

## Risk Assessment Form

<b>Activity/ workplace assessed:</b>	<b>Covid-19 Full Reopening of School Building and Activities.</b>
<b>Location:</b>	<b>Risca Community Comprehensive</b>
<b>Person(s) conducting or consulted:</b>	<b>J Kendall</b>
<b>Assessment reference number:</b>	<b>RCCS 2</b>
<b>Initial RA completed:</b>	<b>25/08/2020</b>
<b>Last Update:</b>	<b>08/09/20</b>
<b>Updated by:</b>	<b>J Kendall</b>
<b>Next review due:</b>	<b>14/09/2020</b>

Significant Hazard	People at risk and what is the risk What is the harm that is likely to result from the hazard	Existing control measures What is currently in place to control the risk?	Risk Rating				Further action if required What, if any is required to bring the risk down to an acceptable level?	Actioned to: Who will complete the action?	Due date: When will the action be complete by?	Completion date: Initial & date once the action has been completed
			Likelihood	Severity/Consequence	Multiply (L) x (SC) to produce Risk Rating (RR)					
			(L)	(S/C)	(RR)	L/M/H				
Statutory and general maintenance of premises and work equipment	Staff, visitors, members of public, contractors.  Risk of failure of equipment with subsequent potential to cause serious personal injury or ill health	<ul style="list-style-type: none"> <li>The business manager manages the schools maintenance and updates RAMIS. The SLA H&amp;S Officer monitors this during visits.</li> <li>RAMIS has been reviewed and all outstanding maintenance or repairs has been actioned.</li> <li>A visual inspection of the premises, inside and within the site grounds has been carried out and will be conducted daily prior to the school opening.</li> </ul>	2	1	2	L	<ul style="list-style-type: none"> <li>If any hazards identified present an imminent danger, the area should not be used and access prohibited until remedial action can be taken.</li> <li>Take any equipment overdue a statutory examination / test out of service and isolate power until examined and deemed safe for use by a competent person.</li> <li>(E.g. lift or gas engineer, electrician etc.)</li> <li>For changes/damage to asbestos containing materials, the emergency procedures set out in the Corporate Asbestos Management Plan must be followed and the Asbestos Management Team informed - <a href="mailto:asbestosenquiry@caerphilly.gov.uk">asbestosenquiry@caerphilly.gov.uk</a></li> </ul>	Head Teacher  Business Manager  Caretaker	Prior to school opening.	Done

							<ul style="list-style-type: none"> <li>Ensure that automatic ventilation is not reduced as a result of less staff occupying the building.</li> </ul>			
Stagnant water – legionella and other harmful bacteria	<p>Staff, visitors, pupils, members of public, contractors.</p> <p>Risk of rapid bacteria proliferation to levels posing risk of causing legionnaires disease and other serious ill health particularly if contaminated water droplets become airborne and are inhaled or the water is consumed.</p>	<ul style="list-style-type: none"> <li>Water temperatures maintained by the site manager as directed in the summer shutdown guidance.</li> <li>Monthly checking of the temperature of water to ensure it is below 20°C or above 50°C (at sentinel points within 1 minute of running) continued each month.</li> <li>Weekly flushing of little used outlets continued including any outlets that become little used due to reduced school usage on reopening.</li> </ul>	2	1	2	L		<p>Head Teacher</p> <p>Business Manager</p> <p>Caretaker</p>	Immediately	Ongoing
Distribution of air contaminated with covid-19 through air conditioning and ventilation systems	All persons inhaling air contaminated with covid-19 recirculated around the room or building at risk.	<ul style="list-style-type: none"> <li><del>The IT suite is the only room with air conditioning. (Incorrect; this is broken)</del></li> </ul>	2	1	2	L	<ul style="list-style-type: none"> <li><del>Identify individual rooms or buildings with any ventilation or air conditioning system that normally runs with a recirculation mode. Set the system to run on full outside air where this is possible.</del></li> <li><del>In buildings with mechanical ventilation systems, extend operation times where possible. For 'demand control' systems, set CO2 set points to 400ppm to increase the delivery of outside air.</del></li> <li><del>Ensure ventilation is kept on for longer, with lower ventilation rates when people are absent – do not switch ventilation systems off in any buildings, even those temporarily vacated, but operate them continuously at reduced speeds.</del></li> </ul>	<p>Head Teacher</p> <p>Business Manager</p> <p>Caretaker</p>	N/A	N/A

