

Risk Assessment



Bryn Primary School

Risk Assessment Form

Template updated 5th January 2022

This template should be adapted for individual school premises

The central 'Risk Rating' column should be coloured red, yellow or green for each hazard row to highlight higher from lower risks – see last page for guide.

Activity/ workplace assessed:	Covid-19 school building and activities
Location:	Location: Bryn Primary School
Person(s) conducting or consulted:	Name(s) Jodi Khan, H&S Team Caerphilly (Sarah Wilson – SLA Officer)
Assessment reference number:	Assessment reference
Date:	Created date: 01.09.2020

Review due date:

Review due 05.01.22

Review on:

Reviewed date

Reviewed by:

Reviewer name Andrew Wigley Health and Safety

Significant Hazard	People at risk and what is the risk What is the harm that is likely to result from the hazard	Existing control measures What is currently in place to control the risk?	Risk Rating				Further action if required What, if any is required to bring the risk down to an acceptable level?	Actioned to: Who will complete the action?	Due date: When will the action be complete by?	Completion date: Initial & date once the action has been completed
			Likelihood	Severity/Consequence	Multiply (L) x (SC) to produce Risk Rating (RR)					
			(L)	(S/C)	(RR)	L/M/H				
Distribution of air contaminated with covid-19 through air conditioning and ventilation systems.	All persons inhaling air contaminated with covid-19 recirculated around the room or building at risk.						<p><i>CO2 monitors in place in every classroom.</i></p> <ul style="list-style-type: none"> • Use carbon dioxide (CO2) monitors being supplied to all schools to identify any rooms with poor ventilation. • CO2 monitors to be positioned in a central location within the classroom and not positioned next to a window or window. • Follow the guidance in the coloured table of appropriate actions to take for different levels of CO2 readings in the WG document "<i>Covid infection risk control and improving ventilation: Carbon dioxide monitors in education settings</i>". This may indicate poor operation of mechanical ventilation or fault with the ventilation system. • Instruct all classroom-based staff to regularly view the CO2 monitor display and take appropriate action based on the displayed reading as directed in the WG document "<i>Covid infection risk control and improving ventilation:</i> 	<p>Head Teacher</p> <p>Building Manager</p>	Immediately	Ongoing

Continued:

Distribution of air contaminated with covid-19 through air conditioning and ventilation systems.

Carbon dioxide monitors in education settings"

- Inform all classroom-based staff of the purpose of the CO₂ monitors being supplied by WG and of the action(s) required based on readings displayed.
- 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. Otherwise systems should be operated as normal provided they are within a single room and supplemented by an outdoor air supply.
- Ensure that ventilation systems are properly maintained and serviced as required in accordance with manufacturer's recommendations.
- Ventilation systems to be checked/adjusted to ensure that they do not automatically adjust ventilation levels to differing occupancy levels.
- Where ventilation units have filters present enhanced precautions should be taken when changing filters.
- In buildings with mechanical ventilation systems, extend operation times where possible.
- 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.
- Avoid recirculation of air between spaces, rooms or zones occupied by 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.
- Ensure that the primary objective to maximise the air exchange rate with outside air and to minimize

						<p>the risk of any pockets of stagnant air is achieved.</p> <ul style="list-style-type: none"> 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. 			
<p>Spread of COVID -19 Infection – Dropping off/ Picking-Up.</p> <p>Continued: Spread of COVID -19 Infection – Dropping off/ Picking-Up.</p>	RAMIS\$					<ul style="list-style-type: none"> Stagger start/finish times <i>in place with every class entering and leaving through a different entrance</i> to minimise congestion and keep groups apart. Designated location for drop-off and social distancing markers offsite where drop-off/pick-up cannot be safely accommodated onsite Utilise one way system shared with all parents and staff. Utilise multiple entry/exit point where possible to prevent congestion. Mark lines on the floor to help ensure that parents queuing maintain social distancing Install prominent signage at entry point(s) that entry into school grounds of anyone who is symptomatic is denied. Install general signage in playground and in reception reinforcing covid safety measures. Example signage is available to download from RAMIS4Schools database. Signage and social distancing signs to mark out arrangements when queuing for buses/taxis. School staff to supervise. Encourage parents/guardians to wear face coverings when picking up and collecting children where social distancing cannot be maintained. Communicate relevant risk control measures to parents through a newsletter or e-mail, and support with suitable signage (examples of which can be downloaded from the 	Head Teacher/ School Staff	Daily	Ongoing

