



### Corporate Risk Assessment

<b>Activity being assessed:</b> Opening of Maes y Coed Jan 21 – during lockdown measures.		<b>Risk assessment reference number:</b> CV19 3 <b>Risk assessment created on:</b> 4/1/2021 <b>Review date due:</b> Feb 2021		
<b>Persons undertaking or affected by the activity</b>				
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Service User <input type="checkbox"/> Other _____				
Hazard	Control measure	Likelihood	Severity	Risk Level <i>Likelihood x Severity = Risk Level</i>
Pupils and staff contracting Covid 19.	The following should be carried out at all times within school following the full reopening of Ysgol Maes y Coed. <b>Good hand hygiene</b> – for pupils and staff – upon arrival at school, before eating, after using the toilet, after blowing your nose or touching your face, after sneezing and coughing. <b>Respiratory hygiene</b> – catch it, kill it, bin it. <b>Environmental hygiene</b> – increased cleaning of frequently touched surfaces. Lidded pedal bins will be at various points throughout the school for staff and pupils to be able to dispose of waste safely. Hands to be washed after waste disposal. <b>PPE</b> – see below for full guidance <b>Good health</b> – pupils and staff will not attend school if they feel unwell or are displaying any symptoms associated with COVID 19. Pupils who are generally under the weather should not attend school as it is more difficult for pupils to describe their symptoms to staff.	<b>2</b> 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	<b>4</b> 1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	<b>8Y</b>

	<p>Pupils and staff who become unwell during the day will be sent home and depending on symptoms asked to follow the track and trace procedures. Visitors displaying any symptoms will not be allowed access to the building.</p> <p><b>Fire alarms</b> – in the event of a fire alarm staff and pupils will evacuate the building as per normal procedure and gather in the identified meeting place at the bottom of the school drive. There is sufficient space in this area for pupils and staff to maintain a 2m social distance as much as possible according to pupil need. Where pupils present with challenging behaviour staff will follow the procedures identified below for PPE. Where pupils present with challenging behaviour there will be enough staff to allow staff to don PPE in order to safely evacuate the pupil. Additional staff on site will be able to assist as they will be able to don their PPE prior to helping staff and pupils.</p> <p>When it is safe to return to the school building staff and pupils will enter back through the main entrance and return to their classroom, once there staff and pupils will adhere to hand washing procedures and remove / dispose of PPE as trained.</p> <p>Classes will be called one at a time to reduce the amount of people entering the building at any one time.</p> <p><b>PPE</b> – staff will receive training via health on donning and doffing appropriate PPE prior to pupils returning to school. Posters will also be displayed in care areas and staff room to remind staff of how to safely put on and remove PPE. Staff will change gloves and aprons for each use and masks and visors will be cleaned on a daily / sessional basis.</p> <p>PPE in the form of visors, masks, gloves and aprons will be provided for staff to wear for tasks such as personal care / feeding / meeting medical needs / administering first aid to staff or pupils and where a pupil / staff member presents with Covid 19 symptoms. Staff will be advised not to wear watches or jewellery of any kind on their hands / wrists in order to correctly apply hand washing procedures. False</p>			
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**Commented [CC1]:** Posters are on display around the school building

	<p>nails and nail varnish will also not be permitted to reduce the risk of transmitting infection. Nails will also be kept short to minimize risk of transmitting infection. Long hair must also be tied back.</p> <p><b>Wearing of Masks / face coverings</b>  Staff are to wear face coverings in all communal areas. Staff need to wear a mask or face covering when they are within 2 metres of a pupil to meet their needs. Staff who are exempt from wearing a mask will be required to wear a visor and if possible, a face covering when in direct contact with a pupil.  Pupils do not have to wear face coverings or masks unless they wish to. Pupils wearing masks or face coverings into school from transport will dispose of them before entering the building if disposable and take off reusable coverings and place in their bag until home time. They will not wear the same mask around school that they have worn in on transport.  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 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.</p> <p><b>Ventilation</b>  Windows around the school main circle are to remain open throughout the day – caretaker to open the windows in the morning around the circle.  Classroom windows and doors to be opened first thing in the morning and when pupils are outside playing to allow for maximum ventilation. Classes must balance between ventilation and warmth –</p>			
