



YBB Risk Assessment

Activity being assessed: YBB -Spread of COVID 19		Risk assessment reference number: COVID1 Risk assessment reviewed on: 24.08.2020 Review date due: 11.09.2020		
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	<p>General</p> <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. The risk assessment tool can be accessed here</p>	2	3	6

- 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 by email/link on purple page 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 PE Lecture Room (supervised as necessary by a member of SLT) until they can be collected. 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.
- Personal hygiene after contact with the symptomatic person must be exercised to ensure that the spread of the infection is controlled.
- The area where a person becomes symptomatic is segregated until a deep clean (level 2) is carried out. All persons in that area will be relocated.
- 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 and dated until it can be disposed of safely with the normal 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.
- Fans should only be used in if social distancing can be maintained and symptomatic persons are self-isolating away from the workplace. The risk of person-to-person transmission in these circumstances is low. However, it may be more appropriate to use fans to increase air movement around the work area rather than have them pointed directly at individuals. Fans are switched off at the end of the school day.

Access and Egress

- Gatherings in the school playground will be discouraged.
- An appropriate queuing system on entry and exit from the school premises. A member of staff on duty to remind parents to maintain a social distance. Staff to advise all persons in the queue to maintain a social distance whilst waiting to enter the school premises. Markers placed at 2m gaps. Staggered school start and finish times for different cohorts of pupils.
- All parents and guardians of children will be advised by letter and social media that children should be non symptomatic on entry to the school; if on entry into school they are symptomatic parents/guardians will be contacted to collect their child from the premises. COVID symptoms will also be communicated through appropriate signage around school.
- Upon entry, each pupil will be required to sanitise their hands. Sanitising stations available at all entry points. Due to the high alcohol content, hand sanitisers where possible will be wall mounted. Where this is not possible it 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 must be available at site.
- Staff on arrival through designated entry points will go straight to their first timetabled room or the main hall if not teaching first lesson. Staff are not to meet in groups or congregate.

Social Distancing

- All pupils will be reminded frequently about school expectations and rules.
- Social distancing must be maintained at all times wherever possible to reduce the risk of the spread of the COVID-19 virus.
- Each area of the school will be assessed prior to use, to ensure it is suitable to facilitate social distancing (e.g. number of pupils/staff/desks per classroom etc).
- Due to the size of some corridors within the building, it will sometimes be difficult to keep a distance of 2m 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).
- Do not use play equipment / activities that may encourage close contact at frequent intervals. Play equipment must be cleaned thoroughly throughout the day
- Try not to conduct team building type exercises where close proximity is required.

	<ul style="list-style-type: none"> • Careful consideration must be given for any employee/pupil requiring a Personal Emergency Evacuation Plan (PEEP) to return to work. • Only one person to use the lift safely. Signage to clearly communicate this will be displayed outside and in lift, unless individual pupils RA state otherwise. • There will be a one way system for each stairwell. • In order to avoid the use of shared fridges and taps in school, staff are encouraged to bring in their own food and drink in cool bags or purchase from the school canteen. Personal flasks could be brought in by employees for hot refreshments, again reducing the need to use communal facilities. • Staff Rooms – All staff/work room will be reallocated as individual office space. The main staff room will be used by lower school and admin staff. Other staff will use Main Hall. • 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. Staff encouraged to wash hands thoroughly after touching communal equipment this will be provided. There will be an urn/kettle and microwave in the staff room and main hall. • 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. Staff should cleanse their hands before and after use and wipes will be available at photocopiers. <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 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. • Classrooms used by KS4 will be cleaned more frequently. • Nursery area will be cleaned in between AM and PM sessions. • 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 blue bag, sealed and placed inside a second blue 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. 			
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	<ul style="list-style-type: none"> • All children and adults, including staff must wash/sanitise their hands on entry into the premises. Sanitising stations on entry to upper school. Lower school to use sinks upon entry to classrooms. • Soap, running water and hand towels are available in every toilet and in each classroom that has a sink. Hand dryers will be switched off following advice from the LA • Hand washing must take place at regular intervals during 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. • 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. • A pack containing disposable tissues, antibacterial surface wipes, blue bags and emergency PPE will be available in each classroom. These are to be monitored and replenished daily, please inform reception if any PPE has been used. Blue bags for the tissues available in each classroom and other key locations around the site. At the end of the day these bags will be doubled bagged and stored for 72 hours, before being disposed of in the normal manner. • Pupils will be shown how to catch a sneeze or cough using their elbow or a tissue and reminded to then wash their hands. • Staff can return to their base room but must only use the front teaching desk. This is for marking purposes and preparation for the following day. Cleaners will start their rota at 15:30pm. Only one member of staff per room. <p><u>Personal Face Coverings</u></p> <ul style="list-style-type: none"> • Staff and pupils may wear facial coverings from home in school if they choose to do so but must do so safely. Further advice will be communicated to staff, parents/guardians and pupils based on advice from LA and WG. <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> • All trained first aiders will be provided with a PPE pack which includes appropriate number of items and a set of goggles, these must replenished after use. • When using PPE hands must be washed both before and after use. 			
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- Staff who will be required to use PPE will be provided with information on how to don and doff it correctly. Posters around school. Staff will be emailed procedure and a link to this on the purple page.