							<ul style="list-style-type: none"> <li>● Avoid recirculation of air between spaces, rooms or zones occupied by different people. However, in the case of any systems serving a single space, partial recirculation of air within that space, such as through a local fan coil unit, is acceptable.</li> <li>● Ensure that the primary objective to maximise the air exchange rate with outside air and to minimize the risk of any pockets of stagnant air is achieved.</li> <li>● Seek specialist advice from a Building Services Engineer of GCBC's Building Consultancy department, or contractor appointed to maintain the school's ventilation system if required.</li> </ul>			
Spread of COVID -19 Infection – Dropping off/ Picking-Up	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> <li>● Separate entry/exit points have been established where possible to prevent congestion.</li> <li>● Parents, guardians and pupils have been informed of which entry point to use.</li> <li>● Parents not permitted onsite without the agreement of the headteacher</li> <li>● Prominent signage has been placed at entry point(s) that entry into school grounds of anyone who is of symptomatic is denied.</li> <li>● Arrangements regarding drop-off/pick-up times and locations has been communicated to parents in</li> </ul>	2	2	4	Low	<ul style="list-style-type: none"> <li>● Encourage parents to provide clean clothes for their pupils every day and to suggest that their pupils wear machine-washable clothing.</li> <li>● Monitor stock levels of hand sanitisers to ensure supply is available at all times.</li> <li>● Stagger start/finish times to minimise congestion and keep groups apart.</li> <li>● Signage and social distancing signs to mark out arrangements when queuing for buses/taxis. School staff to supervise.</li> <li>● Staff should follow the limited social contact guidance e.g. no handshaking or hugging and activities should be planned to minimise need for contact.</li> </ul>	Head Teacher All Staff	Daily	Ongoing

		<p>order to support social distancing.</p> <ul style="list-style-type: none"> <li>• Staff to remind pupils and parents to maintain a social distance whilst waiting to enter the school and all pupils will queue in single file on entry/exit from the school. This has been reinforced with appropriate signage.</li> <li>• Lines have been marked on the floor to help ensure that those queuing maintain the 2m social distancing.</li> <li>• The school has provided hand sanitiser (min 60% alcohol content) and all persons will be asked to apply sanitiser gel to their hands on their arrival, unless able to wash their hands with soap and running water immediately on entry (preferable but often impractical).</li> <li>• Sanitising stations have been placed throughout the school with appropriate signage.</li> <li>• General signage has been placed <del>on the playground</del>, in reception and throughout the school reinforcing covid safety measures.</li> </ul>					<ul style="list-style-type: none"> <li>• Install suitable screen dividers where 2m social distancing is not possible, particularly main entrance reception.</li> <li>• Process in place for staff and learners to remove face coverings communicated to all. Learners instructed not to touch the front of their face coverings during use or when removing, to wash hands immediately, dispose of temporary face coverings in a covered bin or face reusable coverings in a plastic bag before washing hands again.</li> </ul>			
Spread of COVID -19 Infection – entry of Contractors and Visitors	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and	<ul style="list-style-type: none"> <li>• Visitors will only be allowed onto the premises with the express permission of the headteacher (or the business manager in the case of contractors) and this will only be given when the visit is deemed essential and if other</li> </ul>	2	2	4	L	<ul style="list-style-type: none"> <li>• Provide communication of key messages to contractors and others.</li> </ul>	Head Teacher  All Staff  FM together with school for work arranged	Ongoing	Ongoing

	surfaces they contact directly or indirectly	<p>communication such as phone or video is not viable</p> <ul style="list-style-type: none"> <li>• Where possible visits planned to take place out of hours to minimise contacts.</li> <li>• Provision of signage, hand sanitiser etc. as above.</li> <li>• Visitors/contractors and others will be notified of the school specific controls e.g. entry/exit points, one way systems, importance of maintaining social distancing and follow hygiene requirements prior to and on their arrival.</li> <li>• A visitors register (inventory system) will be maintained of all those visiting and using the school site to enable school to assist 'Track and Trace', to identify those who have tested positive with covid-19.</li> </ul>						via Property Services.		
Cross infection of Covid-19 virus general.	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly.	<ul style="list-style-type: none"> <li>• Well-publicised Government health campaign that anyone with recognised symptoms of Covid-19 is instructed to self-isolate at home.</li> <li>• All but essential face-to-face meetings cancelled – video conferencing or telephone calls held instead.</li> <li>• 2m social distancing for adults rule well established nationally and regularly re-enforced in national media, Government communications, internal messages and signage at office.</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>• All staff and pupils to adhere to 2m distancing from others where possible, and keep duration of closer proximity to minimum (e.g. to pass in a narrow area).Face coverings are advised when this is not possible, and are provided to staff and pupils.</li> <li>• Symptomatic staff, or those contacted by the 'track and trace' service, to notify the Head Teacher of their absence and requirement to self-isolate.</li> </ul>	Head Teacher  All Staff	Ongoing	Ongoing