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	<p>many pupils are unable to generate their own heat, so parents have been asked to put extra layers on their children. Where pupils are unable to generate heat and it is too cold to keep windows and doors open then they will be closed to prevent other illnesses.</p> <p><b>Social Distancing</b> – the 2-meter social distancing rule cannot be stringently adhered to in Ysgol Maes y Coed at all times. Where pupils can they will be encouraged to maintain a safe distance from other pupils and staff. There will be signs in reception area and staff room reminding staff and visitors to apply the social distancing where and when they can.</p> <p>Where possible pupils and staff will be encouraged to walk on the left hand side of the corridor – however there are some pupils that will not be able to comply with this and so staff will need to support pupils to wait until someone has passed by them before they continue. A one-way system is not feasible for YMC as some pupils will only walk a certain way around school and behaviours may escalate if a new route is enforced. Markings will not be put on the floor as we are trying to make as few environmental physical changes as possible to reduce pupil anxiety.</p> <p>Additional staffroom areas will be in the Life skills room and in the top section of the hall. Our current staffroom will not provide sufficient space for all staff to have breaks / lunch - even with staggered breaks. Seating will be reduced within the staff room areas.</p> <p>Main staff room – 15, Lifeskills – 10 , top hall – 6. These areas will be cleaned by staff each time they are used.</p> <p>A one-way system will be in place in the resource room as well as a table at the door for staff to collect their resources from rather than entering the room during the daytime. Staff are encouraged to collect all resources they need at the start of the day and to ring to the resource office if they need additional resources throughout the day.</p> <p><b>Mixing of class groups</b> Classes will remain in their class groups throughout the school day and will not mix with other class groups. It is impossible to group</p>			
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	<p>pupils according to their transport arrangements, therefore logs will be kept of who shares transport and the pupils on that vehicle and the transport staff will be asked to isolate alongside the positive case from that bus.</p> <p>Classes will eat lunch in their classrooms and not use any communal areas / specialist rooms around the school.</p> <p>Shared toilets will be cleaned after each use by school staff.</p> <p>All classes have individual yards except for Coch &amp; Gwyn and Raglan &amp; Nedd – however these areas are large enough for social distancing to be maintained and where possible classes will stagger breaktimes / times outside. All equipment will be cleaned after use.</p> <p><b>Washing hands / hand hygiene</b> – Staff will receive appropriate training via health on hand washing. All staff have completed infection, prevention and control during Covid 19 online training – recorded on Hwb. Pupils and staff will increase hand washing throughout the day to reduce the risk of transmitting the infection. Staff and pupils will wash their hands regularly throughout the day washing up to their elbows for a minimum of 20 seconds. Staff will be advised not to wear watches or jewellery of any kind on their hands / wrists in order to correctly apply hand washing procedures. False nails and nail varnish will also not be permitted to reduce the risk of transmitting infection. Nails will also be kept short to minimize risk of transmitting infection. Long hair must also be tied back. Where pupils are reluctant to wash hands and it may result in escalated behaviours– there will be an increase in water play activities including soap and water. Care room sink areas must be kept clear at all times to ensure staff and pupils can access hand washing facilities.</p> <p><b>Cleaning</b> – surfaces that are touched frequently will receive regular cleaning using a suitable sanitizing product such as screen or Milton. Staff within the classroom will clean areas frequently used within the classroom including door handles, tables, wheelchair handles (where necessary). Staff will wear aprons and gloves for cleaning and will dispose of them correctly once cleaning tasks are completed.</p>			
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	<p>Staff will be responsible for wiping down the staffrooms once they have finished their lunch / break.</p> <p>Classroom cleaning at the end of the day – at the end of each day staff will disinfect – desk tops, keyboards, phones, chairs and arm rests, door handles and care areas, including care beds, bed guards, sinks They will follow procedures below for cleaning resources. Where manual handling has taken place hoists will be cleaned and any equipment the pupil may have used for positioning during that day. Desk and office spaces will be kept clear of any equipment / paperwork and must be cleaned down at the end of a shift.</p> <p>Resources – where possible resources will not be shared between pupils or classes. If equipment must be shared it must be sanitized between each use. All resources used by pupils during the day will be cleaned at the end of the day using a sanitizing cleaner product such as screen and left to dry overnight ready for use the following day.</p> <p><b>Pupils who display challenging behaviour</b> – Where possible the use of physical intervention will be limited to situations where pupil and staff safety is compromised. Staff will continue to follow behaviour plans as usual. Where absolutely necessary and physical intervention is required staff will use the minimal team teach hold to escort the pupil to a safe space and supervised from a distance. Where pupils are known to present with high levels of challenging behaviour additional staff have been allocated to that class to allow for staff to don PPE prior to interventions. Following the intervention staff will adhere to hand washing procedures and dispose of PPE as necessary. Where pupils are known to spit it is recommended to wear gloves, apron, mask and visor for physical interventions. For pupils who may spit throughout the day or who get sensory feedback from playing with spit, it is recommended to wear gloves, masks, apron and visor for close working contact with that pupil and to limit the amount of time spent in close proximity – it is recommended for no more than 15 minutes. Where challenging behaviour needs are high and PPE is not appropriate / or is being pulled form staff faces /</p>			
