

## Ffurflen Aseiad Risg Cyffredinol / General Risk Assessment Form

<i>Adran/Department</i>	Schools	<i>Rhif Asesu / Assessment No:</i>	
<i>Adain /Section</i>	Penweddig	<i>Dyddiad /Date:</i>	2/9/20
<i>Asesydd/Assessor:</i>	Ann Lloyd	<i>Swydd/Position:</i>	Corporate Health and Safety Advisor, CCC

<p><i>Gweithgaredd / Proses</i> Activity / Process</p> <p><b>Full capacity reopening of schools</b></p> <p>From the 14<sup>th</sup> September, schools across Ceredigion will re-open to all pupils for the first time since the coronavirus lockdown, March 23<sup>rd</sup>.</p> <p>Where possible, pupils should continue to be encouraged to socially distance although it is recognised that this will not always be possible due to room capacity and class sizes. With this in mind, schools will endeavour to create “contact groups” of around 30 pupils and to minimise mixing so far as is reasonably practicable. Some direct or indirect mixing between children in different contact groups will be unavoidable, such as on transport, when receiving specialist teaching or due to staffing constraints. Adults in schools, however, will have to continue to adhere to social distancing regulations and guidance.</p> <p>This risk assessment should be read in conjunction with the guidance document ‘Canllaw Ysgol Medi 2020’, the suite of Covid-19 specific cleaning risk assessments and safe systems as well as specific risk assessments as follows:</p> <ul style="list-style-type: none"> <li>-Opening the canteen’s and kitchens</li> <li>-Transport – face coverings</li> <li>-Movement of pupils esp. key stage 4 &amp; 5</li> <li>-School staff cleaning</li> <li>-Specialist staff travelling to different sites</li> </ul> <p>The Fire Risk Assessment for the school has been reviewed in light of access in and around the school building and the additional amounts of high-alcohol-content hand sanitiser kept on site. Its safe storage will be ensured by using existing COSHH storage available.</p> <p>The guidance document ‘Canllaw Ysgol Medi 2020’ explains the procedure in place to report and address any positive tests amongst staff and pupils. This can be found in section 7.1 Track, Test and Protect.</p>	<i>Nifer a Phobl mewn Perygl</i> Number & Persons at Risk			
		<i>Gweithwyr</i> Employees	<i>Eraill</i> Others	<i>Disgyblion</i> Pupils
	1			
	2-5			
	6-9			
	10+	x		x
	X	<i>Gweithiwr / Employee</i>		<i>Gweithiwr unigol / Lone Worker</i>
		<i>Yn trin arian / Handles Money</i>	x	<i>Contractwr / Contractor</i>
		<i>Oriau anghymdeithasol</i> Unsociable hours		<i>Ymweld â safle / Visit Premises</i>
		<i>Delio â'r cyhoedd/ Deal with the public</i>		<i>Staff ifanc sy'n agored i niwed / Young vulnerable staff</i>
	X	<i>Person Ifanc / Young Person</i>		<i>Cyhoedd/Client / Public / Client</i>
		<i>Disgybl Ysgol Babanod / Infant School pupil</i>		<i>Disgybl Ysgol Gynradd / Primary School Pupil</i>
	x	<i>Disgybl Ysgol Uwchradd / Secondary School Pupil</i>		

This section also outlines the procedures in place in the event of a school or local 'cluster' and/or 'outbreak' and the potential closure or part closure of a school.

Reference to counselling support for both pupils and staff can be found in section 26.1 of the document.

The Workforce Self-Assessment – appendix A for staff who have previously indicated that they are 'medically vulnerable' – further details can be found within the guidance document, 2.1 Staffing.

Compliance with the measures set out within this risk assessment and within the guidance document must be maintained at all times, failure to comply and maintain these measures or any breaches incurred will be dealt with immediately. Please refer to the school's behaviour policy (for pupils) and Conduct and Disciplinary policy (for staff).

Prior to the re-opening of the school building, all maintenance checks have been carried out, these include:

- General visual check of property;
- Testing of fire alarm;
- Testing of emergency lights; and
- Flushing of water outlets (Legionella testing arranged by school)

### **1. Access and Capacity**

Schools will ensure designated entrance and exit points to the building are used where this is deemed reasonably practicable, this may be for drop offs/ collections to assist with the need to socially distance and avoid the congregation of adults (and pupils) and to minimise potential for contact and contamination.

These designated entrance and exit points may also be used during the school day when accessing the school yard during break and lunch times.

Plans for both external and internal space have been developed to show the zones assigned to each contact group and their entry and exit points, this will be in the form of will be marked using signage, tape etc.