		<ul style="list-style-type: none"> <li>• School layout, lessons and activities organised to minimise contacts between groups.</li> <li>• Resources brought into school by learners to be limited to essential items – coat, bag, phone, lunch bag, books etc.</li> <li>• Symptomatic staff and pupils and those identified as household contacts of suspected cases not permitted to return to school until they have completed the isolation period (if non-symptomatic) or contact receives a negative test.</li> <li>• Close contacts of confirmed cases as identified by track and trace not permitted to return until the end of their isolation period.</li> </ul>								
Cross infection of Covid-19 virus – basic hygiene.	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> <li>• Well-publicised Government health campaign that anyone with recognised symptoms of Covid-19 is instructed to self-isolate at home.</li> <li>• All but essential face-to-face meetings cancelled – video conferencing or telephone calls held instead.</li> <li>• Regular staff communication from Headteacher.</li> <li>• 2m social distancing rule well established nationally and regularly re-enforced in national media, Government communications, internal messages and signage at office.</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>• Staff to promote handwashing, to ensure that pupils are familiar with the correct hand washing techniques and ensure that handwashing is built into routines.</li> <li>• Staff to ensure they wash their hands after any direct contact with a pupil.</li> <li>• Remind staff and pupils to avoid touching their face/nose/eyes with unwashed hands.</li> <li>• Remind Staff to “Catch-it, bin-it, kill-it” and to cough or sneeze into their elbow if a tissue is not available, and to place used tissues into the designated refuse</li> </ul>	Head Teacher All Staff	Ongoing	Ongoing

		<ul style="list-style-type: none"> <li>• All pupils and adults, including staff must wash their hands/use sanitiser (min 60% alcohol) on entry into school. Handwashing is preferable but may be impractical.</li> <li>• Hand washing has been programmed into the daily school schedule and will take place at regular intervals during the day and be re-enforced including: <ul style="list-style-type: none"> <li>• Before and after snacks/meals/use of toilet/outside play/after handling object that may have been handled by others/after physical contact/after blowing nose/coughing/sneezing/ moving between rooms.</li> </ul> </li> <li>• The site manager/caretaker/ cleaning staff will ensure the availability of soap, warm water and paper towels in all toilets and other areas used for handwashing.</li> <li>• Staff to supervise younger pupils and those with additional learning needs with handwashing where required.</li> <li>• Posters are displayed in toilet area supporting good hand washing.</li> <li>• Sanitising stations have been placed throughout the school with appropriate signage.</li> </ul>				<ul style="list-style-type: none"> <li>bin, then immediately wash their hands.</li> <li>• Instruct staff to rearrange their working practices to maintain 2m distancing.</li> <li>• If possible provide different toilets for use by different contact groups. If this is not possible hand sanitiser to be used before using the toilet and toilets to be cleaned more frequently.</li> <li>• Provide hand sanitiser for use before using the toilets.</li> <li>• Ensure pupils are aware of risks associated with sanitiser and are aware and supervised to use safely e.g. avoid contact with eyes and ingestion. Consider suitability of location and supervision.</li> <li>• Consider sanitiser location and potential for deliberate fire risk in secondary schools as it is highly flammable if exposed to ignition source.</li> <li>• <del>Automated soap dispensers to be provided where possible. Consider battery life etc. these may be best provided alongside existing dispensers.</del></li> <li>• Paper towel to be used where possible instead of hand dryers to minimise aerosol spread.</li> <li>• Lidded bins provided for disposal of paper towels.</li> </ul>			
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		<ul style="list-style-type: none"> <li>• Tissues will be provided in each classroom and work area.</li> <li>• Separate bins marked up to indicate tissue waste in all classrooms will be provided and emptied regularly and at least daily.</li> <li>• Classroom and work areas have been rearranged to maintain 2m distancing.</li> <li>• Staff have been informed that refuse bags of tissues used by anybody with covid-19 symptoms must be double-bagged and kept for 72hrs prior to disposal.</li> <li>• Posters in key locations around the school supporting key messages – social distancing, hand-washing, binning etc.</li> </ul>								
Spread of COVID -19 Infection – Movement around the school	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> <li>• Pupils and staff to bring packed lunches to be eaten in class or bubble base to minimise movement around site.</li> <li>• Staff have been instructed to minimise their movement between rooms where possible.</li> <li>• Pedestrian movement around the school has been minimised where possible e.g. pupils using one classroom only rather than moving between rooms, and use of external doors that open directly into classrooms rather than main entrance/exit points.</li> <li>• Where possible a one way system has been implemented.</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>• Identify means to minimise staff movement between rooms. In secondary schools this will mean consideration of timetabling and teachers moving between classrooms instead of pupils moving between classrooms where this is feasible.</li> <li>• Install signage to support one way arrangements in corridors / on stairs:</li> <li>• Install a divider/line down the middle of the corridor to re-enforce separation of pedestrians:</li> <li>• Restrict use of the lift(s). Install signage to indicate use by one person at a time (plus carer where</li> </ul>	Head Teacher All Staff	Daily	Ongoing

