

Ffurflen Aseiad Risg Cyffredinol / General Risk Assessment Form

<i>Adran/Department</i>	Schools	<i>Rhif Asesu / Assessment No:</i>	
<i>Adain /Section</i>	Penglais School	<i>Dyddiad /Date:</i>	18/08/2020 Updated 28/08/2020
<i>Asesydd/Assessor:</i>	Mair Hughes / Phil Jones	<i>Swydd/Position:</i>	HT / H&S Lead

<p><i>Gweithgaredd / Proses</i> Activity / Process</p> <p>Full capacity reopening of schools</p> <p>From the 14th September, schools across Ceredigion will re-open to all students for the first time since the coronavirus lockdown, March 23rd.</p> <p>Where possible, students should continue to be encouraged to socially distance although it is recognised that this will not always be possible due to room capacity and class sizes. With this in mind, schools will endeavour to create “contact groups” of around 30 students in KS3 and to minimise mixing so far as is reasonably practicable. Some direct or indirect mixing between students in different contact groups will be unavoidable, such as on transport, when receiving specialist teaching or due to staffing constraints. Adults in schools, however, will have to continue to adhere to social distancing regulations and guidance.</p> <p>This risk assessment should be read in conjunction with the guidance document ‘Canllaw Ysgol Medi 2020’, the suite of Covid-19 specific cleaning risk assessments and safe systems as well as specific risk assessments as follows:</p> <ul style="list-style-type: none"> -Opening the canteen’s and kitchens -Transport – face coverings -Movement of pupils esp. key stage 4 & 5 -School staff cleaning -Specialist staff travelling to different sites <p>The Fire Risk Assessment for the school must be reviewed in light of access in and around the school building and the additional amounts of high-alcohol-content hand sanitiser kept on site, including the compliance of its safe storage. Please refer to the additional guidance on Covid-19 fire risk assessment review to assist with this.</p> <p>The guidance document ‘Canllaw Ysgol Medi 2020’ explains the procedure in place to report and address any positive tests amongst staff and pupils. This can be found in section 7.1 Track, Test and Protect.</p>	<i>Nifer a Phobl mewn Perygl</i> Number & Persons at Risk			
		<i>Gweithwyr</i> Employees	<i>Eraill</i> Others	<i>Disgyblion</i> Students
	1			
	2-5			
	6-9			
	10+	x		x
	x	<i>Gweithiwr / Employee</i>		<i>Gweithiwr unigol / Lone Worker</i>
		<i>Yn trin arian / Handles Money</i>		<i>Contractwr / Contractor</i>
		<i>Oriau anghymdeithasol</i> Unsociable hours		<i>Ymweld â safle / Visit Premises</i>
		<i>Delio â’r cyhoedd/ Deal with the public</i>		<i>Staff ifanc sy’n agored i niwed / Young vulnerable staff</i>
		<i>Person Ifanc / Young Person</i>		<i>Cyhoedd/Client / Public / Client</i>
		<i>Disgybl Ysgol Babanod / Infant School pupil</i>		<i>Disgybl Ysgol Gynradd / Primary School Pupil</i>
x	<i>Disgybl Ysgol Uwchradd / Secondary School Students</i>			

This section also outlines the procedures in place in the event of a school or local 'cluster' and/or 'outbreak' and the potential closure or part closure of a school.

Reference to counselling support for both pupils and staff can be found in section 26.1 of the document.

The Workforce Self-Assessment – appendix A for staff who have previously indicated that they are 'medically vulnerable' – further details can be found within the guidance document, 2.1 Staffing.

Compliance with the measures set out within this risk assessment and within the guidance document must be maintained at all times, failure to comply and maintain these measures or any breaches incurred will be dealt with immediately. Please refer to the school's behaviour policy (for students) and Conduct and Disciplinary policy (for staff).

Prior to the re-opening of the school building, all maintenance checks have been carried out, these include:

- General visual check of property;
- Testing of fire alarm;
- Testing of emergency lights; and
- Flushing of water outlets (Legionella testing arranged by school)

1. Access and Capacity

Schools will ensure designated entrance and exit points to the building are used where this is deemed reasonably practicable, this may be for drop offs/ collections to assist with the need to socially distance and avoid the congregation of adults (and students) and to minimise potential for contact and contamination.

These designated entrance and exit points may also be used during the school day when accessing the school yard during break and lunch times.

Plans for both external and internal space have been developed to show changes in direction and traffic flow, this may be in the form of zones or one way systems and will be marked using signage, tape etc.

