

**Risk Assessment (28<sup>th</sup> February 2022)**

Adopted by Pontarddulais Comprehensive School

KEY – Contextual adaptations are highlighted in GREEN and additional information in the rationale sections.

***This risk assessment has been updated following Welsh Government-easing of restrictions to alert level zero. The control plan signals the expectation that schools should operate as normally as possible at alert level zero***

Flying Start settings based in schools will continue to work closely with their host school to mirror operations. As such, Primary and Secondary schools; Flying Start settings; PRU and Special Schools will be referred to as schools/settings in this risk assessment. As Flying Start settings accommodate pre-Nursery age children, you will see ‘pupils/children’ used throughout the document.

Baseline measures including risk assessments and taking reasonable measures to minimise exposure to, and the spread of, coronavirus based on that risk assessment, improved hygiene and ventilation, and preventing attendance by individuals with COVID-19 symptoms continue to be in place, regardless of Alert Level. But other measures will reflect the situation at a point in time, as part of a proportionate system of controls. For schools/settings, this allows some flexibility for local decision-making and tailored interventions, supported by local authorities, regional Incident Management Teams (IMTs) and public health officials.

**Schools/Settings are to apply the “HIGH” control measures outlined in this risk assessment as agreed by IMT.**

In addition, this risk assessment should be read in close conjunction with WG documents:

- <https://gov.wales/alert-level-0> which outlines fundamental advice on how COVID-19 is spread and what reasonable measures employers should take in reducing the risk in their setting
- the local COVID-19 intervention action card for schools/settings
- any **additional support material** provided to schools/settings by Welsh Government
- Local COVID-19 infection control decision framework for schools

Every effort has been made to mitigate the risk to pupils/children, staff and parents, however, it is important to note that total mitigation of the risk of contamination/infection with Covid-19 is not possible. This should be made clear to all those using the facility. This generic risk assessment meets H&S requirements and is in line with the most up to date guidance from WG; schools and settings risk framework.

Headteachers and Governing Bodies are advised to amend this assessment to keep in line with their own setting’s circumstances and operational needs, **by completing the *Rationale* box at the end of each risk assessment section**. This will make this risk assessment suitable and sufficient for your school/setting.

General instructions for use of this document: Clicking on the Risk Assessment Section headings below will take you to that section of the risk assessment. To return to this page, press ‘Ctrl’ & ‘Home’ buttons at the same time.

School/Setting Name	Responsible Person/s	Site Specific adaptation date:	Quality assured: Named representative supporting the HT with completion of the risk assessment.

Risk Assessments Sections			
1.0 <a href="#">Spread of Covid-19 Infection</a>	6.0 <a href="#">Commute to &amp; From Work</a>	11.0 <a href="#">Emergency Evacuation</a>	16.0 <a href="#">Traffic Management</a>
2.0 <a href="#">Communication</a>	7.0 <a href="#">Contact with Persons</a>	12.0 <a href="#">First Aid Provision</a>	17.0 <a href="#">Safeguarding &amp; Child Protection</a>
3.0 <a href="#">Lack of Social Distancing</a>	8.0 <a href="#">Welfare at Work</a>	13.0 <a href="#">Early Years/ALN/PRU/Flying Start</a>	18.0 <a href="#">Classroom Set Up</a>
4.0 <a href="#">Staff/Pupil Falling Ill</a>	9.0 <a href="#">Welfare Facilities for Pupils</a>	14.0 <a href="#">Personal Care &amp; Hygiene</a>	19.0 <a href="#">Lunchtimes – Classroom Function</a>
5.0 <a href="#">Risk of Taking Covid-19 Home</a>	10.0 <a href="#">Deliveries to School</a>	15.0 <a href="#">Cleaning Activities/Cross Infection</a>	20.0 <a href="#">Business Continuity</a>
			21.0 <a href="#">Educational visits</a>

		Risk level before control		Additional control measures based on the framework				Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating					Severity x Likelihood	Risk Rating	
				Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH		
1.0 Spread of Covid-19 infection	All staff; pupils; visitors	4x4	16	<p>1. All staff to be made aware of the three key symptoms of COVID-19:</p> <ul style="list-style-type: none"> <li>a high temperature: this means that they feel hot to touch on their chest or back</li> <li>a new, continuous cough: this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours</li> <li>a loss or change to their sense of smell or taste: this means they've noticed they cannot smell or taste anything, or things smell or taste different to normal.</li> </ul> <p>2. Any staff member/pupil/parent or visitor with Covid-19 symptoms or who have tested positive-must follow the self-isolation guidance from Welsh Government.</p> <p><b>All over 18s who are fully vaccinated (having received two full doses of an approved vaccine) and children aged 5 to 17 are now asked to take lateral flow tests (LFTs) every day for 7 days if they are identified as a contact of a positive COVID-19 case. This is known as 'Daily Contact Testing'. Please note that contacts of a positive case are unlikely to equate to an entire class/group.</b></p> <p><b>WG recommend those undertaking Daily Contact Testing take their test before they arrive at school each day. These individuals do not need to self-isolate for that day unless they have a positive lateral flow test or develop symptoms. In either of these cases, they should book a PCR test as soon as possible.</b></p> <p><b>Unvaccinated adults identified as a contact of a positive COVID-19 case must isolate for 10 days.</b></p>	<b>LFD testing for staff and secondary aged learners</b>				4 x 3	12
					Little or no regular LFD testing. Testing available for contacts of confirmed positive cases	Targeted/focused testing used where there are local risks identified by IMT. Testing available for contacts of confirmed positive cases.	<b>Twice weekly, LFD testing available for staff and secondary aged learners to help identify and isolate asymptomatic cases as soon as possible.</b>	Twice weekly, LFD testing available and strongly encouraged for staff and secondary aged learners to help identify and isolate asymptomatic cases as soon as possible.		
					<b>Reducing close interactions</b>					
				Implement arrangements aimed at reducing close interactions between staff and learners where possible.	Implement arrangements aimed at reducing close interactions between staff and learners. This may include:  not holding large group gatherings such as assemblies	<b>Implement arrangements aimed at reducing close interactions between staff and learners. This may include:  not holding large group gatherings such as assemblies</b>	Reduce close interactions between learners to the lowest practical level. This may include the measures set out at the High level as well as introduction of contact groups and potentially pausing after			

