



## Corporate Risk Assessment

<b>Activity being assessed:</b> Re-opening of School to children of Critical Workers and vulnerable pupils (during Covid-19 pandemic / SAR-COV-2 New Variant/ <b>Alert Level 4</b> ) in the Spring Term 2021		<b>Risk assessment reference number:</b> Risk assessment created on: 19 <sup>th</sup> June 2020 Reviewed on: 27 <sup>th</sup> August, <b>Sept 7<sup>th</sup>, 4<sup>th</sup> December, 7<sup>th</sup> January, 29<sup>th</sup> January &amp; 19<sup>th</sup>Feb 2021</b> Review date due: 27 <sup>th</sup> August 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 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>
<b>Spread of COVID-19</b>	<b><u>General</u></b> <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><u>Important:</u></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 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 <a href="#">here</a></p>	<b>2</b>	<b>3</b>	<b>6</b>

- All persons that are contacted via “Test, Trace, Protect” need to adhere to the guidance given.

### **Transmission of new variant of the SARS-CoV-2 virus**

In the context of the new variant, it is encouraged that additional behaviours are required to control a more infectious virus strain, particularly (as recommended by EMG):

- Reducing indoor contacts to the lowest level possible – Staffing has been reduced significantly in school to help stop the spread of virus. Limited amount of teaching staff in school to cover class bubbles and remaining staff are working from home. The admin officer will attend school to complete tasks that cannot be completed at home. The rest of the time will be working from home.
- Consistent use of high-quality face-coverings whenever indoor close contact mixing is unavoidable – Staff are strongly advised to wear fluid resistant masks. Parents are asked to wear face coverings outside the school gates during handover times. Visitors must wear face coverings on entry to the school. See here for procedures for visitors.
- Approaches to enable effective ventilation of enclosed spaces – windows and appropriate doors will be kept open for ventilation if possible. Staff to open windows 15 minutes before pupils arrive to ensure good ventilation. Windows can be closed but regular air flow will be required during the day.
- High adherence to testing and self-isolation if symptomatic or a contact of a case

### **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. Contact with individuals who have symptoms of COVID-19 (whether they are unwell or not) is to be minimised. If someone in their household has symptoms they must not attend school.
- 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. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The disabled toilet will be made available (staff can use the upstairs toilet in the meantime). The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. 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 Googles 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 and pick up.
- 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. Additional hand sanitizer stations to be located at pupil entrance points for EYU. 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**

- Minimising contacts and mixing between people, reduces the transmission of COVID-19. Contact groups/bubbles should be maintained during these times of limited attendance in schools. Any additional space available in school should be used, where there are lower numbers of pupils attending, wherever possible, to maximise the distance between pupils and between staff. The EYU are now using two separate classrooms for two separate bubbles to further reduce risks. The central toilet area will be managed in the same way as the main building, only three pupils at any given time to enter. Staff will wear appropriate PPE if social distancing is difficult in this area, e.g. changing / supervising pupils.
- Adult social distancing must be maintained at all times, and wherever possible social distancing between adult and child. When staff are unable to distance from pupils they should be wearing a fluid resistant mask. 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. Umbrellas will be provided for wet weather as a matter of convenience not for risks. They will be available at the exit and can be sited at the back entrance. If there is a concern for a pupil to adhere to this procedure, this will be included on the child's individual 'action plan' / pupil risk assessment. If a pupil requires supervision, this will be provided within the classroom organisation. 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 forward facing tables but recognise that this may not be possible or appropriate at certain times.
- During moments of close 1:1 teaching staff will need to do so alongside the child rather than forward facing to minimise the risks of passing airborne particles through speech.
- 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. The main principle is reducing the number of contacts and keeping contact groups separate as much as possible.

	<ul style="list-style-type: none"> <li>• Discussions amongst staff will need to take place in larger areas where social distancing can be managed appropriately.</li> <li>• Where possible, non-contact activities should take place when children are in the activity area(s).</li> <li>• Do not use play equipment / activities that may encourage close contact at frequent intervals. Play equipment is sprayed once a day and pupils are reminded to wash their hands after each playground session. Regular handwashing is paramount 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.</li> <li>• 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>• The previous staff room has been assessed and will be closed for staff use. (A new area has been designated for staff use.) A sign will be in place at the bottom of the stairs which leads to the previous 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.</li> <li>• Staff refreshment facilities are available in the intervention room where staff can adhere to 2m distancing. No more than 6 members of staff at any one time. There are 2 areas for staff to eat at table and there are 4 comfort seats. The area has been laid out to allow for adult social distancing.</li> <li>• If communal equipment is needed (e.g. fridge, kettle) general <del>cleaning wipes to be provided in kitchen</del>, Screen solution is provided 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.</li> <li>• No sweets/snacks to be brought into work for sharing between staff. <b>Reminder.</b></li> <li>• Use of shared printers/photocopiers to be kept to a minimum. Only one person at a time should be within the printing/photocopying area.</li> <li>• The previous staffroom is now designated for work that requires 1:1 / 1:2 teacher pupil ratio. Staff working with pupils in these circumstances should wear protective visor if they feel they are at risk. Headteacher to be notified so that parents can be contacted regarding the use of this PPE.</li> </ul> <p><b>How to Group Children</b></p> <ul style="list-style-type: none"> <li>• Consistent groups reduce the risk of transmission. Limiting the number of children and staff in contact with each other to only those within a group/bubble is being used.</li> </ul>			
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Children, sometimes cannot socially distance from staff or from each other and this is where additional protective measures are used i.e. Face coverings / PPE.

