



## General Risk Assessment Form / Ffurflen Aseiad Risg Cyffredinol

<b>Adran/Department</b>	Schools	<b>Rhif Aseu / Assessment No:</b>			
<b>Adain /Section</b>	Ysgol Penglais	<b>Dyddiad /Date:</b>	06/09/2021		
<b>Asesydd/Assessor:</b>	Phil Jones/Mair Hughes	<b>Swydd/Position :</b>	H&S Senior Leader/HT		
<b>Gweithgaredd / Proses</b> Activity / Process		<b>Nifer a Phobl mewn Perygl</b> Number & Persons at Risk			
<p>From the 20<sup>th</sup> September 2021, the Operational Guidance for schools and settings will be withdrawn and replaced with the <a href="#">Decision Framework</a>. Ceredigion schools will aim to transition to this new framework by 20th September.</p> <p>Schools will be reopening to students from the 3<sup>rd</sup> September, allowing a transition period from the previous ways of COVID risk management to the newer ways of working in line with the Decision Framework.</p> <p>Hywel Dda Health Board have recently deemed the risk level at Moderate and it would be appropriate to include Moderate mitigating actions within this risk assessment. This is subject to change with any change discussed between Local Authority, Public Health Wales and Local Health Board, and ratified by the Incident Management Team (IMT).</p> <p>Staff identified as part of the Workforce Self-Assessment needing an appendix B in place should have these documents reviewed and regularly monitored.</p> <p>The guidance for expectant mothers remain in place, and they are expected to work from home from 28 weeks. This will be reviewed on 31.10.2021.</p> <p>Schools will need to ensure that they are complying with their security plans and that any changes to the site layout as a result of Covid-19 compliance and</p>			<i>Gweithwyr</i> Employees	<i>Erill</i> Others	<i>Disgyblion</i> Pupils
		1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		2-5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		6-9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		10+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<i>Gweithiwr / Employee</i>	<input type="checkbox"/>	<i>Gweithiwr unigol / Lone Worker</i>		
<input type="checkbox"/>	<i>Yn trin arian / Handles Money</i>	<input checked="" type="checkbox"/>	<i>Contractwr / Contractor</i>		
<input type="checkbox"/>	<i>Oriau anghymdeithasol / Unsociable hours</i>	<input checked="" type="checkbox"/>	<i>Ymweld â safle / Visit Premises</i>		
<input checked="" type="checkbox"/>	<i>Delio â'r cyhoedd / Deal with the public</i>	<input type="checkbox"/>	<i>Staff ifanc sy'n agored i niwed / Young vulnerable staff</i>		
<input type="checkbox"/>	<i>Person Ifanc / Young Person</i>	<input type="checkbox"/>	<i>Cyhoedd/Cliant / Public / Client</i>		
<input checked="" type="checkbox"/>	<i>Disgybl Ysgol Babanod / Infant School pupil</i>	<input checked="" type="checkbox"/>	<i>Disgybl Ysgol Gynradd / Primary School Pupil</i>		
<input checked="" type="checkbox"/>	<i>Disgybl Ysgol Uwchradd / Secondary School Pupil</i>				

control measures to mitigate risks of potential cross-contamination or transmission of infection do not negatively impact on security plans.

Ceredigion County Council recognise the risks posed by Coronavirus (COVID-19) including the new variant and its transmissibility rates to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided within this Risk Assessment.

Ceredigion County Council will

- ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils
- share this Risk Assessment and its findings with employees, school staff, governors and parents and consult on its contents
- continue to comply with all relevant Health and Safety Legislation

*Perygl sy'n Ymwneud â'r Gweithgaredd / Proses*  
Hazard Involved In the Activity / Process

- Transmission of COVID-19 within the School community/setting

*Mesurau / Rheolaethau Diogelwch Presennol*  
Existing Safety Measures / Controls

### **General safety control measures**

**Nobody with the recognised Covid symptoms (recent persistent cough, fever or recent loss of taste and/ or smell) is permitted to attend the school site.**

**If anyone has been asked to self-isolate by contact tracing, they must stay home and await instructions on testing procedures etc. and inform their head teacher.**

**If any member of staff becomes unwell with suspected symptoms, they must inform their head teacher in the safest way possible and return home. They must then contact 119 or follow this link to request a PCR test <https://www.gov.uk/get-coronavirus-test>**

### **1. Access and Capacity**

#### Parent drop-off/collection

It is only essential reasons that a parent should enter school grounds for the shortest time necessary e.g. to collect an unwell student. If there is a valid reason, then parents will be expected to wear a mask to enter. Parents do not have to wear a mask outside and are to be reminded and encouraged not to congregate at school gates and to minimise potential for contact and contamination.

