



Corporate Risk Assessment

Activity being assessed: <u>Eastern Primary School</u> School, Alert Level 2, High Risk 17 th September 2021, 6 th January 2022 31/1/22 following conversation with TTP		Risk assessment reference number: Schools/AlertLevelTwo/HighRisk Risk assessment created on: 1 st September 2021 Review date due: <u>As and when Necessary</u>		
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>
<u>Spread of COVID-19</u>	<p><i>This risk assessment is a template for best practice in line with alert level 0 and the Welsh Government "Local COVID-19 infection control decision framework for schools from autumn 2021". If necessary, seek assistance from the relevant NPT/EDLLL section or your designated Health and Safety Officer. This risk assessment must be adapted to reflect the control measures school.</i></p> <p>General</p> <ul style="list-style-type: none"> • Employees must follow any instructions and information related to controlling the virus • LFD testing three times a week available for staff to help identify and isolate asymptomatic cases as soon as possible, to be carried out on a Sunday, Tuesday evening and Thursday evening • Everyone must self-isolate for 7 days if they test positive for COVID-19. You should take a Lateral Flow Test (LFT) on day 6 and day 7. If either LFT is positive, you should remain in isolation until 2 negative LFTs or after day 10, whichever is sooner. The 	2	3	6

rules for close contact of someone who has tested positive are in the Self-isolation guidance. TTP to advise. <https://gov.wales/self-isolation>

- All persons that are contacted via “Test, Trace, Protect” need to adhere to the guidance given
- Retain attendance records to support TTP contact tracers if needed
- School will issue the ‘inform’ letter to parents where a positive case has been identified in a class. Where there are two cases in a class, school will issue the ‘warn and inform’ letter to parents. School will distribute LFDs to parents if they cannot obtain them in the community when it is advised that children take LFD tests for 7 days
- Appropriate signage (including floor signage) in relation to Covid-19 measures is displayed throughout the school e.g. encouraging physical distancing, one way systems, room/lift capacity limits, do not enter if you have symptoms of Covid-19, etc.
- Any concerns in relation to control measures should be raised immediately with the head teacher, Mrs Jefford, the deputy head teacher, Mr Manley or the senior member of staff Ms Jones
- Regular inspections and monitoring by SMT will take place to ensure rules are being adhered to
- Inspections by the Health and Safety Section will be undertaken when necessary. Health and Safety Committee of Governors will also continue to monitor risk and measures
- All relevant statutory building checks have been undertaken

School Workforce

- From the 20th December 2021 people must work from home where reasonably practicable for them to do so. Employers must allow or require their employees to work from home unless there is a clear business or well-being need that would make working from home impractical, in line with their duties to take reasonable measures
- Staff and learners who are **clinically extremely vulnerable** should follow the current published Welsh Government guidance. Members of staff should continue to

discuss with their schools how they will be supported e.g. individual risk assessment. Parents of learners who are clinically extremely vulnerable are able to discuss with the head teacher the possible risks and concerns.

- From experience, school has noted that if a household member tests positive it is more than likely that other members of that same household will test positive in the days following. Even if the learner tests negative on a lateral flow, if the learners attendance poses risks to others the headteacher will make arrangements for learners to stay at home and revert to online learning.
- Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible
- **Staff who are** at increased risk, as per current Welsh Government guidance, can continue to attend school. While in school they should follow the interventions to minimise the risks of transmission - including taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining physical distancing - and should have an individual workplace assessment
- People who live with those who are at increased risk can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings
- **Staff who are pregnant** are encouraged to take up vaccination and have a workplace risk assessment. If home-working is not possible, pregnant staff and their employers should follow the advice in the [COVID-19: advice for pregnant employees](#)

Symptoms of Covid-19/Symptomatic person

The most effective way to prevent transmission of COVID-19 in schools is to stop infection being brought into the school.

