



# Ysgol Heulfan

## COVID-19 RISK ASSESSMENT

(October 2021)

Under no circumstances should anybody attend the Setting if they:

- Feel unwell, have any of the four identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell). They should remain at home, self-isolate and arrange a COVID-19 test: <https://gov.wales/apply-coronavirus-test>
- Have tested positive for Covid19.
- Have been asked to self-isolate by Test, Trace, Protect (TTP). These circumstances will be identified by TTP on a case by case basis
- Children (under 18) and adults who have received a full dose of the Covid19 vaccination do not have to self-isolate when identified as close contacts of a positive case (this includes household members).

**Please note:**

It is no longer recommended that children under 5 with Covid19 symptoms undertake a test unless directed to do so by a doctor or if parents believe a test is absolutely necessary and is in the best interests of the child. Symptomatic children under 5 should remain at home until symptoms have resolved.

**THE BEST WAY OF PREVENTING THE SPREAD OF CORONAVIRUS IN ANY PREMISES IS TO REDUCE THE RISK OF THE VIRUS BEING ON THE PREMISES IN THE FIRST PLACE.**



## Risk Assessment

It is a legal requirement for schools/settings to have a coronavirus / COVID-19 risk assessment, which sets out the reasonable measures needed to reduce the risk of exposure to, or spread of, coronavirus at the school / setting. Risk assessments should be reviewed and updated when necessary, for example when the national or local coronavirus risk level changes or guidance is updated.

The reasonable measures that should be considered in schools and settings are set out in the Welsh Government guidance for school operations.

### The following core measures should be in place regardless of risk level:

- All staff and learners should be reminded to follow the Welsh Government guidance for [self-isolation](#) and [testing](#). They should not attend school if they have any COVID-19 symptoms and if they become symptomatic whilst at school they should be sent home immediately. If possible, ensure they remain in a separate room until they are able to leave the setting.
- Schools must ensure that learners clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating, use of toilets etc.
- Ensure good hand and respiratory hygiene by promoting regular handwashing and the 'Catch it, Bin it, Kill it' approach for coughs and sneezes.
- Improve ventilation by opening windows and adjusting ventilation systems to maximise fresh air. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Windows can also be opened more fully before learners and teaching staff come in and at the end of the school day.
- Maintain appropriate levels of cleaning, paying particular attention to frequently touched surfaces. There is no longer a need for schools to set aside specific days for deep cleaning but a deep clean if there has been a cluster/outbreak in school will be helpful in reducing transmission. [Areas where someone with symptoms has been must also be cleaned after they have left](#)

## National risk level

The overall coronavirus risk level for Wales is determined nationally by Welsh Government. Currently the national risk level is low and Wales is at Alert Level 0.

## Regional or local risk level

Local risk levels can vary, for example if there is a local cluster/outbreak., Test Trace Protect (TTP), Public Health Wales (PHW) and Wrexham County Borough Council (Education and Public Protection services) will work with and advise schools if the local risk level differs from the national risk level. An Incident Management Team (IMT) will also be in place to manage clusters/outbreaks

If the local risk level is judged to be above the Low level, schools will be supported to review their risk assessment and put additional proportionate tailored interventions in place using the table below.

## Interventions to be implemented based on local risk level

Risk Level	Control Measures Required in school setting
<p><b>Low</b></p>	<p>Implement arrangements aimed at reducing close interactions between staff and learners where possible.</p> <p>Encourage physical distancing within indoor communal areas outside of the classroom, such as corridors, entrances and exits, recognising that this may not be possible with younger children or with learners that require one to one support</p> <p>LFD testing available for staff and secondary aged learners if contacts of confirmed positive cases.</p> <p>Face coverings are not routinely recommended, but may be worn by secondary aged learners anywhere on the school site should they wish to do so.</p> <p>Face coverings continue to be recommended on school transport.</p> <p>Face coverings may be worn by staff and visitors anywhere on the school site should they wish to do so.</p>
<p><b>Moderate</b></p>	<p>Implement arrangements aimed at reducing close interactions between staff and learners. This may include:</p> <ul style="list-style-type: none"> <li>• Not holding large group gatherings such as assemblies.</li> <li>• The use of one way systems.</li> <li>• Consistent seating plans (recognising this may not be possible for younger learners).</li> <li>• Using outdoor spaces where possible.</li> </ul> <p>Physical distancing in place in classrooms depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.</p> <p>Targeted/focused testing used where there are local risks identified by IMT. Testing available for contacts of confirmed positive cases.</p> <p>Face coverings are not routinely recommended, but may be worn by secondary aged learners anywhere on the school site and in particular when moving around indoor communal areas outside of the classroom, such as corridors.</p> <p>Face coverings continue to be recommended on school transport.</p> <p>Face coverings may be worn by staff and visitors in schools when moving around communal areas outside of the classroom, such as corridors.</p>

