



Corporate Risk Assessment

Activity being assessed: Cwmnedd Primary School Return to School, Alert Level 2, Local Risk Level HIGH.		Risk assessment reference number: CNP – Schools/AlertLevelZero/HighRisk – 001a Risk assessment created on: 1 st January 2022 (Updated 05.01.2022) Review date due: 10.01.2022 (and weekly thereafter)		
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>
Spread of COVID-19	<p><i>This risk assessment is a template for best practice in line with alert level 0 and the Welsh Government “Local COVID-19 infection control decision framework for schools from autumn 2021”. If necessary, seek assistance from the relevant NPT/EDLLL section or your designated Health and Safety Officer. This risk assessment must be adapted to reflect the control measures school.</i></p> <p>General</p> <ul style="list-style-type: none"> • Employees must follow any instructions and information related to controlling the virus. • Lateral Flow Test (LFT) will be continued to be offered to staff/secondary age pupils three times weekly. • All persons that are contacted via “Test, Trace, Protect” need to adhere to the guidance given. • Retain attendance records to support TTP contact tracers if needed. 	1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty 2	1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal 3	6

- Appropriate signage (including floor signage) in relation to Covid-19 measures is displayed throughout the school e.g. encouraging physical distancing, one way systems, room/lift capacity limits, do not enter if you have symptoms of Covid-19, etc.
- Any concerns in relation to control measures should be raised immediately with the head teacher, or member of Senior Leadership Team.
- Regular inspections and monitoring by SLT will take place to ensure rules are being adhered to.
- Inspections by the Health and Safety Section will be undertaken when necessary.
- All relevant statutory building checks have been undertaken.

School Workforce

- Staff and learners who are **clinically extremely vulnerable** should follow the current published Welsh Government guidance. These members of staff should continue to discuss with their schools how they will be supported e.g. individual risk assessment.
- Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible.
- **Staff who are** 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.
- People who live with those who are at increased risk can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.
- **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.](#)

- LFD testing three times a week available for staff and secondary aged learners to help identify and isolate asymptomatic cases as soon as possible.
- Everyone must self-isolate for 7 days if they test positive for COVID-19. You should take a Lateral Flow Test (LFT) on day 6 and day 7. If either LFT is positive, you should remain in isolation until 2 negative LFTs or after day 10, whichever is sooner. The rules for close contact of someone who has tested positive are in the Self-isolation guidance. **TTP to advise.**
<https://gov.wales/self-isolation>
- From 20 December people must work from home where reasonably practicable for them to do so. Employers must allow or require their employees to work from home unless there is a clear business or well-being need that would make working from home impractical, in line with their duties to take reasonable measures.

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 a school/setting if they:
 - have COVID-19 symptoms
 - if they live with someone who has symptoms or has tested positive for COVID-19 – **unless they are fully vaccinated or are under 18**
- learners, staff and other adults must not come into a school/setting if they:
 - 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 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 (*this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours*) and/or a loss or change to your sense of smell or taste (anosmia).
- 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.

	<ul style="list-style-type: none"> • Where this is a classroom, the symptomatic person will remain in their original classroom/area and children will be moved to the library in New Street and Reading Area in Morfa Glas • 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. • Staff should be vigilant of any signs of fever or symptoms in learners' during the day. • 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. • Where possible, an alternative exit route from the premises has been identified in order to ensure all other primary routes are not potentially contaminated. Morfa Glas – via fire door in Nursery/Reception area; New Street – via Door 3 (opposite Year 3 classroom). • 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's a classroom, you will need to find an alternative area where the children can be moved to for the interim period. • If a cluster/outbreak is identified by TTP, a level 2 clean may also be required. • Primary Schools/AMS cleaning SLA Schools – AMS cleaning must be notified so they can arrange a deep clean (Level 2) to the affected areas. • 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. This will be the lockable brown storage box outside the school building on both sites. The date that the bag was stored will be written on the bag and stored away from all other waste until 72 hours has passed when it will be disposed of in the normal manner. • 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. 			
--	--	--	--	--

Physical Distancing

- From 26 December all businesses will be required to put in place measures to maintain 2m social distancing, this could include measures such as physical barriers and one way systems.
- Physical distancing and seating plans in place in classrooms. This may include forward facing desks depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.
- Parents gathering in the school playground to be discouraged. Staff meet pupils at the school gates.
- Large group gatherings such as assemblies are not to take place.
- Ensure there is appropriate signage on display at the entry points reminding parents and visitors to respect other peoples space/physical distancing.
- The use of one way systems, should be implemented.
- Physical distancing between staff should be maintained wherever possible to reduce the risk of the spread of the COVID-19 virus e.g. corridors, communal areas, staff rooms, meeting rooms, passenger lifts, etc.
- Due to the size of the corridors within the New Street 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. The corridor has been marked with a mid-way line to encourage staff and pupils to keep to one side.
- Consistent groups are used as an additional protective measure in recognition that children, especially the youngest, cannot socially distance from each other or staff.
- Maintaining distinct contact groups that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.
- Individual contact groups will be kept apart as much as possible Older children will also be encouraged to keep their distance within contact groups but we recognise that younger children cannot maintain social distancing and it is acceptable for them to not to distance within their group.

