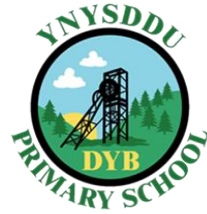


## Risk Assessment Form



<b>Activity/ workplace assessed:</b>	Covid-19 Full reopening of schools building and activities
<b>Location:</b>	Ynysddu Primary School
<b>Person(s) conducting or consulted:</b>	Head Teacher, Mr D Witchell
<b>Assessment reference number:</b>	BA 1
<b>Date:</b>	01/09/2020
<b>Review due date:</b>	01/09/2021 or in the event of significant change.
<b>Review on:</b>	01/09/2020
<b>Reviewed by:</b>	Mr D Witchell



<p>Stagnant water – legionella and other harmful bacteria</p>	<p>Staff, visitors, pupils, members of public, contractors.</p> <p>Risk of rapid bacteria proliferation to levels posing risk of causing legionnaires disease and other serious ill health particularly if contaminated water droplets become airborne and are inhaled or the water is consumed.</p>	<ul style="list-style-type: none"> <li>Water system recommissioning via a competent contractor engaged through Property Services where flushing has not been maintained in accordance with summer shut-down guidance prior to reopening and prior to any water usage.</li> <li>Unoccupied sites that turned off hot water boiler(s) to save money likely to have water stored below 20°C, requiring only weekly flushing of stagnant water.</li> <li>Partially occupied sites subject to routine safeguards in line with current legionella risk assessment.</li> </ul>	2	1	2	L	<ul style="list-style-type: none"> <li>Routine flushing and temperature checks to be maintained.</li> <li>Checking the temperature of water to ensure it is below 20°C or above 50°C (at sentinel points within 1 minute of running) should continue each month.</li> <li>Weekly flushing of little used outlets to continue including any outlets that become little used due to reduced school usage on reopening.</li> <li>Ensure hot water systems kept on should remain stored above 60°C throughout.</li> </ul>	<p>Head Teacher</p> <p>Caretaker</p>	Immediately	School has maintained flushing regime and temperature checks.
<p>Distribution of air contaminated with covid-19 through air conditioning and ventilation systems</p>	<p>All persons inhaling air contaminated with covid-19 recirculated around the room or building at risk.</p>	<p>None on site</p>	1	1	1	L	<p>Identify individual rooms or buildings with any ventilation or air conditioning system that normally runs with a recirculation mode. Set the system to run on full outside air where this is possible.</p> <p>In buildings with mechanical ventilation systems, extend operation times where possible. For 'demand control' systems, set CO<sup>2</sup> set points to 400ppm to increase the delivery of outside air.</p> <p>Ensure ventilation is kept on for longer, with lower ventilation rates when people are absent – do not switch ventilation systems off in any buildings, even those temporarily vacated, but operate them continuously at reduced speeds.</p> <p>Avoid recirculation of air between spaces, rooms or zones occupied by</p>	<p>Head Teacher</p> <p>Caretaker</p>	Immediately	Ongoing.

							<p>different people. However, in the case of any systems serving a single space, partial recirculation of air within that space, such as through a local fan coil unit, is acceptable.</p> <p>Ensure that the primary objective to maximise the air exchange rate with outside air and to minimize the risk of any pockets of stagnant air is achieved.</p> <ul style="list-style-type: none"> <li>• Seek specialist advice from a Building Services Engineer of CCBC's Building Consultancy department, or contractor appointed to maintain the school's ventilation system if required.</li> </ul>			
<p>Spread of COVID -19 Infection – Dropping off/ Picking-Up</p> <p>Continued: Spread of COVID -19 Infection –</p>	<p>Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly</p> <p>As above.</p>	<ul style="list-style-type: none"> <li>• All parents and guardians of children have been notified on entry/exit point and pick-up/drop-off times.</li> <li>• 1 entrance and 1 separate exit point to be used to access the site and staggered times are in place to prevent congestion.</li> <li>• Prominent signage is at entry point(s) that entry into school grounds of anyone who is of symptomatic is denied.</li> <li>• Lines have been marked on the floor to help ensure that those queuing maintain the 2m social distancing.</li> <li>• A suitable screen is in place for reception where 2m social distancing is not possible.</li> <li>• Hand sanitiser (min 60% alcohol content) is available at the</li> </ul>	4	2	8	Low	<ul style="list-style-type: none"> <li>• Stagger start/finish times to minimise congestion and keep groups apart.</li> <li>• Utilise multiple entry/exit point where possible to prevent congestion.</li> <li>• Install prominent signage at entry point(s) that entry into school grounds of anyone who is of symptomatic is denied.</li> <li>• Install general signage in playground and in reception reinforcing covid safety measures. Example signage is available to download from RAMIS4Schools database.</li> <li>• Signage and social distancing signs to mark out arrangements when queueing for buses/taxis. School staff to supervise.</li> <li>• Communicate arrangements</li> </ul>	<p>Head Teacher</p> <p>All Staff</p>	Daily	Ongoing

