



Risk Assessment Form

Activity to be Assessed		Assessment Number	
Possible/confirmed case of Covid 19 within school.		01.09.2020	
Persons undertaking or affected by the activity			
<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Contractor <input type="checkbox"/> Public <input checked="" type="checkbox"/> Pupil <input type="checkbox"/> Service User			
<input checked="" type="checkbox"/> Parents			
Identified Hazards and Associated Risks	Likelihood	Severity	Risk Level
1 Managing the suspected case and reducing the risk of possible transmission from a suspected Covid 19 case whilst in school (staff or pupil).	4	4	16
2 Managing a confirmed case and reducing the risk of the possible continued transmission of Covid 19 after a suspected case.	4	4	16
3			
4			
5			
6			
Existing Control Measures / Additional Control Measures Required			

All staff are aware of and have read & signed our updated procedures for dealing with a suspected Covid 19 case in school, Escalation flow chart and procedures.

Any surfaces or toys/resources that pupils or staff with Covid 19 symptoms have come into contact with should be carefully cleaned.

School has adopted and follows WG guidance around self-isolation and recommends anyone displaying symptoms should stay at home and arrange to be tested immediately. Anyone who lives with someone displaying symptoms but remains well should stay continue as normal unless they too, display symptoms.

Pupils showing any one of the Covid 19 symptoms; a high temperature, new or persistent cough, lack of taste or smell, which is new and/or unusual for them (taking into account their usual presentation of behaviours associated with their disability – as known by the staff working with them), their parents or other responsible adult on the pupils emergency contact list will be contacted and asked to collect them and take them home. **THEY ARE NOT TO BE SENT HOME VIA TRANSPORT.** Pupils must wait in the Isolation Room to be collected. When the 'Isolation Room' is in use, the allocated signage must be clearly visible on the outside door to indicate its use. **In Ysgol Crug Glas the Isolation Room is located in the White Room. Should the use of a second room be necessary, this will be the Consulting Room.**

Separate PPE should be held within the isolation room, staff should use this if they need to use the room even if that means placing it on as new when they use the room. This should be replaced if the room is used.

Should a pupil be suspected of having coronavirus (COVID-19) staff who are with the pupil must use the following PPE;

- 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.
- Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been

Should the Isolation Room be used, the room is to be thoroughly cleaned by staff using appropriate PPE and the room then remains closed for 72 hours and the allocated display warning sign put on door. It is essential that the Head teacher/DHT contacts cleaning services immediately after use on:

Alison Cosker: 01792 636276, 07976529503 Alison.Cosker@swansea.gov.uk
Julie Archer: 01792 773473 Julie.Archer@swansea.gov.uk

If a member of staff has supported a pupil who has COVID 19 symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is potentially unwell. They are also advised to change their PPE and clothes if possible.

Staff showing any one of the Covid 19 symptoms; a high temperature, new or persistent cough, lack of taste or smell, should go straight home arrange for a test as soon as possible. Parents of the pupils within the bubble will be informed that there is a suspected case.

If a member of staff or pupil shows symptoms of COVID-19, any areas outside of the classroom where this person/child has been should be identified and kept clear with signage. Management of the area should be physical where possible i.e. barriers with suitable signage or behind locked doors. A clean down prior to reoccupation should take place, considering the cleaning in non-healthcare settings guidance. Particular attention should be given to any specific area with which the person has been in contact, i.e. allocated desk as well as all other 'high-touch' areas. Any soft toys should be removed if not already removed as a preventative control.

Within the classroom itself, robust cleaning measures are already in place, these are logged and kept with the Business Manager. Following a suspected case there will be an additional clean which will be logged also, LA cleaning staff will be informed of a possible case, so they can carry out a deep clean at the end of the day.

All staff and pupils will be working within their own class bubbles and any movement between classes at this present time is not permitted.

Should there be a confirmed case and a suspected case, within 14 days in a bubble, the bubble will be shut down. This will be monitored closely, and all parents of pupils within the bubble will be informed. There will be a deep clean of the entire bubble and its contents, and left for 72 hours after deep cleaning. SLT will work with the LA H&S officer and TTT to ensure a safe reopening.

2 Should there be more than 1 confirmed case and a suspected case across school, the school will adhere to the PHW and WG guidelines for TTT, working with the TTP team following all advice given. Parents across school will be notified of this. Should there be more than 1 confirmed case across the school, the school will close, parents will be notified of this, and the school will work closely with TTP to ensure all possible contacts are made. The school will undergo deep cleaning in accordance with PHW and LA guidelines.

If any waste is suspected of being in contact with someone showing symptoms, suspected or confirmed of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of with other waste.

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Reassessment of Activity Hazards		Likelihood	Severity	Risk Level
1	Managing the suspected case and reducing the risk of possible transmission from a suspected Covid 19 case whilst in school (staff or pupil).	3	3	9
2	Managing a confirmed case and reducing the risk of the possible continued transmission of Covid 19 after a suspected case.	2	3	6Y
3				
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6				

Name: Suzi Smith	Date: 01.09.2020	Authorised by: M.Hibbs
Position: Deputy Head teacher		Position: Head teacher

Reviews	Key		Likelihood of Injury					
Review Date	Likelihood	Severity	5	4	3	2	1	0
:26.6.20			5Y	10R	15	20	25	
Reviewed by: SS/MH	1 very unlikely 2 unlikely 3 likely 4 very likely 5 certainty	1 nuisance 2 minor 3 medical treatment 4 major 5 fatal	4	8	12	16	20	
Review Date : 6.7.20			3	6G	9	12	15	
Reviewed by: SS/MH			2	4	6Y	8	10Y	
Review Date : 1.9.20			1	2	3	4	5G	
Reviewed by: SLT			0	1	2	3	4	5
Review Date : 23.10.20			Likelihood of Injury					
Reviewed by:			Low Risk	Medium Risk	High Risk			