**Ffurflen Asesiad Risg Cyffredinol / General Risk Assessment Form**

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| ***Adran*/Department** | | | Schools | | | | | | ***Rhif Asesu* / Assessment No:** | | | | | | |  | | | | | | | |
| ***Adain* /Section** | | | Ysgol Penglais | | | | | | ***Dyddiad* /Date:** | | | | | | | 11/04/2022 | | | | | | | |
| ***Asesydd*/Assessor:** | | | Phil Jones/Mair Hughes | | | | | | ***Swydd*/Position:** | | | | | | | H&S Senior Leader/HT | | | | | | | |
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| *Gweithgaredd / Proses*  Activity / Process  From the 28th February 2022, the Operational Guidance for schools and settings will be withdrawn and replaced with the [Decision Framework](https://gov.wales/local-covid-19-infection-control-decision-framework-schools-autumn-2021-html).  From 8th April, the Welsh Government have eliminated most Covid restrictrions and Hywel Dda Health Board have deemed the risk level at Low. Therefore Low mitigating actions are incorporated 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).  Staff identified as part of the Workforce Self-Assessment needing an appendix B in place should have these documents reviewed and regularly monitored.  Individual risk assessments are now to be completed for expectant mothers.  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.  Ceredigion County Council recognise the risks posed by Coronavirus (COVID-19) 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   All references to face coverings accepts that some people may be medically exempt. | | | | | | | | | *Nifer a Phobl mewn Perygl*  Number & Persons at Risk | | | | | | | | | | | | | | |
|  | | | | *Gweithwyr*  Employees | | | | | *Eraill*  Others | | | | *Disgyblion*  Pupils | |
| 1 | | | |  | | | | |  | | | |  | |
| 2-5 | | | |  | | | | |  | | | |  | |
| 6-9 | | | |  | | | | |  | | | |  | |
| 10+ | | | |  | | | | |  | | | |  | |
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|  | | | *Gweithiwr* /  Employee | | | | | | |  | *Gweithiwr unigol* /  Lone Worker | | | |
|  | | | *Yn trin arian* /  Handles Money | | | | | | |  | *Contractwr* /  Contractor | | | |
|  | | | *Oriau anghymdeithasol*  Unsociable hours | | | | | | |  | *Ymweld â safle* /  Visit Premises | | | |
|  | | | *Delio â’r cyhoedd/*  Deal with the public | | | | | | |  | *Staff ifanc sy’n agored i niwed /*  Young vulnerable staff | | | |
|  | | | *Person Ifanc* /  Young Person | | | | | | |  | *Cyhoedd/Client* /  Public / Client | | | |
|  | | | *Disgybl Ysgol Babanod* /  Infant School pupil | | | | | | |  | *Disgybl Ysgol Gynradd* /  Primary School Pupil | | | |
|  | | | *Disgybl Ysgol Uwchradd* /  Secondary School Pupil | | | | | | |  |  | | | |
|  | | | | | | | | | | | | | | |
| *Perygl sy'n Ymwneud â'r Gweithgaredd / Proses*  Hazard Involved In the Activity / Process | | | | | | | | | | | | | | | | | | | | | | | |
| * Transmission of COVID-19 within the School community/setting * Potential disruption to summer exam season | | | | | | | | | | | | | | | | | | | | | | | |
| *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 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 LFT test** [Order coronavirus (COVID-19) rapid lateral flow tests - GOV.UK (www.gov.uk)](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests)   1. **Access and Capacity**   Parent drop-off/collection  Parents may now enter school site. This should be by appointment only. In most cases parents will not need to enter the school building.  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. Students and staff may choose to wear a face covering on corridors, but it is no longer required.  **2. Personal space within the school establishment**  Respecting people’s personal space  2 Metre Social Distancing is no longer a legal requirement; bit it is still a reasonable and important measure to respect others’ personal space and should be maintained where possible.  Contact groups  The school organisation means that students are mainly within their year group and key stage group during the school day. From the 28th February, extra-curricular activities and other activities may take place across year groups, subject to agreed control measures. Students may mix with any year group where necessary e.g. 6th form students supporting classes in other year groups.  Classroom  Seating plans are required for all classes. Seats may be arranged as appropriate for teaching activities and no longer need to be forward-facing.  Face coverings will not be required for staff or learners in the classroom. If individuals prefer to wear face coverings for personal reassurance at any time they may do so.  Students should sanitise their hands as they enter the classroom and should still wipe chairs down at the end of the lesson. Staff are still expected to spray and wipe tables with anti-viral spray at the end of registration and lessons.  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  Year 12 and 13 no longer need to be kept separate during break and lunchtime. 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. Individuals may choose to wear face coverings but it is no longer required.  The 6th form arrangements will be reviewed frequently and arrangements for Y12/13 will respond to number of positives.  Lunch/break times   * 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 6th form students supporting.   Assemblies/whole school gatherings   * Single year assemblies will continue from 25th April. This will be reviewed on a constant basis and will be virtual when numbers of Covid are higher. * Smaller departmental/faculties/year group meetings can be held in person in well-ventilated rooms with staff spread across the room * Whole school staff briefings are held twice a week for 10 minutes in the Main Hall. Individuals may choose to wear face coverings but they are no longer a requirement. 