



Corporate Risk Assessment

The guidance document “Neath Port Talbot Check In, Catch Up and Prepare for Summer and September Arrangements” and the Welsh Government Operational Guidance 16th February 2021 has been utilised when completing our risk assessment.

Activity being assessed: Schools Returning – COVID 19		Risk assessment reference number: BGPCOVID19 Risk assessment created on: 16.7.2020 Review date due: 23.09.2020 Review date due: 01.10.2020 Review date due: 06.01.2021 Review date due: 27.01.2021 Review date due: 16.02.2021 Review date due: 24.02.2021		
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	<u>General</u> <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. <u>Important:</u> 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	2	3	6

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](#)

- 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 any pupil with symptoms should remain in class pod environment (supervised as necessary) until they can be collected. Remaining pupils will be moved to the relevant School Hall. If a symptomatic person needs to use the bathroom, this area will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- Minimise contact with individuals who have symptoms of COVID-19 (whether they are unwell or not) or who have someone in their household who does, and ensure they do not attend school
- 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. Pupils will be collected from Heol Wenallt (KS2) and School Street (FP).
- 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.
- **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 (garage) 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. Bags will be labelled with a disposal date and stored in the schools garage until it can be disposed of in the general 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.
- Parents are not permitted onto the premises & will drop children off at the designated gates.
- Ensure there is an appropriate queuing system on entry and exit from the school premises.
- SMT will be on duty to remind parents to maintain a social distance. Cones will be placed at 2 meter gaps in the infant entrance.
- Start time will be 8.40-9.00 am and finish times will be 3:00 – 3.20pm.
- During a period of lockdown when school is open to key workers and vulnerable children only, the school day will link to parents' working hours and parents will be informed of the school's core hours.
- ELJ and FE classes plus their junior siblings enter and exit at the School Street gate.
- Key Stage 2 pupils only (not infant siblings) enter and exit at Heol Wenallt.
- Breakfast Club will reopen on 28th September; parents will drop off children at the infant door 8:10- 8:30 if they have completed consent forms. Pupils will be seated in class bubbles; numbers will be monitored daily to ensure the club is in line with social distancing rules. At 8:30 the School Street gate will be closed to enable the normal routine to commence 8:40 a.m.
- 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 around school.
- All adults dropping off pupils & staff receiving them should wear a mask. There is clear signage at all entrances to inform all visitors to the school that masks should be worn.
- Upon entry, each pupil will be required to sanitise their hands. Sanitising stations are available at all entry points. Children will be washing their hands on entry.
- All visitors to the school will sign in and sanitise on entry and wear a mask at all times. Access to the school will be limited to times when there are limited numbers of pupils and staff.

Ventilation

- Check ventilation is functioning well – windows, grids, airbricks – are not obstructed; check for function and identify areas that are poorly ventilated.
- Staff to be instructed on how to achieve the most effective ventilation e.g. opening top/high level windows (this helps to prevent draughts), moving obstructions such as curtains/blinds.
- Start ventilation of rooms ahead of school day and allow it to continue throughout the day and after classes have finished. Open windows prior to the start of the school day. Ensure open windows and doors provide adequate ventilation while maintaining a comfortable workplace temperature (noise and fire restrictions dependent).
- Ventilate classrooms and other areas between classes and uses, e.g. by opening all doors (not fire doors) and windows fully.
- Windows/doors to be opened to capacity when children are not in the classroom to give a ventilation blast. This should be done during play and lunch breaks.
- Consider not using smaller rooms but in the event that this cannot happen, ensure minimum capacity to ensure greater dilution e.g. staffrooms, offices, etc.
- It is important not to completely close windows and doors when the area is occupied as this can result in very low levels of ventilation.
- Consider opening every other window instead of all windows if it becomes too cold.

Social Distancing

- Social distancing must be maintained at all times wherever possible to reduce the risk of the spread of the COVID-19 virus. Movement around school will be discouraged by pupils and staff, pupils will only access the pinch points when accessing the toilet or going to outside areas. Office staff, Bursar and Caretaker to adhere to social distancing rules.
- Each area of the school will be assessed prior to use, to ensure it is suitable to facilitate social distancing between class bubbles.
- Due to the layout of the building, it will sometimes be difficult to keep a distance of 2 metres 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 and will wear a mask in communal areas.
- Play equipment will be cleaned thoroughly throughout the day. Including climbing frames, which will be disinfected daily.