### Movement around the site

We will maintain the one-way system during busy times e.g. lesson change over, start/end of day. Signs are on the walls to indicate the one-way and tape is on the floor. Students should use the entry/exit points closest to their classroom. Everyone must wear their face covering in the corridors at all times.

## **2. Personal space within the school establishment**

### Respecting people's personal space

2 Metre Social Distancing is no longer a legal requirement; it is still a reasonable and important measure to respect others' personal space. This will reduce the spread of infection and provide reassurance to those who feel anxious about returning to school and being around many people. Staff should aim to maintain distance from other staff where possible.

### Contact groups

Contact groups are all year based. These will remain in place until 20.09.2021 during transition from Operational Guidance to the Decision Framework. This mainly refers to break and lunch time. From the 20<sup>th</sup> September, extra-curricular activities and other activities may take place across year groups, subject to agreed control measures.

### Classroom

Seating plans are required for all classes as this will assist the warn and inform process in the event of a positive case. Forward-facing seats are advised, however, these may be changed to group settings if required in practical subjects.

Face coverings will not be required for staff or learners in the classroom, unless working closely with an individual. Teachers should wear their face covering if working closely with an individual and can ask students to wear their face covering in this situation. If individuals would prefer to wear face coverings and/or visors for personal reassurance at any time, they are encouraged to do so.

Students should enter their classroom wearing the face covering until they have sanitised their hands and sat at their desks with equipment out, ready to start the lesson. Face coverings should be put on before students pack away and wipe chairs down.

Practical lessons may continue from 13<sup>th</sup> September. All subjects which run practical lessons need an approved set of procedures that they will follow to run these activities safely. Subject Leader must create the set of procedures and email to Phil Jones.

### Sixth Form centre

Currently, Year 12 and 13 are separated during busy times, e.g. morning registration, break and lunchtimes. Students are encouraged to use the space outside and can also go off-site during break and lunchtime – this will help reduce numbers in the building. During lesson time, Year 12 and 13 students may work in the same area with the upstairs room being a quiet working area and downstairs a more relaxed area. During busy times, students are requested to wear face coverings.

Students are requested to register the table they are sitting on by using the QR code.

The 6<sup>th</sup> form arrangements will be reviewed frequently and arrangements for Y12/13 will respond to number of positives.

#### Lunch/break times

- Dividing and table top screens will no longer be used in dining areas
- From 20<sup>th</sup> September, year group zoning will end and will become key stage based. In the canteen, year groups will queue at designated serveries but may choose where to sit.
- Students and staff will continue to be encouraged to bring their own water bottles to refill during the day from the water fountains.
- Lunchtime extra-curricular activities can take place with clear list of students attending, seating plan and set of procedures. This will be students within a key stage, potentially with 6<sup>th</sup> form students supporting.

#### Assemblies/whole school gatherings

- When possible, the school will hold single year assemblies. This will be reviewed on a constant basis and will move to virtual when numbers of Covid are higher.
- Smaller departmental/faculties/year group meetings can be held in person. Staff should ensure distance is maintained and the room is well-ventilated.
- Whole school staff briefings are held twice a week for 10 minutes. When possible, these will be held in person in the Main Hall, with all staff wearing face coverings and good ventilation in place. This will be reviewed on a constant basis and will move to virtual when numbers of Covid are higher.

#### Toilets

Student toilets are not designated to cohorts, therefore the mitigating actions of sanitising hands before entering the toilet and hand washing before exiting will be actioned.

Until 20<sup>th</sup> September, female staff toilets will remain as maximum two members of staff at a time. From the 20<sup>th</sup> September, this limit will be removed. Staff are expected to wear face coverings when using the toilets and should always sanitise hands before using the toilets and wash hands before exiting.

#### Staff rooms

The staff room will remain as it currently is with furniture spaced to encourage social distancing and assist in cleaning.

#### Outdoor areas

Outdoor areas are used for PE lessons and break/lunchtime. There is no marquee or any other sheltered space.

#### Educational visits (day and residential)

- Currently, educational visits may go ahead providing a thorough and specific risk assessment have been written. This situation may change in the event of a rise in local infection rates.
- These risk assessments will need to be forwarded to [Mererid.Watson2@ceredigion.gov.uk](mailto:Mererid.Watson2@ceredigion.gov.uk) for approval and sign off before permission is granted to go ahead.
- They will then need to be logged on the EVOLVE system as necessary – training will be available during September.