Routine activities

No PPE is required when undertaking routine educational activities in classroom or school settings. If staff do require PPE this is not to be brought in from home but supplied by school.

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

- Where possible only rooms with windows that can be opened will be used. Doors cannot be wedged opened at any time. When letting pupils into a classroom, staff must open the door and step back to allow social distancing. They should then sanitise their hands.
- Staff/pupils to be reminded to follow the one-way systems in place on stairwells.
- Play equipment / toys that require high levels of shared use (lego, plasticine, building blocks sand play pits) etc. are not to be used.
- All soft furnishings/ toys will be removed as these are more difficult to clean/ sanitise.
- Shared equipment such a 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 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.

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 2m 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 admin staff. This way arrangements can be made to ensure that the room is cleaned following its use.

	<ul style="list-style-type: none"> • If meetings are necessary, the room will be assessed to determine how many people are permitted to enter meeting rooms whilst maintaining social distancing. If the room has windows these will be opened to improve ventilation. <p><u>Marking</u></p> <ul style="list-style-type: none"> • Staff can mark books; however this should be done in school and books are not be removed from school site by staff. • When marking books staff should wash hands/sanitise before and after. <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. Stewart Davies, Nicola Williams and Gareth Williams are first aiders for mental health. • Health and Wellbeing during COVID-19 information is available via the home screen on the NPTCBC intranet which provides a wide variety of useful tools such as contact information for support services, online stress control classes etc. <p><u>Emergency procedures such as fire, first aid</u></p> <ul style="list-style-type: none"> • Normal emergency evacuation procedures will be enforced. • 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				



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

Other

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

One to one

Email

Other (please specify): Link on Purple page to RA

Emergency Procedures

Contact name: Richard Rees

Contact number: 07805823377

Contact number (out of hours): 07805823377

Hospital: 01639 862000

Emergency Services: 999/911

Name: Richard Rees	Position: Headteacher	Date: 24.6.2020
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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 : 3.7.20	Likelihood 1. Very Unlikely - This will probably never happen/occur 2. Unlikely - Do not expect it to happen/recur but it is possible it may do so 3. Likely - Might happen or recur occasionally 4. Very Likely - Will probably happen/recur, but it is not a persisting issue/circumstance 5. Certainty - Will undoubtedly happen/recur, possibly frequently	Severity 1. Negligible - Minor injuries or discomfort. No medical treatment or measurable physical effects. 2. Minor - Injuries or illness requiring on site first aid. Temporary impairment. 3. Medical Treatment - Injuries or illness requiring hospital treatment. 4. Major - Injury or illness resulting in permanent impairment. 5. Fatal - Fatality.		5	5Y	10R	15	20	25
Reviewed by: R.Rees				4	4	8	12	16	20
Review date : 24.8.20				3	3	6G	9	12	15
Reviewed by: R Rees				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

Chair of Governors Signature: *E.V. Laman*

Date: 24/08/2020