						<p>RAMS4Schools database for printing.</p> <ul style="list-style-type: none"> • Install suitable screen dividers where social distancing is not possible, particularly main entrance reception. • Provide hand sanitiser (min 60% alcohol content) at reception, and signage indicating location and reminding staff, pupils and other to use. • All persons to wash hands or 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). • Monitor stock levels of hand sanitisers to ensure supply is available at all times. • Staff should follow the limited social contact guidance e.g. no handshaking or hugging and activities should be planned to minimise need for contact. • Parents not permitted onsite without an appointment. 			
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"> • Where possible visits planned to take place out of hours to minimise contacts. • Provision of signage, hand sanitiser etc. as above. • Record kept of all visitors as this may be needed to assist with contact tracing. 				<ul style="list-style-type: none"> • Provide communication of key messages to contractors and others. • 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. • 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. • Face coverings to be worn by all visitors to school in all indoor areas including classrooms where physical distancing cannot be maintained. • Have an adequate supply of disposable 3-layer face coverings for use by those required to wear them that forget to bring one or if it 	Head Teacher All Staff FM together with school for work arranged via Property Services.	Ongoing	

							becomes lost / damaged / contaminated during the school day.			
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"> Well-publicised Government health campaign that anyone with recognised symptoms of Covid-19 including a new and persistent cough, high temperature and or loss of or change in taste or smell is instructed to self-isolate at home and arrange a PCR test. Self isolation is also required for: <ul style="list-style-type: none"> - Household contacts of those who have symptoms or are have tested positive must self-isolate in accordance Self-isolation GOV.WALES (not under 5's) See additional guidance for those who have tested positive for covid-19 in the past 90 days Schools: coronavirus guidance GOV.WALES - Those who have 					<ul style="list-style-type: none"> All Staff to maintain physical distance from each other and pupils where possible. School layout, lessons and activities organised to minimise contacts. Where possible introduction of contact groups and activities and school movement organised to minimise contact between groups. Consider pausing breakfast clubs and after school clubs. Breakfast club paused until <i>Monday 10th January</i> Staff to avoid close contacts and to minimise the amount of time spent within one metre of anyone. Symptomatic staff, and those required to self-isolate in accordance with current guidance https://gov.wales/self-isolation to notify the Head Teacher of their absence and requirement to self-isolate. Those requiring to self-isolate not permitted to return until the end of their isolation period. Face coverings to be worn in all indoor areas including classrooms where physical distancing is difficult to maintain detail per school. By staff and visitors in all schools and also by pupils in secondary schools. 	Head Teacher All Staff	Ongoing	

		<p>tested positive even if asymptomatic</p> <ul style="list-style-type: none"> - Those have been advised by NHS Wales Test Tracee Protect (TTP) to do so - Close contacts of confirmed cases who are not double vaccinated and are over 18 subject to WG guidelines https://gov.wales/self-isolation - those required to self-isolate for travel related reasons. <p>See WG guidance for most up to date position Self-isolation GOV.WALES</p> <p>Staff and pupils using face covering made aware that:</p> <ul style="list-style-type: none"> • Face covering s should cover both the nose and mouth • Hands should be washed thoroughly with soap and water for 20 seconds or hand sanitiser used before and after removing the face 								
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		<p>covering s</p> <ul style="list-style-type: none">• When putting covering s on, and while on, only handle straps, ties or• Avoid touching eyes, nose and mouth at all times• Store used face covering s in plastic bag until washed• Do not touch the front of the face covering , or the part in contact with your mouth and nose• Clean any surfaces the face covering								
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		<ul style="list-style-type: none"> has touched • Wash regularly • Tuck away any loose ends 								
<p>Cross infection of Covid-19 virus – basic hygiene.</p> <p>Continued: Cross infection of Covid-19 virus - hygiene.</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"> • All children and adults, including staff must wash their hands/use sanitiser (min 60% alcohol) on entry into school. Handwashing is preferable but may be impractical. • Hand washing must take place at regular intervals during the day and be re-enforced into routines including: <ul style="list-style-type: none"> - Before and after snacks/ meals/use of toilet/outside play/after handling object that may have been handled by others/after physical contact/after blowing nose/coughing/sneezing/ moving between rooms. • Instruct staff to rearrange their working practices to support social distancing. • Staff to promote handwashing, to ensure that children are familiar with the correct hand washing techniques and ensure that handwashing is built into routines. • Staff to supervise younger children and those with additional learning needs with handwashing where required. • Staff to ensure they wash their hands after any direct contact with a child. • Remind staff and children to avoid touching their face/nose/eyes with unwashed hands. • Provide hand sanitiser for use before using the toilets. • Ensure children are aware of risks associated with sanitiser and are aware and supervised to use safely e.g. avoid contact with eyes 	<p>Head Teacher</p> <p>All Staff</p>	<p>Ongoing</p>		