			<p><b>Our position on children under 5 years old remains unchanged - they are not required to self-isolate or test as contacts.</b></p> <p><b>Anyone identified as a contact, who is fully vaccinated or aged 5 to 17 can access daily contact testing instead of self-isolation, regardless of whether they are a household or close contact.</b></p> <p><b>Primary and secondary staff and secondary age learners are advised to undertake LFD testing 3 times week LFTs and record their results. Where a member of staff becomes aware that they are a contact of a positive case via any means then they should undertake LFD testing for 7 days and then revert to testing 2 times a week as advised for education staff.</b></p> <p><b>Staff working with those learners who are at higher clinical risk or clinically vulnerable have been advised to test daily in line with social care. Further information is available.</b></p> <p>3. <b>To encourage LFD testing twice weekly for staff and secondary learners to help identify and isolate asymptomatic cases as soon as possible</b></p> <p>4. Any staff member or-pupil who tests positive using a Lateral Flow Device Testing (LFD) kit must:</p> <ol style="list-style-type: none"> <li>Not attend school/setting</li> <li>Notify their school/setting of the result</li> <li>Book a follow up PCR test</li> </ol> <p>5. All staff and learners should be reminded to follow the Welsh Government guidance for self-isolation. <a href="https://gov.wales/self-isolation">https://gov.wales/self-isolation</a></p> <p>6. When in school/setting, should any staff member display Covid-19 symptoms, they should be sent home immediately to self-isolate and they should arrange a PCR Covid Test.</p> <p>7. For pupils/children displaying Covid-19 symptoms at school/setting, they should be taken to the isolation room <b>Pod – adjacent to Humanities block</b> and remain there, under supervision, until they are collected by parent/carer. Pupils/children should also self-isolate at home and arrange to have a Covid PCR test.</p> <p>8. Children aged under 5 do not have to self-isolate or take a test if they have been a contact of a positive case in their household or otherwise.</p> <p>9. Children aged 0 to 4 years old no longer need to take a PCR test unless a doctor advises it. They can still get tested if parents feel that a PCR test is necessary and in the best interests of the child.</p> <p>10. If a child has a PCR test and the test result is positive then the child will need to self-isolate for at least 5 days Children under 5 do not need to take a PCR or a LFT, even if they have COVID-19 symptoms. They can take a test if a doctor advises it, or if a parent believes a test is absolutely necessary and in the best interests of a child. If they have symptoms or if they have been a close contact of a positive case, they do not need to complete any mandatory period of self-isolation. They should stay home until they are well enough to return to school or childcare setting.</p> <p>11. Schools/settings should follow the decision tree in making decisions when a notification of a positive test is received</p>	<p>the use of one-way systems consistent seating plans (recognising this may not be possible for younger learners) using outdoor spaces where possible</p>	<p><b>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</b></p>	<p>school/breakfast provision, or team sports where necessary. Welsh Government may determine that for limited periods of time flexibility is given to enable schools to consider the introduction of staggered school session times as part of their overall package of measures. Schools will be notified of this flexibility and the period of time that it is in place.</p>				
<b>Physical distancing</b>										
<p>Encourage physical distancing in indoor communal areas outside of the classroom, such as corridors, recognising that this may not be possible with younger children or with learners that require one to one support.</p>	<p>Physical distancing in place in classrooms depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.</p>	<p><b>Physical distancing and seating plans in place in classrooms. This may include forward facing desks depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.</b></p>	<p>Physical distancing and seating plans in place in classrooms. This may include forward facing desks depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support</p>							
<b>Use of face coverings</b>										
<p><b>From 28 February 2022, face coverings will no longer be routinely recommended in classrooms.</b></p>										
<p><b>Face coverings should however be worn by staff visitors, and secondary aged learners when moving around indoor communal areas outside the classroom, such as corridors, where physical distance cannot be maintained.</b></p>										

			<p>12. If the pupil/child needs to use the welfare facilities while waiting to be collected, they should use a separate toilet if possible. The toilet must be isolated for any further use until cleaned and disinfected using standard cleaning products.</p> <p>13. Where possible, identify an alternative exit route from the premises in order to ensure all other primary routes are not potentially contaminated.</p> <p>14. The equipment that the pupil/child or child has been in contact with must be withdrawn from circulation and thoroughly cleaned and disinfected before being allowed back into circulation</p> <p>15. School cleaning staff should use the cleaning control measures following a suspected case of Covid-19.</p> <p>16. Any staff member who becomes unwell or symptomatic prior to leaving home must contact the Headteacher or member of the senior management team prior to departure. They should remain at home and book a test.</p> <p>17. If a pupil/child become symptomatic after arrival and has used home to school/setting transport, the transport team must be informed, and they should liaise with the appropriate contractor if required.</p> <p><b>Handwashing removes the Covid-19 virus easily when it is on the skin and this remains true for the new variant.</b></p> <p>18. All pupils/children and staff, must wash their hands before entry into school. This can be undertaken either by the use of hand sanitiser at the entrance point or use of the nearest wash hand basin using soap/water. Where possible, pupils/children should be supervised to ensure it is carried out correctly.</p> <p>19. Schools/settings should encourage and support the message of regular washing of hands throughout the school day in order to build these routines into the school culture and pupil behaviour expectations. Information will be displayed in all welfare facilities and classrooms.</p> <p>20. Staff to ensure that younger pupils/children and those with complex needs are supported and shown the correct way to wash hands as part of ongoing learning.</p> <p>21. Schools will encourage all staff and pupils/children to wash their hands with soap and water for 20 seconds frequently and advised not to touch their face. Use a tissue or elbow to cough or sneeze and use bins for tissue waste (tissue stations).</p> <p>22. Schools/settings can stagger lunch times, break times (<b>one break time and one lunchtime being operated</b>) and the movement of pupils/children around the school/setting to reduce large groups of children gathering. All pupils/children can remain within their contact groups and this can be implemented and monitored by the management team of each setting. <b>Additional control measures as detailed points 37 - 42 below:</b></p> <p>23. All staff and pupils/children are made aware of the PHW guidance in regard to maintaining personal hygiene.</p> <p>24. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2m from other adults.</p> <p>25. For schools/settings supporting young pupils/children it is recognised that maintaining social distancing will not always be possible. As part of the school/setting risk assessment to support COVID-secure</p>	<p>If anyone wishes to wear a face covering for personal reasons anywhere in the school they should be permitted to do so. This may help support their wider well-being, reduce anxiety and provide additional reassurance for some individuals alongside other mitigating measures.</p> <p><b>Face coverings continue to be recommended to be worn by secondary aged learners on school transport.</b></p> <p>There will be some learners and staff who are exempt from wearing face coverings, we do not expect this to change that position as the wellbeing of individuals is critical to any considerations around whether staff or learners should wear face coverings.</p>		

				<p>operations consideration should be given to a range of interventions, which could include the use of face coverings, particularly where there is adult to adult contact and social distance cannot be maintained.</p> <p>26. Secondary Schools: Where physical distancing cannot be maintained, face coverings should be worn anywhere on the school estate e.g. communal areas in line with schools and settings risk framework. Face coverings do not have to be worn at meal times when seated to eat/drink and when they are outside, unless the school risk assessment indicates that additional measures are needed.</p> <p>27. Risk assessments should already exist for learners with more complex needs, including those with emotional behavioural needs. These risk assessments will require updating as a matter of priority in light of the changes to provision such as environment and staffing, while also remaining mindful of the additional anxieties the pupil/child may experience due to COVID-19. In support, a detailed review of specific risk assessments including the use of PPE/C for pupils/children those with additional needs. For example, nursery, Flying Start Settings, pupils/children with ASD or ADHD etc. A review of their individual HCP is essential and any additional controls to mitigate risk must be included and communicated to all appropriate staff. Where a pupil/child is presenting with challenging behaviour, which cannot be managed safely, an immediate and multi-team review of their IBP (Individual Behaviour Plan) will be necessary. A creative approach to managing the behaviours will need to be taken including exploring the environment, expectations upon the pupil, staffing and duration of time in school/setting. If after all considerations have been taken it is still deemed unsafe for a pupil/child to access school/setting provision at this time, then a distance learning approach will need to be taken along with support for behaviour management at home.</p> <p>28. PPE will be provided to Special Schools, STF facilities in line with additional risk assessment outcomes, and pupils/children with any additional complex needs will be assessed on a case-by-case basis.</p> <p>29. Head teachers/managers with staff who are in the CEV/CV category or BAME must ensure that a detailed individual workforce risk assessment or BAME risk assessment is undertaken to support work activities, and review these at regular intervals.</p> <p>30. The principle of the <a href="#">hierarchy of control</a> should be applied to all measures within the workplace. Individual risk assessments should be undertaken for staff where appropriate. Pregnancy risk assessments should be reviewed as part of this process and national guidance followed. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p> <p>31. Waste should be stored safely and kept away from children/adults. Waste should be double blacked bagged and stored for at least 72 hours</p> <p>32. All required signage will be clearly display on entry to the building and at key areas. These will include social distancing, handwashing, one-way systems (where applicable), isolation rooms etc.</p> <p>33. Where a decision is made to use a face covering (In line with WG guidance), staff are encouraged to use a recyclable high-quality three-layered face covering. Schools should ensure adequate waste bins for those who choose to use single-use face coverings.</p>							
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			<p>34. Unless exempt, parents and other visitors to Schools/settings must wear face coverings in line with schools and settings risk framework.</p> <p>35. Any staff that are providing support with pupils/children with a health care plan (HCP) and personal care, must wear appropriate PPE in line with the HCP requirements.</p> <p>36. Schools/settings will ensure the continuation of adequate ventilation is provided through openable windows and/or mechanical ventilation systems within all indoor learning and staff areas. Please find the link from the HSE website on ventilation and air conditioning during Covid-19. <a href="#">Work equipment and ventilation during the coronavirus (COVID-19) pandemic - HSE</a></p> <p>37. Allocation of designated areas for each year group during morning break and lunchtime. Increased duty staff during these periods.</p> <p>38. Designated toilets for each year group. Pupils must only use the toilets they have been allocated.</p> <ol style="list-style-type: none"> <li>Year 7 Leisure Centre toilets</li> <li>Year 8 Adjacent to room 31</li> <li>Year 9 Music corridor</li> <li>Year 10 Music corridor</li> <li>Year 11 Main reception/adjacent to room 17</li> </ol> <p>39. One-way system both internally and externally with good signage throughout the building. Floor markings in place showing 2m social distancing.</p> <p>40. Classrooms all set up with pupils facing forward, where possible, and a minimum of 2m social distancing between pupils and teacher workstations.</p> <p>41. Consistent seating plans.</p> <p>42. Face coverings worn by pupils, staff and visitors when moving around indoor communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained.</p> <p>43. Schools can make use of the CO2 monitors provided by WG to manage ventilation within the classrooms and other workspaces in the school building. The monitors will help head teachers and staff identify and deal with poorly ventilated rooms within their buildings.</p> <p>44. All adults in Wales have been offered a Covid vaccination. In August 2021, the vaccination programme was extended to include 16 and 17 year olds. Everyone in this age group in Wales has been invited to be vaccinated. Schools will encourage pupils to have their vaccination.</p> <p>45. TTP teams or the established IMT, if it is a cluster, will continue to be responsible for contacting each positive case and collecting information about their close contacts both within and outside the school. If there are multiple cases of COVID-19 in a school that appear to be linked this may trigger an IMT to provide support to the school. The IMT will work with the school to prevent ongoing transmission. The IMT will decide on a lead for the investigation of a cluster, and will work with the headteacher/nominated deputy of the school. Advice based on the assessment of each individual situation will be provided to support the school in preventing further spread through the use of additional tailored interventions identified in the schools and settings risk framework.</p>						
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Rationale to change any recommended existing controls and/or additional local systems:

**Reduced contact outside of year groups in respect of designated zones and toilets. Face coverings in indoor communal areas reflects design and layout of building. Reducing the risk of transmission.**

Review date: 28-03-22

Person responsible: Gareth Rees

		Risk level before control		Additional control measures based on the framework				Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
2.0 Communication	All staff; pupils; visitors	4x4	16	<ol style="list-style-type: none"> <li>All parents/carers will be provided with information highlighting specific procedures to follow when on site. This includes the following: <ul style="list-style-type: none"> <li>Aware and accept that risk of spreading Covid-19 in the school/setting cannot be totally mitigated.</li> <li>Made aware of any specific guidance issued by Welsh Government (WG) and the Local Authority (LA).</li> <li>Aware and accept that should their child develop symptoms they will need to be collected as soon as possible.</li> <li>Made aware of social distancing requirements on arrival</li> <li>Regular updates will be provided by the school/setting.</li> </ul> </li> <li>All teaching/support staff will be provided with detailed and comprehensive information. This will include: <ul style="list-style-type: none"> <li>Up to date COVID-19 risk assessment and agreed arrangements.</li> <li>Any amendments with the schools/settings EAP and FRA.</li> <li>First aid arrangements.</li> <li>Social distancing requirements.</li> <li>Welfare arrangements.</li> <li>Covid-19 emergency plans as highlighted within the operational plan.</li> </ul> </li> <li>All pupils/children will be provided with a detailed induction to the school/setting and will include a detailed presentation highlighting school/setting arrangements, behaviour expectations and support that is available to them.</li> <li>All managers and Governing Body representatives to be fully aware of the PHW guidance on any Covid-19 Outbreak within the school/setting settings and communication protocol. All Headteachers/managers will be required to include additional information that will be pertinent to their sites.</li> <li>Attendance at more than one setting will require close partnership working between schools, childcare settings and parents. If there is a positive COVID-19 case Test, Trace, Protect (TTP) will lead on</li> </ol>	<i>Schools to update these columns as new guidance communications are released</i>				4 x 3	12
						 Local COVID-19 Infection Control De	 14 September 2021 Letter Parents Carers	 14 Medi 2021 Llythyr i rieni a gwarcheidiaid		

				<p>identifying the close contacts of staff and learners who have tested positive, supported by discussions with schools and settings. If a child is accessing both education and childcare, and this is taking place across two settings or sites, it will be important to ensure schools and childcare settings all understand the transition arrangements and are clear about when the child will be in each setting and what collection and transport arrangements are in place.</p> <p>6. Updated warn and inform letters have been prepared for schools to effectively communicate with parents of special, primary and secondary school pupils. In addition to guidance on when to issue these letters</p>						
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Rationale to change any recommended existing controls and/or additional local systems:

Review date: 28-03-22

Person responsible: Gareth Rees

		Risk level before control		Additional control measures based on the framework				Risk level after control						
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating				
3.0 Lack of Social Distancing	All persons	4x 4	16	<ol style="list-style-type: none"> <li>Physical distancing must be maintained wherever reasonably practicable with the school/setting to reduce the risk of the spread of the COVID-19 virus if required and in line with the schools/settings risk framework.</li> <li>Schools/settings will give consideration of how to reduce contacts and maximise social and physical distancing between those in school, wherever possible, and putting in place appropriate mitigating measures to minimise the potential for contamination so far as is reasonably practicable.</li> <li>The school/setting has controlled access within the reception areas. <b>a new fenced and gated area at the front of the school with an intercom system for visitors.</b></li> <li>Staff will ensure that physical distancing is maintained for adult-to-adult contact if required and in line with the schools/settings risk framework.</li> <li>Staff will ensure that 2m social distancing is maintained during break times, lunch times and within the staff room and that the staff room maximum capacity is not exceeded if required and in line with the schools/settings risk framework.</li> <li>It is recognised that social distancing is not likely to be possible for staff working with younger children, therefore it is important that staff ensure they follow the necessary hygiene measures rigorously</li> <li>Staff should adhere to any mitigating measures that support social distancing within the school site.</li> </ol> <p><b>Special schools:</b></p> <ol style="list-style-type: none"> <li>Social distancing will not be possible for staff working with pupils who have complex needs or who need close contact care. These learners' educational and care support should be provided as normal. A risk assessment must be undertaken to ensure any</li> </ol>					4 x 3	12				
					<b>Physical Distancing</b>						Encourage physical distancing in indoor communal areas outside of the classroom, such as corridors, recognising that this may not be possible with younger children or with learners that require one to one support.	Physical distancing in place in classrooms depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.	<b>Physical distancing and seating plans in place in classrooms. This may include forward facing desks depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.</b>	Physical distancing and seating plans in place in classrooms. This may include forward facing desks depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.
					<b>Reducing close interactions</b>						Implement arrangements aimed at reducing close interactions between staff and learners where possible.	Implement arrangements aimed at reducing close interactions between staff and learners. This may include:  Not holding large group gatherings	<b>Implement arrangements aimed at reducing close interactions between staff and learners. This may include:  Not holding large group gatherings such as assemblies</b>	Reduce close interactions between learners to the lowest practical level. This may include the measures set out at the High level as well as introduction of contact groups and potentially pausing

			<p>additional mitigating measures are in places e.g. Well-ventilated space, high quality 3-layer face coverings. (See separate RA for Pontarddulais Comprehensive STF due to PMLD pupils).</p> <p><b>Secondary Schools:</b> In line with the schools/settings risk framework a 2m teaching space can be maintained at the front of the classroom if required in line with WG risk framework.</p>		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	<b>the use of one-way systems</b>  <b>Consistent seating plans (recognising this may not be possible for younger learners) using outdoor spaces where possible</b>  <b>Floor signage</b>	after school/breakfast provision, or team sports where necessary.		
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Rationale to change any recommended existing controls and/or additional local systems:

**Additional information highlighted in green above**

Review date: 28-03-22

Person responsible: Gareth Rees

		Risk level before control		Existing Control /New Controls	Additional control measures based on the framework				Risk level after control	
Hazard	People @ Risk	Severity x Likelihood	Risk Rating		LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
4.0 Staff/ Pupil/child member falling ill during the day	All staff and pupils	4x 4	16	<ol style="list-style-type: none"> <li>Should any staff member become unwell and showing signs and symptoms of Covid-19 during the hours of work they should:               <ol style="list-style-type: none"> <li>Where possible, request cover from another teacher or TA.</li> <li>Isolate from the area, and proceed to the agreed isolation room. (Pod – adjacent to Humanities Block).</li> <li>Open windows to allow free natural air circulation.</li> <li>Maintain social distancing and personal hygiene practices. Staff are reminded that if social distancing and personal hygiene is maintained, the risk of cross infection is low.</li> </ol> </li> <li>Contact the Headteacher and once agreed, return home and self-isolate in line with PHW guidance.</li> <li>In line with PHW guidance, all areas will be cleaned and disinfected where required.</li> <li>When a pupil/ child becomes symptomatic after arrival he/ she must:               <ul style="list-style-type: none"> <li>Be taken to the agreed isolation room and social distancing must be maintained (2m). (Pod – adjacent to Humanities Block).</li> <li>Open windows to allow free natural air circulation</li> <li>The use of a CO2 monitor can assist staff in managing ventilation in the isolation room</li> <li>Parent/ guardian contacted</li> </ul> </li> </ol>	<b>At the time of this risk assessment being updated (28/02/22) at alert level zero the control measures for an individual falling ill throughout the day is the same regardless of the risk level we are placed in. If this changes, update in line with WG.</b>				4 x 3	12

				<p>5. PPE/C may be required if accompanying the pupil/ child</p> <p>6. Closely monitor the pupil/ child until collection</p> <p>7. Clean and disinfect the area and welfare facilities if used.</p> <p>8. If required Headteacher/ manager to notify school transport team and they should liaise with the appropriate contractor if required.</p> <p>9. In line with WG/ PHW guidance, any person who has come into contact with a staff member/ pupil/ child who has suspected COVID -19 must wash their hands.</p> <p>10. To assist schools when an individual has symptoms a Covid 19 decision tree has been produced.</p>						
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Rationale to change any recommended existing controls and/or additional local systems:  
**Additional information highlighted in green above**

Review date: 28-03-22 Person responsible: Gareth Rees

		Risk level before control		Additional control measures based on the framework				Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
5.0 Risk of taking Covid-19 home	All persons	4x 4	16	<p>1. All staff to maintain physical distancing in line with schools/settings risk framework. Also wash their hands regularly in line with WG requirements. See columns to the right</p> <p>2. Hygiene practices are maintained throughout day such as regular hand washing &amp; catch it bin it kill it approach</p> <p>3. Should staff be unable to socially distance (Foundation Phase/ALN/special schools/Flying start, individual pupil/child risk assessment) the Headteacher should review any specific risk assessment for employees who are in the CEV/CV category. These will be assessed on a case-by-case basis. <b>(See separate RA for Pontarddulais Comprehensive STF due to PMLD pupils).</b></p> <p>4. All staff have been provided with 3-layer face coverings which they can wear when social distancing cannot be maintained in line with WG framework see columns to the right</p>	<b>Physical distancing</b>				4 x 2	8
					Encourage physical distancing in indoor communal areas outside of the classroom, such as corridors, recognising that this may not be possible with younger children or with learners that require one to one support.	Physical distancing in place in classrooms depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.	<b>Physical distancing and seating plans in place in classrooms. This may include forward facing desks depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.</b>	Physical distancing and seating plans in place in classrooms. This may include forward facing desks depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.		
					<b>Use of face coverings</b>					
					<p>From 28 February 2022, face coverings will no longer be routinely recommended in classrooms.</p> <p><b>Face coverings should however be worn by staff visitors, and secondary aged learners when moving around indoor communal areas outside the classroom, such as corridors, where physical distance cannot be maintained.</b></p> <p>If anyone wishes to wear a face covering for personal reasons anywhere in the school they should be permitted to do so. This may help support their wider well-being, reduce anxiety and provide additional reassurance for some individuals alongside other mitigating measures.</p>					

				<p><b>Face coverings continue to be recommended to be worn by secondary aged learners on school transport.</b></p> <p>There will be some learners and staff who are exempt from wearing face coverings, we do not expect this to change that position as the wellbeing of individuals is critical to any considerations around whether staff or learners should wear face coverings.</p>		
<p>Rationale to change any recommended existing controls and/or additional local systems:  <b>Additional information highlighted in green above</b></p> <p>Review date: 28-03-22 <span style="float: right;">Person responsible: Gareth Rees</span></p>						

		Risk level before control		Additional control measures based on the framework				Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
6.0 Commute to & from work	All persons	4x 4	16	<ol style="list-style-type: none"> <li>Staff that drive cars to commute to work can do so as normal, but should follow Government Guidance. If car sharing with a colleague, always ensure face coverings are worn, windows are open to encourage fresh air circulation, turn off the vehicles ventilation system, ensure the vehicle is cleaned regularly, wash hands according to PHW guidance, using soap and water or use hand sanitiser.</li> <li>Any staff that cycle, walk or run to and from work can continue to do so in line with WG/PHW guidance.</li> <li>If staff use public transport, they must follow the instructions provided by the transport company and its staff with regard to seating and social distancing. Staff attention is drawn to WG guidance which stipulates the use of 3 ply face masks whilst using public transport as mandatory. Once the journey has finished always exercise personal hygiene Wash hands with soap and water for a minimum of 20 seconds on reaching the workplace.</li> <li>Please see link for further guidance from Swansea University and BBC News and the research of positive ventilation in shared vehicles <a href="https://www.bbc.co.uk/news/uk-wales-58202468">https://www.bbc.co.uk/news/uk-wales-58202468</a></li> </ol>	<p><b>At the time of this risk assessment being updated (28/02/22) at alert level zero the control measures for the commute to work is the same regardless of the risk level we are placed in. If this changes, update in line with WG.</b></p>				4 x 2	8