Dropping off/ Picking-Up		<p>entrance, reception, and each class, with signage reminding staff, pupils and other to use.</p> <ul style="list-style-type: none"> <li>• Signage indicating sanitiser point and requirements to apply where handwashing is not possible are around the building.</li> <li>• Stock levels of hand sanitisers to be monitored daily ensure supply is available at all times.</li> <li>• General signage is in playground and in reception reinforcing covid safety measures.</li> </ul>					<p>regarding drop-off/pick-up times, entry points and locations to parent and guardians.</p> <ul style="list-style-type: none"> <li>• Encourage parents to provide clean clothes for their children every day and to ensure that their children wear machine-washable clothing.</li> <li>• Mark lines on the floor to help ensure that parents queuing maintain the 2m social distancing.</li> <li>• Communicate to parents of the arrangements in place to drop off/pick up to support social distancing.</li> <li>• Install suitable screen dividers where 2m social distancing is not possible, particularly main entrance reception. <ul style="list-style-type: none"> <li>All persons to apply sanitiser gel to their hands on their arrival, unless able to wash their hands with soap and running water immediately on entry (preferable but often impractical).</li> </ul> </li> <li>• Staff to remind parents to maintain a social distance whilst waiting to enter the school.</li> <li>• All children and adults, including staff to wash their hands on entry into the school or apply hand sanitiser.</li> <li>• Provide hand sanitiser (min 60% alcohol content) at reception, and signage reminding staff, pupils and other to use.</li> </ul>			
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							<ul style="list-style-type: none"> <li>• Install signage indicating sanitiser point and requirements to apply where handwashing is not possible. Example signage is available to download from RAMIS4Schools database.</li> <li>• Monitor stock levels of hand sanitisers to ensure supply is available at all times.</li> <li>• Staff should follow the limited social contact guidance e.g. no handshaking or hugging and activities should be planned to minimise need for contact.</li> <li>• Parents not permitted into school buildings without an appointment.</li> <li>• Process in place for staff and learners to remove face coverings communicated to all. Learners instructed not to touch the front of their face coverings during use or when removing, to wash hands immediately, dispose of temporary face coverings in a covered bin or face reusable coverings in a plastic bag before washing hands again.</li> </ul>			
Spread of COVID -19 Infection – entry of Contractors and Visitors	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> <li>• Where possible visits planned to take place out of hours to minimise contacts.</li> <li>• Provision of signage, hand sanitiser etc. as above.</li> </ul>	2	2	4	L	<ul style="list-style-type: none"> <li>• Provide communication of key messages to contractors and others.</li> <li>• Notify visitors/contractors and others of the school specific controls e.g. one way systems, importance of maintaining social distancing and follow hygiene requirements prior to and on their arrival.</li> </ul>	Head Teacher All Staff  FM together with school for work arranged via Property Services.	Ongoing	Ongoing

							<ul style="list-style-type: none"> <li>• Maintain a register of all those visiting and using the school site to enable school to assist 'Track and Trace', to identify those who have tested positive with covid-19.</li> </ul>			
Cross infection of Covid-19 virus general.	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly.	<ul style="list-style-type: none"> <li>• Well-publicised Government health campaign that anyone with recognised symptoms of Covid-19 is instructed to self-isolate at home.</li> <li>• All but essential face-to-face meetings cancelled – video conferencing or telephone calls held instead.</li> <li>• 2m social distancing for adults rule well established nationally and regularly re-enforced in national media, Government communications, internal messages and signage at office.</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>• All Staff and pupils to adhere to 2m distancing from others where possible, and keep duration of closer proximity to minimum (e.g. to pass in a narrow area).</li> <li>• School layout, lessons and activities organised to minimise contacts between groups.</li> <li>• Symptomatic staff and pupils and those identified as household contacts of suspected cases not permitted to return to school until they have completed the isolation people (if non-symptomatic) or contact receives a negative test.</li> <li>• Resources brought into school by learners to be limited to essential items – coat, bag, phone, lunch bag, books etc.</li> <li>• Symptomatic staff, or those contacted by the 'track and trace' service, to notify the Head Teacher of their absence and requirement to self-isolate.</li> <li>• Close contacts of confirmed cases as identified by track and trace not permitted to return until the end of their isolation period.</li> <li>•</li> </ul>	Head Teacher All Staff	Ongoing	Ongoing
Cross infection of Covid-19	Staff, pupils, contractors and	<ul style="list-style-type: none"> <li>• Well-publicised Government health campaign that anyone</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>• All children and adults, including staff must wash their hands/use</li> </ul>	Head Teacher	Ongoing	Ongoing