	<ul style="list-style-type: none"> • The sharing of social spaces is limited as much as possible. • Where possible, seat pupils side by side and facing forward. This has been applied in Year 4, 5 and 6. • 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). • Foundation Phase learners will be more active in their play based learning and seating and desk arrangements will not be required. • Signage present on passenger lifts to communicate maximum person usage. Consideration must be given to wheel chair users and designated carer. • Meeting/Staff rooms should be assessed to determine how many people are permitted to enter meeting rooms whilst maintaining physical distancing. • The staff rooms have been assessed. Only 5 members of staff are allowed in the staff room in New Street at one time; Only 3 members of staff are permitted in the staffroom at Morfa Glas. <p>Measures Elsewhere</p> <ul style="list-style-type: none"> • Wherever possible, groups will be kept apart, avoiding gatherings such as assembly and communal worship for more than one group. • Movement around the school will be kept to a minimum. • Lunch breaks are staggered with time allocated for enhanced hygiene measures to be carried out between groups. • The use of staff rooms will be minimised and shared spaces will be set up and used to help staff maintain a social distance. <p><u>Ventilation</u></p> <ul style="list-style-type: none"> • Where possible, staff are encouraged to use outdoor spaces for activities. • 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 r.peake@npt.gov.uk for further information on your school if needed). 			
--	---	--	--	--

	<ul style="list-style-type: none"> • Mechanical systems will be adjusted to increase the ventilation rate wherever possible • Natural ventilation to be increased through opening windows and non-fire doors where possible. • The airing of rooms via windows and non-fire doors at break, lunch times and prior to the start of the school day should be encouraged. • Where possible, encourage staff to open top/high level windows (this helps to prevent draughts), and moving obstructions such as curtains/blinds. • Ceiling fans or desk fans may be used to prevent pockets of stagnant air 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. • Checks to be carried out to ensure windows, grids and airbricks are not obstructed. Check that they all function correctly and identify areas that are poorly ventilated. (Contact your building surveyor, if you have any concerns, e.g. windows that can't be opened etc.). • 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. <p><u>Hand/Respiratory Hygiene</u></p> <ul style="list-style-type: none"> • 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. • Soap, running water and paper towels/hand dryers are available in every toilet area and in each classroom that has a sink. A lidded bin has been placed at each handwashing area for disposal of used paper towels. 			
--	---	--	--	--

- Hand washing must take place at regular intervals during the day. Children will sanitise on initial entry into the school building and will then wash hands immediately on entering their classroom, after using the toilet, after break times, before and after eating and if changing rooms. Children will sanitise after putting on their coats to leave school at the end of 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.
- Sanitiser stations are now placed outside each toilet area in New Street for children to use on the way in.
- Sanitising stations are set up at every entry/exit points to be used upon arrival to the building until handwashing can take place.
- 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.
- 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 should be available in each classroom and other key locations around the site. The contents should be emptied daily.
- 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

- Cleaning will take place using appropriate cleaning products, in line with general cleaning procedures (e.g. end of day clean).
- Staff to be encouraged to wipe down during the day, where possible, using standard products, including wipes.
- Wipes to be available in staff rooms, to utilise after using communal equipment (kettles, microwaves etc.).

- In Morfa Glas, Nursery and Reception have their own toilet block. In New Street, we are unable to allocate separate toilets for different groups of learners and so learners are expected to sanitise before entering the toilets.
- In New Street site, toilet areas will be cleaned at the end of the morning break session due to being unable to allocate one toilet per class. This will be done by a member of staff who has received training via NPT. This will include high-touch areas: taps, sinks, bin lids, soap dispenser, locks, toilet chain handles, toilet seats.
- The toilet areas will be cleaned at the end of lunch time due to being unable to allocate one toilet per class. This will be done by a member of our cleaning staff and will include high-touch areas: taps, sinks, bin lids, soap dispenser, locks, toilet chain handles, toilet seats.
- 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.

Face Coverings

- Face coverings should be worn by staff and visitors in all indoor areas of all educational settings, including classrooms, where physical distance cannot be maintained.
- There will be some learners and staff who are exempt from wearing face coverings - we do not expect this to change that position as the wellbeing of individuals is critical to any considerations around whether staff or learners should wear face coverings.
- Staff working in public areas where there is a Perspex screen shielding the employee from the public are not required to wear a face covering.
- A person does not have to wear a face covering if they have a reasonable excuse not to wear one.

Personal Protective Equipment (PPE)

- 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.

	<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"> PPE in line with your COSHH risk assessment 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. 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 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>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. <p><u>Emergency Procedures</u></p>			
--	--	--	--	--

- 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 emergency procedures in place at that building.
- 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

											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 type="checkbox"/> _____

Emergency Procedures

Contact name:	<u>Sarah Harwood</u>
Contact number:	<u>01639 720220</u>

Contact number (out of hours):	_____
Hospital:	_____
Emergency Services:	999

Name: Sarah Harwood	Position: Headteacher	Date: 05.01.2022
----------------------------	------------------------------	-------------------------

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

Reviews	Key								
Review date :	<p style="text-align: center;">Likelihood</p> <p>1. Very Unlikely - This will probably never happen/occur</p> <p>2. Unlikely - Do not expect it to happen/recur but it is possible it may do so</p> <p>3. Likely - Might happen or recur occasionally</p> <p>4. Very Likely - Will probably happen/recur, but it is not a persisting issue/circumstance</p> <p>5. Certainty - Will undoubtedly happen/recur, possibly frequently</p>	<p style="text-align: center;">Severity</p> <p>1. Negligible - Minor injuries or discomfort. No medical treatment or measurable physical effects.</p> <p>2. Minor - Injuries or illness requiring on site first aid. Temporary impairment.</p> <p>3. Medical Treatment - Injuries or illness requiring hospital treatment.</p> <p>4. Major - Injury or illness resulting in permanent impairment.</p> <p>5. Fatal - Fatality.</p>	Likelihood of Injury	5	5Y	10R	15	20	25
Reviewed by:				4	4	8	12	16	20
Review date :				3	3	6G	9	12	15
Reviewed by:				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