- Maintaining distinct contact group/bubbles that do not mix, make it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.
- Each group/bubble is kept apart from other groups/bubbles. Younger children that cannot maintain social distancing are accepted to not distance within their group/bubble.
- Staff responsible for younger children remain with set groups/bubbles rather than interchange between many other groups/bubbles. Where staff need to move between groups/bubbles, they should try and keep their distance from children and other staff members as much as they possibly can, ideally two metres from other adults.
- To minimise a mix of bubbles of school and childcare settings school is offering childcare to parents wherever possible. For example, a morning nursery child who requires childcare for the afternoon is able to remain with school for the full day instead of a separate morning/afternoon session.

### **Cleaning and Hygiene**

- The frequency of wiping down of high-touch areas will be increased throughout the day, am and pm break times and also before lunch. 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 hand drying facilities are available in every toilet and in each classroom that has a sink.
- Hand washing will take place at the start of the day, after break times and before lunch. Signage will be placed in toilets, sinks, etc. to remind pupils/staff to wash for at least 20

seconds. Staff / pupils will be regularly reminded of good handwashing techniques during the day and after using the toilet.

- 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.
- Skin friendly cleaning wipes are available and can be used as an alternative to hand sanitiser for small children and learners of complex needs.
- 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.
- All must ensure good respiratory hygiene – Catch it, Bin it, Kill it approach is promoted.
- eBug Covid-19 website can be used for additional materials to encourage good hand and respiratory hygiene.
- Any equipment that is shared with other staff will need to be sanitized before use. For example, computer equipment such as keyboards will need to be sanitized before use.

### Use of Face Coverings

- During Alert Level 4, visitors to school must wear face coverings, including parents and carers when dropping off and picking up pupils. On-site signage is displayed clearly to make visitors, parents and carers aware of the requirement for them to wear face coverings when on school premises.
- Face covering must be worn in classes. 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

- It is important that if wearing a face covering constantly throughout the day, regular periods of fresh air are taken and rooms are kept well-ventilated
- Adequate waste bins are on school premises for those who choose to use single-use face coverings.
- There are some circumstances where people may not be able to wear a face covering. Please be mindful and respectful of such circumstances, noting that some people may be less able to wear face coverings and the reasons for this may not be visible to others. Staff may have a reasonable excuse not to wear a face covering if (for example):
- they are not able to put on or to wear a face covering because of a physical or mental illness, or because of a condition or impairment
- they are accompanying somebody who relies on lip reading where they need to communicate and you cannot access a clear face covering
- they are escaping from a threat or danger and don't have a face covering

### **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.~~ Due to the concerns of the new variant, staff are strongly advised to wear PPE. Staff have been issued with the information on how to don and doff correctly. The correct fluid resistant masks are available in the main office. Masks should be changed every four hours or if contaminated. Information posters are located in the School Office (GF10), Disabled Toilets (GF16) and the Schools Intervention Room (GF07)

### **Routine activities**

- No PPE is required when undertaking routine educational activities in classroom or school settings. This is the Welsh Government guidance but due to the high infection rates and the speed in which the new variant spreads, staff have been strongly advised to use PPE when undertaking routine activities within the school building.
- Staff who work with pupils on a 1:1 basis due to additional learning needs are at a higher risk as they are unable to social distance for the work they carry out. These members of staff are strongly advised to wear full PPE including a face visor which will provide further protection from those pupils who spit and regularly sneeze into the face of others.

### **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.
- 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. **Heating will be turned on at 6am every day to allow the rooms to warm up. Staff to open windows 15 minutes before pupils arrive to ensure good ventilation. Heating will be turned off throughout the day but can be operated manually according to temperature. Windows can be closed but regular air flow will be required during the day.**
- **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. There are a few exceptions to this but generally all school should follow one way system – see plans for exceptions.

- Separate toilets for different contact groups to be provided, where possible. Where this is not possible, hand sanitiser must be used before entering the toilet. The number of pupils entering the toilet at any one time is arranged by easy read visual signs for pupils. The number of pupils entering at any one time is a maximum of three.
- Behaviour Policy has been adapted for COVID-19 and individual children will be risk assessed. Risk assessments to be shared and approved/signed by a member of senior management team.
- 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. Equipment requiring sterilisation will be carried out once a week.
- 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.
- 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 'packed lunch 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. **There is a daily twenty minute daily session for staff to 'check in' as a wellbeing support. During school closure this is achieved using a Teams meeting. The session is coordinated by a member of staff with ELSA and wellbeing support experience.**
- 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**



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

Other

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**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:	_____

<b>Name:</b>	<b>Position:</b>	<b>Date:</b>

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> 1. <b>Very Unlikely</b> - This will probably never happen/occur 2. <b>Unlikely</b> - Do not expect it to happen/recur but it is possible it may do so 3. <b>Likely</b> - Might happen or recur occasionally 4. <b>Very Likely</b> - Will probably happen/recur, but it is not a persisting issue/circumstance 5. <b>Certainty</b> - Will undoubtedly happen/recur, possibly frequently	<b>Severity</b> 1. <b>Negligible</b> - Minor injuries or discomfort. No medical treatment or measurable physical effects. 2. <b>Minor</b> - Injuries or illness requiring on site first aid. Temporary impairment. 3. <b>Medical Treatment</b> - Injuries or illness requiring hospital treatment. 4. <b>Major</b> - Injury or illness resulting in permanent impairment. 5. <b>Fatal</b> - Fatality.		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 :				<b>Severity of Injury</b>					
Reviewed by:					Low Risk		Medium Risk		High Risk