							<p>If this is not possible hand sanitiser to be used before using the toilet and toilets to be cleaned more frequently.</p> <ul style="list-style-type: none"><li>• Provide hand sanitiser for use before using the toilets.</li><li>• Ensure children are aware of risks associated with sanitiser and are aware and supervised to use safely e.g. avoid contact with eyes and ingestion. Consider suitability of location and supervision.</li><li>• Consider sanitiser location and potential for deliberate fire risk in secondary schools as it is highly flammable if exposed to ignition source.</li><li>• Ensure adequate availability of soap, warm water and paper towels in all toilets and other areas used for handwashing.</li><li>• Automated soap dispensers to be provided where possible. Consider battery life etc. these may be best provided alongside existing dispensers.</li><li>• Paper towel to be used where possible instead of hand dryers to minimise aerosol spread.</li><li>• Lidded bins provided for disposal of paper towels</li><li>• Ensure hand sanitiser (min 60% alcohol) is located at suitable points around the school with sanitiser points appropriately signed.</li></ul>			
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							<ul style="list-style-type: none"> <li>• Provide tissues in each classroom and work area.</li> <li>• Remind staff to “Catch-it, bin-it, kill-it” and to cough or sneeze into their elbow if a tissue is not available, and to place used tissues into the designated refuse bin, then immediately wash their hands.</li> <li>• Inform staff that refuse bags of tissues used by anybody with covid-19 symptoms must be double-bagged and kept for 72hrs prior to disposal.</li> <li>• Display a poster in toilets area supporting good hand washing.</li> <li>• Display posters in key locations around the school supporting key messages – social distancing, hand-washing, binning etc.</li> <li>• Provide separate bins marked up to indicate tissue waste in all classrooms.</li> <li>• Arrange for bins to be emptied regularly and at least daily.</li> </ul>			
Spread of COVID -19 Infection – Movement around the school	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> <li>• Children and staff to bring packed lunches to be eaten in class to minimise movement around site.</li> <li>• Lines have been marked on the floor to reinforce that those queuing maintain the 2m social distancing e.g. entry, playground, and reception desk.</li> <li>• Floor signs and wall signage have been added around the</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>• Split children into consistent groups and minimise contact and mixing between groups as much as possible. Groups to be kept as small as possible. The size of the groups will depend on essential contacts with larger groups necessary in secondary schools (up to a whole year group for KS4 and KS5 and typically classes for primary schools).</li> </ul>	Head Teacher All Staff	Daily	Ongoing

		<p>building setting reminding all of the need to socially distance from others.</p> <ul style="list-style-type: none"> <li>• A divider/line has been added down the middle of the corridor to re-enforce separation of pedestrians.</li> <li>• All doors that are not Fire doors that are not designated as a fire door will be wedged open where possible to minimise hand contact with door handles.</li> <li>• Some toilets/sinks have been taken out of use to support social distancing.</li> <li>• Staggered lunchtime and breaks to avoid 'bubble' groups of children mixing.</li> </ul>					<ul style="list-style-type: none"> <li>• Maintain 2m social distancing between groups of children and between children and staff where possible.</li> <li>• Each class to maintain a contact book to record any contact with those from outside to assist with track and trace if required.</li> <li>• Instruct staff and pupils to avoid mixing of groups.</li> <li>• Maintain consistent Teacher and Teaching Assistant(s) where possible.</li> <li>• Where staff members are unable to maintain 2m social distancing they will minimise the time spent within 1m and avoid face to face contact where this is practicable.</li> <li>• Where social distancing is unreliable staff who choose to do so supported to wear 3 layer face coverings in accordance with WG guidance.</li> <li>• Staff who chose to wear face coverings made aware of how to use them safely: <ul style="list-style-type: none"> <li>- Hands washed/sanitised before putting on/taking off</li> <li>- Avoid touching eyes/nose/mouth at all times</li> <li>- Store reusable face covering in a plastic bag until washed</li> <li>- Do not touch the front of the face covering or the part that has been in contact with mouth and nose</li> <li>- Once removed clean any</li> </ul> </li> </ul>			
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							<p>surfaces the face covering has touched</p> <ul style="list-style-type: none"><li>- Wash regularly</li><li>- Tuck away any loose ends</li><li>- Dispose of responsibly in a covered bin to prevent cross contamination</li></ul> <ul style="list-style-type: none"><li>• Re-set desks as far apart as possible and forward facing and/or side by side to support social distancing.</li><li>• Install tape line marking around teacher's desk to reinforce social distancing.</li><li>• Remove unnecessary furniture and items from the classroom to maximise space.</li><li>• Provide separate bins marked up to indicate tissue waste only in all classrooms.</li><li>• Arrange for tissue only collection bins to be emptied regularly to prevent overflowing and at least daily.</li><li>• Ensure that refuse bags with tissues used by anyone symptomatic of covid-19 are double bagged and isolated for at least 72 hours before disposal.</li><li>• Instruct staff to avoid the sharing of desks/ work stations where possible, or where unavoidable, implement a cleaning regime between use by different children or staff.</li><li>• Install posters to remind staff and</li></ul>			
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							<p>children of social distancing and hygiene requirements in every classroom and strategically around the building. Example posters are available from the RAMIS4Schools database.</p> <ul style="list-style-type: none"> <li>• Instruct staff and pupils to avoid sharing of resources such as pens, scissors etc. and equipment (e.g. iPads) where possible. Where resources have to be used by more than one person, clean between uses.</li> <li>• Resources permitted to be taken home to be minimised where possible. Resources taken home not to be shared or to be cleaned/rotated between uses.</li> <li>• Resources shared between contact groups e.g. PE/Art/Science equipment to be cleaned between contact groups or rotated and left out of use for 48 hrs (72hrs for plastics) between different groups using.</li> <li>• Avoid using water fountains unless use is supervised and they are cleaned between each use.</li> <li>• Discourage pupils and staff from bringing in any items from home, apart from a packed lunch. Where items are brought from home they should only be handled by their owner otherwise must be cleaned.</li> <li>• Instruct staff and pupils not to share food/ snacks/ drinks/ cups/ bottles/ utensils.</li> <li>• Make hand sanitiser available in</li> </ul>			
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							<p>any classroom with no handwashing facilities. Consider the location of sanitiser to avoid misuse.</p> <ul style="list-style-type: none"> <li>• Ensure classroom and other areas in use are well ventilated with windows and doors kept open where possible to encourage air flow.</li> </ul>			
Spread of covid – 19 infection – classroom/other areas used	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> <li>• A Tape line marking around teacher’s desk to reinforce social distancing.</li> <li>• Pupils will have their own tray and resources to avoid sharing, these will be cleaned after.</li> <li>• All pupils and staff have been discouraged from bringing in any items from home, apart from a packed lunch.</li> <li>• Hand sanitiser is available in all classrooms with no handwashing facilities.</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>• Split children into consistent groups and minimise contact and mixing between groups as much as possible. Groups to be kept as small as possible. The size of the groups will depend on essential contacts with larger groups necessary in secondary schools (up to a whole year group for KS4 and KS5 and typically classes for primary schools).</li> <li>• Maintain 2m social distancing between groups of children and between children and staff where possible.</li> <li>• Each class to maintain a contact book to record any contact with those from outside to assist with track and trace if required.</li> <li>• Instruct staff and pupils to avoid mixing of groups.</li> <li>• Maintain consistent Teacher and Teaching Assistant(s) where possible.</li> <li>• Where staff members are unable to maintain 2m social distancing they will minimise the time spent within 1m and avoid face to face contact where this is practicable.</li> </ul>	Head Teacher All Staff	Ongoing	Daily