The site will have visual reminder markings positioned to support social distancing by all users (staff/pupils/ parents).

Parents/guardians will have already been informed of the protocols in place regarding the daily drop off/ collection and on-going restrictions in place e.g.

parents/guardians not coming into the school building/site. Signage will be in place to remind parents/guardians of the need to adhere to social distancing measures at all times. Specific arrangements will be put in place for those pupils transported to school via bus/taxi.

## **2. Physical / Social Distancing within the school building**

Rooms and corridors have been organised to create adequate space between activity areas where possible.

All desks will face the front of the classroom, adults will need to socially distance from pupils (2 meters) and other teaching staff, however, those members of staff supporting individual pupils may need to position themselves closer to the pupil, depending on their needs – PPE will be required in such circumstances.

Shared equipment/toys/resources will be cleaned in between different contact groups/cohorts of children. School timetables will ensure that the movement of pupils around the school site will be significantly reduced, with staggered lesson changes and most classes escorted in and out to ensure only mixing within a contact group should occur.

In key stage 3, contact groups will be individual classes, key stage 4 and 5 will require larger contact groups (of the whole year) due to specialist subject teaching and the requirements of the curriculum, although group changes will be minimised with core subjects using common groupings. A Contact group will move around together with limited contact with other cohorts within the setting. Zoning of areas will be in place to facilitate this (both internally and externally).

Communal spaces such as the hall will be used at a reduced capacity, cleaning will take place in between different contact groups, and they will need to adhere to social distance guidance. For the serving and dining of lunch – the school evaluated the capacity of the space available, additional control measures such as Perspex screens and/ or dividers, the number of pupils present along with time constraints and limitations – this results in more than 1 lunchtime sitting and the use of the hall in addition to the canteen for sittings.

The use of office areas and staff rooms will be at a reduced capacity and staggered, to ensure that employees can also maintain social distancing of 2 metres in areas such as the kitchen and communal

areas. Additional staff rooms will be created to ensure staff have a consistent base with appropriate social distancing.

### **3. Infection Control, Cleaning and Hygiene Arrangements**

All pupils will have their temperatures taken at the start of each day, this may be carried out at the entrances to the school. Any pupil with a temperature above 37.8°C will be sent home (along with any sibling).

Schools' have been issued with guidance/protocol should a pupil or member of staff present with Covid - 19 symptoms during the school day and this has been shared with leadership staff, who will take the lead in such a situation.

The school has 2 isolation rooms (more, if larger school) and anyone presenting with symptoms will make use of the isolation room. Pupils who present with Covid-19 symptoms should be collected from the setting as soon as possible. They should be kept apart from all other children (isolation room) whilst waiting to be collected and staff should wear the appropriate PPE (staff should be confident in the donning and doffing PPE before use through the eLearning module "Infection control").

Provision of hand-washing/ hand-hygiene facilities at entrances and throughout the setting will be regularly monitored & maintained. High standards of cleaning and hygiene practice will be implemented throughout the school site. Cleaning will be on-going and will be undertaken by designated staff during the school day as well as at the end of each day by competent staff. The school will be empty before the evening clean will commence.

All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at the setting, prior to eating, following snack/ lunch time and any other time deemed necessary (after coughs/sneezes).

All pupils to wear face coverings in school transport (see separate risk assessment) and wear these until they reach the form room. At the end of the day masks are worn prior to leaving form rooms and onto the school transport. Face coverings also used at any points identified where distancing between groups is not possible.

Children should remain in their contact group. Mixing will be minimised at all times.

Different hand washing facilities should be available for each contact group within the setting where possible.

Different toilets will be assigned to different contact groups. A wall mounted sanitiser station will be available outside every toilet for hand washing before entering toilet.

Remove unnecessary items from rooms. Children will be discouraged from bringing unnecessary items from home. Pupils' equipment such as pencils and pens etc. should not be shared with others. Form tutors will identify students without appropriate equipment and will receive equipment to keep which has been sanitised prior to distribution.

All staff and children are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins (pedal bins), which will be available in each classroom and wash hands. (Catch it, Kill it, Bin it) if a tissue is not available it is encouraged to cough/sneeze into crook of elbow.

All working areas within the building will be well-ventilated (Windows open and Doors open for rooms without passive ceiling vents) where safe and appropriate to do so.

Increased frequency of cleaning of communal areas and locations/ high contact points will take place during the school day, these areas will include:

- Toilets
- Door handles/ Hand rails etc.
- Kitchen areas and associated equipment
- Tables/desks/chairs and surfaces
- IT Equipment

Equipment that may need to be shared (printers, laminators, guillotines etc.) should be cleaned and sanitised before and after use. The use of computers within the classrooms will only occur if thoroughly cleaned between users.