The site will have visual reminder markings positioned both internally and externally along with one way systems implemented throughout to support social distancing by all users (staff/students/ parents).

Parents/guardians will have already been informed of the protocols in place regarding the daily drop off/ collection and on-going restrictions in place e.g. parents/guardians not coming into the school building/site. Signage will be in place to remind parents/guardians of the need to adhere to social distancing measures at all times. Specific arrangements will be put in place for those students transported to school via bus/taxi.

2. Physical / Social Distancing within the school building

Rooms and corridors have been organised to create adequate space between activity areas where possible.

All students and staff will be required to wear a face covering when walking around site, in corridors.

All desks will face the front of the classroom, adults will need to socially distance from students (2 meters) and other teaching staff, however, those members of staff supporting individual students may need to position themselves closer to the students, depending on their needs – PPE will be required in such circumstances.

Shared equipment/resources will be cleaned in between different contact groups/cohorts of children. School timetables will ensure that the movement of students around the school site will be significantly reduced, and only mixing within a contact group should occur.

In key stage 3, contact groups should not exceed 30 in number, key stage 4 and 5 are likely to require larger contact groups (of the whole year) due to specialist subject teaching and the requirements of the curriculum. A contact group will move around together with limited contact with other cohorts within the setting. One way systems/zoning of areas should be considered to facilitate this (both internally and externally).

Communal spaces such as the hall will be used at a reduced capacity, cleaning will take place in between different contact groups, and they will need to adhere to social distance guidance. For the serving and dining of lunch – schools will need to consider capacity of the space available, additional control measures such as Perspex screens and/ or dividers, the number of students present along with time constraints and limitations – this is likely to result in more than 1 lunchtime sitting.

The use of office areas and staff rooms will be at a reduced capacity and staggered, to ensure that employees can also maintain social distancing of 2 metres in areas such as the kitchen and communal areas.

3. Infection Control, Cleaning and Hygiene Arrangements

All students will have their temperatures taken at the start of each day, this may be carried out during registration within the contact group or where deemed appropriate by the school. Any student with a temperature above 37.8°C will be sent home (along with any sibling).

Schools' have been issued with guidance/protocol should a student or member of staff present with Covid -19 symptoms during the school day.

Each school will have at least 1 isolation room (more, if larger school) and anyone presenting with symptoms will make use of the isolation room.

Students who present with Covid-19 symptoms should be collected from the setting as soon as possible. They should be kept apart from all other children (isolation room) whilst waiting to be collected and staff should wear the appropriate PPE if waiting in the room with the student (staff should be confident in the donning and doffing PPE before use through the eLearning module "Infection control").

Provision of hand-washing/ hand-hygiene facilities at entrances and throughout the setting will be regularly monitored and maintained. High standards of cleaning and hygiene practice will be implemented throughout the school site. Cleaning will be on-going and will be undertaken by designated staff during the school day as well as at the end of each day by competent staff. The school will be empty before the evening clean will commence.

All staff and students are encouraged to regularly wash their hands with soap and water, especially upon arrival at the setting, prior to eating, following snack/ lunch time and any other time deemed necessary (after coughs/sneezes).

Children should remain in their contact group. Mixing should be minimised at all times.

Different hand washing facilities should be available for each contact group within the setting where possible.

Different toilets will be assigned to different contact groups within the setting where possible. A wall mounted sanitiser station will be available outside every toilet block for hand washing before entering toilet.

Student should not share equipment such as pencils and pens etc. with others.

All staff and children are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins (pedal bins), which will be available in each classroom and wash hands (Catch it, Kill it, Bin it). If a

tissue is not available it is encouraged to cough/sneeze into crook of elbow.

All working areas within the building should be well-ventilated (windows and doors open) where safe and appropriate to do so.

Increased frequency of cleaning of communal areas and locations/ high contact points (as advised by the Local Authorities Cleaning Department) will take place during the school day, these areas will include:

- Toilets
- Door handles/ Hand rails etc.
- Kitchen areas and associated equipment
- Tables/desks/chairs and surfaces
- IT Equipment

Where equipment that may need to be shared (printers, laminators, guillotines etc.) hands should be cleaned and sanitised before and after use. The use of computers within the classrooms will be limited to essential use only and will be thoroughly cleaned between users.

Use of kitchen areas/ staff room – ensure appropriate cleaning of equipment/ surfaces after individual use.

Consider staggering staff breaks and limiting numbers of staff in these areas/rooms to ensure social distancing requirements are met.