- Learners, staff and other adults should not come into a school/setting if they:
 - have COVID-19 symptoms
 - if they live with someone who has symptoms or has tested positive for COVID-19 – unless they are fully vaccinated or are under 18 - unless they are fully vaccinated or are under 18 (with exception of children aged 0-4) and have received a Negative LFD
 - have been contacted by the TTP service and told to self-isolate

	<ul style="list-style-type: none"> • 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 (<i>this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours</i>) and/or a loss or change to your sense of smell or taste (anosmia) • 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 it is not possible to isolate them, move them to an area which is at least two metres away from other people. 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. If any person needing to go to the bathroom whilst waiting to be collected, they should use the disabled toilet. AMS Cleaning to be notified so that they can arrange a deep clean. If AMS are unable to attend then school based staff who have done the Bodily Fluids training should carry out the Level 2 deep clean • 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 • Where possible, 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. If it's a classroom, you will need to find an alternative area where the children can be moved to for the interim period • If a cluster/outbreak is identified by TTP, a level 2 clean may also be required • Primary Schools/AMS cleaning SLA Schools – AMS cleaning must be notified so they can arrange a deep clean (Level 2) to the affected areas • All potentially contaminated waste will be placed into a black bag, sealed and placed inside a second black bag and stored in a designated area. Dates will be labelled on the bags and kept in the Eco Garden Area of the Playground away from 			
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all other waste until 72 hours has passed when it will be disposed of in the normal manner

- The equipment that the pupil/employee has been in contact with must be withdrawn from circulation and thoroughly cleaned and disinfected or isolated for 72 hours before being allowed back into circulation

Physical Distancing

- Parents gathering in the school playground to be discouraged. Parents and should physically distance whilst waiting to drop off and pick up their children
- Large group gatherings such as assemblies are not to take place
- Ensure there is appropriate signage on display at the entry points reminding parents and visitors to respect other peoples space/physical distancing
- The use of one way systems, should be implemented
- Where possible, seat pupils side by side and facing forward. If there are two positive cases in one classroom, the head teacher will instruct the class teacher to organise the classroom accordingly - side by side and forward facing
- Consistent seating plans have been introduced in the classrooms, where possible (recognising this may not be possible for younger learners, and those who require 1:1 support/Additional Learning Needs)
- Foundation Phase learners will be more active in their play based learning and seating and desk arrangements will not be required
- Physical distancing between staff MUST be maintained wherever possible to reduce the risk of the spread of the COVID-19 virus e.g. corridors, communal areas, staff rooms, meeting rooms, passenger lifts, etc.
- ~~Signage present on passenger lifts to communicate maximum person usage. Consideration must be given to wheel chair users and designated carer~~
- Meeting/Staff rooms should be assessed to determine how many people are permitted to enter meeting rooms whilst maintaining physical distancing

- The staff room has been assessed and will be closed for staff use. A sign is in place at the bottom of the stairs which leads to the staffroom. The sign indicates that staffroom is closed and access is only for toilet facilities. The sign indicates if the toilet is vacant or engaged in order to adhere to 2m distancing and avoid any cross overs on the stairs 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
- Implement arrangements aimed at reducing close interactions between staff and learners. This may include:
 - not holding large group gatherings such as assemblies
 - the use of one way systems
 - consistent seating plans (recognising this may not be possible for younger learners)
 - using outdoor spaces where possible
 - floor signage

Ventilation

- Where possible, staff are encouraged to use outdoor spaces for activities
- Schools must ensure an adequate supply of fresh air (ventilation) in enclosed areas, either via mechanical ventilation or natural ventilation or a combination of the both. (Contact Robert Peake r.peake@npt.gov.uk for further information on your school if needed)
- Mechanical systems will be adjusted to increase the ventilation rate wherever possible
- Natural ventilation to be increased through opening windows and non-fire doors where possible
- The airing of rooms via windows and non-fire doors at break, lunch times and prior to the start of the school day should be encouraged
- Where possible, encourage staff to open top/high level windows (this helps to prevent draughts), and moving obstructions such as curtains/blinds
- Ceiling fans or desk fans may be used to prevent pockets of stagnant air only where the area is well ventilated. ~~Desk fans to be pointed away from people and pointed at walls etc.~~

- Small rooms have identified maximum capacity limits to ensure greater dilution
- Checks to be carried out to ensure windows, grids and airbricks are not obstructed. Check that they all function correctly and identify areas that are poorly ventilated. (Contact your building surveyor, if you have any concerns, e.g. windows that can't be opened etc.)
- Any areas of poor ventilation/stagnant air then consideration will be given to obtaining a CO₂ monitor (NDIR) type, or putting these areas out of bounds or limiting their use. Schools to monitor the readings of the CO₂ monitor and take appropriate actions. All classes have received CO₂ monitors. If there are constant high readings in certain areas – school should look to purchase an air purifier for this area