<p>Rationale to change any recommended existing controls and/or additional local systems:</p> <p>Review date: 28-03-22 <span style="float: right;">Person responsible: Gareth Rees</span></p>										
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		Risk level before control		Additional control measures based on the framework		Risk level after control
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Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
7.0 Contact with persons (members of public and staff)	All persons	4x 4	16	<ol style="list-style-type: none"> <li>Schools should consider how to manage visitors on to the site, such as contractors, and ensure that guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>Signage on the mitigations in place is encouraged and this should be prominently displayed on the premises.</li> <li>A record should be kept of all visitors as this may be needed at a future point to assist with contact tracing processes.</li> <li>Schools should take steps to encourage parents/carers not to remain on the premises/at the gates longer than necessary especially when dropping off/collecting children.</li> <li>Face-to-face meetings with parents/responsible adults should be discouraged and must be through agreed appointments. Where possible, meetings/discussions will be over the telephone/TEAMS meetings etc.</li> <li>All visitors to the school/setting must wear a face covering at all times when in the school premises in line with WG risk framework.</li> <li>Before entry into the school/setting premises, visitors must provide details by following the school/setting TTP procedure</li> <li>All staff have a responsibility to maintain social distancing when at work if required and in line with the risk framework, See columns to the right. Any staff that have concerns over non-compliance, (other staff member, parent or member of the public) must in the first instance remind the other person that social distancing must be maintained. Should this be ignored or an ongoing issue, to discuss this with the Headteacher.</li> <li>Where staff are communicating with parents/visitors (face-to-face) and social distancing is not being maintained, staff are encouraged to move in a direction that allows themselves to remain safe. Parents/visitors to be reminded of social distancing requirements and should this not be adhered to, the discussions to be suspended and the Headteacher/manager advised.</li> <li>Some work tasks (setting up classrooms, manual handling) will not allow social distancing to be maintained. Should staff be supporting these activities, they are reminded to eliminate any activity if possible, if this is not practical, reducing the amount of time when in close proximity and where required, a face covering must be worn. In line with WG framework see columns to the right.</li> </ol>	Physical distancing				4 x 3	12
					Encourage physical distancing in indoor communal areas outside of the classroom, such as corridors, recognising that this may not be possible with younger children or with learners that require one to one support.	Physical distancing in place in classrooms depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.	<b>Physical distancing and seating plans in place in classrooms. This may include forward facing desks depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.</b>	Physical distancing and seating plans in place in classrooms. This may include forward facing desks depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.		
					Use of face coverings					
Rationale to change any recommended existing controls and/or additional local systems:					<p>From 28 February 2022, face coverings will no longer be routinely recommended in classrooms.</p> <p><b>Face coverings should however be worn by staff visitors, and secondary aged learners when moving around indoor communal areas outside the classroom, such as corridors, where physical distance cannot be maintained.</b></p> <p>If anyone wishes to wear a face covering for personal reasons anywhere in the school they should be permitted to do so. This may help support their wider well-being, reduce anxiety and provide additional reassurance for some individuals alongside other mitigating measures.</p> <p><b>Face coverings continue to be recommended to be worn by secondary aged learners on school transport.</b></p> <p>There will be some learners and staff who are exempt from wearing face coverings, we do not expect this to change that position as the wellbeing of individuals is critical to any considerations around whether staff or learners should wear face coverings.</p>					
Review date: 28-03-22					Person responsible: Gareth Rees					

		Risk level before control		Additional control measures based on the framework				Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
8.0 Welfare at work – staff room, break times and WC	All persons	4x 4	16	<ol style="list-style-type: none"> <li>Staff must ensure that if taking breaks in the classroom, they must disinfect the area and wash their hands prior and after taking their break (consumption of food). Where possible, all staff are required to use the staff room, outdoor space or <b>designated rooms</b> for breaks.</li> <li>The capacity for the staff room has been agreed and seating areas rearranged to allow physical distancing if required and in line with WG risk framework. <b>(signage on staff room door states capacity – responsibility of staff to adhere)</b>. See columns to the right.</li> <li>Staff are reminded to observe physical distancing at all times when in these facilities and around the school/setting if required and in line with the schools/settings risk framework.</li> <li>All staff must ensure that they clean all areas including equipment, prior and after any food preparation.</li> <li>Break times will be prearranged to allow usage of the welfare facilities, and supporting the supervision of pupils/children whilst on break/lunchtimes.</li> <li>Staff are reminded to wash hands prior and after food and to maintain personal hygiene at all times.</li> <li>Staff toilets – always ensure the toilets are clean, after they have been used, wash hands with soap and water after toileting for a minimum of 20 seconds.</li> <li>All staff reminded of the “clean as you go” principles and these to be maintained at all times.</li> <li>Ensure windows are open to allow natural ventilation or extractor systems are fully operational.</li> <li>The use of a CO2 monitor can assist staff in managing ventilation in the staff room.</li> </ol>	<b>Physical distancing</b>				4 x 3	12
					Encourage physical distancing in indoor communal areas outside of the classroom.	Physical distancing in place depending on room capacity and risk assessment	<b>Physical distancing in place depending on room capacity and risk assessment</b>	Physical distancing in place depending on room capacity and risk assessment		
Rationale to change any recommended existing controls and/or additional local systems: - <b>Additional information highlighted in green above</b>  Review date: 28-03-22 <span style="float: right;">Person responsible: Gareth Rees</span>										

		Risk level before control		Additional control measures based on the framework				Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
9.0 Welfare facilities for pupils	All staff and pupils	4x 4	16	<ol style="list-style-type: none"> <li>Anyone showing Covid-19 symptoms should use separate toilet facilities if possible. These should be disinfected before being used by anyone else. It is important that separation or isolation should be done without creating stigma.</li> <li>Posters to be displayed promoting hand washing and social distancing.</li> </ol>	<b>Physical distancing</b>				4 x 3	12
					Encourage physical distancing in indoor communal areas outside of the classroom, such as corridors,	Encourage physical distancing in indoor communal areas outside of	<b>Encourage physical distancing in indoor communal areas outside of the classroom, such as corridors, The use of</b>	Encourage physical distancing in indoor communal areas outside of the classroom, such as corridors, the use of		

			<p>3. High –Touch areas and surfaces to be cleaned at increased frequency and this included after each break and lunch time period as a minimum and at the end of the day in line with the cleaning schedule.</p> <p>4. Incidental cleaning should include: wiping down handles, sinks, taps, light switches, flush systems, hand dryers, door handles/ push pads, replenish hand towels.</p> <p>5. Ensure windows are open to allow natural ventilation or extractor systems are fully operational.</p> <ul style="list-style-type: none"> <li>• Ensure there is good ventilation within rooms at all times particularly during occupancy. Open windows approximately 15minutes before occupancy. This should be carried out throughout the day to ensure adequate supply of external fresh air (even in mechanically ventilated buildings)</li> <li>• Switch mechanical ventilation to nominal speed at least 2 hours before building usage and switch to lower speed 2 hours after usage ends where available</li> <li>• At nights and weekends, <b>do not switch ventilation off</b>, but keep systems running at lower speeds</li> <li>• Keep toilet extract systems in operation 24/7 and avoid opening toilet windows where extract systems are in place to avoid extraction being interfered with by drafts from windows. If no extraction system in place please refer to point 1.</li> <li>• Instruct building occupants to flush toilets with closed lid</li> <li>• Switch air handling units with recirculation to 100% outdoor air, where available</li> <li>• Where applicable, switch fan coil units either off or operate so that fans are continuously on</li> <li>• Regular maintenance of associated plant to continue as planned.</li> <li>• If A/C units are in place only use when fresh air is provided via an openable window etc.</li> <li>• In rooms where there is no direct supply of outside air then consideration should be given to prohibiting access to these areas from building users or limiting occupancy where open door to room leads to corridor where there is ventilation with windows being opened.</li> </ul> <p>Further updated October 2020</p> <ul style="list-style-type: none"> <li>• For naturally ventilated spaces, windows and vents are often the mechanism for providing outdoor air. During the colder months, the natural forces that drive air through these openings (wind and indoor/outdoor temperature difference) are greater and therefore the openings do not need to be opened as wide.</li> <li>• Opening of just the high-level vents, rather than low- and high-level vents, can enable more mixing of the outdoor air with indoor air before reaching the occupied zone – this can help enable more fresh air to be</li> </ul>		the classroom, such as corridors,	<b>floor signage is advised</b>	floor signage is advised		
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		Risk level before control		Additional control measures based on the framework				Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
10.0 Deliveries to the school; Mail	All persons	4x 4	16	<ol style="list-style-type: none"> <li>In line with school's general procedures, all deliveries will arrive at the main reception or kitchen facilities (catering only).</li> <li>All visitors e.g. delivery person, postal workers, couriers, must wear a face covering when entering the school/setting Premises.</li> <li>All school/setting staff are reminded to maintain personal hygiene when receiving deliveries including mail into the school/setting.</li> <li>Staff use letter openers or scissors to open mail and deliveries.</li> <li>Schools/settings are reminded that No personal deliveries sent to the school/setting until further notice</li> </ol>	At the time of this risk assessment being updated (28/02/22) at alert level zero the control measures for deliveries to the school; mail is the same regardless of the risk level we are placed in. If this changes, update in line with WG.				4 x 2	8

Rationale to change any recommended existing controls and/or additional local systems:

Review date: 28-03-22 Person responsible: Gareth Rees

		Risk level before control		Additional control measures based on the framework				Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
11.0 Emergency Evacuation/ Assembly points	All persons	4x 4	16	<ol style="list-style-type: none"> <li>A review of the school's emergency assembly points will be undertaken to ensure that physical distancing can be maintained. Where required, assembly points may be split within the site to allow compliance with physical distancing (adult-to-adult). These plans must remain fluid due to change in government guidance.</li> <li>On activation of the fire alarm, staff to follow the Emergency Action Plan (EAP) guidance and proceed to the assembly point.</li> <li>On arrival at the assembly point, roll call to be undertaken and staff to ensure that appropriate physical distancing has been maintained.</li> </ol>	At the time of this risk assessment being updated (28/02/22) at alert level-zero the control measures emergency evacuation and specifically distancing outdoors is the same regardless of the risk level we are placed in. If this changes, update in line with WG.				4 x 2	8

Rationale to change any recommended existing controls and/or additional local systems:

Review date: 28-03-22 Person responsible: Gareth Rees

		Risk level before control		Additional control measures based on the framework				Risk level after control	
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Rationale to change any recommended existing controls and/or additional local systems:

- **Additional information highlighted in green above**

Review date: 28-03-22

Person responsible: Gareth Rees

		Risk level before control		Existing Control /New Controls	Additional control measures based on the framework				Risk level after control	
Hazard	People @ Risk	Severity x Likelihood	Risk Rating		LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
14. Personal Care and Hygiene	All staff and pupils	4x 4	16	<ol style="list-style-type: none"> <li>Any staff that are providing support with pupils with a HCP and personal care must wear appropriate PPE/C in line with the HCP requirements.</li> <li>As a minimum, staff will be required to use disposable aprons and gloves.</li> <li>Where cleaning of bodily fluids are being undertaken, disposable aprons, gloves and face mask and or visors must be worn.</li> <li>Staff must ensure that they clean their hands for a minimum of 20 seconds with water and soap prior to supporting personal care and after.</li> <li>Clean and disinfect the changing facility after use, using disinfectant (Selgiene) or anti- bacterial spray.</li> <li>All waste to be placed within the bio hazard bin or general waste and double bagged. This must be stored for 72 hours within the secured bin storage area prior to further handling and collection.</li> <li>Ensure good ventilation within changing facility at all times.</li> <li>The use of a CO2 monitor can assist staff in managing ventilation in the room changing facilities</li> </ol>	At the time of this risk assessment being updated (28/02/22) at alert level zero the control measures for personal care and hygiene are the same regardless of the risk level we are placed in. If this changes, update in line with WG				4 x 3	12

Rationale to change any recommended existing controls and/or additional local systems:

Review date: 28-03-22

Person responsible: Gareth Rees

		Risk level before control		Additional control measures based on the framework				Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
15.0 Cleaning activities/ work, cross infection	All staff and pupils	4x 4	16	<ol style="list-style-type: none"> <li>To reduce the risk of cross infection, all schools/settings must ensure that cleaning and disinfecting procedures are adhered to at all times. Cleaning of the environment, including toys and equipment, is an important function for infection control within all buildings and its operation.</li> <li>Cleaning standards should be monitored regularly by the cleaning supervisor, Headteacher/ manager or where this has been delegated by the settings.</li> <li>In support of internal training, all staff undertaking cleaning activities must be provided with the risk assessment and guidance from the individual setting, and have access to personal protective equipment.</li> <li>Regular cleaning of the facilities will be undertaken at pre-determined intervals throughout the day and include high touch points during and after all break times and at the end of day. During the day, where possible, a nominated member of staff will support these cleaning tasks. Where possible, this should not be the same person who is supervising or delivering education/ activities. Instruction and training should include the cleaning standards and check list, COSHH Data sheets and provided with appropriate PPE as highlighted within the operational plan.</li> <li>Those responsible for cleaning should know the importance to clean frequently and disinfect objects and surfaces that are touched regularly, using standard cleaning products.</li> <li>All schools and setting have been provided with the agreed cleaning materials.</li> <li>Cleaning and disinfecting tables to be undertaken at the start and end of each class session. Each classroom to be provided with appropriate cleaning materials (Selegine and cloths) and a copy of their enhanced cleaning checklist. This check list will stress the essential nature of disinfection as a primary control measure. Enhanced cleaning to be undertaken in the following areas: <ul style="list-style-type: none"> <li>All work surfaces, chairs, play equipment, toilets, washbasins etc must be cleaned at regular intervals.</li> <li>Antibacterial wipes to be used on ICT equipment or electronic devices only.</li> </ul> </li> <li>A safe system of work (check list) will support the individual classrooms.</li> <li>All check lists to be retained on site and located within the main office to allow access for any additional cleaning undertaken through the day to be recorded. It is advised that the class specific check list is collected each Friday by a nominated staff member and stored centrally within the Deputy Resources Manager's office. This information will also be filed electronically within the Covid-19 folder on OneDrive.</li> </ol>	At the time of this risk assessment being updated (28/02/22) at alert level-zero the control measures for cleaning activities are the same regardless of the risk level we are placed in. If this changes, then update in line with WG				4 x 3	12



		Risk level before control		Additional control measures based on the framework				Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
16.0 Traffic management ; transport	All persons	4x 4	16	<ol style="list-style-type: none"> <li>All Headteachers/managers must ensure that a review of the building's traffic management plan has been completed and communicated to all staff and the Schools/settings transport team.</li> <li>Collection and drop off points should be clearly marked and include social distancing and wearing of face covering information if required and in line with schools/settings risk framework. See columns to the right</li> <li>Should Schools/settings adopt a one-way system for pedestrians, signage should be clearly visible.</li> <li>All parents/guardian/responsible adult to be advised of the finishing time and reminded of parking restrictions at the site.</li> <li>School transport to be provided with any additional information relating to restrictions that may be applied to the site.</li> <li>It is essential that the Headteacher/manager are in receipt of the school/setting transport risk assessment.</li> <li>School minibus: It is advised that the school/setting minibus is used following an independent risk assessment for its use. This should be in line with WG guidance and closely linked to the school/setting transport risk assessment.</li> <li>Keep vehicle windows open. If it's cold leave the heating on to keep the vehicle comfortable. If it's safe to do so, opening doors of vehicles between different passengers will help to change the air quickly. Opening vehicle windows fully for a few minutes can also help clear the air before anyone else gets in. For more information on ventilation: <a href="https://www.hse.gov.uk/ventilation-vehicles/">Ventilation in vehicles (hse.gov.uk)</a></li> </ol>						
<p style="text-align: center;"><b>Use of face coverings</b></p> <p>From 28 February 2022, face coverings will no longer be routinely recommended in classrooms.</p> <p><b>Face coverings should however be worn by staff visitors, and secondary aged learners when moving around indoor communal areas outside the classroom, such as corridors, where physical distance cannot be maintained.</b></p> <p>If anyone wishes to wear a face covering for personal reasons anywhere in the school they should be permitted to do so. This may help support their wider well-being, reduce anxiety and provide additional reassurance for some individuals alongside other mitigating measures.</p> <p><b>Face coverings continue to be recommended to be worn by secondary aged learners on school transport.</b></p> <p>There will be some learners and staff who are exempt from wearing face coverings, we do not expect this to change that position as the wellbeing of individuals is critical to any considerations around whether staff or learners should wear face coverings.</p>										
<p>Rationale to change any recommended existing controls and/or additional local systems:</p> <p>Review date: 28-03-22 <span style="float: right;">Person responsible: Gareth Rees</span></p>										

