

Activity being assessed: Covid 19		Risk Assessment reference number: Covid 19 Risk Assessment created on: 16/06/2020 Review date due: Ongoing Reviewed: February 2022			
<b>Persons undertaking or affected by the activity</b>					
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Service User <input type="checkbox"/> Other					
<b>Hazard</b>		<b>Likelihood</b> 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	<b>Severity</b> 1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	<b>Risk Level</b> <i>Likelihood x Severity = Risk Level</i>	
<b>Spread of COVID-19</b>	<b>General</b> <ul style="list-style-type: none"> <li>All relevant statutory building checks have been undertaken prior to staff being allowed to re-enter buildings.</li> <li>Special consideration has been given to whether employees who are considered to be in a higher risk category which make them more susceptible to Covid-19 as per Public Health Guidance should be permitted to come into work.</li> </ul> <p><b>Important:</b> For employees who are vulnerable and/or are Black and Minority Ethnic and are therefore considered to be in a higher risk category which make them more susceptible to Covid-19 and are concerned about returning to the workplace, a risk assessment tool has been developed by the Welsh Government which they can complete and share with their Manager. This can then be used as an aide in discussions with the employee to understand any concerns with returning to the workplace and to ensure appropriate control measures can be put in place for the employee to return to a safe environment.</p> <p>The risk assessment tool can be accessed <a href="#">here</a></p> <ul style="list-style-type: none"> <li>All persons that are contacted via “Test, Trace, Protect” need to adhere to the guidance given.</li> </ul> <p><b>Symptoms of Covid-19/ Symptomatic person</b></p> <ul style="list-style-type: none"> <li>All staff and volunteers are to be made aware of the symptoms of COVID-19 and</li> </ul>		<b>2</b>	<b>3</b>	<b>6</b>

	<p>watch for those symptoms in themselves and others – stay alert. Look for Flu like symptoms – high temperature, new constant coughing bouts and/or a loss or change to your sense of smell or taste.</p> <ul style="list-style-type: none"> <li>• If any person/visitor/pupil is suspected of suffering symptoms they should be sent home immediately, or if this is not possible, they should be isolated in a separate room (supervised as necessary) until they can be collected. In school this is either the Junior Office or the Infant support room.</li> <li>• School will remind parents of the importance of up-to-date contact details for parent/guardians. Person/visitor/pupil should self-isolate according to the guidance produced by Public Health Wales, and or NHS direct.</li> <li>• Social distancing from the infected person must be exercised wherever possible to prevent the spread of the infection. Where this is not possible, the appropriate PPE must be worn. <b>Refer to PPE section of this risk assessment.</b></li> <li>• All potentially infected people will exit via the main entrances (Lower and Upper school). Doors will be wiped down after the person has left. This will ensure all other primary routes are not potentially contaminated.</li> <li>• Personal hygiene after contact with the symptomatic person must be exercised to ensure that the spread of the infection is controlled.</li> <li>• All areas where a symptomatic person has entered will be cleaned. If this is a classroom children will be moved into the music room in the Upper School or Hall in the Lower School, until this is carried out.</li> <li>• A designated area (bin storage shed) has been identified where double –bagged contaminated waste can be stored for 72 hours until it can be disposed of safely with the normal waste. This waste will be dated when bagged.</li> <li>• The equipment that the pupil/employee has been in contact with must be withdrawn from circulation and thoroughly cleaned and disinfected before being allowed back into circulation.</li> </ul> <p><b><u>Access and Egress</u></b></p> <ul style="list-style-type: none"> <li>• Gatherings in the school playground will be discouraged. Parents will be asked not to stop in the playground after dropping children off.</li> <li>• Children will be collected from pre-identified doors</li> <li>• All parents and guardians of children are advised on entry to ensure that their children are not symptomatic; if so then entry into the premises will be denied. Signs will be put up at all entrances to reinforce this message.</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Upon entry, each pupil will be required to sanitise their hands. Sanitising stations will be available at all entry points/in classrooms. Due to the high alcohol content, this will need to be appropriately supervised to prevent accidental ingestion by pupils. Hand sanitiser with high alcohol content should not be placed in direct sunlight, or near any heat source, as it is highly flammable. An up-to-date COSHH assessment must be available at site.</li> </ul> <p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>• Wherever possible, staff to maintain distancing to reduce the risk of the spread of the COVID-19 virus. E.g. movement around school, staffrooms, children in classrooms, office staff, bursar, caretaker, etc.</li> <li>• In the Upper School pupils will be directed to walk on the left when walking around different areas of the school, to ensure a smooth flow of movement. This avoids the need for large groups of pupils and staff to cross over and make frequent contact with each other. Employees should not congregate or have discussions in corridors. During lesson time, the majority of pupils will access their designated toilets and all pupils will be invited to visit the toilet immediately prior to lunchtime. There will be some contact within larger pods for those needing to visit the toilet during lunchtime;</li> <li>• In the Lower School the year groups/protective pods work and play in designated areas due to existing health and safety requirements. Some contact with pupils from other pods is inevitable when accessing the toilet, although this would only be for a short amount of time;</li> <li>• Careful consideration will be given for any employee/pupil requiring a Personal Emergency Evacuation Plan (PEEP) to return to work/school.</li> <li>• In it still recommended that staff are encouraged to bring in their own food and drink in cool bags. Personal flasks could be brought in by employees for hot refreshments, again reducing the need to use communal facilities.</li> <li>• If communal equipment is used (e.g. fridge, kettle) general cleaning wipes have been provided, to allow staff to wipe down touch points (such as fridge door handle) after use. Staff encouraged to wash hands thoroughly after touching</li> </ul>			
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communal equipment.

