



Corporate Risk Assessment

Activity being assessed: Spread of COVID-19 within School Premises		Risk assessment reference number: Risk assessment created on: 19th June 2020 Reviewed on: 16th July 2020 Review date due: 19th June 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 <i>Likelihood x Severity = Risk Level</i>
Spread of COVID-19	<p><u>General</u></p> <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. <p><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 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.</p> <p>The risk assessment tool can be accessed <u>here</u></p> <ul style="list-style-type: none"> All persons that are contacted via "Test, Trace, Protect" need to adhere to the guidance given. 	2 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	3 1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	6

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) 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. PPE - Gloves, Aprons, Masks and Goggles are in clear boxes in the room allocated for first aid (GF07). A small stock will be held in disabled Toilets (GF16). Stock to replenish supplies within the main building will be retained in the Playground Shed. A stock take will be carried out weekly and the ordering of stock will be allocated to an identified person. This paperwork will be available on the shared school HWB as well as SLT site. See Plan.
- An alternative exit route from the premises has been identified in order to ensure all other primary routes are not potentially contaminated.
- 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.
- Symptomatic person will be moved to the Isolation Room located in the School Office (GF10). Classroom will be moved into the School Hall (GF01) using the most sensible route following the one way system. Any pupils and staff using the hall at this time will return to their class bubble.
- 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. Dates will be labelled on the bags and kept in the Eco Garden Area of the Playground. See Plan
- 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 of different class groups in the school playground will be discouraged.
- Ensure there is an appropriate queuing system on entry and exit from the school premises. Signs are displayed clearly, outside including 2 meter distance markers and directions for queuing. See Plan and refer to Page 6 and 7 of the Check in Catch up School Plan
- Staff to advise all persons in the queue to maintain a social distance whilst waiting to enter the school premises. Staggered starting times to each school day – parents / carers have an allocated time slot for drop off.
- 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. This will be communicated to parents and carers by constant reminders through text. A Sign on entry reminding parents and carers of the COVID-19 symptoms.
- Upon entry, each pupil will be required to sanitise their hands. Sanitising stations should be available at all entry points. Wall mounted dispensers for hand sanitiser are located at the Main Door (GF15), School Office (GF10), and at the bottom of the stairs leading to the Staff Room* (GF12), School Hall (GF01) and every classroom. 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 at site. *The staff room will not be used as a seating area for staff but staff will have access to this area for toilet facilities.

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 one way system will operate for everyone around the school. Where this is not possible, busy corridors, entrances and exits should be avoided. See plan and refer to Page 9 of the Check in Catch up School Plan.
- Wherever possible each area of the school will be assessed prior to use, to ensure it is suitable to facilitate social distancing of staff from learners and other staff as much as possible. Classrooms to be arranged with forwarded facing tables but recognise that this may not be possible or appropriate at certain times.
- 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. 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.

	<ul style="list-style-type: none"> • Where possible non-contact activities should take place when children are in the activity area(s). • Do not use play equipment / activities that may encourage close contact at frequent intervals. Play equipment must be cleaned thoroughly throughout the day • Try not to conduct team building type exercises where close proximity is required. • Careful consideration must be given for any employee/pupil requiring a Personal Emergency Evacuation Plan (PEEP) to return to work. • 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 will be closed for staff use. A sign will be in place at the bottom of the stairs which leads to the staffroom. The sign will indicate that staffroom is closed and access is only for toilet facilities. The sign will indicate if the toilet is vacant / engaged in order to adhere to 2m distancing and avoid any cross overs on the stairs on in the confined space of the staff room area. Staff refreshment facilities are available in the intervention room where staff can adhere to 2m distancing. No more than 4 members of staff at any one time. • 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. • 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. <p><u>Cleaning and Hygiene</u></p> <ul style="list-style-type: none"> • 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. 			
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	<ul style="list-style-type: none"> • All children and adults, including staff must wash/sanitise their hands on entry into the premises. • Soap, running water and hand drying facilities are available in every toilet and in each classroom that has a sink. • 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. • 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 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. <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> • 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 posters are located in the School Office (GF10), Disabled Toilets (GF16) and the Schools Intervention Room (GF07) <p>Routine activities</p> <ul style="list-style-type: none"> • No PPE is required when undertaking routine educational activities in classroom or school settings. <p>General clean of premises</p> <ul style="list-style-type: none"> • Disposable gloves and disposable aprons must be worn. 			
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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.
- **First Aid stock located in the Main Office (GF10) and the Intervention Room (GF07)**

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.
- **Staff/pupils to be reminded to follow the one-way systems in place. Where this is not possible, the main corridor should maintain a free flowing system. Busy corridors, entrances and exits to be avoided.**
- **Behaviour Policy has been adapted for COVID-19 and individual children will be risk assessed.**

- Fans are not to be used.
- Play equipment / toys that require high levels of shared use in designated classes (lego, plastercene, building blocks sand play pits) are to be wiped down and cleaned at regular intervals and after each use.
- 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. Break and lunch times will be staggered and the school will be following a no hot meal system.
- 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 reviewed and communicated to staff/pupils. Fire drill will be carried out to ensure the amended procedure is understood. This will take place on the first day at the start of Autumn Term. – See Evacuation Procedure
- 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. A stock take of first aid equipment will be carried out weekly and the ordering of stock will be allocated to an identified person. This paperwork will be available on the shared school HWB as well as SLT site.

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 type="checkbox"/>
One to one	<input type="checkbox"/>
Email	<input type="checkbox"/>
Other (please specify: _____)	<input type="checkbox"/>

Emergency Procedures	
Contact name:	_____
Contact number:	_____
Contact number (out of hours):	_____
Hospital:	_____
Emergency Services:	_____

Name:	Position:	Date:

Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident

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