



## Corporate Risk Assessment












<b>Activity being assessed:</b> Blaengwrach Primary School Return to School, Alert Level 0, Local Risk Level Low.		<b>Risk assessment reference number:</b> BGPCOVID19/AlertLevelZero/Low <b>Risk assessment created on:</b> 3 <sup>rd</sup> May 2022 <b>Review date due:</b>		
<b>Persons undertaking or affected by the activity</b>				
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input type="checkbox"/> Service User <input type="checkbox"/> Other _____				
Hazard	Control measure	<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 communicative diseases including COVID-19</b>	<p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>Employees must follow any instructions and information related to controlling communicative diseases including COVID-19.</li> <li>Any concerns in relation to control measures should be raised immediately with the head teacher, deputy headteacher or bursar.</li> <li>Inspections by the Health and Safety Section will be undertaken when necessary.</li> <li>All relevant statutory building checks have been undertaken.</li> </ul> <p><b><u>School Workforce</u></b></p> <ul style="list-style-type: none"> <li>Staff and learners who are <b>clinically extremely vulnerable</b> should follow the current published Welsh Government guidance. These members of staff should continue to discuss with their schools how they will be supported e.g. individual risk assessment.</li> </ul>	2	3	6

	<ul style="list-style-type: none"> <li>• People who live with those who are at increased risk can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</li> <li>• <b>Staff who are pregnant</b> are encouraged to take up vaccination and have a workplace risk assessment. If home-working is not possible, pregnant staff and their employers should follow the advice in the <a href="#">COVID-19: advice for pregnant employees.</a></li> </ul> <p><b><u>Symptoms of communicative diseases including Covid-19/Symptomatic person</u></b></p> <p>The most effective way to prevent transmission of communicative diseases in schools is to stop infection being brought into the school.</p> <ul style="list-style-type: none"> <li>• Learners, staff and other adults should not come into a school/setting if they have symptoms of a communicative disease including COVID-19.</li> <li>• learners, staff and other adults must not come into a school/setting if they have tested positive for COVID-19.</li> <li>• All staff and volunteers are to be made aware of the symptoms of COVID-19 and watch for those symptoms in themselves and others.</li> <li>• If any person/visitor/pupil is suspected of suffering symptoms they should be sent home immediately, or any pupil with symptoms should remain in class pod environment (supervised as necessary) until they can be collected. Remaining pupils will be moved to the relevant School Hall. If a symptomatic person needs to use the bathroom, this area will be cleaned and disinfected using standard cleaning products before being used by anyone else.</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. Refer to PPE section of this risk assessment.</li> <li>• An alternative exit route from the premises has been identified in order to ensure all other primary routes are not potentially contaminated. Pupils will be collected from Heol Wenallt (KS2) and School Street (FP).</li> </ul>			
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	<ul style="list-style-type: none"> <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 are segregated until a deep clean is carried out. If it's a classroom, you will need to find an alternative area where the children can be moved to for the interim period.</li> <li>• All potentially contaminated waste will be placed into a black bag, sealed and placed inside a second black bag and stored in a designated area, namely the garage, away from all other waste until 72 hours has passed when it will be disposed of in the normal manner.</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>Physical Distancing</u></b></p> <ul style="list-style-type: none"> <li>• Parents gathering in the school playground to be discouraged.</li> <li>• Group gatherings such as assemblies can take place with pupils seated in a well ventilated hall.</li> <li>• Ensure there is appropriate signage on display at the entry points reminding parents and visitors to respect other people's space.</li> <li>• Physical distancing between staff should be maintained wherever possible to reduce the risk of the spread of the COVID-19 virus e.g. corridors, communal areas, staff rooms, meeting rooms, passenger lifts, etc.</li> </ul> <p><b><u>Ventilation</u></b></p> <ul style="list-style-type: none"> <li>• Where possible, staff are encouraged to use outdoor spaces for activities.</li> <li>• Schools must ensure an adequate supply of fresh air (ventilation) in enclosed areas, either via mechanical ventilation or natural ventilation or a combination of the both.</li> <li>• Natural ventilation to be increased through opening windows and non-fire doors where possible.</li> </ul>			
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	<ul style="list-style-type: none"> <li>• The airing of rooms via windows and non-fire doors at break, lunch times and prior to the start of the school day should be encouraged.</li> <li>• Where possible, encourage staff to open top/high level windows (this helps to prevent draughts), and moving obstructions such as curtains/blinds.</li> <li>• Checks to be carried out to ensure windows, grids and airbricks are not obstructed. Check that they all function correctly and identify areas that are poorly ventilated.</li> <li>• Any areas of poor ventilation will be monitored with a CO2 monitor and consideration will be given to putting these areas out of bounds or limiting their use. Schools to monitor the readings of the CO<sub>2</sub> monitor and take appropriate actions.</li> </ul> <p><b><u>Hand/Respiratory Hygiene</u></b></p> <ul style="list-style-type: none"> <li>• Learners should clean their hands regularly, including when they arrive at school, when they return from breaks, after using the toilet, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> <li>• Ensure enough hand washing or hand sanitiser 'stations' available so that all learners and staff can clean their hands regularly.</li> <li>• 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.</li> <li>• As good practice, hand washing posters to be placed in toilet areas to remind pupils/staff of good handwashing techniques.</li> <li>• Pupils encouraged to catch a sneeze or cough using their elbow or a tissue, dispose of tissue and reminded to then wash their hands. The 'Catch it, bin it, kill it, Wash your Hands' approach.</li> </ul> <p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>• Cleaning will take place using appropriate cleaning products, in line with general cleaning procedures (e.g. end of day clean).</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Staff to be encouraged to wipe down during the day, where possible, using standard products, including wipes.</li> <li>• Wipes to be available in staff rooms, to utilise after using communal equipment (kettles, microwaves etc.).</li> </ul> <p><b><u>Face Coverings</u></b></p> <ul style="list-style-type: none"> <li>• Face coverings are no longer mandatory but wearing one is a personal choice of each individual.</li> </ul> <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> </ul> <p><b>Routine activities</b></p> <ul style="list-style-type: none"> <li>• No PPE is required when undertaking routine educational activities in classroom or school settings.</li> </ul> <p><b>General clean of premises</b></p> <ul style="list-style-type: none"> <li>• PPE in line with your COSHH risk assessment must be worn.</li> </ul> <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>• A deep clean to take place when cleaning the areas where a person suspected of having COVID-19 has been. The risk assessment identifies the PPE required when undertaking this activity as being disposable gloves, disposable apron, FR(IIR)SM and goggles.</li> </ul>			
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	<p><b>Administering first aid</b></p> <ul style="list-style-type: none"><li>• Appropriate PPE should be used when providing first aid to a child or young person.</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>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></ul> <p><b><u>Emergency Procedures</u></b></p> <ul style="list-style-type: none"><li>• The emergency evacuation procedure has been reviewed and communicated to staff/pupils. It is recommended that a fire drill is carried out to ensure the amended procedure is understood. Staff who require a Personal Emergency Evacuation Plan (PEEP) will need to seek advice from the Facilities section.</li><li>• In the event of an emergency, follow the emergency procedures in place at that building.</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. Practice good hygiene by washing/sanitising hands before and after administering first aid.</li></ul>										
<b>Personal Protective Equipment</b>											
 Aprons must be worn	 Eye Protection must be worn	 Head Protection must be worn	 Safety Harness must be worn	 Ear Protection must be worn	 Safety overalls must be worn	 Safety boots must be worn	 Respiratory equipment must be worn	 Hi Viz clothing must be worn	 Protective gloves must be worn	 Face Protection must be worn	<b>Other</b> _____ _____ _____

