



Corporate Risk Assessment

Activity being assessed: Returning to School		Risk assessment reference number: GODRE/COVID-19/002 Risk assessment created on: 05.08.20 Review date due: 21.09.20		
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	<u>General</u> <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

- The risk assessment tool can be accessed [here](#)
- 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 (supervised as necessary) until they can be collected. School will be using the room next door to the main office. 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 available within school – gloves, aprons, masks. These are located in the main office. See 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. The main exit door is to be used.
- 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 is a classroom, the children will be moved to the meeting room.
- 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 bag will be dated. The area will be the office next to the main office.
- 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

- Gatherings in the school playground will be discouraged.
- Ensure there is an appropriate queuing system on entry and exit from the school premises. Pupils to be met from school transport by staff and taken straight into their bubble. If pupils are brought to school by their parents they will be met by staff, the staff and SMT will remind parents to maintain a social distance. Staff to advise all pupils on entry to school to maintain a social distance. Markers will be placed at 2 metre gaps..
- Each bubble will have their own entry and exit door.
- 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. Parents will be told this via an update letter. There will also be signage on entry.
- Upon entry, each pupil will be required to sanitise their hands. Sanitising stations will be available at all entry points to each bubble. Due to the high alcohol content, the hand sanitiser will 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 must be available at site.

Social Distancing

- Social distancing must be maintained at all times for staff 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
- 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).
- Only use play equipment / activities that may encourage close contact at frequent intervals within the bubble. Play equipment must be cleaned thoroughly at the end of 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. A second room will be available for staff breaks if needed. No more than 3 adults are allowed at any one time.
- If communal equipment is needed (e.g. fridge, kettle) general cleaning wipes to be provided in staff room, 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. The photocopier/printer is to be cleaned/wiped down after each use. Wipes are provided.

Cleaning and Hygiene

- 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.
- 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.
- Children will be encouraged to wash hands after using any equipment.
- Soap, running water and paper towels are available in every toilet and in each classroom that has a sink. Lidded bins are to be used also.
 - Hand washing must take place at regular intervals during the day. E.g. 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. Signage will also 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 lidded bins for the tissues are 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.

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. This poster will be displayed in the main entrance.

Routine activities

- No PPE is required when undertaking routine educational activities in classroom or school settings.

General clean of premises

- Disposable gloves and disposable aprons must be worn.

Suspected coronavirus (COVID-19)

- 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.

Intimate care including administering first aid

- 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.

Movement around/use of premises

- Children will be in bubbles of not more than 30. Each class will be in a bubble of their own. Children will not be permitted to cross bubbles.
- Staff will be allowed to cross bubbles but this will be kept to a minimum.
- Each bubble will be allocated a break time and area to have this break.
- Lunch will take place in each bubble. Children will be allowed to bring their own packed lunch or can purchase a packed lunch from school.
- Children are not to bring equipment to school from home eg pencil case. School will provide all necessary equipment.
- Where possible only rooms with windows that can be opened will be used. Appropriate doors will be kept open for ventilation if possible
- Staff/pupils to be reminded to follow the one-way systems in place.
- Fans are not to be used.
- The use of Play equipment / toys that require high levels of shared use is to be limited.
- Shared equipment such a trikes / bike or other ride on toys, are wiped down and cleaned at end of the day. They are to be used by each bubble on a rota basis ie 1 bubble per day.
- Activities that require physical contact should not be conducted.
- 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.
- Water fountains should not be used.
- Each bubble will have their designated toilet to use. Staff are attached to each bubble will have their designated toilet to use.

Meetings

- 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 or spare/empty 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.
- [Whole staff meetings to take place in the Reception/Year 1 classroom. Staff to sit 2 metres apart. Windows and doors to be left open. Handwashing to take place at the start and end of meeting. Staff meeting with 6 people or less can take place in classrooms. Windows and doors to be left open. Handwashing to take place at the start and end of meeting. Teams to be used if appropriate. If Teams is to be used staff to use own classroom to access Teams.](#)












Mental Health and Wellbeing

- 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.

Emergency procedures such as fire, first aid

- The emergency evacuation procedure has been reviewed and communicate to staff/pupils. Regular fire drills will take place to ensure amended procedure is understood to all parties.
- 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.

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 checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Other (please specify: _____)	<input type="checkbox"/>

Emergency Procedures

Contact name: Penny Argyle
 Contact number: 01792 860048

Contact number (out of hours):	07974282982
Hospital:	
Emergency Services:	

Name:	Position:	Date:

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 :	Likelihood	Severity		5	5Y	10R	15	20	25
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. 		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	