**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.***

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| **Activity being assessed: Phased return of pupils from September 3rd 2020** | **Risk assessment reference number: MMSept2****Risk assessment created on: 12.08.2020** **Review date due:**  |
| **Persons undertaking or affected by the activity** |
|  |
|  |[x]  Employees |[x]  Contractor |[x]  Public |[ ]  Service User |[ ]  Other |  |  |
|  |
| **Hazard** | **Control measure** | **Likelihood**1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty | **Severity**1. Negligible 2. Minor 3. Medical Treatment4. Major 5. Fatal | **Risk Level***Likelihood x Severity = Risk Level* |
| **Spread of COVID-19** | **General*** 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.

**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**](https://gov.wales/written-statement-all-wales-covid-19-workforce-risk-assessment-tool)* All persons that are contacted via “Test, Trace, Protect” need to adhere to the guidance given.
* Any member of staff who has been on holidays in countries/parts of the UK where there is a high COVID rate resulting in quarantine being required, should inform SMT of this.
* Pupils and staff should limit as far as is possible, personal items brought in from home such as stationary, bags, coats etc.

**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 – the Headteacher’s Office (supervised as necessary) 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.
* The main door on School Road will be used as an exit route from the premises. This will initially undergo a level 1 clean following the departure of the infected person in order to ensure frequently touched surfaces around this exit are not a potentially source of contamination. This exit will also undergo a level 2 clean (see below).
* 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, the remaining pupils and staff in that bubble, will relocate to the dinner hall.
* **Primary Schools** – AMS cleaning must be notified so they can arrange a deep clean (Level 2) to the affected areas.
* A designated area:, - the outdoor wheelie bin penned area near the front door entrance 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.
* 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 at the beginning and end of the day.
* To ensure there is an appropriate queuing system on entry and exit from the school premises there will be members of staff on duty at their allocated entrance 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. Where appropriate markers and signs will be placed at 2 meter gaps outside these entrances. School start and finish times for different cohorts of pupils will be staggered.
* 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 on all entrances reminding parents of this.
* Upon entry, each pupil will be required to sanitise their hands. Sanitising stations will be available at all entry points.

**Social Distancing*** Social distancing for adults including staff and parents must be maintained at all times 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, caretaker, etc. Refer to “Neath Port Talbot check in, catch up and prepare for summer and September arrangements” and “Managing Movement around schools” documents.
* Staff will maintain distance from learners and other staff as much as possible. Ideally adults will maintain a 2 metre distance from each other and from learners when circumstances allow and should avoid close face-to-face contact and minimise time spent within 1 metre of anyone. This may however not be possible when working with learners who have complex needs such as our LSC pupils or who need close intimate care.
* Learners will be grouped together in ‘Class bubbles’ and contact between separate groups will be avoided as much as possible. As far as is practicable, children will remain within these consistent groups. Teachers and staff can operate across different classes and year groups to deliver e.g. PPA or learning interventions or wellbeing interventions but otherwise will remain within the same class bubble throughout the day.
* In Key Stage 2 classes where appropriate and possible, classrooms will be arranged with forward facing desks.
* School will avoid large gatherings such as in assemblies which would necessitate the mixing of more than one ‘class bubble’.
* At lunchtime, tables will be organised with 2m distance apart in the lunch hall. Food will be brought to and cleared away from pupils by staff/lunchtime supervisors dedicated to each class. Classes will have staggered lunchtimes in order to allow fewer groups of pupils to have lunch and play at the same time. Tables and chairs and outdoor play equipment will undergo a level 1 clean between classes.
* 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 or pupil. In order to reduce this problem and to limit the amount of time employees/pupils are in contact with each other, employees/pupils should not congregate or have discussions in corridors.
* Play equipment / activities that may encourage close contact at frequent interval will be cleaned thoroughly throughout the day and between class bubbles. Where possible, different play resources will be used for different class bubbles, e.g. morning and afternoon nursery.
* 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 in upper building staff room and 1 in the LSC kitchen are allowed at any one time
* If communal equipment is needed (e.g. fridge, kettle) a level 1 clean will be undertaken of these items in the staff room/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.
* 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 touch points will be cleaned following each use by a different person.

**Cleaning and Hygiene*** The frequency of wiping down of high-touch areas will be increased throughout the day. High-touch areas include bathrooms/ toilet flush handles (not the toilet bowls), tables/ desks /chairs, toys, equipment, door handles, sinks, light switches, taps, 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 the outdoor wheelie bin penned area near the front door entrance 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 and exit into the premises.
* Soap, running water and paper towels are available in every toilet and in each classroom that has a sink.
* Hand washing must take place at regular intervals during the day including on arrival at school, when pupils and staff return from breaks, before and after eating, after using the bathroom and if any pupils or staff change rooms. 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.
* 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 peddle 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.

**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. Information poster to be provided to schools and displayed where PPE is kept and available.

**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*** Where possible only rooms with windows that can be opened will be used. Appropriate doors will be kept open for ventilation if possible.
* Fans are not to be used.
* 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 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 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.
* 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. There may be a fire drill carried out to ensure the amended procedure is understood.
* 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.
 | **2** | **3** | **6** |
| **Personal Protective Equipment** |
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| http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=1 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=2 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=3 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=4 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=5 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=6 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=8 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=10 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=11 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=7 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=9 | **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 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [x]  |[x] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [x] [x]  [ ]  |
| **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. |

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| **Please identify how this risk assessment has been communicated** |
| Team brief / Team meeting  |[ ]   |
| One to one |[x]   |
| Email |[x]   |
| Other (please specify: |[ ]   |  |  |
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| **Emergency Procedures**  |
| Contact name: | Katrina Winston |  |
| Contact number: | 01639 700228 |  |
| Contact number (out of hours): | 01639 700228 |  |
| Hospital: | Morriston A and E department |  |
| Emergency Services**:**  | Ring 999  |  |
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| **Name:** **Katrina Winston** | **Position:** **Headteacher** | **Date:** **07.09.2020** |

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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** |  |
| Review date : | **Likelihood** | **Severity** | **Likelihood of Injury** | **5** | 5Y | 10R | 15 | 20 | 25 |
| Reviewed by: | 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
 | 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.
 | **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** |