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.  There is no limit on the number of people who can enter the toilets. Staff should always sanitise hands before using the toilets and wash hands before exiting.  Staff rooms  Staff room will be returned to more normal use during the summer term but windows still need to be open to maintain a flow of fresh air.  Outdoor areas  Outdoor areas are used for PE lessons and break/lunchtime.  Educational visits (day and residential)   * Currently, educational visits may go ahead providing a thorough and specific risk assessment have been written and agreed with Phil Jones. 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.   Sports activities (including swimming pools and leisure centres)   * Outdoors sports activities are low risk and should be the first option * The use of changing rooms for PE lessons remains in use and reviewed regularly. * 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 * 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 with hand sanitising on entry/exit. * After-school and lunchtime practices will be allowed and can be across year groups.   Inter School sport activities  These are now allowed for all year groups. 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   * Visitors may now enter the site at the Headteacher’s discretion. All visitors must be mindful of their health and should not enter if they are displaying symptoms. All visitors must maintain good hand hygiene and may choose to wear face coverings.   Parent evenings/ open evenings   * Parents’ evenings will be held online this school year   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 are no longer required however students may choose to wear them at any time.  Face coverings – Adults  These are no longer required however adults may choose to wear them at any time.  Hand Hygiene  Handwashing facilities have liquid soap and hand driers. 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 staff 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  Thisremains 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. * Staff use and respond to CO2 monitors in every classroom to monitor and change the level of air flow if necessary by opening more windows/doors.   Self-isolation  There is no longer a requirement for any students or adults to self-isolate unless they test positive for Covid.   * Members of staff living in a Covid positive household are asked to inform the Head teacher and consider taking 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. * LFTs can be ordered from the government website: [Order coronavirus (COVID-19) rapid lateral flow tests - GOV.UK (www.gov.uk)](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests)   Positive and symptomatic  These individuals are expected to self-isolate for 5 days irrespective of vaccination status, providing that they have two negative LFT before returning to school.  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)  Staff and students are no longer required to take LFT as a precautionary test. They should only be taken if they display symptoms. If LFT shows positive the member of staff must email the head teacher and Cover Manager.  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) | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | **Tebygolrwydd**  **Likelihood** | | | | **x** | | | **Difrifoldeb**  **Severity** | | | | **=** | | **Graddfa**  **Rating** |
| Risk of covid-19 transmission | | | | | | | | | | 3 | | | | x | | | 2 | | | | = | | 6 |
|  | | | | | | | | | |  | | | | x | | |  | | | | = | |  |
|  | | | | | | | | | |  | | | | x | | |  | | | | = | |  |
|  | | | | | | | | | |  | | | | x | | |  | | | | = | |  |
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| **Tebygolrwydd**  **Likelihood** | | | | **Difrifoldeb / Severity** | | | | **Graddfa / Risk Rating** | | | | | | | | | | | | | | | |
| 1 | *Prin*  Rare | | | 1 | *Dibwys*  Insignificant | | | 1-5 | | | *Y risg leiaf – Cynnal mesurau*  Minimal risk – Maintain measures | | | | | | | | | | | | |
| 2 | *Annhebygol*  Unlikely | | | 2 | *Bach*  Minor | | | 6-10 | | | *Risg isel – Adolygu risgiau*  Low risk – Review risks | | | | | | | | | | | | |
| 3 | *Posibl*  Possible | | | 3 | *Cymedrol*  Moderate | | | 11-15 | | | *Risg gymedrol – Rheolaethau ychwanegol mewn 12 mis*  Moderate risk – Additional controls in 12 months | | | | | | | | | | | | |
| 4 | *Tebygol*  Likely | | | 4 | *O bwys*  Major | | | 16-25 | | | *Risg Uchel – Gweithredu rheolaeth ychwanegol ar unwaith*  High Risk – Additional control implemented immediately | | | | | | | | | | | | |
| 5 | *Bron yn sicr*  Almost certain | | | 5 | *Trychinebus*  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 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 | | | | | | *Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol*  Signature – Responsible Line Manager / Head Teacher | | | | | | | | | | | | | | | | | |
| 25/04/2022 | | | | | |  | | | | | | | | | | | | | | | | | |
| **Adolygiad asesu / Assessment review** | | | | | | | | | | | | | | | | | | | | | | | |
| *Dyddiad gweithredu*  Date implemented: | |  | | | | | *Rheolaethau yn Effeithiol*  Controls Effective | | | | | | | | *Ie / Na*  Yes / No | | | | | | | | |
| *Sylwadau* / Comments: | | | | | | | | | | | | | | | | | | | | | | | |
| *Dyddiad targed ar gyfer gweithredu* Target date for implementation | | | | | | *Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol*  Signature – Responsible Line Manager / Head Teacher | | | | | | | | | | | | | | | | | |
| Cliciwch neu daro yma i deipio dyddiad. | | | | | |  | | | | | | | | | | | | | | | | | |