Employees only to bring with them items that are deemed essential, (staff have been issued with guidance on this)

Staff and students are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.

Staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.

Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Restrict the use of hand dryers – paper towels is preferred.

4. Roles and Responsibilities

Schools along with the LEA will ensure that sufficient staffing/ resources are in place to maintain the security of the building and its occupants.

Schools along with the LEA will ensure that sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain high hygiene standards (including their replenishment).

Schools will ensure that sufficient numbers of trained staff are in place to provide Emergency First Aid and PPE will be provided to deal with any First Aid issues.

Schools will ensure that sufficient numbers of staff are in place to enable safe evacuation of the building in the event of emergency, cohort/ contact groups should avoid mixing at the fire assembly point where possible.	
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Perygl sy'n Ymwneud â'r Gweithgaredd / Proses

Hazard Involved In the Activity / Process

The school along with the LEA have implemented a number of control measures (see above) in order to minimise the risk of spreading Covid -19.

Mesurau / Rheolaethau Diogelwch Presennol

Existing Safety Measures / Controls

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| <ul style="list-style-type: none">• Buses to park in the middle of the bus area to give wider area for pedestrians and to allow safe removal of masks. Students must wear face covering on buses.• If students are walking up Cefn Llan, they should use the pedestrian gate by the 6th form centre for their entry point• Students will be allocated the nearest entry point for their tutor session and sanitise their hands as they enter the building. This will reduce movement inside the school.• All students will have their temperatures taken during registration each morning, this will happen in the registration class before 9.15am. If a student arrives late, they should have their temperature take on arrival in school and when signing in with attendance officer. Should any students have a high temperature (or staff member) present with any Covid symptoms the current isolation procedure will be followed, and the Track and Trace' facility will continue to be implemented.• 6th form students will have their temperature taken in the 6th form building at the rear end of their allocated room. This will reduce congestion and possible mixing outside the 6th form centre.• Contact groups of less than 30 in KS3 which remain the same for all lessons in Years 7 and 8, and all lessons apart from Maths, Science and Welsh in Year 9. Contact groups of whole year groups in Years 10 – 13.• Where possible, a common seating plan will be used for the contact groups in KS3 so that students sit by the same students in every lesson• Years 12 and 13 will be separated in the 6th form centre and will be required to only attend school for lessons where possible (see separate 6th form risk assessment)• Lunch and break times will be staggered with KS3 separate to KS4 and 5 in order to minimise contact between different year groups. Contact groups will be maintained at break and lunchtimes.• Parents are not expected on site. Meetings are expected to be held either on the phone or virtually. If parents are required to come on site, the meetings will be held in a conference room close to reception with careful hand-hygiene expected on entry and chairs/tables cleaned when they leave. This will take place at the end of the school day where possible.• All desks are front-facing in most classrooms to minimise face-to-face contact• Where there are smaller numbers in the class (e.g. 6th form groups of KS4 options), the teacher should arrange the students to be spread out on the seating plan• Staff have a 2.5 metres space at the front of the classroom to maintain their social distancing• A bag of PPE resources will be provided in every classroom for use where needed• Every member of staff will have their own individual visor to use as needed• Windows and doors to be opened during the day to maximise ventilation• Sanitiser in every classroom and all students and staff to sanitise on entry to the classroom. The sanitiser will be located in a place in the classroom which avoids congestion in the corridors. |
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- Entry and exit from classrooms will be controlled by the teacher who will not allow students to exit into busy corridors. Students will not line up outside the classroom – they will enter to sanitise their hands and sit in their allocated seating space.
- At the end of every session, staff and students will wipe down tables and chairs. Staff will use their visors to clean the tables with the spray and the students will use wipes to wipe the chairs.
- Every classroom will have a visualiser to share information with the class
- Every student will have their own mini whiteboard and pen to avoid sharing
- If textbooks or equipment have to be shared, they must either be wiped down or left for 72 hours before using with a different group of students
- Any resources / equipment that have been used during the day and are to be cleaned by the next day should be placed in an identified space in the classroom / space
- Students should be asked, where possible, to share out resources in the classroom
- Photocopied materials can be used with correct hand hygiene. Students must then keep these and they must not be returned for reuse.
- Any photocopying requests should be sent down to the reprographics department to avoid sharing of photocopier where possible
- See separate risk assessment for marking of books
- Clear one-way system in place around the site to control movement and minimise face-to-face contact in corridors
- All students and staff are expected to wear a face covering when walking around the site and in corridors. This will help minimise transmission of the virus between contact groups.
- Staff will be on corridors when there is any movement and will wear face covering
- Staggered lunch and break times means that there will be less students congregating in communal areas such as the canteen at any one time. This allows contact groups to remain together during these times and the allocation of specific seating areas for the contact groups.
- Perspex screens will be placed on canteen tables so that students can eat safely opposite other
- Offices and staffroom will be organised so that 2 metres distancing is maintained
- A urn of hot water will be placed in the staffroom with tea/coffee/sugar/milk. Staff must sanitise their hands before use and use their own mug. These can be washed in the kitchen, whilst maintaining 2 metre distance from other staff, but not stored in the kitchen.
- There will be increased frequency of cleaning of communal areas during the school day e.g. toilets, door handles, handrails. This will include checks to ensure sufficient supplies of liquid soap and paper towels are maintained in toilet areas.
- The use of computers within the classrooms will be limited to essential use only and will be thoroughly cleaned between users
- Staff issued with guidance to only bring in equipment and resources that are essential
- Staff and students provided with instructions on how to achieve effective hand washing e.g. posters
- Staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.
- Specific toilet areas are allocated to specific year groups where possible. Paper towels should be used rather than hand dryers.
- Limited number of female staff can use the main toilet block at any one time
- In the event of a fire evacuation, the one way system will not be in operation and staff and students should exit via their nearest exit. Students will line up in their contact groups within their year groups to minimise mixing of students.
- Should the number of staff absence increase the level where it compromises the safety of people on site and the effective running of the school, decisions will be made as to whether the school remains open to all students.
- See other risk assessments for further specific detail

