



General Risk Assessment Form / Ffurflen Aseiad Risg Cyffredinol

Adran/Department	Schools	Rhif Aseu / Assessment No:			
Adain /Section	Ysgol Penglais	Dyddiad /Date:	05/01/2022		
Asesydd/Assessor:	Phil Jones/Mair Hughes	Swydd/Position :	H&S Senior Leader/HT		
Gweithgaredd / Proses Activity / Process		Nifer a Phobl mewn Perygl Number & Persons at Risk			
<p>From the 5th January 2022, the Decision Framework has been republished and Welsh Government have recently deemed the risk level at Very High. 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 remains in place, and they are expected to work from home from 28 weeks.</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 control measures to mitigate risks of potential cross-contamination or transmission of infection do not negatively impact on security plans.</p> <p>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.</p> <p>Ceredigion County Council will</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/Client / Public / Client</i>		
<input type="checkbox"/>	<i>Disgybl Ysgol Babanod / Infant School pupil</i>	<input type="checkbox"/>	<i>Disgybl Ysgol Gynradd / Primary School Pupil</i>		
<input checked="" type="checkbox"/>	<i>Disgybl Ysgol Uwchradd / Secondary School Pupil</i>				

- 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 TTP, 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 for essential reasons that a parent should enter school grounds for the shortest time necessary e.g. to collect an unwell student. Parents should not enter school site unless it is absolutely essential. In this case, it must be agreed by HT/DHT and must only take place after school hours. 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. This will be reinforced when students return. Staff are expected to stand by their doorway, monitoring the corridor, reinforcing the one-way system. This should happen whenever students enter or exit the classroom.

2. Personal space within the school establishment

Respecting people's personal space

2 Metre Social Distancing is not a legal requirement but 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 must maintain distance from other staff where possible and must aim to maintain distance from students, where possible. When not possible, staff and students should wear face covering.

Contact groups

Contact groups are all year based and will be in place for all indoor activities. Extra-curricular activities must now be year-based and cannot mix between year groups. Year groups are given their own spaces outside and in the canteen area.

Classroom

Seating plans are required for all classes as this will assist the warn and inform process in the event of a positive case. All desks and seats should be forward-facing.

Staff and students are requested to wear face coverings in the classroom, unless they are medically exempt.

Practical lessons may continue under their approved set of procedures that have already been agreed.

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.

The 6th form arrangements will be reviewed frequently and arrangements for Y12/13 will respond as appropriate.

Lunch/break times

- Year groups have an allocated area in the canteen and outside
- Lunchtime extra-curricular activities can take place in year groups with clear list of students attending, seating plan and set of agreed procedures

Assemblies/whole school gatherings

- Assemblies will take place virtually
- Smaller departmental/faculties/year group meetings can be held in person. Staff must ensure distance is maintained, face coverings are worn and the room is well-ventilated. Staff may choose to meet virtually.
- Whole school staff briefings will not take place currently.

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.

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.

Educational visits (day and residential)

No educational visits will take place currently

Sports activities (including swimming pools and leisure centres)

- Outdoors sports activities are low risk and should be the first option
- Changing rooms will be used for PE lessons and this will be monitored.
- 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 within year groups, subject to agreed control measures.

Inter School sport activities

- No inter-school sport activities will take place currently

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:** This is allowed for essential purposes with agreed times and dates to visit. Where possible, indoor visits should be arranged outside school hours. Where not possible, contractors should avoid corridors at busy times. 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 outside and 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:** Visitors may only attend site for safeguarding or for health/mental health 1:1 meetings with students. These must take place in well-ventilated rooms with plenty of space for social distancing.

Parent evenings/ open evenings

- Parents' evenings will be held online this year
- The 6th form open evening and Year 9 options evening will be online

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

3. Infection Control, Cleaning and Hygiene Arrangements

Respiratory Hygiene:

'**Catch it, Bin it, Kill it, Wash hands**'. Guidance and signage are 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 classrooms and corridors and lunch queues, and in the event of close contact support/work. They will be requested in PE changing rooms.

Face coverings – Adults

- Staff should wear a face covering if using school transport, in classrooms and 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 requested 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 or hand-dryers. 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. The school has 44 CO2 monitors to place in classrooms. They will be shared between classrooms on a rotational basis. Data will be collected on readings in classrooms and will be monitored. Should the data show inadequate ventilation, this data will be shared with Ceredigion County Council to seek a solution. To support adequate ventilation, staff must ensure some windows and doors are open to maintain constant airflow (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 at lunchtime, breaktime and 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 take a daily LFT for 7 days by TTP. If deemed close contact, individuals will be encouraged to avoid vulnerable people. Staff working in the LSC and HRC, who are identified as close contacts, will need to take a PCR test and have a negative result before returning to work.

There may be occasions where Year 13 students 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 students 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 redeployed within the school 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 7 days irrespective of vaccination status. To be able to return on the 7th day, the individual must have a negative LFT result on days 6 and 7. If they continue to be positive, they must self-isolate for 10 days and then return to school.

A daily notification is sent to school services via

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 testing 3 times a week. We are asking staff and students to take the LFT test on a Sunday, Tuesday and Thursday evening between 5 – 7pm. Staff must inform Emma Rhodes and Mair Hughes by e-mail by 7.30pm if the test is positive.

- Visiting contractors will continue to confirm a negative test taken within the last 24 hours (they could show or forward their confirmation email)
- LFT tests must be reported directly to <https://www.gov.uk/report-covid19-result> . All results (positive, negative or void) must be reported this way. A confirmation text and email may be sent to the individual. If the test is positive, the member of staff must self-isolate immediately and email the Head Teacher and Cover Manager. If the person displays symptoms they must request a full PCR test through <https://www.gov.uk/get-coronavirus-test>. If the LFT is positive and the individual does not have any symptoms, they do not need to request a PCR 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)

	Tebygolrwyd d Likelihood	x	Difrifolde b Severity	=	Graddf a Rating
Risk of covid-19 transmission	3	x	3	=	9

			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 rheolaethau 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.

On a daily basis, the school will review level of staff absence and make decisions as to whether or not all students can remain safely on site. Should the number of staff on site not be enough to teach/supervise all students safely or to maintain site-safety in the school, some year groups may move to online learning for as limited number of days as possible. The school will prioritise Years 10 – 13 being taught on site, followed by Year 7.

The Incident Management Team maintains the responsibility to review control measures in response to de-escalating the school's situations from '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 i / Na (Os i, manylwch ar y Camau i'w cymryd) / Additional controls agreed Yes / No (If Yes, detail the Action to be taken)

N/a



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
05/01/2022	Phil Jones / Mair Hughes

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 targed ar gyfer gweithredu</i> Target date for implementation	<i>Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol</i> Signature – Responsible Line Manager / Head Teacher		
07/01/2022	Phil Jones / Mair Hughes		