### **Cleaning and Hygiene**

- Cleaning will take place on the Principle of “Teach Germs a lesson” by using the school cleaning colour coded system. A number of staff have recently been trained in this.
- SCREEN will be made up daily and to the correct dilution rates. Any unused product will be disposed of at the end of the day. An up-to-date COSHH assessment must be available at site.
- All potentially contaminated waste will be placed into a black bag, sealed and placed inside a second black bag and stored in an appropriate area away from all other waste. It should be date labelled and when 72 hours have passed it will be disposed of in the normal manner.
- All children and adults, including staff must wash/sanitise their hands on entry into the premises.
- Soap, running water and hand drying facilities are available in every toilet and in each classroom that has a sink.
- Hand washing must take place at regular intervals during the day. Signage will be placed in toilets, sinks, etc. to remind pupils/staff to wash for at least 20 seconds. Staff/pupils will be reminded of good handwashing techniques.
- Stocks of hand sanitiser on the premises will be monitored at regular intervals to ensure that stocks do not run out. Request / replace stocks when they are running low, not when they have run out.
- Hand sanitiser must be stored away from ignition sources such as, sunlight, heat, open flames, hot surfaces, sparks, etc. It must be stored in a cool place.
- If stocks of hand sanitiser have run out, ensure there is adequate hand soap and running water that can be used instead.
- A supply of disposable tissues will be available in each classroom. These are to be monitored and replenished regularly. Separate lidded bins for the tissues should be available in each classroom and other key locations around the site. The contents should be emptied daily.
- Pupils will be shown how to catch a sneeze or cough using their elbow or a tissue and reminded to then wash their hands.

