



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.

Activity being assessed: Schools Returning – COVID 19		Risk assessment reference number: BGPCOVID19 Risk assessment created on: 16.7.2020 Review date due: 23.09.2020 Review date due: 01.10.2020		
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
		1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	<i>Likelihood x Severity = Risk Level</i>
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</p>	2	3	6

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](#)

- 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 any pupil with symptoms should remain in class pod environment (supervised as necessary) until they can be collected. Remaining pupils will be moved to the relevant School Hall.
- 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. Refer to 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. Pupils will be collected from Heol Wenallt (KS2) and School Street (FP).
- 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.
- **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 (garage) 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. Bags will be labelled with a disposal date and stored in the schools garage until it can be disposed of in the general 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

- Gatherings in the school playground will be discouraged.
- Parents are not permitted onto the premises & drop children off at the designated gates.
- Ensure there is an appropriate queuing system on entry and exit from the school premises.
- SMT will be on duty to remind parents to maintain a social distance. Cones will be placed at 2 meter gaps in the infant entrance.
- Start time will be 8.40-9.00 am and finish times will be 3:10 – 3.20pm.
- ELJ and FE classes plus their junior siblings enter and exit at the School Street gate.
- Key Stage 2 pupils only (not infant siblings) enter and exit at Heol Wenallt.
- Breakfast Club will reopen on 28th September; parents will drop off children at the infant door 8:10- 8:30 if they have completed consent forms. Pupils will be seated in class bubbles; numbers will be monitored daily to ensure the club is in line with social distancing rules. At 8:30 the School Street gate will be closed to enable the normal routine to commence 8:40 a.m.
- 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. Signage will be placed around school.
- Upon entry, each pupil will be required to sanitise their hands. Sanitising stations should be available at all entry points. Children will be washing their hands on entry.

Social Distancing

- Social distancing must be maintained at all times wherever possible to reduce the risk of the spread of the COVID-19 virus. Movement around school will be discouraged by pupils and staff, pupils will only access the pinch points when accessing the toilet or going to outside areas. Office staff, Bursar and Caretaker to adhere to social distancing rules.
- Each area of the school will be assessed prior to use, to ensure it is suitable to facilitate social distancing between class bubbles.
- Due to the layout of 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.
- Play equipment will be cleaned thoroughly throughout the day. Including climbing frames, which will be disinfected daily.

	<ul style="list-style-type: none"> • 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 staff from each phase are allowed in at any one time. The Junior library will be used as an additional area for staff to take their break/lunch and 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. An additional classroom has been identified for staff to safely eat lunch together and socially distance; tables are cleaned thoroughly 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. Antibacterial wipes provided for the wiping down of keypad after use <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 such as 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. • Soap, running water, paper towels and lidded bins are available in every toilet and in each classroom that has a sink. • Hand washing must take place at regular intervals during the day (as per updated Recovery Plan). 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. 			
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	<ul style="list-style-type: none"> • 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. • 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><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> • 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. PPE Posters will be placed in PPE storage areas. <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. <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. User to wash goggles following use in warm soapy water, rinse and dry. 			
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	<ul style="list-style-type: none"> • 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/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 are not to be used. Play dough is made up for each child and they have their own labelled individual container as per WG guidelines. • 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. • 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. • If anyone wishes to wear a face covering for personal reasons they are permitted to do so. Face coverings must cover the mouth and nose. When putting coverings on, and while they are on, you should only handle the straps, ties or clips. Do not touch the 			
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front of the face covering, or the part of the face covering that has been in contact with your mouth and nose. You should also wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before and after removing. When not wearing the face covering it should be stored in a sealable plastic bag. Do not give it to someone else to use. You must throw away your face covering if it is damaged. The face covering should be washed as per the manufacturer's instructions at the highest temperature appropriate for the fabric.

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 will be kept locked and if needed to be used must be booked through 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.

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. Teachers will have the option to take their PPA at home.
- 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 communicated to staff/pupils. Procedures will remain as normal.
- 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

											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 type="checkbox"/>
Other (please specify):	<input checked="" type="checkbox"/> School website

Emergency Procedures

Contact name:	Mrs Sam Sharp
Contact number:	01639 720342
Contact number (out of hours):	
Hospital:	Neath Port Talbot Hospital
Emergency Services:	999

Name: Sam Sharp	Position: HEADTEACHER	Date: 16/07/2020
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Sharon Davies	Chair of Governors	
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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 :	Likelihood	Severity	Likelihood of Injury						
23/09/2020	<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. 		5	5Y	10R	15	20	25
Reviewed by: 01/10/2020				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	