Continued: Spread of covid-19 infection – classroom/other areas used	As above.					<ul style="list-style-type: none"> <li>• Where social distancing is unreliable staff who choose to do so supported to wear 3 layer face coverings in accordance with WG guidance.</li> <li>• Staff who chose to wear face coverings made aware of how to use them safely: <ul style="list-style-type: none"> <li>- Hands washed/sanitised before putting on/taking off</li> <li>- Avoid touching eyes/nose/mouth at all times</li> <li>- Store reusable face covering in a plastic bag until washed</li> <li>- Do not touch the front of the face covering or the part that has been in contact with mouth and nose</li> <li>- Once removed clean any surfaces the face covering has touched</li> <li>- Wash regularly</li> <li>- Tuck away any loose ends</li> <li>- Dispose of responsibly in a covered bin to prevent cross contamination</li> </ul> </li> <li>• Re-set desks as far apart as possible and forward facing and/or side by side to support social distancing.</li> <li>• Install tape line marking around teacher's desk to reinforce social distancing.</li> <li>• Remove unnecessary furniture and items from the classroom to maximise space.</li> <li>• Provide separate bins marked up</li> </ul>			
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							<p>to indicate tissue waste only in all classrooms.</p> <ul style="list-style-type: none"> <li>• Arrange for tissue only collection bins to be emptied regularly to prevent overflowing and at least daily.</li> <li>• Ensure that refuse bags with tissues used by anyone symptomatic of covid-19 are double bagged and isolated for at least 72 hours before disposal.</li> <li>• Instruct staff to avoid the sharing of desks/ work stations where possible, or where unavoidable, implement a cleaning regime between use by different children or staff.</li> <li>• Install posters to remind staff and children of social distancing and hygiene requirements in every classroom and strategically around the building. Example posters are available from the RAMIS4Schools database.</li> <li>• Instruct staff and pupils to avoid sharing of resources such as pens, scissors etc. and equipment (e.g. iPads) where possible. Where resources have to be used by more than one person, clean between uses.</li> <li>• Resources permitted to be taken home to be minimised where possible. Resources taken home not to be shared or to be cleaned/rotated between uses.</li> <li>• Resources shared between contact groups e.g. PE/Art/Science</li> </ul>			
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							<p>equipment to be cleaned between contact groups or rotated and left out of use for 48 hrs (72hrs for plastics) between different groups using.</p> <ul style="list-style-type: none"> <li>• Avoid using water fountains unless use is supervised and they are cleaned between each use.</li> <li>• Discourage pupils and staff from bringing in any items from home, apart from a packed lunch. Where items are brought from home they should only be handled by their owner otherwise must be cleaned.</li> <li>• Instruct staff and pupils not to share food/ snacks/ drinks/ cups/ bottles/ utensils.</li> <li>• Make hand sanitiser available in any classroom with no handwashing facilities. Consider the location of sanitiser to avoid misuse.</li> <li>• Ensure classroom and other areas in use are well ventilated with windows and doors kept open where possible to encourage air flow.</li> </ul>			
Cross infection of Covid-19 virus within school – lunch/break time	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> <li>• Children and staff to bring packed lunches to be eaten in class to minimise movement around site.</li> <li>• Staggered lunch and break are in place to avoid mixing of different groups of pupils.</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>• Instruct staff and pupils that food /drinks / bottles/cups/utensils must not be shared between pupils.</li> <li>• Remove clutter from tables to enable them to be disinfected and visually clean before lunch/snack.</li> <li>• Arrange for hand washing to take place at regular intervals during the day including in particular:</li> </ul>	Head Teacher All Staff	Daily	Ongoing