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	<p>bodies an individual risk assessment will be carried out to ascertain if the pupils needs are able to be met in the school setting.</p> <p><b>Meeting the medical needs of pupils</b> – The school nurse will be on site throughout the day to meet all medical needs of the pupils and the nurse will follow the health board guidance on PPE. The school nurse will go to the classroom of the pupil to administer medication etc in order to reduce the risk of transmission of infection. PPE and hand washing procedures will be followed, and PPE disposed of appropriately following each pupil. Staff that are administering medical procedures such as feeding, administering medication will wear gloves, apron, visor and mask. Procedures will be followed for donning and doffing PPE and staff will follow hand washing guidance pre and post support for pupils.</p> <p>Chest physio will currently not be provided in school as this is an AGP and the transmission risk is significantly raised at this time. If a pupil should become unwell and require chest physio then that pupil will be sent home in order for families to provide the chest physio.</p> <p>Those staff working with pupils who may require the administration of an epipen will need to wear gloves, mask and visor at all times and their mask will be to hand so they can safely administer the epipen when needed.</p> <p>If the need for first aid arises during the day and the school nurse is unable to support then an identified first aider will go to the pupil / staff member in their classroom to administer first aid. The first aider will wear gloves, mask, visor and aprons for all first aid procedures and will follow donning and doffing and hand washing procedures pre and post treatment. First aiders will record incidences in the usual way and report to SMT.</p> <p><b>Providing personal care</b> - Staff will wash their hands for a minimum of 20 seconds up to the elbow prior to meeting any personal care needs. Staff will wear gloves, apron, mask and visor to meet all personal care needs. After meeting personal care needs all equipment used will be cleaned down using a sanitizer such as screen</p>			
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	<p>and PPE removed appropriately as trained and all gloves and aprons discarded of. Masks may be used for one day and visors should be cleaned after each use with a sanitizer such as screen. Staff will again wash their hands up to their elbows for a minimum of 20 seconds using soap and water. Most care areas have windows for additional ventilation.</p> <p>The toilets and 1 care area does not have windows. PPE will be worn as described above for all personal care needs and it is recommended that the personal care does not exceed 15 minutes. If a longer period of time is needed then SLT will identify another area to be used for changing / personal care needs.</p> <p><b>Feeding pupils who may cough during feeding</b> – when orally feeding a child – staff will wear gloves, apron, mask and visor to reduce transmission risk of being in close contact with the pupil. After feeding all equipment used will be cleaned down using a sanitizer such as screen and PPE removed appropriately as trained and all gloves and aprons discarded of. Re-useable masks may be used for one day and visors should be cleaned after each use with a sanitizer such as screen.</p> <p><b>Transporting of pupils to and from school</b> –Pupils will travel on their usual vehicles to and from school. It is not possible to group pupils according to their transport arrangements therefore pupils will be in mixed cohorts on buses. Transport staff will adhere to transport policies as per PPE and social distancing. Pupils over 11years of age who are able to should wear a mask whilst on school transport. Pupils will remain in their vehicle until school staff come to collect them.</p> <p>Transport staff / parents will be responsible for getting the pupil out of the vehicle and handing over to the school staff member, where possible this will not involve physical contact and in most cases a 2m distance can be adhered to. Where a 2m distance cannot be kept staff will wear, gloves, apron, mask and visor.</p>			
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	<p>Staff will exit the school through the staff room door and collect the pupil from the vehicle wearing a minimum of gloves and a mask. They will enter the building via the front entrance and make their way to their classroom. Once inside the classroom pupils and staff will remove their gloves and wash their hands, pupils will also wash their hands when in the classroom, door handles will be wiped once pupils have entered the classroom. At the end of the day, wearing gloves and additional PPE for identified pupils, staff will take pupils out through the front entrance when called and take them to their parent / taxi. The parent / taxi will be responsible for securing the child in the vehicle before they leave the school premises. Staff will re-enter the building via the staff room door and will wash their hands in the staffroom before heading back to their classroom to begin end of day cleaning procedures. Transport staff will adhere to their own risk assessments – where possible pupils will not sit in close proximity of the passenger assistant, however for some pupils this cannot be avoided due to pupil safety. This will be based on the individual and will be assessed by transport.