		<ul style="list-style-type: none"> <li>• Lines have been marked on the floor to reinforce that those queuing maintain the 2m social distancing e.g. entry, playground, and reception desk.</li> <li>• Floor and wall signage has been positioned around the building setting reminding all of key risk-control measures, e.g. the need to socially distance from others.</li> <li>• Toilets and handwashing facilities have been managed so that each group uses separate toilets to support social distancing while ensuring pupils are as free as possible to use the facilities as required.</li> <li>• Staggered lunchtime, breaks and movement around school to minimise unnecessary mixing of groups.</li> <li>• <del>Automatic device fitted to designated fire doors to hold such doors open.</del></li> <li>• Doors that are not designated as a fire door where possible will be held open.</li> </ul>					<p><del>required) as new maximum lift capacity and floor markings to indicate where users should stand to maintain social distancing while waiting for the lift.</del></p> <ul style="list-style-type: none"> <li>• <del>Install a DorCard (or similar) device to designated fire doors to hold such doors open, but which cause the door(s) to self-close on activation of the fire alarm.</del></li> <li>• Manage the use of toilets and handwashing facilities to support social distancing while ensuring pupils are as free as possible to use the facilities as required. <del>This may include blocking off some toilets/sinks however would need to be balanced against the risk of younger pupils having accidents and the need for handwashing.</del></li> <li>• Have breaks outside where possible.</li> <li>• Install screens and signs to separate the bubbles in the main school</li> </ul>			
Spread of covid – 19 infection – classroom/other areas used	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they	<ul style="list-style-type: none"> <li>• Face coverings are strongly advised for staff and pupils where social distancing of 2m is not possible and where appropriate in corridors, classrooms, toilets and communal areas. This is subject to review and change in line with the risk assessment</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>• Split pupils into consistent groups and minimise contact and mixing between groups as much as possible. Groups to be kept as small as possible. The size of the groups will depend on essential contacts with larger groups</li> </ul>	Head Teacher All Staff	Ongoing	Daily

contact directly or indirectly

- Instruct staff and pupils to avoid mixing of groups.
- Maintain consistent Teacher and Teaching Assistant(s) where possible.
- Re-set desks as far apart as possible and forward facing ~~and/or side by side when possible to support social distancing.~~
- Separate bins marked up to indicate tissue waste only in all classrooms have been provided and will be emptied on a regular basis.
- Refuse bags with tissues used by anyone symptomatic of covid-19 are double bagged and isolated for at least 72 hours before disposal.
- Posters and signage has been installed to remind staff and pupils of social distancing and hygiene requirements in every classroom and strategically around the building.
- Staff and pupils have been instructed not to share food/ snacks/ drinks/ cups/ bottles/ utensils.
- Sanitise is available in classrooms with no handwashing facilities and at strategic points throughout the school.
- Water fountains have been placed out of use. If required all usage will be strictly supervised

- Maintain 2m social distancing between groups of pupils and between pupils and staff where possible.
- Each class to maintain a contact record to record any contact with those from outside to assist with track and trace if required.
- Where staff members are unable to maintain 2m social distancing they will minimise the time spent within 1m and avoid face to face contact where this is practicable.
- Where social distancing is unreliable staff who choose to do so supported to wear 3 layer face coverings in accordance with WG guidance.
- Staff and pupils who chose to wear face coverings made aware of how to use them safely, the school is using the WHO video, with additional advice that the regulation here in Wales is 2m, not 1m
  - Hands washed/sanitised before putting on/taking off
  - Avoid touching eyes/nose/mouth at all times
  - Store reusable face covering in a plastic bag until washed
  - Do not touch the front of the face covering or the part that has been in contact with mouth and nose
  - Once removed clean any surfaces the face covering has touched