							<ul style="list-style-type: none"> <li>➤ before and after snacks/meals</li> <li>➤ use of toilet</li> <li>➤ outside play</li> <li>➤ after handling object that may have been handled by others</li> <li>➤ after physical contact with someone else</li> <li>➤ after blowing nose, coughing / sneezing and disposing of any tissue.</li> </ul> <ul style="list-style-type: none"> <li>• Instruct staff to supervise younger children and those with additional needs with handwashing if required.</li> <li>• Arrange for the staggering of lunch and break times to avoid mixing of different groups of pupils.</li> <li>• Clean dining hall between uses by different groups.</li> <li>• Instruct staff to take children outdoors during play times where possible.</li> <li>• Where possible segregate the playground to restrict contact between different groups.</li> <li>•</li> </ul>			
Cross infection of Covid-19 virus within school from colleagues – common rest areas/meeting rooms	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> <li>• Children and staff to bring packed lunches to be eaten in class to minimise movement around site.</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>• Open windows/doors where possible and maintain good ventilation</li> <li>• Encourage employees to bring their own food.</li> <li>• Encourage staff to take breaks in their class to minimise movement and support social distancing.</li> </ul>	Head Teacher All Staff	Ongoing	Ongoing

							<ul style="list-style-type: none"> <li>• Rearrange tables and chair in staff room / break out areas to support social distancing.</li> <li>• Rota breaks to enable safe use of any locker room/toilets/staff rooms can be used safely to avoid concurrent use.</li> <li>• Encourage staff to store personal items in personal storage space where possible.</li> <li>• Encourage staff to stay in the workplace during breaks, and if they do leave site to socially distance.</li> </ul>			
Cross infection of Covid-19 virus within school – Undertaking Intimate care	Staff and pupil involved at risk of covid-19 transmission from each other and surfaces they contact directly/ indirectly during the care.	<ul style="list-style-type: none"> <li>• Standard PPE available e.g. gloves and apron to be used for hands-on care tasks including toileting and washing and supporting vulnerable children.</li> <li>• Temperature checks of pupils or staff using digital forehead gun, if they complain of feeling unwell.</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>• Print and display the poster on donning / doffing PPE - <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/87765/8/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/87765/8/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</a></li> <li>• Instruct staff required to wear PPE as part of their role know how to dispose of it safely including to requirement to double bag and keep for 72hr for items that may be contaminated.</li> <li>• Assess whether fluid resistant surgical mask and eye protection is required where a child-specific risk assessment identifies a risk of splashing to the eyes from spitting,</li> <li>• Provide and instruct staff to wear an FFP3 mask (face fit required) if required and gown to conduct suction or other aerosol-generating procedure.</li> </ul>	Head Teacher All Staff	Ongoing	Ongoing

<p>Cross infection of Covid-19 virus within school – behaviours that increase the risk of droplet transmission e.g. spitting, biting licking, kissing</p>	<p>Staff at risk of covid-19 infection due to increased risk of droplet transmission</p>	<ul style="list-style-type: none"> <li>Standard PPE only where children are non- symptomatic</li> </ul>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Low</p>	<ul style="list-style-type: none"> <li>Enhanced cleaning of toys, surfaces and objects</li> </ul>	<p>All Staff</p>		
<p>First Aid</p>	<p>Persons suffering from an injury or ill health in need of first aid while at school including staff, children, visitors, contractors.</p> <p>Qualified first aiders may not be attending work as frequently.</p> <p>First aid qualifications may have expired during shutdown period.</p> <p>No practical first aid training currently taking place.</p> <p>First aider and patient at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly during the care.</p>	<ul style="list-style-type: none"> <li>Standard PPE available e.g. gloves and apron should be used for first aid tasks.</li> <li>Temperature checks of pupils or staff using digital forehead gun, if they complain of feeling unwell.</li> <li>Expiry dates have been checked on sterile first Aid equipment</li> <li>Expiry dates have been checked on Sterile eye wash</li> </ul>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Low</p>	<ul style="list-style-type: none"> <li>Review school first aid provision risk assessment - if fewer people are coming into school it may be safe to operate with reduced first aid cover.</li> <li> Holders of a First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus, you may qualify for an extension.</li> <li>To qualify for the extension, they must be able to: <ul style="list-style-type: none"> <li>➢ Explain why they haven't been able to requalify</li> <li>➢ Demonstrate what steps you have taken to access the training, if asked to do so.</li> </ul> </li> <li>Contact CCBC's Health and Safety Division's training department for details of, and to book a place onto future planned first aid training courses – <a href="mailto:corporatehealth&amp;safe@caerphilly.gov.uk">corporatehealth&amp;safe@caerphilly.gov.uk</a></li> <li>Check the expiry date of sterile items within first aid kits and spare</li> </ul>	<p>Head Teacher First Aiders</p>	<p>Immediately</p>	<p>Ongoing</p>