	<p><b><u>Personal Protective Equipment (PPE)</u></b></p> <ul style="list-style-type: none"> <li>• When using PPE hands must be washed both before and after use.</li> <li>• Staff who will be required to use PPE will be provided with information on how to don and doff it correctly.</li> <li>• Staff using PPE should be familiar with the PPE Information poster at the bottom of this risk assessment.</li> <li>• PPE for use when dealing with bodily spillages is in prepared packs that can be located in the lower and upper school stock cupboards.</li> </ul> <p><b>Routine activities</b> No PPE is required when undertaking routine educational activities in classroom or school settings.</p> <p><b>General clean of premises</b> Disposable gloves and disposable aprons must be worn.</p> <p><b>Suspected coronavirus (COVID-19)</b></p> <ul style="list-style-type: none"> <li>• Gloves, aprons and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.</li> <li>• Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.</li> <li>• The risk assessment identifies the PPE required when cleaning affected areas, namely disposable gloves, disposable apron, FR(IIR)SM and goggles.</li> </ul> <p><b>Intimate care including administering first aid</b></p> <ul style="list-style-type: none"> <li>• Gloves and aprons should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.</li> <li>• Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.</li> <li>• Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.</li> </ul> <p><b><u>Movement around/use of premises</u></b></p> <ul style="list-style-type: none"> <li>• Where possible only rooms with windows that can be opened will be</li> </ul>			
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	<p>used. Appropriate doors will be kept open for ventilation if possible.</p> <ul style="list-style-type: none"> <li>• Movement around the school will be kept as low as practicable to minimise the risk of cross contamination in the school environment and eliminate the need for a deep clean between classes.</li> <li>• There will be no cash handled in school.</li> </ul> <p><b><u>Meetings</u></b></p> <ul style="list-style-type: none"> <li>• Face to face interaction will be reduced as much as possible. If a visit/meeting/work can be done via telephone/skype/teams etc. then this should be considered as the safest method.</li> <li>• If meetings are necessary, the room should be have space for attendees to safely distance. If the room has windows these should be opened to improve ventilation.</li> </ul> <p><b><u>Mental Health and Wellbeing</u></b></p> <ul style="list-style-type: none"> <li>• Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</li> <li>• Health and Wellbeing during COVID-19 information is available via the home screen on the NPTCC intranet, which provides a wide variety of useful tools such as contact information for support services, online stress control classes etc.</li> </ul> <p><b><u>Emergency procedures such as fire, first aid</u></b></p> <ul style="list-style-type: none"> <li>• The emergency evacuation procedure has been reviewed and communicate to staff/pupils. No changes are needed.</li> <li>• Ensure there are sufficient numbers of appropriately trained first aiders available. They should follow the training they have received and use PPE as detailed previously.</li> <li>• Only deliver CPR by chest compressions and use a defibrillator (if available) don't do rescue breaths.</li> </ul> <p>Practice good hygiene by washing/sanitising hands before and after administering first aid.</p>			
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Personal Protective Equipment												
Aprons must be worn <input checked="" type="checkbox"/>	Eye Protection must be worn <input checked="" type="checkbox"/>	Head Protection must be worn <input type="checkbox"/>	Safety Harness must be worn <input type="checkbox"/>	Ear Protection must be worn <input type="checkbox"/>	Safety overalls must be worn <input type="checkbox"/>	Safety boots must be worn <input type="checkbox"/>	Respiratory equipment must be worn <input type="checkbox"/>	Hi Viz clothing must be worn <input type="checkbox"/>	Face Protection must be worn <input type="checkbox"/>			
<b>Additional risk information</b>												
<p>In the event of an incident/accident, please contact your nearest first aider.</p> <p>All incidents/accidents must be recorded on NPT's Online Accident Reporting System.</p> <p>Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided.</p> <p>All staff to have regard for their and others health and safety at all times.</p>												
<b>Please identify how this risk assessment has been communicated</b>												
Team brief / Team meeting				<input checked="" type="checkbox"/>								
One to one				<input type="checkbox"/>								
Email				<input checked="" type="checkbox"/>								
Other (please specify:				<input type="checkbox"/>								
<b>Emergency Procedures</b>												
Contact name:		Nicola Bridgman/Libby Williams										
Contact number:		01639 635256										
Hospital:		Morriston										
Emergency Services:		999										
<b>Name:</b> Nicola Bridgman			<b>Position:</b> Acting Headteacher				<b>Date:</b> 22/02/22					
<b>Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident</b>												
<b>Reviews</b>		<b>Key</b>										
Review date : 22 <sup>nd</sup> February 2022		<b>Likelihood</b>		<b>Severity</b>			5	5Y	10 R	15	20	25
Reviewed by: Nicola Bridgman		1. <b>Very Unlikely</b> - This will probably never happen/occur		1. <b>Negligible</b> - Minor injuries or discomfort. No medical treatment or measurable physical effects.			4	4	8	12	16	20
Review date :		2. <b>Unlikely</b> - Do not					3	3	6G	9	12	15

Review date :	<p>expect it to happen/recur but it is possible it may do so</p> <p>3. <b>Likely</b> - Might happen or recur occasionally</p> <p>4. <b>Very Likely</b> - Will probably happen/recur, but it is not a persisting issue/circumstance</p> <p>5. <b>Certainty</b> - Will undoubtedly happen/recur, possibly frequently</p>	<p>2. <b>Minor</b> - Injuries or illness requiring on site first aid. Temporary impairment.</p> <p>3. <b>Medical Treatment</b> - Injuries or illness requiring hospital treatment.</p> <p>4. <b>Major</b> - Injury or illness resulting in permanent impairment.</p> <p>5. <b>Fatal</b> - Fatality.</p>		2	2	4	6Y	8	10Y
Review date :				1	1	2	3	4	5G
Review date :				0	1	2	3	4	5
Review date :			Severity of Injury						
				Low Risk		Med ium Risk		High Risk	