Hand/Respiratory Hygiene

- Learners should clean their hands regularly, including when they arrive at school, when they return from breaks, after using the toilet, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. A member of staff greets the children on entry to the building and hand sanitiser is applied. For those children unable to use sanitiser they are directed to the hand washing immediately
- Ensure enough hand washing or hand sanitiser 'stations' available so that all learners and staff can clean their hands regularly
- 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
- As good practice, hand washing posters to be placed in toilet areas to remind pupils/staff of good handwashing techniques
- Pupils encouraged to catch a sneeze or cough using their elbow or a tissue, dispose of tissue and reminded to then wash their hands. The 'Catch it, bin it, kill it, Wash your Hands' approach

Cleaning

- Cleaning will take place using appropriate cleaning products, in line with general cleaning procedures (e.g. end of day clean)

- Staff to be encouraged to wipe down during the day, where possible, using standard products, including wipes
- Wipes to be available in staff rooms, to utilise after using communal equipment (kettles, microwaves etc.)
- Where possible, provide separate toilets for different groups of learners. Where this is not possible, ensure hand sanitiser is used before entering the toilet and that toilets are cleaned regularly

Face Coverings

- Face coverings should be worn by staff and visitors in schools when moving around indoor communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained
- Face coverings must be worn in any area of the building where the public visit, for example when they enter/exit a building which is open to the public via the reception area
- Face coverings should be worn by parents at the beginning and end of the school day when dropping off and picking up their children
- Staff working in public areas where there is a Perspex screen shielding the employee from the public are not required to wear a face covering
- Face coverings should continue to be worn by learners in secondary schools and settings when travelling on dedicated school transport
- A person does not have to wear a face covering if they have a reasonable excuse not to wear one
- There will be some staff who are exempt from wearing face coverings - we do not expect this to change as the wellbeing of individuals is critical to any considerations around whether staff should wear face coverings

Personal Protective Equipment (PPE)

- When using PPE hands must be washed both before and after use

	<ul style="list-style-type: none"> • Staff who will be required to use PPE will be provided with information on how to don and doff it correctly. The head teacher strongly recommends all staff to use fluid resistance (Type IIR) masks when physical distancing cannot be met <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"> • PPE in line with your COSHH risk assessment must be worn. Staff clean high touched areas at least four times per day. Wherever possible, staff are advised to use disposable gloves, aprons and cloths which are available in each classroom. PPE must be worn when making screen disinfectant <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 • 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 			
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- Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions

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

Emergency Procedures

- The emergency evacuation procedure has been reviewed and communicate to staff/pupils. It is recommended that a fire drill is carried out to ensure the amended procedure is understood. Staff who require a Personal Emergency Evacuation Plan (PEEP) will need to seek advice from the Facilities section
- In the event of an emergency, follow the emergency procedures in place at that building
- 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. Practice good hygiene by washing/sanitising hands before and after administering first aid

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

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.

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Please identify how this risk assessment has been communicated

Team brief / Team meeting	<input type="checkbox"/>	
One to one	<input type="checkbox"/>	
Email	<input checked="" type="checkbox"/>	
Other (please specify):	<input type="checkbox"/>	Text to Parents and Staff – Published on Website

Emergency Procedures

Contact name:	Mrs Louise Jefford
Contact number:	01639 882819
Contact number (out of hours):	
Hospital:	Neath Port Talbot Hospital
Emergency Services:	999

Name: Mrs L. Jefford	Position: Headteacher	Date: 17 th September 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								
Review date : 6 th January 2022	Likelihood	Severity	Likelihood of Injury	5	5Y	10R	15	20	25
Reviewed by: Mrs L. Jefford	<ol style="list-style-type: none"> 1. Very Unlikely - This will probably never happen/occur 2. Unlikely - Do not expect it to happen/recur but it is possible it may do so 3. Likely - Might happen or recur occasionally 4. Very Likely - Will probably happen/recur, but it is not a persisting issue/circumstance 5. Certainty - Will undoubtedly happen/recur, possibly frequently 	<ol style="list-style-type: none"> 1. Negligible - Minor injuries or discomfort. No medical treatment or measurable physical effects. 2. Minor - Injuries or illness requiring on site first aid. Temporary impairment. 3. Medical Treatment - Injuries or illness requiring hospital treatment. 4. Major - Injury or illness resulting in permanent impairment. 5. Fatal - Fatality. 		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			