Y Risg(iau) Gweddilliol (Ar ôl mesurau rheoli) / The Residual Risk(s) (After control measures).

Os nad oes rhai, ysgrifennwch "Rheolaethau yn ddigonol" isod. Os oes risgiau'n dal i fodoli, nodwch isod a graddiwch y risg(iau) gweddilliol.

If there are none, write "Controls adequate" below. If risks still exist, detail below and rate the residual risk(s)

	Tebygolrwydd Likelihood	x	Difrifoldeb Severity	=	Graddfa Rating
Risk of Student/Staff member contracting Covid -19 and the implications on their health	3	x	4	=	12
		x		=	
		x		=	
		x		=	

Tebygolrwydd Likelihood		Difrifoldeb / Severity		Graddfa / Risk Rating	
1	<i>Prin</i> Rare	1	<i>Dibwys</i> Insignificant	1-5	<i>Y risg leiaf – Cynnal mesurau</i> Minimal risk – Maintain measures
2	<i>Annhebygol</i> Unlikely	2	<i>Bach</i> Minor	6-10	<i>Risg isel – Adolygu risgiau</i> Low risk – Review risks
3	<i>Posibl</i> Possible	3	<i>Cymedrol</i> Moderate	11-15	<i>Risg gymedrol – Rheolaethau ychwanegol mewn 12 mis</i> Moderate risk – Additional controls in 12 months
4	<i>Tebygol</i> Likely	4	<i>O bwys</i> Major	16-25	<i>Risg Uchel – Gweithredu rheolaeth ychwanegol ar unwaith</i> High Risk – Additional control implemented immediately
5	<i>Bron yn sicr</i> Almost certain	5	<i>Trychinebus</i> Catastrophic		

Gweithredu rheolaethau a monitro / Implementation of controls and monitoring

Mae angen rheolaethau ychwanegol i leihau risg(iau) islaw graddfa risg o 5 /

Additional controls required to reduce risk(s) below risk rating of 5

Risk Assessment to be reviewed as soon as any changes occur.
Review procedures on a daily basis and amend where necessary.

Cytunwyd ar reolaethau ychwanegol Ie / Na (Os Ie, manylwch ar y Camau i'w cymryd) /

Additional controls agreed Yes / No (If Yes, detail the Action to be taken)

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<i>Dyddiad targed ar gyfer gweithredu</i> Target date for implementation	01/09/2020	<i>Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol</i> Signature – Responsible Line Manager / Head Teacher	Mair Hughes Phil Jones
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Adolygiad asesu / Assessment review

<i>Dyddiad gweithredu</i> Date implemented:		<i>Rheolaethau yn Effeithiol</i> Controls Effective	<i>Ie / Na</i> Yes / No
<i>Sylwadau / Comments:</i>			
<i>Dyddiad yr adolygiad asesu:</i> Assessment review date:		<i>Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol</i> Signature – Responsible Line Manager / Head Teacher	