**Additional risk information**

In the event of an incident/accident, please contact your nearest first aider. All incidents/accidents must be recorded on NPT's Online Accident Reporting System. Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided. All staff to have regard for their and others health and safety at all times.

**Please identify how this risk assessment has been communicated**

Team brief / Team meeting



One to one



Email



Other (please specify:



School Website

**Emergency Procedures**

Contact name: Sam Sharp

Contact number: 01639 720342

Contact number (out of hours):

Hospital: Neath Port Talbot Hospital

Emergency Services: 999

**Name:****Mrs Sam Sharp****Mrs Sharon Davies****Position:****Headteacher****Chair of Governors****Date: 4/5/2022**

Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident											
Reviews	Key										
Review date : 01/09/2022	Likelihood		Severity		Likelihood of Injury	5	5Y	10R	15	20	25
Reviewed by:	<div>1. <b>Very Unlikely</b> - This will probably never happen/occur</div> <div>2. <b>Unlikely</b> - Do not expect it to happen/recur but it is possible it may do so</div> <div>3. <b>Likely</b> - Might happen or recur occasionally</div> <div>4. <b>Very Likely</b> - Will probably happen/recur, but it is not a persisting issue/circumstance</div> <div>5. <b>Certainty</b> - Will undoubtedly happen/recur, possibly frequently</div>		<div>1. <b>Negligible</b> - Minor injuries or discomfort. No medical treatment or measurable physical effects.</div> <div>2. <b>Minor</b> - Injuries or illness requiring on site first aid. Temporary impairment.</div> <div>3. <b>Medical Treatment</b> - Injuries or illness requiring hospital treatment.</div> <div>4. <b>Major</b> - Injury or illness resulting in permanent impairment.</div> <div>5. <b>Fatal</b> - Fatality.</div>			4	4	8	12	16	20
Review date :						3	3	6G	9	12	15
Reviewed by:						2	2	4	6Y	8	10Y
Review date :						1	1	2	3	4	5G
Reviewed by:						0	1	2	3	4	5
Review date :						Severity of Injury					
Reviewed by:							Low Risk		Medium Risk		High Risk