#### Sports activities (including swimming pools and leisure centres)

- Outdoors sports activities are low risk and should be the first option
- From 20<sup>th</sup> September, we aim to move to the use of changing rooms for PE lessons. Students will be required to wear face coverings.
- Windows need to be open enough to allow air changes, but not impact on students' safeguarding
- Access to hand sanitiser required before and after activities
- Toilet access needs to be considered including handwashing facilities and ventilation
- Limit group numbers participating in indoor sports activities or dividing into zones
- No sharing of water bottles
- Any off-site PE activities must be risk assessed and approved. If buses are used, a seating plan must be in place, hand sanitising on entry/exit, and use of face coverings.
- After-school and lunchtime practices will be allowed and can be across year groups, subject to agreed control measures.

#### Inter School sport activities

Each event must have its own risk assessment which reflects both the home and away School situation with regard to their Framework status at the time of the match.

Considerations should include, but not limited to:

- mutually sharing each Schools risk assessment for the activity
- travelling arrangements
- changing facilities arrangements
- welfare facilities arrangements
- hygiene and cleaning expectations

#### Site visitors

- **Supply staff:** long-term supply staff are recommended to undertake regular LFT tests (twice weekly if employed on a regular basis). The results will need to be uploaded onto the Government website: <https://www.gov.uk/report-covid19-result>. Daily supply staff will be requested to take an LFT either the night before or in the morning before coming to school. The results will need to be uploaded onto the Government website: <https://www.gov.uk/report-covid19-result> and the confirmation email sent to the cover manager.
- **Visiting contractors:** Must agree a time and date to visit. Where possible, indoor visits should be arranged outside school hours. Visiting contractors requiring access to the inside of the school must wear a face covering and sanitise their hands on entering and on leaving. If contractors are working on site away from students and staff, they do not necessarily need to wear face coverings.
- **Visiting health/support professionals and other Council staff, including peripatetic music teachers:** May attend at an agreed time and date (unless it is deemed an emergency/ urgent) and will need to wear a face covering (unless it negatively impacts communication), sanitise their hands on entry and exit and sign in with name and contact details. The school will have a designated location for outside agency meetings to be held.

Where possible, meetings should continue to be held virtually.

#### Parent evenings/ open evenings

- Parents' evenings will be held online this year
- We will plan to run an alternative open evening in school with a clear risk assessment and limited numbers on site. This will be reviewed weekly. Alternate plans to hold online are also in place.

#### School concerts and festivals (during low risk levels only)

- Each event will need an individual risk assessment to be signed off by [Healthandsafety@ceredigion.gov.uk](mailto:Healthandsafety@ceredigion.gov.uk)

### **3. Infection Control, Cleaning and Hygiene Arrangements**

#### Respiratory Hygiene:

'**Catch it, Bin it, Kill it, Wash hands**'. Guidance and signage is displayed reminding everyone that if they need to cough or sneeze, to do so into a tissue, bin the tissue and immediately wash their hands or use alcohol based hand sanitiser for at least 20 seconds. Lidded bins are in communal areas and class rooms to ensure there is sufficient access.

#### Face covering – Secondary Students

These will remain necessary on school transport, in corridors and lunch queues, and in the event of close contact support/work. They will be required in changing rooms due to the close nature of those facilities.

#### Face coverings – Adults

Staff should wear a face covering on school transport, in corridors and in the event of close contact support/work. Face coverings should be changed regularly e.g. every 2-4 hours (depending on activity level and age group of students supporting), at lunchtime or if they become damp.

Visitors entering school buildings (contractors, CCC employees) are requested to wear face coverings within the school building.

Visiting health/ social care professionals will be required to wear a face covering while travelling through the school but they do not have to wear face coverings whilst undertaking work if it impedes communication with vulnerable/at risk learners or staff.

#### Visors

Some staff may choose to wear a visor, but it must be noted that these are not an equivalent replacement for masks, as they do not offer the same protection from the inhalation of aerosol particles. The purpose of the visor is to protect the wearer from large aerosol droplets and spray.

#### Hand Hygiene

Handwashing facilities have liquid soap and disposable paper towels. Signage on correct handwashing procedures is displayed near basins and near sanitising stations. Staff and students are reminded how important correct and frequent handwashing throughout the school day is to reducing the risk of infection.

#### Cleaning

- High standards of cleaning throughout the school must be maintained to reduce the risk of cross infection/cross contamination.
- Toilets will continue to be cleaned following the usual pre-Covid-19 cleaning regime.
- Students will use disinfectant wipes provided to wipe chairs in classrooms and staff will continue to spray and clean the tables at the end of registration/lessons.
- Shared equipment/resources should still be cleaned in between different contact groups/cohorts of children.

### Ventilation

This remains one of the most important control measures to reduce virus transmission. Ensure windows and doors are open (when cold, the windows need only to be open a little during class time for sufficient ventilation). Open windows and doors can be opened fully in between lessons to ensure full fresh air changes.

- Air-conditioning systems should not be used at this time.
- Due to fresh air dispersing virus particles, outdoor activities, events and learning activities are lower risk than indoor activities.