</p> <p>Transport staff and parents are requested to wear masks when dropping off and collecting pupils.</p> <p><b>Gathering of groups of people</b> To reduce large gatherings staff will remain in the classroom until called via the tannoy system and will come out through the staff room door, collect the child from the vehicle and enter through the main entrance. There is sufficient space in the main entrance for pupils and staff to enter without creating a gathering of people. The procedure will be reversed for going home again with staff waiting in classes until their vehicle / pupil is called.</p> <p>Staff room – the current staffroom is not large enough for all staff and staggering breaks any more than we already do is not possible. 2 additional staffrooms have been created in the top part of the school hall and also in the life skills room. Staff will be responsible for social distancing in these areas and also for cleaning any surfaces they have touched during their break.</p>			
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	<p>If parents come to collect pupils from school, they will be asked to remain in the foyer area and not to come into reception, where possible / necessary parents will collect their child from the hall to avoid entry to school.</p> <p>Therapists will work with the pupil within the therapy room to reduce numbers of people in classrooms at any one time and follow hand washing and PPE procedures after each pupil. Where possible virtual meetings will be held. Therapists will ensure external visitors are booked into the school calendar and also that they complete the track and trace recording cards in the main reception. Anyone displaying Covid 19 symptoms will be advised not to enter the school building.</p> <p><b>Playtimes</b> – where necessary playtimes will be staggered – there are only 2 classes that share an outdoor space with another class, these classes should try to stagger breaks and ensure all equipment is cleaned down after use. Staff will clean outdoor equipment with a sanitizer such as screen after each playtime and also at the end of each day. The identified outdoor area is a large enough space for staff and pupils to be able to maintain a 2 m distance as much as possible. Staff will be responsible for interacting with pupils to keep them engaged and to reduce the contact between pupils.</p> <p><b>Pupils and staff who are shielding / deemed to be more vulnerable</b> – Those pupils who have been reissued with a shielding letter will not send their child to school at present until the government deems that schools are safer for those who are classed as extremely vulnerable  Staff who have been reissued with shielding letters will be asked to work from home and provide home learning opportunities to those pupils not in school.</p> <p><b>Pupil wellbeing</b> – pupil wellbeing has always been a priority to us at YMC. Pupils have been offered a certain number of days in school and provided with social stories to prepare for this change to routine. School based ELSA’s will be available for the first few weeks to allow</p>			
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	<p>pupils to discuss any anxieties they have around returning to school. Pupils and families have been provided with social stories to ensure pupils are prepared for staff wearing PPE and the restrictions that are currently in place around moving around the school.</p> <p><b>Staff wellbeing</b> – staff wellbeing remains as high a priority as pupil wellbeing to us at Maes y Coed. Staff are encouraged to feedback questions and concerns to SLT at any time. A member of SLT will always be on site to address any questions and queries. Staff should also refer to the <a href="#">COVID-19 Wellbeing</a> support page on the NPT’s intranet site for additional information, resources and contact information.</p> <p><b>Visitors</b> – where possible visitors to school will be kept to a minimum, office staff will use the intercom system prior to allowing visitors into school and will ask if they are displaying any symptoms prior to entry to the school. If all clear, visitors will be asked to complete a track and trace form prior to fully entering the school. This will be kept for a term and then destroyed as per GDPR guidance. Visitors will be asked to follow school PPE procedures depending on the purpose of their visit. If it involves close contact with pupils then they will be provided with full PPE. For maintenance workers they will be asked to wear a mask in all communal areas. Where parents may need to come into school to administer medication due to the absence of the school nurse – they will follow the above procedure of symptom checking – they will be provided with PPE and asked to complete a track and trace card. They will be met in the family room with the pupil and a staff member, they will administer medication and then asked to wash their hands and to take off their PPE and dispose of in one of the bins either outside the family room or at reception. Staff will then wipe all touched surfaces and the room will be left unoccupied for 20 minutes before it is used again.</p> <p>At present there will be no off-site visits to reduce interaction with people. Staff and pupils will be based in their classroom and as much</p>			
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	as possible will not socialise / mix with others outside of their classroom. Pupils will reduce their movements around the school and will be limited to entering the school at the start of the day and exiting at the end of the day. Where pupils may present challenging behaviour over these restrictions, they will be escorted to an outdoor area to manage their behaviours.			