- 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 staff from each phase are allowed in at any one time. The Junior library will be used as an additional area for staff to take their break/lunch and 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. An additional classroom has been identified for staff to safely eat lunch and socially distance; tables are cleaned thoroughly 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. Antibacterial wipes provided for the wiping down of keypad after use

Cleaning and Hygiene

- The frequency of wiping down of high-touch areas will be increased throughout the day. High-touch areas such as 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, paper towels and lidded bins are available in every toilet and in each classroom that has a sink.
- Hand washing must take place at regular intervals during the day (as per updated Recovery Plan). 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. Skin friendly cleaning wipes can be used as an alternative to sanitiser for the youngest pupils.

- 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 supply of disposable tissues will be available in each classroom. These are to be monitored and replenished regularly. Separate 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. PPE Posters will be placed in PPE storage areas.

Routine activities

- Where it is not possible to maintain 2 metres within the classroom environment or in communal areas staff will wear face masks. Staff will wear face masks to collect pupils at the gate and at the end of the day when meeting parents and guardians. Admin staff will meet visitors at the door wearing a mask.
- Face coverings should be made up of three layers as set out by the World Health Organisation, but do not need to be medical-grade face masks. Face coverings or visors are not PPE and would not prevent an individual being identified as a close contact by TTP. 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.
- Single-use face coverings should be disposed of in the lidded bins provided.

	<p>General clean of premises</p> <ul style="list-style-type: none"> • Disposable gloves and disposable aprons must be worn. <p>Suspected coronavirus (COVID-19)</p> <ul style="list-style-type: none"> • 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. User to wash goggles following use in warm soapy water, rinse and dry. • 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. <p>Intimate care including administering first aid</p> <ul style="list-style-type: none"> • 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. <p><u>Movement around/use of premises</u></p> <ul style="list-style-type: none"> • Where possible only rooms with windows that can be opened will be used. Appropriate doors will be kept open for ventilation if possible. • Staff/pupils to be reminded to follow the one-way systems in place. • Fans are not to be used. 			
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- Play equipment / toys that require high levels of shared use are not to be used. Play dough is made up for each child and they have their own labelled individual container as per WG guidelines.
- All soft furnishings/ toys will be removed as these are more difficult to clean/ sanitise.
- Shared equipment such as trikes / bike or other ride on toys, are wiped down and cleaned at regular intervals at the start / end and throughout the day.
- 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 through 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. Teachers will have the option to take their PPA at home.
- 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. Procedures will remain as normal.
- 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

											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	_____
<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 type="checkbox"/>
Other (please specify: _____)	<input checked="" type="checkbox"/> School website

Emergency Procedures

Contact name:	<u>Mrs Sam Sharp</u>
Contact number:	<u>01639 720342</u>
Contact number (out of hours):	_____
Hospital:	<u>Neath Port Talbot Hospital</u>
Emergency Services:	<u>999</u>

Name: Sam Sharp Sharon Davies	Position: HEADTEACHER Chair of Governors	Date: 16/07/2020
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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 : 23/09/2020 SS	<p style="text-align: center;">Likelihood</p> <p>1. Very Unlikely - This will probably never happen/occur</p> <p>2. Unlikely - Do not expect it to happen/recur but it is possible it may do so</p> <p>3. Likely - Might happen or recur occasionally</p> <p>4. Very Likely - Will probably happen/recur, but it is not a persisting issue/circumstance</p> <p>5. Certainty - Will undoubtedly happen/recur, possibly frequently</p>	<p style="text-align: center;">Severity</p> <p>1. Negligible - Minor injuries or discomfort. No medical treatment or measurable physical effects.</p> <p>2. Minor - Injuries or illness requiring on site first aid. Temporary impairment.</p> <p>3. Medical Treatment - Injuries or illness requiring hospital treatment.</p> <p>4. Major - Injury or illness resulting in permanent impairment.</p> <p>5. Fatal - Fatality.</p>	Likelihood of Injury	5	5Y	10R	15	20	25
Reviewed by: 01/10/2020 SS				4	4	8	12	16	20
Review date : 06/01/2021 SS				3	3	6G	9	12	15
Reviewed by: 27/01/2021 SS				2	2	4	6Y	8	10Y
Review date : 16/02/2021 SS				1	1	2	3	4	5G
Reviewed by: 24/02/2021 SS				0	1	2	3	4	5
Review date :				Severity of Injury					
Reviewed by:				Low Risk	Medium Risk	High Risk			