		Risk level before control		Additional control measures based on the framework				Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
17. Safeguarding child protection	All staff and pupils	4x 4	16	<ol style="list-style-type: none"> <li>All schools/ settings must follow the model child protection policy and advice document on safeguarding and child protection guidance in all settings provided by the local authority.</li> <li>Pupils/ children must not be allowed out of the school/ setting premises unattended at the end of the session.</li> <li>Primary school pupils/children should be collected by an agreed adult unless alternative arrangements are in place in accordance with the schools' safeguarding &amp; child protection policy</li> <li>Comprehensive Schools' policies on pupil's travelling between home &amp; school can be applied with advice to pupils and families regarding social distancing.</li> <li>ECS must operate an official reception area to intercept potential strangers/visitors looking to gain access to the ECS All staff/volunteers/supervisors should have valid DBS clearance.</li> <li>Those without valid DBS clearance must be supervised at all times when working with children</li> <li>Site security should remain as it relates to school settings. i.e. All visitors to be channelled through the main reception and at no point be able to access site without permission of the setting's head teacher/lead person/site manager.</li> <li>Until all pupils have returned to schools and therefore are expected to attend, vulnerable children expected to attend setting but do not attend Lisa Collins must be informed. When all pupils are back in school in accordance with WG guidelines normal school attendance policies should be applied.</li> <li>Safeguarding concerns regarding children who already have a social worker should be communicated via SPOC Lisa Collins if the social worker cannot be reached.</li> <li>Individual ECS must have a designated person responsible for child protection/safeguarding available for staff/supervisors/ volunteers at all times. Schools and Flying Start Settings must follow agreed site procedures.</li> <li>Within the all settings, the designated person for child protection/safeguarding must be prominently displayed in settings and updated appropriately.</li> <li>Headteachers are to follow the process outlined for schools where children on the child protection register or within the child protection process can be safeguarded during periods of isolation/possible closure: <ul style="list-style-type: none"> <li>If a school receives information regarding a child on the child protection register/in the child protection process that they need to isolate/have a positive test or are not attending school then the social worker allocated to that child must be notified.</li> <li>If a school needs to make a decision to close whether this is partial or full closure a notification should be passed to Lisa Collins and the social workers of all children affected who</li> </ul> </li> </ol>	At the time of this risk assessment being updated (28/02/22) at alert level zero the control measures for Safeguarding and child protection are the same regardless of the risk level we are placed in. If this changes, update in line with WG				4 x 2	8

				<p>are on the child protection register or within the CP process at this time should be informed.</p> <ul style="list-style-type: none"> <li>- All children on the child protection register or within the CP process should have included in their safety plan clear arrangements for check in, safety visits and escalation processes.</li> <li>- If school has increased worries about a child's safety due to school closure or isolation of pupil they should request an urgent core group meeting to plan for safety.</li> <li>- If school has worries about a child who is not currently in CP Process but it is considered that closure/isolation would increase the risk to safety, safeguarding policies should be followed and consideration made for a report into children's services.</li> <li>- Lisa Collins will be a Single Point of Contact for schools should there be difficulties in reaching social services.</li> <li>- <b>If a child or pupil absconds or there is a near miss within a school then this needs to be reported as a matter of urgency to Lisa Collins by the school's responsible person.</b></li> </ul>						
Rationale to change any recommended existing controls and/or additional local systems:										
Review date: 28-03-22										
Person responsible: Gareth Rees										

		Risk level before control		Additional control measures based on the framework				Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
18.0 Classroom set up	All staff and pupils	4x 4	16	<ol style="list-style-type: none"> <li>1. A teaching space of 2m must be maintained at the front of the classroom to allow the teacher to social distancing from the pupils if required and in line schools/settings risk framework. See columns to the right</li> <li>2. Safe passageways must be maintained at all times.</li> <li>3. Windows to be opened to allow adequate circulation of air within the classroom. <b>Please refer to section 9 (welfare facilities) above in respect of updated guidance with regards ventilation.</b></li> <li>4. The use of a CO2 monitor can assist staff in managing ventilation in the classroom.</li> <li>5. Should teaching staff be required to support a pupil during a lesson, they should avoid close face-to-face contact; staff can wear a face covering and minimise the time spent within one metre of anyone.</li> </ol> <p><b>A contact is defined as someone who has had close contact during the case's infectious period (2 days before onset of</b></p>	Implement arrangements aimed at reducing close interactions between staff and learners where possible.	Implement arrangements aimed at reducing close interactions between staff and learners. This may include:  Not holding large group gatherings such as assemblies.	<b>Implement arrangements aimed at reducing close interactions between staff and learners. This may include:  Not holding large group gatherings such as assemblies.</b>	Reduce close interactions between learners to the lowest practical level. This may include the measures set out at the High level as well as introduction of contact groups and potentially pausing after school/breakfast provision, or team sports where necessary.	4 x 2	8

				<p><b>symptoms or 2 days before positive test if asymptomatic), specifically:</b></p> <ul style="list-style-type: none"> <li>• within one metre of the person who has tested positive and has been coughed on, had a face-to-face conversation, had skin-to-skin physical contact, or been in other forms of contact within one metre for one minute or longer</li> <li>• within two metres of the person testing positive for more than 15 minutes</li> <li>• having travelled in a vehicle with the person who has tested positive.</li> </ul> <p>6. Teaching staff to maintain Physical distancing at all times (adult – adult)</p> <p>7. It will be the responsibility of the Head of Department to undertake a detailed risk assessment for their curriculum-based activities – PE, Music, Drama, Tec etc.</p>	<p>The use of one-way systems.</p> <p>Consistent seating plans (recognising this may not be possible for younger learners) using outdoor spaces where possible</p>	<p><b>The use of one-way systems.</b></p> <p><b>Consistent seating plans (recognising this may not be possible for younger learners) using outdoor spaces where possible. Floor signage</b></p>			
<p>Rationale to change any recommended existing controls and/or additional local systems:</p> <p>- <b>Additional information highlighted in green above</b></p> <p>Review date: 28-03-22 <span style="float: right;">Person responsible: Gareth Rees</span></p>									

		Risk level before control		Additional control measures based on the framework				Risk level after control		
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
19.0 Lunchtime – classroom function	All staff & pupils	4x 4	16	<p>Due to the increased number of pupils now accessing the school, all classrooms and available space may be required to support lunch time provision if required. It is essential that the following is undertaken:</p> <ol style="list-style-type: none"> <li>1. A detailed assessment undertaken of pupils who may have food allergies. Consideration given to them being relocated to additional areas if required. This limiting the risk of anaphylaxis should another pupil inadvertently bring in food prepared at home that may have allergens.</li> <li>2. All staff working within the classroom to be aware of pupils with HC and dietary requirement. This also includes the location of EPI Pens</li> <li>3. All settings to send out a weekly commination to all parents highlighting pupil’s allergies and to avoid food groups – school specific details will be required.</li> <li>4. When required, food to be delivered to the classroom, this reducing the numbers within the dining hall and pupil movement.</li> <li>5. All waste must be removed from the classroom immediately after the break period or as a minimum at the end of the day.</li> <li>6. Waste to be collected and taken to the refuse area.</li> <li>7. In line with the Council’s commitment in reducing waste, recycling of all packaging to be undertaken where possible.</li> </ol>					4 x 3	12
					<b>Reducing close interactions</b>					

				<p><b>8.</b> Windows to be open to allow movement of air and to ventilate the classroom. <b>Please refer to section 9 (welfare facilities) above in respect of updated guidance with regards ventilation.</b></p> <p><b>9.</b> The use of a CO2 monitor can assist staff in managing ventilation in the classroom.</p> <p><b>10.</b> Where possible break/ lunch times to be taken outside.</p> <p><b>11.</b> In dining halls, hand sanitisers to be located in close proximity to the biometric scanner as this will reduce the risk of transmission.</p>		spaces where possible	using outdoor spaces where possible.  Floor signage			
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Rationale to change any recommended existing controls and/or additional local systems:  
- **Additional information highlighted in green above**

