> <li>• Hand washing must continue to take place at regular intervals during the day i.e. upon arrival at school, return from break, after visiting a different part of the school, before and after visiting the toilet and before and after eating. Signage is in place in toilets, sinks, etc. to remind pupils/staff to wash for at least 20 seconds. Staff/pupils will be reminded of good handwashing techniques.</li> <li>• Those using face coverings upon arrival at school will be instructed not to touch the front of their face covering during use or when removing them. Temporary face coverings will be disposed of safely in covered bins and reusable face coverings will be placed in sealable plastic bags to be taken home. Hand washing procedures must be strictly adhered to by those wearing face coverings.</li> <li>• Stocks of hand sanitiser on the premises will be monitored at regular intervals to ensure that stocks do not run out. We will replace stocks when they are running low, not when they have run out. Individual staff will be responsible for monitoring this in their own areas, whilst the caretaker / cleaner will monitor this in more communal areas. The Headteacher will have full responsibility for ensuring that there is enough stock in school.</li> <li>• Hand sanitiser will be stored away from ignition sources such as, sunlight, heat, open flames, hot surfaces, sparks, etc. It will be stored in a cool place.</li> <li>• If stocks of hand sanitiser have run out, ensure there is adequate hand soap and running water that can be used instead.</li> <li>• Hand wipes will be readily available to use as a last resort.</li> <li>• A supply of disposable tissues will be available in each classroom. These are to be monitored and replenished regularly. Separate, lidded bins for the tissues will be available in each classroom and other key locations around the site. The contents should be emptied daily.</li> <li>• Pupils will be shown how to catch a sneeze or cough using their elbow or a tissue and reminded to then wash their hands.</li> </ul> <p><b><u>Personal Protective Equipment (PPE)</u></b></p> <ul style="list-style-type: none"> <li>• When using PPE, hands must be washed both before and after use.</li> <li>• Staff who will be required to use PPE will be provided with information on how to don and doff it correctly. <b>Information poster have been provided to all schools.</b></li> </ul>			
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	<p><b>Routine activities</b></p> <ul style="list-style-type: none"> <li>No PPE is required when undertaking routine educational activities in classroom or school settings.</li> </ul> <p><b>General clean of premises</b></p> <ul style="list-style-type: none"> <li>Disposable gloves and disposable aprons must be worn.</li> </ul> <p><b>Suspected coronavirus (COVID-19)</b></p> <ul style="list-style-type: none"> <li>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.</li> <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, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction.</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>Movement around/use of premises</u></b></p>			
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- Where possible, and weather permitting, windows will be opened and appropriate doors will be kept open for ventilation if possible (non-fire doors). **School will need to consider on a day to day basis if they have pupils who are likely to abscond and put relevant measures in place.**
- Staff/pupils to be reminded about the specific areas that they do not have access to / are not permitted to use. **This is likely to change due to some entrances / exits / areas being made unavailable due to building work being carried out.**
- Fans are not to be used.
- Play equipment / toys that are difficult to clean will not be used e.g. plasticine, play dough.
- 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 between pupils should be kept to a minimum, where possible.
- 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.
- There will be no handling of cash.

### **Meetings**

- Face to face interaction between adults will be reduced as much as possible. Meetings will take place via telephone and Zoom etc. Otherwise, a 2 metre distance must be adhered to.
- 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 or messenger / WhatsApp etc to communicate with them.
- 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. The room will also be cleaned thoroughly immediately after use, especially if it has been used by non-school-based staff.

### **Mental Health and Wellbeing**

- Management will promote mental health & wellbeing awareness to staff upon return to school 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 and pupils. **A fire drill will be carried out to ensure the amended procedure is understood.**
- We will 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. Minor First Aid can be carried out by any member of staff who holds the emergency 1<sup>st</sup> Aid certificate. This will avoid too much travelling around the school.

**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"/>	School Website    School Facebook

Emergency Procedures	
Contact name:	Lynne Brier
Contact number:	01639 830630 (school)
Contact number (out of hours):	07769941619
Hospital:	Morrison – 01792 702222 Singleton – 01792 205666 Neath Port Talbot – 01639 - 862000 Ystradgynlais – 01639 844777
Emergency Services:	112 / 999 / NHS 111 (non-emergency)

<b>Name: Lynne Brier</b>	<b>Position: Headteacher</b>	<b>Date: 20.08.20</b>
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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								
Review date : 04.09.20	<b>Likelihood</b>	<b>Severity</b>	<b>Likelihood of Injury</b>	5	5Y	10R	15	20	25
Reviewed by: Lynne Brier	<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 : 16.09.21				3	3	6G	9	12	15
Reviewed by: Lynne Brier				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