		<p>and cleaned between use. Pupils have been advised to bring water bottles</p> <ul style="list-style-type: none"> <li>● Staff have been instructed to avoid the sharing of desks/ work stations where possible, or where unavoidable, implement a cleaning regime between use by different pupils or staff.</li> <li>● Staff and pupils have been instructed to avoid sharing of resources such as pens, scissors etc. and equipment (e.g. iPads) where possible. Where resources have to be used by more than one person, clean between uses.</li> </ul>				<ul style="list-style-type: none"> <li>● Wash regularly</li> <li>● Tuck away any loose ends</li> <li>● Dispose of responsibly in a covered bin to prevent cross contamination.</li> <li>● <del>Install tape line marking around teacher's desk to reinforce social distancing.</del></li> <li>● <del>Remove unnecessary furniture and items from the classroom to maximise space.</del></li> <li>● Arrange for tissue only collection bins to be emptied regularly to prevent overflowing and at least daily.</li> <li>● Resources permitted to be taken home to be minimised where possible. Resources taken home not to be shared or to be cleaned/rotated between uses.</li> <li>● Resources shared between contact groups e.g. PE/Art/Science equipment to be cleaned between contact groups or rotated and left out of use for 48 hrs (72hrs for plastics) between different groups using.</li> <li>● Discourage pupils and staff from bringing in any items from home, apart from a packed lunch. Where items are brought from home they should only be handled by their owner otherwise must be cleaned.</li> <li>● Ensure classroom and other areas in use are well ventilated with windows and doors kept open</li> </ul>			
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							where possible to encourage air flow.			
Cross infection of Covid-19 virus within school – lunch/break time	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> <li>• Pupils and staff to bring packed lunches to be eaten in class to minimise movement around site.</li> <li>• All items and clutter not required have been removed from tables to enable them to be disinfected and visually clean before lunch/snack.</li> <li>• Staff and pupils have been instructed that food /drinks/ bottles/cups/utensils must not be shared between pupils.</li> <li>• Hand washing has been programmed into the school daily routine and will take place at regular intervals during the day including in particular: <ul style="list-style-type: none"> <li>• before and after snacks/meals</li> <li>• use of toilet.</li> <li>• outside play.</li> <li>• after handling object that may have been handled by others.</li> <li>• after physical contact with someone else.</li> <li>• after blowing nose, coughing / sneezing and disposing of any tissue.</li> </ul> </li> <li>• Staff will supervise younger pupils and those with additional needs with handwashing if required.</li> <li>• Where possible the playground has been segregated to restrict contact between different groups.</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>• Arrange for the staggering of lunch and break times to avoid mixing of different groups of pupils.</li> <li>• <del>Clean dining hall between uses by different groups.</del></li> </ul>	Head Teacher All Staff	Daily	Ongoing

		<ul style="list-style-type: none"> <li>Weather dependant staff will take pupils outdoors during break times.</li> </ul>								
Cross infection of Covid-19 virus within school from colleagues – common rest areas/meeting rooms	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> <li>Pupils and staff to bring packed lunches to be eaten in class to minimise movement around site.</li> <li>Tables and chairs have been rearranged in staff room / break out areas to support social distancing.</li> <li>Staff encouraged to take breaks in their class to minimise movement and support social distancing.</li> <li>Staff encouraged to store personal items in personal storage space where possible.</li> <li>Staff encouraged to stay in the workplace during breaks, <del>and if they do leave site to socially distance.</del></li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>Open windows/doors where possible and maintain good ventilation.</li> <li>Rota breaks to enable safe use of any locker room/toilets/staff rooms can be used safely to avoid concurrent use.</li> </ul>	Head Teacher All Staff	Daily	Ongoing
Cross infection of Covid-19 virus within school – Undertaking Intimate care	Staff and pupils involved at risk of covid-19 transmission from each other and surfaces they contact directly/ indirectly during the care.	<ul style="list-style-type: none"> <li>Standard PPE available e.g. gloves and apron to be used for hands-on care tasks including toileting and washing and supporting vulnerable pupil.</li> </ul> <p>The donning / doffing PPE poster has been displayed.  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</a></p>	2	4	8	L	<ul style="list-style-type: none"> <li>Assess whether fluid resistant surgical mask and eye protection is required where a child-specific risk assessment identifies a risk of splashing to the eyes from spitting.</li> <li>Provide and instruct staff to wear an FFP3 mask (face fit required) if required and gown to conduct suction or other aerosol-generating procedure.</li> <li>Instruct staff required to wear PPE as part of their role on how to dispose of it safely including to requirement to double bag and</li> </ul>	Head Teacher All Staff	Ongoing	Ongoing