Symptomatic pupils and staff	<p>Management of pupils and staff who may display Covid 19 symptoms – all parents will be aware that if their child displays any of the Covid 19 symptoms – persistent cough, temperature, loss of taste and smell they will not send their child to school and will isolate their child for 10 days and the family. Staff who present with the symptoms will follow the schools maximizing attendance policy and will contact school to inform them of their symptoms and follow the isolation procedures.</p> <p>All with symptoms will be asked to book a Covid 19 test and to provide us with the outcome of the test. If the test is negative and pupil or staff member is well they can return to school. If the test is positive they will follow the above described isolation procedure and can return after a 10 day isolation period. As a school we will follow the escalation plan and inform track and trace of the result.</p> <p>Those pupils and staff who develop those symptoms throughout the day will be sent home immediately, asked to book a test and asked to isolate for 10 days or until they get the result. Pupils displaying symptoms will be taken to the bottom hall to await to be collected. Whilst pupils are waiting to be collected from school, staff will wear full PPE – mask, gloves, visor and gown / apron and will remain in isolation with the pupil, once the pupil leaves the building staff will clean down everywhere the pupil has been whilst isolating in school, All equipment that has been used for cleaning will be double bagged and stored in the locked identified area (sensory room, disabled toilet or meeting room) for 72 hrs when this will then be disposed of with the general waste from school. AMS will be notified of a potential Covid 19 case and will provide additional cleaning services once all staff have left the premises. Resources that the possible infected</p>	2	4	8Y

	<p>person may have come into contact with will be disinfected and boxed up and put into the designated isolation rooms.</p> <p>Where a pupil is generally unwell without covid symptoms they will be asked to contact 111 for further advice on how to proceed. Pupils must be well before returning to school.</p>			
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**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	<input checked="" type="checkbox"/>	
One to one	<input type="checkbox"/>	
Email	<input checked="" type="checkbox"/>	
Other (please specify: _____)	<input type="checkbox"/>	All staff have been emailed the risk assessment and have signed to state that they have seen it, read it and understand that they are to abide by it.

**Emergency Procedures**

Contact name:	Catherine Tucker
Contact number:	07813046810
Contact number (out of hours):	07813046810
Hospital:	Neath Port Talbot Accident and Emergency
Emergency Services:	999

Name: Catherine Tucker 	Position: Deputy Head Teacher	Date: 4/1/2021
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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:	1. <b>Very Unlikely</b> - This will probably never happen/occur	1. <b>Negligible</b> - Minor injuries or discomfort. No medical treatment or measurable physical effects.		4	4	8	12	16	20
Review date :	2. <b>Unlikely</b> - Do not expect it to happen/recur but it is possible it may do so	2. <b>Minor</b> - Injuries or illness requiring on site first aid. Temporary impairment.		3	3	6G	9	12	15
Reviewed by:	3. <b>Likely</b> - Might happen or recur occasionally	3. <b>Medical Treatment</b> - Injuries or illness requiring hospital treatment.		2	2	4	6Y	8	10Y
Review date :	4. <b>Very Likely</b> - Will probably happen/recur, but it is not a persisting issue/circumstance	4. <b>Major</b> - Injury or illness resulting in permanent impairment.		1	1	2	3	4	5G
Reviewed by:	5. <b>Certainty</b> - Will undoubtedly happen/recur, possibly frequently	5. <b>Fatal</b> - Fatality.		0	1	2	3	4	5
Review date :				<b>Severity of Injury</b>					
Reviewed by:					Low Risk		Medium Risk		High Risk