



## Corporate Risk Assessment

<b>Activity being assessed:</b> <u>YGG Cwmllynfell</u> Return to School in January 2022		<b>Risk assessment reference number:</b> Schools – High Risk <b>Risk assessment created on:</b> 4 <sup>th</sup> January 2022 <b>Review date due:</b> January 14 <sup>th</sup> 2022		
<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 _____				
<b>Hazard</b>	<b>Control measure</b>	<b>Likelihood</b> 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	<b>Severity</b> 1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	<b>Risk Level</b> <i>Likelihood x Severity = Risk Level</i>
<b>Spread of COVID-19</b>	<p><i>This risk assessment is a template for best practice in line with Welsh Government guidelines for schools from January 2022". If necessary, seek assistance from the relevant NPT/EDLLL section or your designated Health and Safety Officer. <b>This risk assessment will be reviewed regularly to reflect the control measures at our school.</b></i></p> <p><b>General</b></p> <ul style="list-style-type: none"><li>• Employees must follow all information related to controlling the virus.</li><li>• Staff should now increase their Lateral Flow Test (LFT) to three times weekly – Monday, Wednesday and Friday. Staff are strongly advised to carry out these tests and report results on the NHS app, even in the case of a negative result.</li><li>• If contacted by "Test, Trace, Protect," staff must to adhere to the guidance given.</li></ul>	<b>2</b>	<b>3</b>	<b>6</b>

	<ul style="list-style-type: none"> <li>• School will continue to retain attendance records to support TTP if needed.</li> <li>• Appropriate signage in relation to Covid-19 measures is displayed throughout the school e.g. encouraging physical distancing, one way systems, room 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, firstly with the headteacher (<b>Lynne Brier</b>), or <b>Karen Hopton (Acting Deputy Headteacher) / Cathryn Owen (Foundation Phase Leader)</b>.</li> <li>• Regular inspections and monitoring by SMT will take place to ensure rules are being adhered to.</li> <li>• Inspections by the Health and Safety Section will be undertaken when necessary.</li> <li>• All relevant statutory building checks have been undertaken.</li> </ul> <p><b>School Workforce</b></p> <ul style="list-style-type: none"> <li>• Staff and learners who are <b>clinically extremely vulnerable</b> should follow the current Welsh Government guidance. They should continue to discuss with their schools how they will be supported e.g. individual risk assessment.</li> <li>• Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible.</li> <li>• <b>Staff who are</b> 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.</li> </ul>			
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- People who live with those who are at increased risk can attend the workplace but should ensure they maintain good prevention practice at work and at home.
- **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 school if they:
  - ➔ have COVID-19 symptoms
  - ➔ have tested positive for COVID-19
  - ➔ have been contacted by the TTP service and told to self-isolate
- All staff and volunteers are to be reminded of the existing symptoms of COVID-19 and made aware of the latest and most recent symptoms of COVID-19 and watch for those symptoms in themselves and others – stay alert.
- 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. **In the case of YGG Cwmllynfell, individuals who are symptomatic will either be asked to leave the premises immediately or will be moved to the library, until someone is able to collect them. The library is our designated isolation area.**
- Social distancing from the infected person must be exercised wherever possible to prevent the spread of the infection. Where this is not possible,