Continued: Cross infection of Covid-19 virus - hygiene.	As above.					<p>and ingestion. Consider suitability of location and supervision.</p> <ul style="list-style-type: none"> • Consider sanitiser location and potential for deliberate fire risk in secondary schools as it is highly flammable if exposed to ignition source. • Ensure adequate availability of soap, warm water and paper towels/hand dryers in all toilets and other areas used for handwashing. • Automated soap dispensers to be provided where possible. Consider battery life etc. these may be best provided alongside existing dispensers. • Ensure hand sanitiser (min 60% alcohol) is located at suitable points around the school with sanitiser points appropriately signed. • Provide tissues in each classroom and work area. • Remind staff and pupils 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 a refuse bin, then immediately wash their hands. • 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. • Display a poster in toilets area supporting good hand washing. • Display posters in key locations around the school supporting key messages – social distancing, hand-washing, binning tissues etc. • Ensure there are sufficient bins for waste and arrange for bins to be emptied regularly and at least daily. 			
Spread of COVID -19 Infection – Movement around the	Staff, pupils, contractors and visitors at risk of covid-19 transmission from					<p><i>Site fully marked for 2 m distancing inside and outside</i></p> <ul style="list-style-type: none"> • Mark lines on the floor to reinforce that those queuing maintain social 	Head Teacher	Daily	Ongoing

<p>school.</p> <p>Continued: Spread of COVID -19 Infection – Movement around the school.</p>	<p>each other and surfaces they contact directly or indirectly.</p> <p>As above.</p>					<p>distancing e.g. entry, playground, reception desk.</p> <ul style="list-style-type: none"> • Install floor signs and wall signage around the building setting retaining all key risk-control measures, e.g. good hygiene, maintaining social distance from others. • Implement a one-way system where possible. • Install signage to support one-way arrangements in corridors / on stairs. • Install a divider/line down the middle of the corridor to re-enforce separation of pedestrians. • Restrict use of the lift(s). Install signage to indicate use by one person at a time (plus carer where required) as new maximum lift capacity and floor markings to indicate where users should stand to maintain social distancing while waiting for the lift. • Hold open (e.g. by use of a door wedge) doors that are not designated as a fire door where possible to minimise hand contact with door handles. • Install a DorGard (or similar) device to designated fire doors to hold such doors open, but which cause the door(s) to self-close on activation of the fire alarm. • Manage the use of toilets and handwashing facilities to support social distancing while ensuring pupils are as free as possible to use the facilities as required. • Where possible stagger lunchtime, breaks to minimise mixing of groups. • Have breaks outside where possible. • Instruct staff to minimise their movement between rooms where possible. 			
<p>Spread of covid – 19 infection – classroom/other</p>						<ul style="list-style-type: none"> • Maintain social distancing between staff, groups of children and between children and staff where possible. Staff to socially 	<p>Head Teacher All Staff</p>	<p>Ongoing</p>	<p>Daily</p>

areas used.						<p>distance as far as is possible, to avoid face to face contact where possible, to minimise the time spent within 1 metre of anyone and to limit duration of unavoidable contact. Those aged 11+ to be encouraged to keep their distance within the groups.</p> <ul style="list-style-type: none"> • Limit interactions and sharing of rooms and social spaces between groups wherever possible. • Staff required to move between different classes and year groups to distance from learners and staff as far as is possible. Staff to wash hands and make sure that the work space is clean before entering the class. • Instruct staff and pupils to avoid mixing of groups where possible. • Maintain consistent Teacher and Teaching Assistant(s) where possible. • Install tape line marking around teacher's desk to reinforce social distancing. • Remove unnecessary furniture and items from the classroom to maximise space. • Ensure there are sufficient bins to be emptied regularly to prevent overflowing. • Instruct staff to avoid the sharing of desks/ work stations where possible, or where unavoidable, implement a cleaning regime between use by different members of staff. • 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. • 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. 			
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						<ul style="list-style-type: none"> 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. Shared resources e.g., PE/Art/Science equipment to be avoided where possible. Where possible shared equipment to be cleaned before next use and between lessons with particular attention paid to touch areas of adjustable equipment. Hand washing should take place when moving between activities within a room and where possible materials that can be cleaned must be cleaned between each group use. Discourage pupils and staff from bringing in any items from home, apart from a packed lunch. Instruct staff and pupils not to share food/ snacks/ drinks/ cups/ bottles/ utensils. Make hand sanitiser available in any classroom with no handwashing facilities. Consider the location of sanitiser to avoid misuse. Ensure classroom and other areas in use are well ventilated with windows and doors kept open where possible to encourage air flow. 			
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"> Instruct staff and pupils that food /drinks / bottles/cups/utensils must not be shared between pupils. Arrange for hand washing to take place at regular intervals during the day including in particular: <ul style="list-style-type: none"> before and after snacks/meals use of toilet outside play after handling object that may have been handled by others after physical contact with someone else after blowing nose, coughing / sneezing and disposing of any tissue. Instruct staff to supervise younger children and those with additional needs with handwashing if required. 	Head Teacher All Staff	Daily	Ongoing