Continued: First Aid	As above						<p>supplies elsewhere and replace stock if necessary.</p> <ul style="list-style-type: none"> <li>• Check the expiry date of sterile eye wash bottles, and replace if necessary.</li> <li>• Check the expiry date of AED pads and replace if necessary.</li> <li>• Check the battery life indicator on the AED(s) and arrange a replacement battery if indicating low.</li> <li>• Instruct first aiders to only administer first aid to a symptomatic individual if essential and to wear a fluid resistant surgical mask, gloves and apron.</li> <li>• Instruct first aiders that any used PPE should be double bagged and kept for 72 hrs prior to being disposed of with regular waste.</li> <li>• Instruct first aiders that, a fluid resistant surgical mask and eye protection should be used where available if there is a risk of splashing of bodily fluids e.g. from spitting, vomiting, coughing.</li> <li>• Instruct first aiders that good hygiene practices should be followed after first aid has been administered, particularly washing they hands.</li> <li>• Instruct all staff that the isolation room should be left for 72hrs where possible after being occupied by an individual symptomatic of covid-19 before</li> </ul>			
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							cleaning, or made subject to an enhanced clean before further use.			
Cleaning activities/ work, cross infection	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> <li>All work surfaces, play equipment and high contact items e.g. door handles, bathrooms, railing, tables, toys, push-pads, taps, hand-santiser units to receive an enhanced clean at the end of every day and at agreed time during the day.</li> <li>Emergency cleaning team on standby from CCBC's Building Cleaning team and able to respond in an hour for cleaning following a symptomatic individual/emergency situation</li> <li>Suitable biocidal/viricidal products available at school.</li> <li>Cleaning carried in accordance with CCBC/ Mitie training and risk assessment using colour coded equipment, apron, gloves and eye protection where splashing risk.</li> <li>Cleaning product used for hand touched surfaces includes bactericidal and virucidal properties such as Screen.</li> <li>Gloves and aprons used when cleaning items contaminated by saliva or respiratory secretions as standard procedure.</li> <li>Youth Club building is the designated isolation room to be used by a symptomatic individual while awaiting collection from the</li> </ul>	4	1	4	Low	<ul style="list-style-type: none"> <li>Where outdoor play equipment cannot be cleaned between uses between different groups equipment to be taken out of use.</li> <li>Arrange for rooms / areas to be cleaned between uses by different groups.</li> <li>Instruct Cleaner and Caretaker to ensure social distancing when undertaking their cleaning activities.</li> <li>Where possible, prevent entry into the designated isolation room for at least 72 hours after being occupied by an individual symptomatic of covid-19 before routine cleaning, or arrange for an enhanced clean prior to next use.</li> <li>Cleaning of area/equipment/toilet used by the symptomatic person in accordance with cleaning risk assessment.</li> <li>All waste generated following an enhanced clean where an individual has become symptomatic to be double bagged and kept for 72hrs in accordance with official guidance.</li> <li>Arrange for any visibly contaminated items to be disposed of if possible, or otherwise cleaned by cleaning staff in accordance with Cleaning risk assessment and using PPE (apron, gloves and surgical facemask).</li> </ul>	Caerphilly Cleaning	Daily	Ongoing

		school.								
Child/Staff member falling ill during the day	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> <li>• Staff vigilant to changes to pupils' behaviour and signals indicating illness.</li> <li>• Staff are aware and mindful of individual children's needs – for example it would not be appropriate for younger children to be alone without adult supervision.</li> </ul>	4	3	12	M	<ul style="list-style-type: none"> <li>• Display and make staff aware of the poster on donning/doffing PPE for all staff who may be required to wear PPE as part of their role – <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</a></li> <li>• Ensure that staff who wear PPE as part of their role know how to dispose of it safely including the requirement to double bag and keep for 72hr for items that may be contaminated.</li> <li>• All staff and pupils (where age-appropriate) to be made vigilant of the symptoms of COVID-19 and watch for those symptoms e.g. high temperature, loss of smell or taste and/or new continuous cough.</li> <li>• If any person is displaying symptoms they must immediately leave school and return home to self-isolate according to the guidance produced by Public Health Wales, and or NHS direct.</li> <li>• Children and staff displaying symptoms can be tested for covid-19 - information and guidance for staff and how to apply for a test can be found from the Welsh Government website – <a href="http://www.wales.gov.uk">www.wales.gov.uk</a> .</li> <li>• Until test results are back those</li> </ul>	Head Teacher All Staff	Daily	Ongoing