	<p>the appropriate PPE must be worn. Refer to PPE section of this risk assessment.</p> <ul style="list-style-type: none"> <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. <b>In the case of YGG Cwmllynfell, this is the door adjacent to the school library.</b></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> <li>• <b>Primary Schools/AMS cleaning SLA Schools</b> – AMS cleaning must be notified so they can arrange a deep clean (Level 2) to the affected areas.</li> <li>• 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 <b>(designated and clearly labelled grey bins around the school)</b> away from all other waste until 72 hours has passed when it will be disposed of in the normal manner.</li> <li>• 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.</li> </ul> <p><b>Physical Distancing</b></p> <ul style="list-style-type: none"> <li>• Parents gathering in the car park outside the school playground will continue to be discouraged.</li> <li>• Large group gatherings such as assemblies are not to take place.</li> </ul>			
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	<ul style="list-style-type: none"><li>• Ensure there is appropriate signage on display at the entry points reminding parents and visitors to respect other peoples space/physical distancing.</li><li>• Where possible, seat pupils side by side and facing forward. This is mainly in the Year 5 and 6 classroom.</li><li>• 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).</li><li>• Foundation Phase learners will be more active in their play based learning and seating and desk arrangements will not be required.</li><li>• Lunchtimes will continue to be staggered in order to keep “bubbles” apart.</li><li>• Physical distancing between staff should be maintained wherever possible to reduce the risk of the spread of the COVID-19 virus.</li><li>• Meeting/Staff rooms should be assessed to determine how many people are permitted to enter whilst maintaining physical distancing. The staff room has been assessed and only <b>4</b> members of staff are allowed at any one time. Staff may use the staff room during morning breaks because there will be less of them, but will have to sit in the wellbeing room for lunch as it is larger and better ventilated.</li></ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"><li>• Where possible, staff are encouraged to use outdoor spaces for activities.</li><li>• 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. (Contact Robert Peake <a href="mailto:r.peake@npt.gov.uk">r.peake@npt.gov.uk</a> for further information on your school if needed).</li></ul>			
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- Natural ventilation to be increased through opening windows and non-fire doors where possible. This will take place at break, lunch times and prior to the start of the school day will take place.
- Ceiling fans or desk fans may be used 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.
- Any areas of poor ventilation/stagnant air then consideration will be given to obtaining a CO2 monitor (NDIR) type, or putting these areas out of bounds or limiting their use. Schools to monitor the readings of the CO2 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.
- 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**












	<ul style="list-style-type: none"> <li>• Cleaning will take place using appropriate cleaning products, in line with general cleaning procedures (e.g. end of day clean).</li> <li>• Staff to be encouraged to wipe down during the day, where possible, using standard products, including wipes.</li> <li>• Wipes to be available in staff rooms, to utilise after using communal equipment (kettles, microwaves etc.).</li> <li>• Separate toilets will be provided for different groups of learners and hand sanitiser is to be used before entering the toilets and <b>(Key Stage 2 learners to use toilets in Key Stage 2 corridor and Foundation Phase to use toilets in Foundation Phase classroom).</b></li> </ul> <p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• A person does not have to wear a face covering if they have a reasonable excuse not to wear one.</li> </ul> <p><b>Personal Protective Equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>• When using PPE hands must be washed both before and after use.</li> </ul> <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>			
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	<p><b>General clean of premises</b></p> <ul style="list-style-type: none"> <li>• PPE in line with your COSHH risk assessment 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 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 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>Mental Health and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• SMT 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>Emergency Procedures</b></p>			
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- The emergency evacuation procedure has been reviewed and communicate 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.
- In the event of an emergency, follow the existing emergency procedures in place.
- 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.

**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	<input checked="" type="checkbox"/>	
One to one	<input type="checkbox"/>	
Email	<input checked="" type="checkbox"/>	
Other (please specify):	<input checked="" type="checkbox"/>	Hard copy to all staff, School website, text and social media for parents

Emergency Procedures	
Contact name:	Lynne Brier
Contact number:	01639 830630
Contact number (out of hours):	Please use <a href="mailto:BrierL@Hwbcymru.net">BrierL@Hwbcymru.net</a>

<b>Name: Lynne Brier</b>	<b>Position: Headteacher</b>	<b>Date: 4.01.22</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		Likelihood of Injury						
Review date : September 3th	Likelihood	Severity		5	5Y	10R	15	20	25
Reviewed by: LMB	<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 : October 24th				3	3	6G	9	12	15
Reviewed by: LMB				2	2	4	6Y	8	10Y
Review date : November 29th				1	1	2	3	4	5G
Reviewed by: LMB				0	1	2	3	4	5
Review date : 4.01.29			<b>Severity of Injury</b>						
Reviewed by: LMB				Low Risk		Medium Risk		High Risk	