							<ul style="list-style-type: none"> • Where possible arrange for the staggering of lunch and break times to avoid mixing of different groups of pupils. • Instruct staff to take children outdoors during play times where possible. • Where possible segregate the playground to minimise contact between different groups. 			
Cross infection of Covid-19 – Cash Handling.	Staff.	<ul style="list-style-type: none"> • Contactless payment in place where this can be accommodated to minimise cash handling. • Minimise handling of cash and envelopes. Limit to one member of staff where possible and ensure that the area is cleaned when the task is completed. • Staff reminded not to touch hand/face with unwashed hands. 					<ul style="list-style-type: none"> • Inform parents of contactless payment methods, and procedure if alternative payments are unavoidable. • Instruct staff using cleaning products in how to use them safely to protect both themselves and others during the cleaning activity. • Where Items are cleaned ensure a suitable biocidal/viricidal product is used. • Staff involved in cleaning to use the appropriate PPE in line with Sypol assessment and school to have a clear process to ensure this is undertaken in a systematic manner. 			
Cross infection of Covid-19 virus within school - Ventilation	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"> • Open windows/doors where possible and maintain good ventilation at all times. Natural ventilation is preferable. • Start ventilation of rooms ahead of the school day and allow it to continue throughout the day and after classes have finished. • Windows/doors should be kept open as much as possible whilst maintaining the minimum associated with teaching, private study or examinations, or at least 15°C for areas where higher than normal level of physical activity takes place (for example arising out of physical education) and toilet and hand washing rooms and circulation spaces. • Open doors/windows during unoccupied periods, e.g. before school/during lunch/breaks/between lessons/after school. 			

						<ul style="list-style-type: none">• Consider what doors/windows are best opened to maximise air flow and minimise drafts. Windows/door can be on the latch and do not have to be kept fully open.• During cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space.• Open internal and external doors where safe and they are not fire doors to increase throughput of air (noise and fire restriction dependant).• Inclement weather and risk of rainwater and electrics/slips/trips• Check whether all ventilation is functioning well – window, grids, airbricks not obstructed.• Ensure teaching staff know how to achieve the most effective ventilation e.g. opening top windows and moving obstructions such as curtains/blinds.• Use ceiling/desk fans to prevent pockets of stagnant air only where the area is well ventilated.• Remove fans from poorly ventilated areas.• Identify any poorly ventilated areas and take advice from competent heating and ventilation professionals.• Set systems to maximum capacity for smaller rooms to ensure greater dilution.• Consider provision of CO² monitors where there may be challenges in ensuring adequate ventilation• Children and staff should be encouraged to wear warmer clothing.• Ensure good communication with parent and staff to ensure that they understand the rationale for good ventilation and the need to			
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						<p>wear warmer clothes/layers during periods of inclement weather.</p> <ul style="list-style-type: none"> • Use carbon dioxide (CO2) monitors being supplied to all schools to identify any rooms with poor ventilation. • Follow the guidance in the coloured table of appropriate actions to take for different levels of CO2 readings in the WG document "<i>Covid infection risk control and improving ventilation: Carbon dioxide monitors in education settings</i>". This may indicate poor operation of mechanical ventilation or fault with the ventilation system. • Instruct all classroom-based staff to regularly view the CO2 monitor display and take appropriate action based on the displayed reading as directed in the WG document "<i>Covid infection risk control and improving ventilation: Carbon dioxide monitors in education settings</i>". • Inform all classroom-based staff of the purpose of the CO2 monitors being supplied by WG and of the action(s) required based on readings displayed. 			
<p>Cross infection of Covid-19 virus within school from colleagues – common rest areas/meeting rooms.</p>	<p>Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly.</p>					<ul style="list-style-type: none"> • Encourage employees to bring their own food. • Rearrange tables and chair in staff room / break out areas/libraries/sixth form common rooms to support social distancing. • Rota breaks to enable safe use of any locker room/toilets/PPA/staff rooms can be used safely to avoid concurrent use. No sharing of cups etc and equipment such as kettles to be wiped down between uses. • Avoid use of shared resources where possible. Where sharing of equipment is essential ensure staff follow good hand hygiene, wipe area/items between uses with suitable cleaning products or viricidal and biocidal wipes and ensure the area is included in the enhanced cleaning regime. 	<p>Head Teacher All Staff</p>	<p>Prior to staff returning to workplace.</p>	

						<ul style="list-style-type: none"> • Encourage staff to store personal items in personal storage space where possible. • Provision of viricidal/biocidal wipes and/or suitable cleaning products that can be used by staff to wipe down items as required to supplement formal cleaning. • Provision on Sypol assessment and PPE as required to enable safe use of any cleaning products. • After prioritising occupied classrooms, use the CO2 monitors provided to schools to monitor CO2 levels in other occupied areas such as common rest and meeting rooms and take appropriate action based on the displayed reading as directed in the WG document "<i>Covid infection risk control and improving ventilation: Carbon dioxide monitors in education settings</i>" 			
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"> • Standard PPE available e.g. gloves and apron and fluid resistant surgical mask to be used for hands-on care tasks including toileting and washing and supporting vulnerable children. 				<ul style="list-style-type: none"> • Print and display the poster on donning / doffing PPE - 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 • 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. • Assess whether eye protection e.g. visor is required where a child-specific risk assessment identifies a risk of splashing to the eyes from spitting, • Provide and instruct staff to wear an FFP3 mask (face fit required) if required and gown to conduct suction or other aerosol-generating procedure. 			