Continued: Child/Staff member falling ill during the day	As above.					<p>who have symptoms and their households must isolate in accordance with official guidance. In the event of a positive result contract tracing will take place.</p> <ul style="list-style-type: none"> <li>• Personal hygiene must be exercised at all times to ensure that the spread of the infection is controlled.</li> <li>• A symptomatic individual should be taken into the identified isolation room with windows ideally opened for ventilation purposes.</li> <li>• Exercise social distancing from the symptomatic child wherever possible to prevent the spread of the infection.</li> <li>• Instruct all staff that where a member of staff is unable to follow social distance guidance to supervise and/or comfort a symptomatic child that a clinical fluid-resistant mask or other mask offering at least FFP2 protection should be worn.</li> <li>• Instruct all staff that any PPE used when supporting an individual symptomatic of covid-19 should be double bagged and kept for 72hrs before disposal. Staff should follow good hygiene practices and thoroughly wash their hands after any essential contact.</li> <li>• Staff using PPE to be made aware of how to put on, remove and dispose of PPE - <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/87765">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/87765</a></li> </ul>			
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Continued: Child/Staff member falling ill during the day	As above.						<a href="#">8/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</a> <ul style="list-style-type: none"> <li>• Try to identify an alternative exit route from the premises in order to ensure all other primary routes are not potentially contaminated.</li> <li>• Any equipment that a symptomatic individual has been in contact with must be withdrawn from circulation and thoroughly cleaned and disinfected by Caerphilly Cleaning/ Mitie in accordance with cleaning risk assessment before being allowed back into circulation.</li> <li>• Any bathrooms and other areas used by the symptomatic person should be closed ideally with physical barriers and signage and subject to an enhanced clean before being used by others.</li> </ul>			
Alcohol-based hand sanitiser causes serious eye irritation if in direct contact with the eye (i.e. from rubbing eye area with hand with sanitiser applied)	Risk of eye irritation arising from hand-to-eye contact from a hand with hand gel applied.  Likelihood greater for young children.	<ul style="list-style-type: none"> <li>• Children are supervised, particularly when hand gel is applied and rubbed into hands.</li> </ul>	3	3	6	L	<ul style="list-style-type: none"> <li>• Instruct all staff supervising children that if sanitiser gets into the eyes to rinse with water for several minutes, remove contact lenses if applicable, and seek medical attention if eye irritation persists after several minutes of flushing.</li> </ul>	Head teacher  All staff	Ongoing	Ongoing
Lack of understanding of Covid-19 risk control measures implemented.	All staff, visitors, pupils and contractors	<ul style="list-style-type: none"> <li>• Well publicised Government health messages of need to stay at home and isolate if symptomatic of Covid-19, regularly wash hands for at least 20 seconds or using anti-bacterial hand gel [with at least</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>• Provide clear, consistent and regular communication to staff to ensure understanding and consistency of new ways of working, and other risk-control measures identified in this risk assessment.</li> </ul>	Corporate e-mails via Communications Unit to all users, or targeted at staff based at	At least 1 week prior to enabling staff to return to working at their usual place(s) of	Ongoing

		60% alcohol content] and to maintain social distancing of at least 2m.						specific buildings.	work.	
Impact of pandemic and changing routines/school structure on well-being	All staff and visitors	<ul style="list-style-type: none"> <li>Staff alert to pupils and colleagues exhibiting signs of distress.</li> <li>Staff often comfortable to discuss issues and feelings with colleagues and school SMT.</li> <li>Pastoral care and bereavement support available if required.</li> </ul>	3	3	9	L	<ul style="list-style-type: none"> <li>Re-enforce positive behaviours around social distancing hygiene etc. without stigmatising errors.</li> <li>Direct staff to Carefirst for support <a href="http://sc-aptken1/KENTICO/Departments/HR/Health-Safety/Documents/Care-First-Leaflet.aspx">http://sc-aptken1/KENTICO/Departments/HR/Health-Safety/Documents/Care-First-Leaflet.aspx</a></li> </ul>	Head Teacher All Staff	Ongoing	Ongoing
Cross infection of Covid-19 virus during assembly at designated area following emergency evacuation of building.	Staff, pupils, visitors, contractors  Risk unavoidable during evacuation of building itself, but short duration.  Risk greater during assembly in large group at designated assembly area.	<ul style="list-style-type: none"> <li>Assembly areas outdoors can accommodate up to a third of the school social distancing.</li> <li>Assembly areas remain extant, however pupils and staff will line up in their class bubbles ensuring social distancing.</li> <li>Premises very unlikely to be fully occupied while Covid-19 virus remains a risk.</li> </ul>	1	1	1	L	<ul style="list-style-type: none"> <li>Review location of emergency assembly point (s) and consider alternative area or use of existing area that enables greater distancing between persons (2m between persons may not be practical).</li> <li>Seek advice from Fire Safety Officer on suitability of proposed new emergency assembly points.</li> <li>Instruct staff and regular visitors of new arrangements.</li> </ul>	Head Teacher All Staff	Ongoing	Ongoing
Fire safety arrangements may have changed in light of Covid-19 arrangements	Fire / smoke exposure arising from delay in evacuation of building arising from confusion of new arrangements.	<ul style="list-style-type: none"> <li>Fire alarm checks carried out weekly as per normal arrangements.</li> <li>Isolate areas of the school that are not required to be used within school activities to prevent unauthorised access.</li> <li>Fire Safety Officers able to advise schools on request.</li> </ul>	2	4	8	Low	<ul style="list-style-type: none"> <li>Ensure communication of any changed fire safety arrangements to all staff and children.</li> <li>Consideration given to different children attending on different days and the need to ensure that all are familiar with fire safety arrangements.</li> <li>Conduct a socially distanced practise fire evacuation when the school has been reoccupied.</li> <li>Notify all staff and pupils of the</li> </ul>	Head Teacher Caretakers All Staff	Ongoing	Ongoing