Use of kitchen areas/ staff room – ensure appropriate cleaning of equipment/ surfaces after individual use.

Staff breaks will be staggered and limited numbers of staff will be in each areas/rooms to ensure social distancing requirements are met.

Employees only to bring with them items that are deemed essential, (staff have been issued with guidance on this) Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.

Staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.

Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Restrict the use of hand dryers by removal of fuses– paper towels is preferred.

#### 4. Roles and Responsibilities

Schools along with the site management and LEA will ensure that sufficient staffing/ resources are in place to maintain the security of the building and its occupants.

School along with the site management and LEA will ensure that sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain high hygiene standards (including their replenishment).

School will ensure that sufficient numbers of trained staff are in place to provide Emergency First Aid.

School will ensure that sufficient numbers of staff are in place to enable safe evacuation of the building in the event of emergency, cohort/ contact groups should avoid mixing at the fire assembly point where possible.

*Perygl sy'n Ymwneud â'r Gweithgaredd / Proses*  
Hazard Involved In the Activity / Process

The school along with the LEA have implemented a number of control measures (see above) in order to minimise the risk of spreading Covid -19.

*Mesurau / Rheolaethau Diogelwch Presennol*  
Existing Safety Measures / Controls

Ceredigion County Council recognise the risks posed by Coronavirus (Covid-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided within this Risk Assessment.  
Ceredigion County Council will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.  
Ceredigion County Council will share this Risk Assessment and its findings with employees, school staff, governors and parents and consult on its contents.  
Ceredigion County Council will continue to comply with all relevant Health and Safety Legislation

***Y Risg(iau) Gweddilliol (Ar ôl mesurau rheoli) / The Residual Risk(s) (After control measures).***

*Os nad oes rhai, ysgrifennwch "Rheolaethau yn ddigonol" isod. Os oes risgiau'n dal i fodoli, nodwch isod a graddiwch y risg(iau) gweddilliol.*

If there are none, write "Controls adequate" below. If risks still exist, detail below and rate the residual risk(s)

	<b>Tebygolrwydd</b>	<b>Difrifoldeb</b>	<b>Graddfa</b>
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	Likelihood	x	Severity	=	Rating
Risk of Pupil/Staff member contracting Covid -19 and the implications on their health	3	x	4	=	12
		x		=	
		x		=	
		x		=	

Tebygolrwydd Likelihood		Difrifoldeb / Severity		Graddfa / Risk Rating	
1	<i>Prin</i> Rare	1	<i>Dibwys</i> Insignificant	1-5	<i>Y risg leiaf – Cynnal mesurau</i> Minimal risk – Maintain measures
2	<i>Annhebygol</i> Unlikely	2	<i>Bach</i> Minor	6-10	<i>Risg isel – Adolygu risgiau</i> Low risk – Review risks
3	<i>Posibl</i> Possible	3	<i>Cymedrol</i> Moderate	11-15	<i>Risg gymedrol – Rheolaethau ychwanegol mewn 12 mis</i> Moderate risk – Additional controls in 12 months
4	<i>Tebygol</i> Likely	4	<i>O bwys</i> Major	16-25	<i>Risg Uchel – Gweithredu rheolaethau ychwanegol ar unwaith</i> High Risk – Additional control implemented immediately
5	<i>Bron yn sicr</i> Almost certain	5	<i>Trychinebus</i> Catastrophic		

### Gweithredu rheolaethau a monitro / Implementation of controls and monitoring

Mae angen rheolaethau ychwanegol i leihau risg(iau) islaw graddfa risg o 5 /

Additional controls required to reduce risk(s) below risk rating of 5

Risk Assessment to be reviewed as soon as any changes occur.

Cytunwyd ar reolaethau ychwanegol Ie / Na (Os Ie, manylwch ar y Camau i'w cymryd) /

Additional controls agreed Yes / No (If Yes, detail the Action to be taken)

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Dyddiad targed ar gyfer gweithredu Target date for implementation	2/9/20	Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol Signature – Responsible Line Manager / Head Teacher	Rhodri Thomas (Headteacher)
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### Adolygiad asesu / Assessment review

<i>Dyddiad gweithredu</i> Date implemented:		<i>Rheolaethau yn Effeithiol</i> Controls Effective	<i>Ie / Na</i> Yes / No
<i>Sylwadau / Comments:</i>			
<i>Dyddiad yr adolygiad asesu:</i> Assessment review date:		<i>Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol</i> Signature – Responsible Line Manager / Head Teacher	