							<ul style="list-style-type: none"> • Arrange face-fit testing for any new staff identified as requiring it. Call the Health and Safety Division on 01443 864702 			
Cross infection of Covid-19 virus within school – behaviours that increase the risk of droplet transmission e.g. spitting, biting licking, kissing.	Staff at risk of covid-19 infection due to increased risk of droplet transmission	<ul style="list-style-type: none"> • Standard PPE only where children are non- symptomatic 					<ul style="list-style-type: none"> • Enhanced cleaning of toys, surfaces and objects. 	All Staff		
Cross infection of Covid-19 virus within school – singing, music and drama	Staff and pupils at risk of covid-19 infection due to increased risk of droplet transmission.	<ul style="list-style-type: none"> • The need to maintain at least 2m social distancing, and wash hands/use hand sanitiser well-established. 					<ul style="list-style-type: none"> • Staff to maintain social distance from singers • Avoid face to face singing. • Maintain social distancing between different classes singing where possible. • Ensure the room/area is well ventilated via natural ventilation sources. • Consider volume and practise quieter singing. • Practice good hand and respiratory hygiene. • Ensure any musical instruments are cleaned thoroughly between uses • One to one music lessons to be conducted in accordance with music service risk assessment. 			
Cross infection of Covid-19 virus within school – P.E							<ul style="list-style-type: none"> • Outdoor P.E activity should be prioritised over indoor P.E activity where possible. • Changing rooms well ventilated and surfaces cleaned after use between groups where possible. • Utilise outdoor space to undertake activities where possible. • Consider pausing team sport. • Face coverings must not be 			

						<p>worn whilst undertaking physical activity.</p> <ul style="list-style-type: none"> • Activities should minimise the use of shared equipment where possible. Where possible shared equipment cleaned before next use and between lessons. Particular attention should be paid to any equipment which needs to be adjusted to ensure all touch -- areas are kept clean between uses. • Water bottles must not be shared. 			
First Aid	<p>Persons suffering from an injury or ill health in need of first aid while at school including staff, children, visitors, contractors.</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"> • Standard PPE available e.g. gloves and apron should be used for first aid tasks. 				<ul style="list-style-type: none"> • First aider to assist from a safe distance where possible and minimise the time spent within a shared breathing zone. • 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. • Instruct first aiders that any used PPE should be double bagged and kept for 72 hrs prior to being disposed of with regular waste. • A fluid resistant surgical mask and eye protection should be used if there is a risk of splashing of bodily fluids e.g. from spitting, vomiting, coughing. • Where resuscitation is required advise First Aiders to carry out in accordance with the current guidance issues by the Resuscitation Council https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19 • Instruct first aiders that good hygiene practices should be followed first aid has been administered, particularly washing their hands. • Instruct all staff that the isolation room subject to an enhanced clean before further use. 	<p>Head Teacher</p> <p>First Aiders</p>	Immediately	Ongoing

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"> • All work surfaces, toilets, play equipment and high contact items e.g. door handles, bathrooms, railing, tables, toys, push-pads, taps, hand-sanitiser units, kettles/tap handles on hot water dispensers/fridge door handles/printer/scanner/guillotine/stapler/ phones/other communal equipment to receive an enhanced clean at the end of every day and at agreed time during the day. • 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 • Suitable biocidal/viricidal products available at school. • Cleaning carried in accordance with CCBC/ Mitie training and risk assessment using colour coded equipment, apron, gloves and eye protection where splashing risk. • Cleaning product used for hand touched surfaces includes bactericidal and virucidal properties such as Screen. • Gloves and aprons used when cleaning items contaminated by saliva or respiratory secretions as standard procedure. 				<ul style="list-style-type: none"> • Outdoor play equipment to be cleaned more frequently. • Cleaning arrangement to cover wraparound provision where school buildings/equipment is utilised. • School staff wiping down touch points during the day to wear gloves and any other required PPE in accordance with Sypol COSHH assessment. • Ensure Sypol CCSHH assessment are in place and communicated with relevant staff for all substances used by school staff for covid cleaning. • Instruct Cleaner and Caretaker to ensure social distancing when undertaking their cleaning activities. • Identify at least one designated isolation room for use by a symptomatic individual while awaiting collection from the school. • Prevent entry into the designated isolation room until an enhanced clean has taken place. • Cleaning of area/equipment/toilet used by the symptomatic person in accordance with cleaning risk assessment. • 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. • 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). • Where fogging/UV products are used ensure that the cleaning agent product is suitable for the process being undertaken is suitable for use with a fogger 	Caerphilly Cleaning/ Mitie	Daily	Ongoing
Continued: Cleaning activities/ work, cross infection	As above.								