							<p>actions they are to take upon discovering a fire or hearing the fire alarm, including exit(s) routes to take and location of the designated assembly area(s), particularly in regard to any new changes to assembly points of arrangements.</p> <ul style="list-style-type: none"> <li>Identify key staff to undertake fire marshal duties that will ensure all persons are evacuated and accounted for, including secondary staff to assume the role if the primary fire warden is absent.</li> </ul>			
Flammability of alcohol-based hand sanitiser	<p>Fire risk from storage of hand sanitiser causing serious damage to building(s) and injury/ill health of persons exposed to heat or smoke.</p> <p>Risk of burns to hands from misuse of hand gel applied to hands.</p> <p>Arson risk from deliberate ignition of hand gel.</p>	<ul style="list-style-type: none"> <li>Minimum quantities issued from central supply based on individual site requirements.</li> <li>Health and Safety Bulletin issued regarding the associated fire risks and actions required to minimise risk.</li> <li>Arson risk considered.</li> <li>Sanitiser stored in HT office.</li> <li>Daily checks on hand sanitiser.</li> </ul>	2	4	8	Low	<ul style="list-style-type: none"> <li>Avoid storing excess quantities of alcohol-based sanitiser within buildings, and split quantities of that stored where possible. Where available, use a designated flammable storage cabinet with integrated bund for bulk storage. If this is not available, use an unoccupied outbuilding for bulk storage.</li> <li>Ensure all hand sanitiser is stored out of direct sunlight, (taking into consideration different times of the day), and away from heat or ignition source (including light switches and fittings, naked flames, hot surfaces and spark or heat-generating processes etc.).</li> <li>Do not store hand sanitiser in any part of a vehicle that is likely to be exposed to strong sunlight or high temperatures. Do not smoke in a vehicle.</li> <li>Carry out regular checks at designated hand sanitiser stations to ensure the sanitiser remains in situ, is not exposed to sunlight and</li> </ul>	Head Teacher All Staff	Immediately	Ongoing

							<p>the cap is fully closed when not in use.</p> <ul style="list-style-type: none"> <li>• Ensure appropriate measures are taken to prevent arson from deliberate misuse and ignition of the product, and vigilant to misuse or theft of sanitiser.</li> <li>• Instruct all staff, pupils and individuals to avoid excessive use of hand sanitiser, and to rub the sanitiser into the hands until dry – this ensures both effective hand-disinfection and minimises the risk of fire.</li> </ul>			
Transport (Taxi)	Pupils Close proximity to others in taxi	<ul style="list-style-type: none"> <li>• 1 child per taxi</li> <li>• Larger vehicles used for school transport (6 seater)</li> <li>• Pupil to wash hands / sanitise immediately on arrival and before departure each day</li> <li>• Approval from guardian to travel</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>• Ensure that escort in taxi keeps as distant as possible.</li> <li>• Ensure windows are open in taxi.</li> <li>• Review taxi arrival / departure</li> <li>• Contact details for family in event of illness.</li> <li>• Taxi informed of arrival and departure times at school.</li> <li>• Escort reminded to follow current guidance on distancing.</li> </ul>	Headteacher  CCBC Transport Dept  Taxi Company	Daily	Ongoing

**Headteacher: Dave Witchell 01/09/2020**

**Chair of Governors: Carl Woods 01/09/2020**

**Vice-Chair of Governors: Matthew Smith 01/09/2020**

**Further information and general health and safety advice can be obtained from Health and Safety Officers of CCBC's Health and Safety Division – Tel. 01443 86 4072, or e-mail:- [healthandsafety@caerphilly.gov.uk](mailto:healthandsafety@caerphilly.gov.uk)**

**We will endeavour to respond to you as quickly as possible, but a delay may be inevitable during this challenging time and constantly developing situation.**

## Likelihood

1. Very unlikely
2. Unlikely
3. Fairly likely
4. Likely
5. Very likely

## Severity/ Consequence

1. Insignificant - no injury
2. Minor – minor injuries needing first aid
3. Moderate – up to three days' absence
4. Major – more than three days' absence
5. Catastrophic – death

	1	2	3	4	5
1	5	10	15	20	25
2	4	8	12	16	20
3	3	6	9	12	15
4	2	4	6	8	10
5	1	2	3	4	5

### Low

No further action, but ensure controls maintained and look to improve at next review.

### Medium

Look to improve within a specified timescale where reasonably practicable.

### High

Unacceptable stop activity make immediate improvements.