### Self-isolation

Under 18's and adults with 2 vaccines are exempt from self-isolation (will be valid 14 days after full course). All contacts will be asked to conduct a PCR test on days 2 and 8 by TTP. If deemed close contact, individuals will be encouraged avoid vulnerable people.

There may be occasions where Year 13 pupils who have reached the age of 18 and not in receipt of both vaccines may be required to self-isolate. 18-year old Year 13 pupils should be encouraged to share their vaccination status with the school.

Staff should be encouraged to update their vaccination status on the Ceri self-service system and with the school. However, there is no requirement on the individual to share personal health data.

There is no longer a requirement for individuals to self-isolate if someone within their home is symptomatic and/or in receipt of a positive PCR.

- Members of staff living in a Covid positive household are asked to inform the Head teacher and take additional precautions such as wearing a mask, maintaining physical distancing and take a daily LFT.
- Members of staff living in a Covid positive household and working with medically complex needs children may be asked not to come to work whilst more information is sought by health professionals. This refers to staff working in the LSC and HRC.

### Positive and symptomatic

These individuals must self-isolate for 10 days irrespective of vaccination status. A daily notification is sent to school services via [SchoolCovidSymptoms@ceredigion.gov.uk](mailto:SchoolCovidSymptoms@ceredigion.gov.uk) of any staff or students who have received a positive result.

Symptomatic people with negative PCR cannot attend if they have a fever – to attend, they must have a negative PCR and normal range temperature (37.8°C) managed without medication for 48 hours.

### Lateral Flow Testing (LFT)

Although this is not a mandatory requirement in schools, it is still regarded as an important control measure in identifying potential Covid-19 infection in people who are asymptomatic.

Currently, Welsh Government are still requesting staff and secondary students to continue with LFT twice weekly testing

In the event of any schools escalating to 'high' or 'very high' risk status, the Incident Management Team, guided by TTP & PHW may make the requirement a more formal arrangement for LFT testing for staff and secondary school learners.

- Staff and students taking part in the LFT programme should self-test the night before attending school at the beginning of term, before returning to their usual twice-weekly testing timetable.
- Visiting contractors will continue to confirm a negative test taken within the last 24 hours (they could show or forward their confirmation email)
- Any staff or secondary school students confirmed as contact of a positive case will need to undertake PCR on day 2 and day 8 if they're a contact of a positive case and a daily LFT
- Peripatetic, advisory staff and volunteers regularly working between schools will be required to undertake twice-weekly LFT tests.
- LFT tests will no longer be reported through the County's web form, but directly to <https://www.gov.uk/report-covid19-result> . All results (positive, negative or void) must reported this way. A confirmation text and email will be sent to the individual. If this is positive, the member of staff must phone the head teacher and request a full PCR test through <https://www.gov.uk/get-coronavirus-test>
- A pictorial guidance document with links to a guidance video and reporting site is available on request.

#### Isolation rooms

- Isolation rooms will continue to be in place. These will need to be stocked with PPE (Fluid resistant surgical masks, disposable gloves and aprons and disposable visors. These rooms will need to be cleaned in between uses using virucidal disinfectant or Chlorite based cleaners.

#### **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
- 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
- staff are in place to enable safe evacuation of the building in the event of emergency, and students line up in their year groups at the fire assembly point

#### **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)

	<b>Tebygolrwyd d Likelihood</b>	<b>x</b>	<b>Difrifolde b Severity</b>	<b>=</b>	<b>Graddf a Rating</b>
Risk of covid-19 transmission	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 10 /*  
Additional controls required to reduce risk(s) below risk rating of 10

The school will continue to review this risk assessment on a weekly basis.

The Incident Management Team maintains the responsibility to review control measures in response to escalating the school's situations to 'High or Very High' where required.

Depending on transmission levels in the communities and the impact it has on nearby schools, individual school's situation may change and the individual school's risk assessment will need to be reviewed to reflect these changes.

*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)

N/a

*Dyddiad targed ar gyfer gweithredu*  
Target date for implementation

20/09/2021

*Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol*  
Signature – Responsible Line Manager / Head Teacher

### Adolygiad asesu / Assessment review

<i>Dyddiad gweithredu</i> Date implemented:		<i>Rheolaethau yn Effeithiol</i> Controls Effective	<i>Ie / Na</i> Yes / No
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*Sylwadau / Comments:*



Cyngor Sir  
CEREDIGION  
County Council

## Tim Iechyd a Diogelwch Health and Safety Team



<i>Dyddiad targed ar gyfer gweithredu</i> Target date for implementation	<i>Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol</i> Signature – Responsible Line Manager / Head Teacher
Cliciwch neu daro yma i deipio dyddiad.	