						<p>device and that a COSHH assessment has been completed and necessary control measures implemented.</p> <ul style="list-style-type: none"> • Advice should be sought from the manufacturer/supplier of the chemical as to its suitability for use in a fogger and any specific controls relevant to those using the room/area afterwards e.g. display warning 'No Entry' signage to prevent entry into the room when fogging is taking place and for a period of time. If required, seek advice from the H&S Team. 			
Chemical exposure from inappropriate use of foggers.	Staff, pupils, contractors and visitors at risk of exposure to substances hazardous to health.					<ul style="list-style-type: none"> • Selection of suitable equipment in accordance with HSE guidance https://www.hse.gov.uk/coronaviruses/disinfecting-premises-during-coronavirus-outbreak.htm. • Ensure that equipment complied with Supply of Machinery (Safety) Regulations and the Electrical Equipment (Safety) Regulations • Use of suitable fogging chemicals in accordance with manufacturer's recommendations. • Chemical subject to Sypol assessment under the Control of Substances Hazardous to Health (COSHH) Regulations. Please seek advice from Health and Safety Division prior to use for chemicals not previously assessed. • Instruct staff using fogger in safe use of equipment, selection and use of PPE and cleaning agent dilution. • Ensure provision and use of appropriate PPE is in line with Sypol assessment and any recommendations from the manufacturer/supplier of the chemical being used. Seek advice from H&S if required. • Implement a process to prevent access to room being fogged during process and afterwards as required by Sypol assessment and any recommendation from the manufacturer/supplier of the chemical being used. Seek advice from H&S if required. 	Head Teacher	Ongoing	

							<ul style="list-style-type: none"> Fogging process to supplement existing cleaning arrangements as set out in Cleaning of Non-Healthcare Premises guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 			
<p>Child/Staff member falling ill during the day</p> <p>Continued: Child/Staff member falling ill during the day.</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"> Staff vigilant to changes to pupils' behaviour and signals indicating illness. 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. 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. 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 – www.wales.gov.uk . 					<ul style="list-style-type: none"> If any person is displaying symptoms, they must immediately leave school and return home to self-isolate pending a PCR test according to the guidance produced by Public Health Wales, and or NHS direct. The requirement to undertake PCR tests does not apply to children under 5 years of age. A symptomatic individual should be taken into the identified isolation room with windows ideally opened for ventilation purposes. Isolation rooms should, where possible, be a separate enclosed room behind a closed door. Where this is not possible the symptomatic individual should, where possible, be distanced from others. Exercise social distancing from the symptomatic child wherever possible to prevent the spread of the infection. 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. 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. Staff using PPE to be made aware of how to put on, remove and dispose of PPE - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doff 	<p>Head Teacher</p> <p>All Staff</p>	Daily	Ongoing

						ing_standard_PPE_health_and_social_care_poster_.pdf <ul style="list-style-type: none"> • Try to identify an alternative exit route from the premises in order to ensure all other primary routes are not potentially contaminated. • 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. • 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. • Until test results are back those who have symptoms must isolate in accordance with official guidance. In the event of a positive result contact tracing will take place. • Personal hygiene must be exercised at all times to ensure that the spread of the infection is controlled. 			
Positive case of Covid 19	Staff, visitors, pupils	<ul style="list-style-type: none"> • Following confirmation of a positive case the majority of learners in the class/setting will not be identified as close contacts. 				<ul style="list-style-type: none"> • Holding communication send to class pending instruction from TTP • TTP to advise school on who should receive a warn and inform letter' • School to send Warn and inform letters • Primary and Special schools – warn and inform letter to be sent if one isolated case • Primary and Special schools - warn and inform letter stating that there are two or more cases in a class and advising parents/carers that it would be prudent for the class to undertake LFD tests for 7 days to try and prevent coronavirus spreading more widely in the school. 	Head Teacher TTP Head Teacher	As required	
Pregnant/health vulnerable staff	Staff					<ul style="list-style-type: none"> • Subject to individual workplace assessments considering good hand and respiratory hygiene, minimising contact and maintaining physical distancing. 	Head Teacher	As required	