							keep for 72hr for items that may be contaminated.			
Cross infection of Covid-19 virus within school – behaviours that increase the risk of droplet transmission e.g. spitting, biting licking, kissing.	Staff at risk of covid-19 infection due to increased risk of droplet transmission	<ul style="list-style-type: none"> <li>Standard PPE only where pupils are non- symptomatic.</li> </ul>	3	2	6	Low	<ul style="list-style-type: none"> <li>Enhanced cleaning of toys, surfaces and objects.</li> </ul>	Head Teacher All Staff	Ongoing	Ongoing
First Aid	<p>Persons suffering from an injury or ill health in need of first aid while at school including staff, pupil, visitors, contractors. Qualified first aiders may not be attending work as frequently.</p> <p>First aid qualifications may have expired during shutdown period.</p> <p>No practical first aid training currently taking place. First aider and patient at risk of covid-19 transmission from each other and surfaces they contact directly or</p>	<ul style="list-style-type: none"> <li>Standard PPE available e.g. gloves and apron should be used for first aid tasks.</li> <li>The school first aiders will check the expiry date of sterile items within first aid kits and replace stock if necessary.</li> <li>The school first aiders will check the expiry dates of sterile eye wash bottles, and replace if necessary.</li> <li>The school first aiders will check the expiry date of AED pads and replace if necessary.</li> <li>The school first aiders will check the battery life indicator on the AED and arrange a replacement battery if indicating low.</li> <li>First aiders have been instructed to only administer first aid to a symptomatic individual if essential and to wear a fluid</li> </ul>	3	2	6	Low	<ul style="list-style-type: none"> <li> Holders of a First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus, you may qualify for an extension.</li> <li>To qualify for the extension, they must be able to: <ul style="list-style-type: none"> <li>Explain why they haven't been able to requalify</li> <li>Demonstrate what steps you have taken to access the training, if asked to do so.</li> </ul> </li> <li>Contact CCBC's Health and Safety Division's training department for details of, and to book a place onto future planned first aid training courses – <a href="mailto:corporatehealth&amp;safe@caerphilly.gov.uk">corporatehealth&amp;safe@caerphilly.gov.uk</a></li> <li>Instruct first aiders that good hygiene practices should be followed after first aid has been</li> </ul>	Head Teacher First Aiders	Immediately	Ongoing

	indirectly during the care.	<p>resistant surgical mask, gloves and apron.</p> <ul style="list-style-type: none"> <li>• First aiders have been instructed that any used PPE should be double bagged and kept for 72 hrs prior to being disposed of with regular waste.</li> <li>• First aiders have been instructed that, a fluid resistant surgical mask and eye protection should be used where available if there is a risk of splashing of bodily fluids e.g. from spitting, vomiting, coughing.</li> <li>• All staff have been instructed that the isolation room should be left for 72hrs where possible after being occupied by an individual symptomatic of covid-19 before cleaning, or made subject to an enhanced clean before further use.</li> <li>• School first aid provision risk assessment has been reviewed.</li> </ul>					administered, particularly washing they hands.			
Cleaning activities/ work, cross infection	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> <li>• All work surfaces, play equipment and high contact items e.g. door handles, bathrooms, railing, tables, toys, push-pads, taps, hand-santiser units to receive an enhanced clean at the end of every day and at agreed time during the day.</li> <li>• Emergency cleaning team on standby from CCBC's Building Cleaning team and able to respond in an hour for cleaning following a symptomatic individual/emergency situation</li> </ul>	2	4	8	Low	<ul style="list-style-type: none"> <li>• <del>Where outdoor play equipment cannot be cleaned between uses between different groups equipment to be taken out of use.</del></li> <li>• Cleaning arrangement to cover wraparound provision where school buildings/equipment is utilised.</li> </ul>	Caerphilly Cleaning Site Team	Daily	Ongoing



		<ul style="list-style-type: none"><li>● Suitable biocidal/viricidal products available at school.</li><li>● Cleaning carried in accordance with CCBC/Mitie training and risk assessment using colour coded equipment, apron, gloves and eye protection where splashing risk.</li><li>● Cleaning product used for hand touched surfaces includes bactericidal and virucidal properties such as Screen.</li><li>● Gloves and aprons used when cleaning items contaminated by saliva or respiratory secretions as standard procedure.</li><li>● An isolation room has been designated for use by a symptomatic individual while awaiting collection from the school. Once emptied the room will be secured for at least 72 hours after being occupied by an individual symptomatic of covid-19 before routine cleaning and the back- up isolation room will be used if required.</li><li>● Cleaning of area/equipment/toilet used by the symptomatic person in accordance with cleaning risk assessment.</li><li>● All waste generated following an enhanced clean where an individual has become symptomatic to be double bagged and kept for 72hrs in</li></ul>								
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		<p>accordance with official guidance.</p> <ul style="list-style-type: none"> <li>• Visibly contaminated items to be disposed of if possible, or otherwise cleaned by cleaning staff in accordance with Cleaning risk assessment and using PPE (apron, gloves and surgical facemask).</li> <li>• Rooms/areas to be cleaned between uses by different groups.</li> <li>• Cleaning of high frequency used areas, i.e. desks, chairs and IT equipment to be cleaned daily.</li> <li>• Site team to regularly wipe down keyboards, mice etc. with anti-bac wipes.</li> <li>• Cleaner and caretaker to ensure social distancing when undertaking their cleaning activities.</li> </ul>								
Pupil/Staff member falling ill during the day	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> <li>• Staff vigilant to changes to pupils' behaviour and signals indicating illness.</li> <li>• Staff are aware and mindful of individual pupil's needs – for example it would not be appropriate for younger pupils to be alone without adult supervision.</li> <li>• Donning/doffing PPE poster on display for all staff who may be required to wear PPE as part of their role. <a href="https://assets.publishing.service">https://assets.publishing.service</a>.</li> </ul>	2	4	8	M	<ul style="list-style-type: none"> <li>• Pupils and staff displaying symptoms can be tested for covid-19 - information and guidance for staff and how to apply for a test can be found from the Welsh Government website – <a href="http://www.wales.gov.uk">www.wales.gov.uk</a> .</li> <li>• Until test results are back those who have symptoms and their households must isolate in accordance with official guidance. In the event of a positive result contract tracing will take place.</li> </ul>	Head Teacher  All Staff	Daily	Ongoing