Review date: 28-03-22 Person responsible: Gareth Rees

		Risk level before control			Additional control measures based on the framework				Risk level after control	
Hazard	People @ risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
20. Business Continuity – Alternative provisions	All staff and pupils	4x 4	16	<ol style="list-style-type: none"> <li>To maintain delivery of education, the school are required to update their Business Continuity Plans (BCP) to ensure that all provisions have been considered.</li> <li>Detailed information has been included in relation to emergency arrangements and should the school setting close due to an outbreak of COVID-19.</li> <li>In the event of a further “lock down” announced by central or local government/ PHW due to the COVID-19 pandemic, advice will be provided by PHW and the authority on measures to be taken to support each individual setting on how to manage the closure process and communication to parents and the community. Should there be an outbreak within the individual school, Headteacher’s/ managers must ensure that the communication cascade is followed and all advice and guidance provided by the authority and PHW followed.</li> </ol>	<p>At the time of this risk assessment being updated (28/02/22) at alert level zero the control measures for business continuity are the same regardless of the risk level we are placed in. If this changes, update in line with WG</p>				4 x 2	8
<p>Rationale to change any recommended existing controls and/or additional local systems:</p> <p>Review date: 28-03-22 <span style="float: right;">Person responsible: Gareth Rees</span></p>										

		Risk level before control			Additional control measures based on the framework				Risk level after control	
Hazard	People @ Risk	Severity x Likelihood	Risk Rating	Existing Control /New Controls	LOW	MODERATE	HIGH	VERY HIGH	Severity x Likelihood	Risk Rating
21.0 Education visits; Trips	All persons	4 x 4	16	<ol style="list-style-type: none"> <li>Schools wishing to undertake any type of educational visit should continue to undertake the usual risk assessment process. This risk assessment should include arrangements for what will happen if a member of the group (a learner or staff member) develops COVID-19 symptoms during the visit.</li> <li>School head teacher/or school responsible person to ensure that the visit has an educational purpose.</li> <li>Schools and settings should also consider the guidance set out elsewhere in this document, including but not limited to: <ul style="list-style-type: none"> <li>•minimising contact with others</li> <li>•maintaining social distancing</li> <li>•maintaining good hand hygiene</li> <li>•maintain good ventilation</li> </ul> </li> <li>A detailed risk assessment for the educational visit needs to be completed and communicated with relevant staff.</li> <li>In addition, the head teacher or responsible person shall obtain a COVID'19 risk assessment from the proposed visiting venue. Communicate this to relevant staff.</li> <li>Prior to educational visits, schools are advised to establish appropriate procedures, provisions and welfare facilities within the selected venue being visited for isolation, if a pupil or staff member is taken ill with COVID'19 symptoms.</li> <li>Whilst away from the school setting, first aid provisions as detailed above within this risk assessment must be available whilst on the educational visit including the appropriate PPE.</li> <li>A procedure for staff and pupils who are taken ill with COVID'19 symptoms whilst on the educational visit must be in place and communicated with parents and staff. This will be unique to every site visited and will be dependent on the venues risk assessment.</li> <li>Hand hygiene of staff and pupils is essential, therefore provision for hand washing with soap and water or with hand sanitisers must be available at all times. This should be factored into the planning of the visit.</li> </ol>	At the time of this risk assessment being updated (28/02/22) at alert level zero the control measures for Educational visits are the same regardless of the risk level we are placed in. If this changes, update in line with WG				4 x 3	12
Rationale to change any recommended existing controls and/or additional local systems:  Review date: 28-03-22 <span style="float: right;">Person responsible: Gareth Rees</span>										

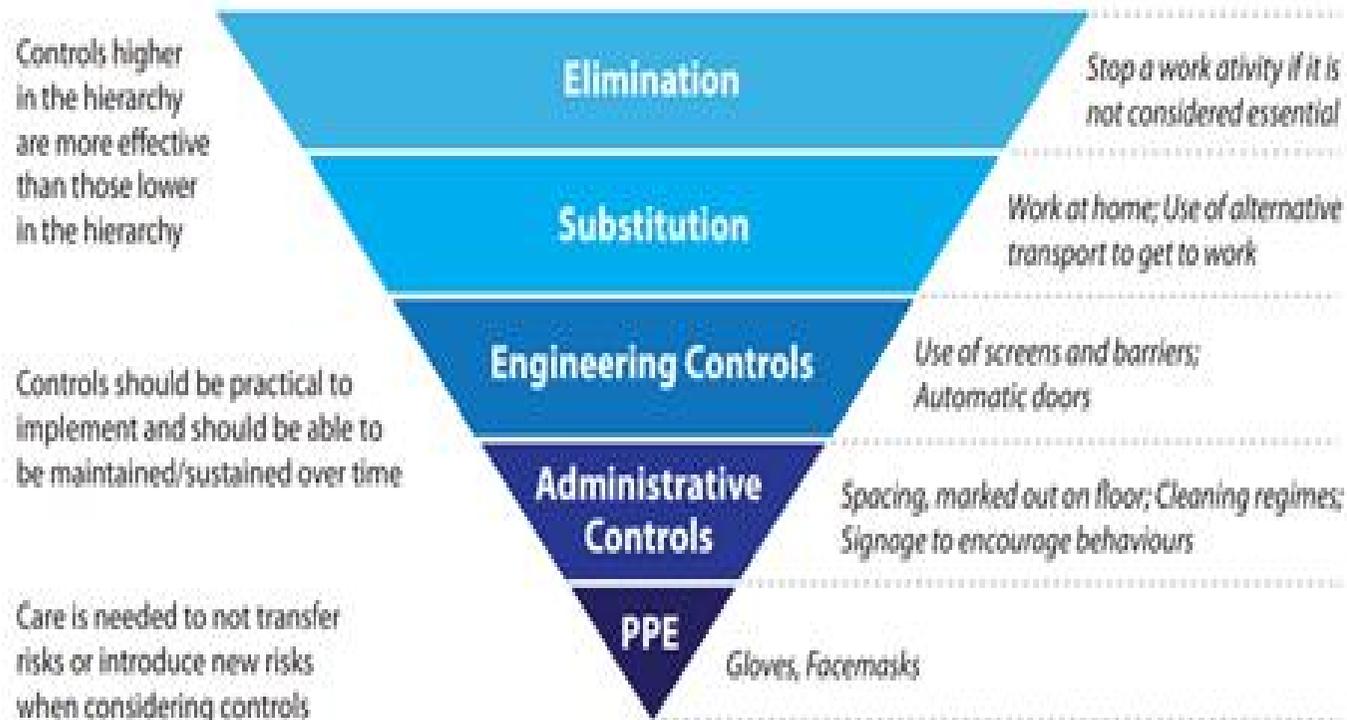
RISK RATING	
HIGH RISK	16 - 25
MEDIUM RISK	11 - 15
LOW RISK	6 - 10
INSIGNIFICANT	0 - 5

Severity	
Fatality	5
Major injury	4
Medical injury	3
Minor injury	2
Insignificant Injury	1

Likelihood	
Immanent	5
Very Likely	4
Likely	3
Not Likely	2
Remote	1

Document control and quality assurance		
Version Number	Date	Comment
Version1	12/2/21	Initial draft by E M Baczkowski
Version 2	4/3/21	E M Baczkowski
Version 3	19/3/21	E M Baczkowski
Version 4	19/05/21	R Lynch & A Whelan; E M Baczkowski
Version 5	30/06/21	R Lynch & A Whelan
Version 6	July 2021	R Lynch & A Whelan; E M Baczkowski
Version 7	September 2021	R Lynch & A Whelan; E M Baczkowski. Consulted with D Caswell, B Phillips & R Jones
Version 8	October 2021	R Lynch & A Whelan; E M Baczkowski. (CO2 monitor update)
Version 9	December 2021	R Lynch & A Whelan; E M Baczkowski. (WG update 29/11/21)
Version 10	January 2022	R Lynch & A Whelan EM Baczkowski (WG update 31/12/21)
<b>Version 11</b>	<b>February 2022</b>	<b>R Lynch &amp; A Whelan EM Baczkowski</b>

## Hierarchy of controls



**The use of multiple different independent controls can give defence in depth through different layers of protection**