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).	<p>Risk of eye irritation arising from hand-to-eye contact from a hand with hand gel applied.</p> <p>Likelihood greater for young children.</p>	<ul style="list-style-type: none"> Children are supervised, particularly when hand gel is applied and rubbed into hands. 					<ul style="list-style-type: none"> 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. 	<p>Head Teacher</p> <p>All Staff</p>	Ongoing
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"> Minimum quantities issued from central supply based on individual site requirements. Health and Safety Bulletin issued regarding the associated fire risks and actions required to minimise risk. Arson risk considered. 					<ul style="list-style-type: none"> 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. 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.). 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. Carry out regular checks at designated hand sanitiser stations to ensure the sanitiser remains in situ, is not exposed to sunlight and the cap is fully closed when not in use. Ensure appropriate measures are taken to prevent arson from deliberate misuse and ignition of the product, and vigilant to misuse or theft of sanitiser. 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. 	<p>Head Teacher</p>	Immediately

Marquees	Staff and pupils – risk of injury from marquees being erected/used inappropriately.					<ul style="list-style-type: none"> • Select a competent contractor to supply and install the marquee. CCBC contractor questionnaire can be used to evidence relevant checks including suitable Public Liability insurance and health and safety documentation. • Appoint a principal contractor and designer (see CCBC guidance on CDM and Appointment Contractors Directly) • Provide the company with any relevant H&S information e.g. underground services if securing into floor, site specific covid arrangement when working in site • Ensure the contractor provides a risk assessment/method statement and a H&S plan of works. • Agree how work will be done safely including consideration of a suitable location taking into account access/egress points and fire safety. • Ensure that safe operating instructions are provided including wind loading, maximum occupancy, fire safety and marquee inspections • Put in place arrangement to implement any safe use guidance and keep records of any checks completed. • Conduct periodic checks of wind speed. Establish who will conduct this and record wind speed readings. • Agree with the marquee installer course of action to be taken if wind speed exceeds thresholds. 	Head Teacher	Ongoing	
Wellbeing	Staff and pupils	<ul style="list-style-type: none"> • Staff alert to pupils and colleagues exhibiting signs of distress. • Staff often comfortable to discuss issues and feelings with colleagues and school SMT. • Pastoral care and bereavement support available if required. 				<ul style="list-style-type: none"> • Implement appropriate arrangements for staff and pupils to raise/discuss their anxieties. • Signpost staff to Care first resources for staff around self-support and well-being in the workplace http://scaptoken1/KENTICO/Departments/HR/Health-Safety/Documents/Care-First-Leaflet.aspx 	Head Teacher Line Managers School Pastoral Leads	Ongoing	

							<ul style="list-style-type: none"> • Ensure Line Manager arrangements are in place to supervise staff to take into account mental health and wellbeing. 				
Educational Visits	Staff and pupils						<ul style="list-style-type: none"> • Ensure all visits are thoroughly risk assessed to account for covid related risks and control measures and current restrictions on travel and accommodation in place at the time that may significantly affect the planned visit. • Where possible visits should maximise the time spent outdoors. • All visits should follow standard covid controls such as physical distancing where possible, use of face coverings where appropriate and maintaining good hand hygiene. • Travel time should be minimised where possible. • Clarify arrangements regarding use of face covering with venue operators prior to the visit, communicate these arrangements to learners in advance of the visit and incorporate these arrangements into the planning of the visit. • Consideration to be given to arrangements if staff or a child becomes ill during visit. • School to ensure that the venue is covid secure and to obtain copies of their covid risk assessment. • For residential visits school to seek assurances from outdoor education centre as to arrangements for maintaining safety and wellbeing of group. 	Head Teacher School nominated Educational Visits Co-ordinator	As required		
Safeguarding in relation to online streaming or filming of blended learning lessons	Pupils. Staff and school reputation						<ul style="list-style-type: none"> • Instruct staff to familiarise themselves with the WG guidance available at https://hwb.gov.wales/zones/keeping-safe-online/live-streaming-and-video-conferencing-safeguarding-principles-and-practice/ • Staff to conduct live streaming or recording of lessons in line with the above WG guidance. • Staff to only contact pupils via their educational accounts (e.g. 				

						<p>Hwb mail) during school hours, and not engage in any personal or non-work related correspondence.</p> <ul style="list-style-type: none"> • Staff to correspond with pupils and parents only via their school e-mail account. • Staff to follow guidance to be published shortly by CCBC Education department. 			
<p>Lateral flow testing of school staff and learners in years 7 and above three times per week – Monday, Wednesday, and Friday–</p>	<p>Pupils Staff and Visitors</p>					<ul style="list-style-type: none"> • Those participating provided with clear instructions on use of lateral flow tests • Clear process set out for lateral flow test result including: <ul style="list-style-type: none"> - Tests to be taken before attending school - Reporting the test result online - If positive not attending school or setting. Immediately self isolating - Booking a follow up PCR test through the online booking system - Follow up PCR test to take place within 24hrs of positive lateral flow test - Notify school of positive result - Inform their Manager/Head Teacher to allow results to be recorded on staff register as per local arrangements • School must clearly communicate to all those participating in lateral flow testing that a negative test result does not remove the risk of transmission and that infection control measures must not be relaxed. • Staff and pupils made aware that tests must be kept in a secure location, in a cool, dry environment and used at room temperature. • Social distancing arrangements in place for test collection. • Used tests must be put back in the packet and left for 72 hours before being disposed of as regular waste. 			