[gov.uk/government/uploads/system/uploads/attachment\\_data/file/877658/Quick\\_guide\\_to\\_donning\\_doffing\\_standard\\_PPE\\_health\\_and\\_social\\_care\\_poster\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf)

- All staff and pupils (where age-appropriate) to be made vigilant of the symptoms of COVID-19 and watch for those symptoms e.g. high temperature, loss of smell or taste and/or new continuous cough.
- Personal hygiene must be exercised at all times to ensure that the spread of the infection is controlled.
- If any person is displaying symptoms they must immediately leave school and return home to self-isolate according to the guidance produced by Public Health Wales, and or NHS direct.
- A symptomatic individual will be taken into the identified isolation room with windows ideally opened for ventilation purposes.
- Exercise social distancing from the symptomatic child wherever possible to prevent the spread of the infection.
- Any equipment that a symptomatic individual has been in contact with must be withdrawn from circulation and thoroughly cleaned and disinfected by Caerphilly Cleaning in accordance with

- Instruct all staff that where a member of staff is unable to follow social distance guidance to supervise and/or comfort a symptomatic child that a clinical fluid-resistant mask or other mask offering at least FFP2 protection should be worn.
- Instruct all staff that any PPE used when supporting an individual symptomatic of covid-19 should be double bagged and kept for 72hrs before disposal. Staff should follow good hygiene practices and thoroughly wash their hands after any essential contact.
- The isolation room has been designated as the Boot Room and the child must be collected from the exit by this room

		<p>cleaning risk assessment before being allowed back into circulation.</p> <ul style="list-style-type: none"> <li>Any bathrooms and other areas used by the symptomatic person should be closed ideally with physical barriers and signage and subject to an enhanced clean before being used by others.</li> <li>Staff who wear PPE as part of their role know how to dispose of it safely including the requirement to double bag and keep for 72hr for items that may be contaminated.</li> </ul>								
Alcohol-based hand sanitiser causes serious eye irritation if in direct contact with the eye (i.e. from rubbing eye area with hand with sanitiser applied)	<p>Risk of eye irritation arising from hand-to-eye contact from a hand with hand gel applied.</p> <p>Likelihood greater for young pupil.</p>	<ul style="list-style-type: none"> <li>Pupils are supervised, particularly when hand gel is applied and rubbed into hands.</li> <li>All staff have been instructed when supervising pupils that if sanitiser gets into the eyes to rinse with water for several minutes, remove contact lenses if applicable, and seek medical attention if eye irritation persists after several minutes of flushing.</li> </ul>	2	2	4	L		Head teacher All staff	Ongoing	Ongoing
Lack of understanding of Covid-19 risk control measures implemented.	All staff, visitors, pupils and contractors	<ul style="list-style-type: none"> <li>Well publicised Government health messages of need to stay at home and isolate if symptomatic of Covid-19, regularly wash hands for at least 20 seconds or using anti-bacterial hand gel [with at least 60% alcohol content] and to maintain social distancing of at least 2m.</li> </ul>	2	1	2	L		Corporate e-mails via Communications Unit to all users, or targeted at staff based at specific buildings.	At least 1 week prior to enabling staff to return to working at their usual place(s) of work.	Ongoing

