



## 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: Covid-19 Schools reopening		Risk assessment reference number: YGG Pontardawe – Covid-19RA Risk assessment created on: 17.06.20 Review date due: 27.08.20		
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 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	Severity 1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	Risk Level <i>Likelihood x Severity = Risk Level</i>
Spread of COVID-19	<p><b>General</b></p> <ul style="list-style-type: none"> <li>All relevant statutory building checks have been undertaken prior to staff being allowed to re-enter buildings.</li> <li>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.</li> </ul> <p><b>Important:</b> 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</p>	<b>2</b>	<b>3</b>	<b>6</b>

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 if this is not possible they should be isolated in a separate room (supervised as necessary – Lower Cloak Room) until they can be collected. Each school must ensure they have up to date contact details for parent/guardians. The alternative exit route will be via the infant green gate of the infant yard. 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 and signage.
- An alternative exit route from the premises has been identified in order to ensure all other primary routes are not potentially contaminated. (Rear fire exit next to pond)
- 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, you will need to find an alternative area where the children can be moved to (Canteen).
- **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 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. Consider entering the date onto the bag. (Bags, Labels and PPE to be available in the emergency room at all times). A separate wheelie bin has been labelled for contaminated 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. September pupils will have own playground timetable department by department. Classes will use separate playgrounds if the building work allows. If not, areas on yards will be demarcated for each class.
- To ensure there is an appropriate queuing system on entry and exit from the school premises, parents have been advised of arrival and collection slots.
- For the majority (R-Y6) arrival and collection will be at the parent car park drop off zone. And arrivals on foot will be reminded of 2m rule.
- A dedicated one way system for Nursery Parents bringing their children into school from the parent car park via the top reception area will be in place. (Uphill from the parent car park using the path inside the hedge and the pavement outside the hedge when returning to the car park).
- Member of SMT will meet and greet and remind pupils and parents of appropriate social distancing.
- Markers placed at 2 meter gaps on school yard and corridors as a further reminder
- Departments and will have different staggered start and collection times (see attached spreadsheets)
- Signage on entry to school grounds to advise parents to ensure that their children are not symptomatic; if so then entry into the premises will be denied. (Included on letter advising September arrangement)
- Upon entry, each pupil will be required to sanitise their hands. Sanitising stations should be available at all entry points. Due to the high alcohol content, in high footfall areas the hand sanitiser should be appropriately secured (e.g. wall mounted). In other areas, the sanitiser will have 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 is available on site.

**Social Distancing**

- Social distancing must be maintained at all times wherever possible to reduce the risk of the spread of the COVID-19 virus. A detailed plan of movement created to control movements in and around the building based *“Neath Port Talbot check in, catch up and prepare for summer and September arrangements”* and *“Managing Movement around schools”* documents has been created and attached. *Finer details will be determined in meetings with staff on the 1<sup>st</sup> and 2<sup>nd</sup> September. Out of bound zones will be identified*

	<p><i>with signage.</i></p> <ul style="list-style-type: none"> <li>• Due to the size of some corridors within the building, it will difficult to maintain a distance of 2 metres when passing pupils or other members of staff. 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, one way system to be put in place and where appropriate physical barriers)</li> <li>• Where possible non-contact activities should take place when children are in the activity area(s).</li> <li>• Pupils not to engage in play equipment / activities that may encourage close contact at frequent intervals. Play equipment must be cleaned thoroughly throughout the day</li> <li>• Try not to conduct team building type exercises where close proximity is required.</li> <li>• Careful consideration must be given for any employee/pupil requiring a Personal Emergency Evacuation Plan (PEEP) to return to work. (Currently none)</li> <li>• 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.</li> <li>• Guidance is clear that schools need to review the use of staff rooms. If transmission is to take place between adults and between adults of different classes / departments, communal areas are deemed at higher risk. Only staff from same departments should use staff room at any one time. The staff room has been assessed and only 5 staff allowed at any one time. Staff will be asked to wipe down surfaces prior and after use. Chairs will be moved to discourage larger staff gathering. Staff encouraged to use their classrooms or outdoors when the weather is permitting.</li> <li>• 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. Only one member of staff at a time allowed in the staff kitchen at any one time.</li> <li>• No sweets/snacks to be brought into work for sharing between staff.</li> <li>• Use of shared printers/photocopiers to be kept to a minimum. Photocopier will be moved into the staff room to create a new access to the year 6 classroom. Only one person at a time should be within the printing/photocopying area. Signage will remind staff to clean ouch points prior and after each use.</li> <li>• PPA – Dedicated PPA area will be set up (with screens in an area of the staff room). This should allow for 3 members of staff socially distancing.</li> <li>• Lunch – Initially, pupils will need to bring their own packed lunch, healthy snack and water bottle (clearly labelled with their name). As usual, the school can provide lunch. Over the first few weeks, this will be a in the form of a grab bag and this will need to be paid for through ParentPay. Following a hygiene routine, pupils will eat lunch in their</li> </ul>			
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own class. When all pupils have finished lunch, each class will be allocated a yard slot as per the timetable.