Secondary school learners under 18 – testing as a contact of a positive case	Staff Pupils Visitors						<ul style="list-style-type: none"> Follow self-isolation guidance Self-isolation GOV.WALES LFD test recommended every morning for 7 days or until 10 days since your last contact with the person who tested positive for COVID-19 if this is earlier 			
Specialist educational provision Lateral flow testing for double vaccinated staff identified as a contact of a confirmed case by TTP, who share a household with someone who tests positive via LFD or PCR offered to take part in the test to return to work scheme.	Clinically vulnerable pupils						<ul style="list-style-type: none"> LFD test to be taken every day for 10 days from their last contact with the confirmed case or 10 days from when the household member is confirmed positive via LFD or PCR PCR test recommended on days 2 and 8 Negative PCR required before return to work is permitted. Head Teacher to consider the context of the contact, regular role and duties of the member of staff, workforce pressures and possible infection risks on a case by case basis. Where the staff member does not agree to testing they must be redeployed to roles where they are not facing individuals who have higher clinical risks or if this is not possible not attend work. Employee checklist completed with each affected employee before they return to work. <p>guidance-staff-special-educational-provision-potential-contact-COVID-19-key-steps-staff-employers.pdf (gov.wales)</p>			

Inclement weather	Increased covid risk associated with mixing contact groups bubbles as a result of a reduction in available entrances onto site.					<ul style="list-style-type: none"> • Review clearing snow and ice risk assessment and communicate to Caretaker and any other staff involved in clearing snow/ice. • Ensure school has in place suitable and sufficient resources for clearing snow and ice – rock salt, spreader, shovel etc. • Review entrance/exit routes in general use and impact of routes usually closed in inclement weather. • Consider staggering of start/finish times to allow separation of contact groups where entrance / exit routes are taken out of use. • Head Teacher and Caretaker to monitor weather forecasts, paying particular attention to amber and red weather warnings. Be aware of updates from the Communications Department via e-mail and/or social media regarding inclement weather. • Where schools are unable to clear and maintain sufficient paths on school site, into school building and between n buildings whilst maintaining contact groups. Head Teacher and Chair of Governors to make a decision to switch to blended learning. • Where a decision is made to move to blended learning the school status must be updated on the CCBC website as early as possible. Information on arrangements/timescales for blended learning etc. must also be communicated to parents/guardians via parent mail/text etc. 	Head Teacher Caretaker		
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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

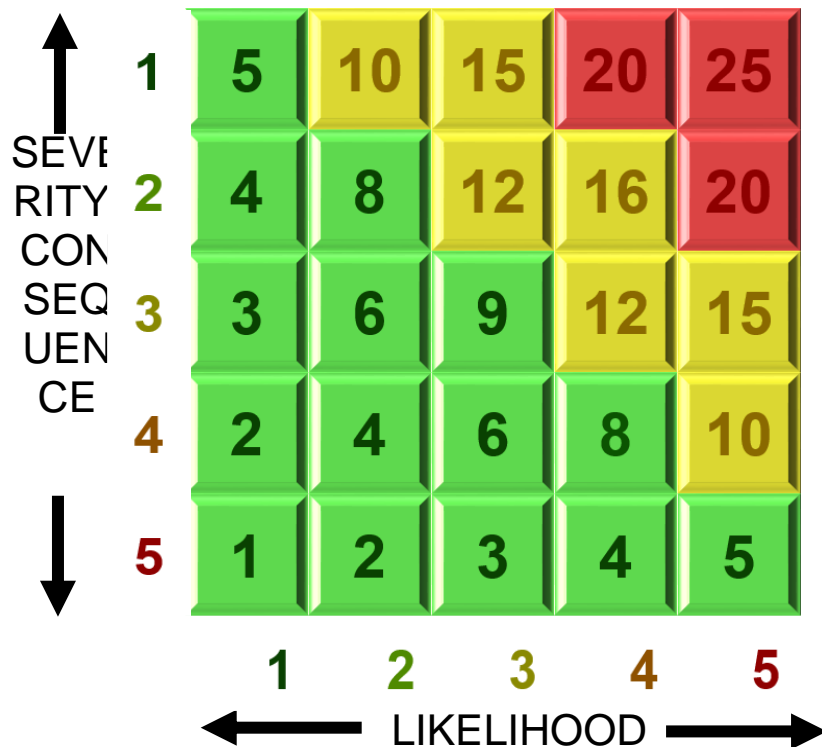
We will endeavour to respond to you as quickly as possible, but a delay may be inevitable during this challenging time and constantly developing situation.

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



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.