		<ul style="list-style-type: none"> <li>Staff are provided with clear, consistent and regular communication to ensure understanding and consistency of new ways of working, and other risk-control measures identified in this risk assessment.</li> </ul>								
Impact of pandemic and changing routines/school structure on well-being	All staff and visitors	<ul style="list-style-type: none"> <li>Staff alert to pupils and colleagues exhibiting signs of distress.</li> <li>Staff often comfortable to discuss issues and feelings with colleagues and school SMT.</li> <li>Pastoral care and bereavement support available if required.</li> <li>Positive behaviours are reinforced around social distancing hygiene etc. without stigmatising errors.</li> <li>Staff are directed to Carefirst for support <a href="http://sc-aptken1/KENTICO/Departments/HR/Health-Safety/Document s/Care-First-Leaflet.aspx">http://sc-aptken1/KENTICO/Departments/HR/Health-Safety/Document s/Care-First-Leaflet.aspx</a></li> </ul>	2	3	6	L		Head Teacher  All Staff	Ongoing	Ongoing
Cross infection of Covid-19 virus during assembly at designated area following emergency evacuation of building.	Staff, pupils, visitors, contractors  Risk unavoidable during evacuation of building itself, but short duration.  Risk greater during assembly in large group at designated assembly area.	<ul style="list-style-type: none"> <li>Assembly areas outdoors.</li> <li>Assembly areas remain extant, however pupils and staff will line up in their class groups ensuring social distancing.</li> <li>Premises very unlikely to be fully occupied while Covid-19 virus remains a risk.</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>Instruct staff and regular visitors of new arrangements.</li> <li>Seek advice if required from Fire Safety Officer on suitability of proposed new emergency assembly points.</li> </ul>	Head Teacher  All Staff	Ongoing	Ongoing
Fire safety arrangements may have changed in light	Fire / smoke exposure arising from delay in evacuation of	<ul style="list-style-type: none"> <li>Fire alarm checks carried out weekly as per normal arrangements.</li> </ul>	2	4	8	Low	<ul style="list-style-type: none"> <li>Consideration given to different pupils attending on different days and the need to ensure that all are</li> </ul>	Head Teacher  Caretakers	Ongoing	Ongoing

of Covid-19 arrangements	building arising from confusion of new arrangements.	<ul style="list-style-type: none"> <li>• Areas of the school that are not required to be used within school activities have been isolated to prevent unauthorised access.</li> <li>• All changes to evacuation procedures are communicated to all staff and pupils.</li> <li>• A socially distanced practise fire evacuation will be conducted during the first 2 weeks back to school.</li> <li>• All staff and pupils have been instructed of the actions they are to take upon discovering a fire or hearing the fire alarm, including exit(s) routes to take and location of the designated assembly area(s).</li> <li>• Key staff identified to undertake fire marshal duties that will ensure all persons are evacuated and accounted for, including secondary staff to assume the role if the primary fire warden is absent.</li> </ul>					<p>familiar with fire safety arrangements.</p> <ul style="list-style-type: none"> <li>• Fire Safety Officers able to advise schools on request.</li> </ul>	All Staff		
Flammability of alcohol-based hand sanitiser	<p>Fire risk from storage of hand sanitiser causing serious damage to building(s) and injury/ill health of persons exposed to heat or smoke.</p> <p>Risk of burns to hands from misuse of hand gel applied to hands.</p>	<ul style="list-style-type: none"> <li>• Minimum quantities issued from central supply based on individual site requirements.</li> <li>• Health and Safety Bulletin issued regarding the associated fire risks and actions required to minimise risk.</li> <li>• Arson risk considered.</li> <li>• Sanitiser has been stored in caretakers locked store with no sunlight.</li> </ul>	2	4	8	Low	<ul style="list-style-type: none"> <li>• Avoid storing excess quantities of alcohol-based sanitiser within buildings, and split quantities of that stored where possible. Where available, use a designated flammable storage cabinet with integrated bund for bulk storage. If this is not available, use an unoccupied outbuilding for bulk storage.</li> <li>• Ensure all hand sanitiser is stored out of direct sunlight, (taking into consideration different times of the</li> </ul>	Head Teacher All Staff	Immediately	Ongoing

	<p>Arson risk from deliberate ignition of hand gel.</p>	<ul style="list-style-type: none"> <li>• All staff, pupils and individuals have been instructed to avoid excessive use of hand sanitiser, and to rub the sanitiser into the hands until dry – this ensures both effective hand-disinfection and minimises the risk of fire.</li> <li>• Regular checks are carried out at designated hand sanitiser stations to ensure the sanitiser remains in situ, is not exposed to sunlight and the cap is fully closed when not in use.</li> </ul>					<p>day), and away from heat or ignition source (including light switches and fittings, naked flames, hot surfaces and spark or heat-generating processes etc.).</p> <ul style="list-style-type: none"> <li>• Do not store hand sanitiser in any part of a vehicle that is likely to be exposed to strong sunlight or high temperatures. Do not smoke in a vehicle.</li> <li>• Ensure appropriate measures are taken to prevent arson from deliberate misuse and ignition of the product, and vigilant to misuse or theft of sanitiser.</li> </ul>			
							<p><b>Head Teacher's Signature: J Kendall</b></p>			