### **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.
- Soap, running water and paper towels are available in every toilet and in each classroom that has a sink. Pupils and staff to be reminded to wash their hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating and after using the toilet.
- 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.
- As a last resort antibacterial wipes will be available in each room.
- A supply of disposable tissues will be available in each classroom.
- Pupils will be shown how to catch a sneeze or cough using their elbow or a tissue and reminded to then wash their hands.
- Tissues to be wrapped prior to placing in lidded bin. The contents should be emptied daily.

### **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. Posters will be displayed in strategic locations within school.

#### **Routine activities**

- No PPE is required when undertaking routine educational activities in classroom or school settings. PPE will be available to all staff and school will allow for personal choice.

#### **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. Use of this equipment should be away from pupils and staff.
- 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. School site still secure if perimeter locked and no contractors. Risk of pupils absconding is low
- Staff / pupils to be reminded to follow the one-way systems in place (All staff issued with plan, signage displayed in strategic locations through building and floor marked to reinforce 2m rule)
- Fans are not to be used.
- Play equipment / toys that require high levels of shared use (lego, plastercene, 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. All parents requested to use Parentpay.
- 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.
- Non-essential travel around the building must be avoided e.g. If staff need to speak with someone in another part of the building, use the telephone if available, email and 'Teams' etc. to communicate with them.
- Unused rooms will be kept locked and keys available in school office. Staff will undertake cleaning if rooms used.
- 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 communicate to staff/pupils. It is recommended that a fire drill is carried out to ensure the amended procedure is understood. Assembly point will be the playing field. Social distancing can be maintained when evacuating the building with the reduced number of pupils and staff.
- 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**

											<b>Other</b>
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

One to one

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

Emergency Procedures	
Contact name:	Ceri Emanuel (Pennaeth)
Contact number:	01792 862136
Contact number (out of hours):	07891 341759
Hospital:	
Emergency Services:	999

<b>Name: Mrs Rhian Davies</b>  	<b>Position:</b> Chair of Governors	<b>Date:</b> 07.09.20
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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 :	<b>Likelihood</b>	<b>Severity</b>		5	5Y	10R	15	20	25
Reviewed by:	<ol style="list-style-type: none"> <li><b>Very Unlikely</b> - This will probably never happen/occur</li> <li><b>Unlikely</b> - Do not expect it to happen/recur but it is possible it may do so</li> <li><b>Likely</b> - Might happen or recur occasionally</li> <li><b>Very Likely</b> - Will probably happen/recur, but it is not a persisting issue/circumstance</li> <li><b>Certainty</b> - Will undoubtedly happen/recur, possibly frequently</li> </ol>	<ol style="list-style-type: none"> <li><b>Negligible</b> - Minor injuries or discomfort. No medical treatment or measurable physical effects.</li> <li><b>Minor</b> - Injuries or illness requiring on site first aid. Temporary impairment.</li> <li><b>Medical Treatment</b> - Injuries or illness requiring hospital treatment.</li> <li><b>Major</b> - Injury or illness resulting in permanent impairment.</li> <li><b>Fatal</b> - Fatality.</li> </ol>		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 :				<b>Severity of Injury</b>					
Reviewed by:				Low Risk		Medium Risk		High Risk	