Risk Level	Control Measures Required in school / setting
<b>High</b>	<p>Implement arrangements aimed at reducing close interactions between staff and learners. This may include:</p> <ul style="list-style-type: none"> <li>• Not holding large group gatherings such as assemblies.</li> <li>• The use of one way systems.</li> <li>• Consistent seating plans (recognising this may not be possible for younger learners).</li> <li>• Using outdoor spaces where possible.</li> </ul> <p>Physical distancing and seating plans in place in classrooms. This may include forward facing desks depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support</p> <p>Twice weekly LFD testing available for staff and secondary learners to help identify and isolate asymptomatic cases as soon as possible.</p> <p>Face coverings should be worn by secondary aged learners, staff and visitors when moving around indoor communal areas outside of the classroom, where physical distance cannot be maintained.</p> <p>Face coverings continue to be recommended on school transport.</p>
<b>Very High</b>	<p>Reduce close interactions between learners to the lowest practical level, this may include:</p> <ul style="list-style-type: none"> <li>• The measures set out for High level</li> <li>• Reintroduction of contact groups ('bubbles'), for a temporary period, to reduce mixing between groups.</li> <li>• Potentially pausing after school/breakfast provision, or team sports where necessary.</li> </ul> <p>Physical distancing and seating plans in place in classrooms. This may include forward facing desks depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.</p> <p>Twice weekly LFD testing available and strongly encouraged for staff and secondary learners to help identify and isolate asymptomatic cases as soon as possible.</p> <p>Face coverings should be worn by secondary aged learners, staff and visitors in all indoor areas, including classrooms, where physical distance cannot be maintained.</p> <p>Face coverings continue to be recommended on school transport.</p> <p>May need to limit activities that require bringing parents and carers onto site (other than for drop off and pick up) e.g. open days, performances, open evenings.</p> <p>May need to reintroduce staggered start and finish times if not already in operation to minimise the number of people on the school site at the start and finish of the day.</p>

<b>Hazard (include effects)</b>	<b>RISK RATING</b> (without controls) High/Medium/ Low	<b>Existing Control Measures</b>	<b>RISK RATING</b> (without controls) High/Medium/ Low
<p><b>People at Risk: Staff, pupils, visitors, cleaners, contractors.</b></p> <p><b>Spread of COVID-19 Virus</b></p> <p><b>People not following control measures such as:</b>  <b>Hand and respiratory hygiene</b>  <b>Cleaning</b>  <b>Social Distancing</b>  <b>PPE</b>  <b>Ventilation</b>  <b>Using outdoor space</b></p> <p><b>The effects of not following our control measures could result in illness (sometimes serious), transmission of the virus or long Covid symptoms affecting people's health and well-being.</b></p>	<p><b>HIGH RISK</b></p>	<p>Suitable Covid-19 safety controls measures have been implemented throughout the school to ensure the safety of staff and pupils are maintained.</p> <p>Clear Covid signage displayed around school and reception areas.</p> <p>School will continue to use various entrances and exits across school and encourage parents to use a one-way system to avoid congestion (on collection).</p> <p>Any employee or persons who tests positive for COVID-19 must self-isolate and not attend school setting. They should arrange to have a test.</p> <p>If a learner, staff or visitor becomes unwell or symptomatic while attending the school, they should leave the school immediately and follow the advice on Test, Trace, Protect (TTP), including self-isolating and arranging a test.</p> <p>Unwell pupils who are waiting to go home will be kept in an area where they can be at least two metres away from others (outer Reception).</p> <p>School to retain attendance records to support TTP contact tracers if needed.</p> <p>Staff will be encouraged to continue taking twice weekly lateral flow tests.</p> <p>Staff are ensuring that hand hygiene is carried out more frequently with pupils.</p> <p>Supervision arrangements are in place to support pupils with handwashing where it is needed.</p> <p>Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after handling resources (including those taken home).</p> <p>Automated soap dispensers being used where possible and hands being thoroughly dried, preferably using paper towels.</p>	<p><b>MEDIUM RISK</b></p>

	<p>Hand dryers should be avoided where possible. Paper towels should be disposed of in a lidded bin and not allowed to overflow.</p> <p>Bins to be emptied often and daily.</p> <p>Hand sanitiser points are provided at key locations around the school site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.</p> <p>Hand sanitiser points are checked regularly and stock replenished where necessary.</p> <p>Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene.</p> <p>All staff and pupils are regularly reminded about following 'Catch it, Kill it, Bin it and wash your hands' approach.</p> <p>Where possible separate toilets for different groups of learners will be provided.</p> <p>Where this is not possible, hand sanitiser will be used before entering the toilet.</p> <p>An enhanced cleaning schedule is in place throughout the school.</p> <p>Extra cleaning introduced for touch points throughout the school. E.g. frequently touched areas, such as door handles, light switches, tables and chairs etc. used by staff and pupils.</p> <p>Rooms that are used by different year groups are cleaned between groups.</p> <p>School meals are served in class and tables are wiped down prior/following eating.</p> <p>Shared areas are cleaned more frequently and throughout the day</p> <p>Toilets and communal areas to be cleaned regularly.</p> <p>Sanitising spray and paper towels to be provided in classrooms for use by members of staff.</p>	
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	<p>Thorough cleaning of school at the end of the day by school cleaners/ caretaker.</p> <p>School will be maximising the fresh air in the school premises by keeping occupied spaces well ventilated throughout the school day.</p> <p>Fully or partially open windows and air vents will be open where possible, and if it is safe to do so.</p> <p>In cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space.</p> <p>Windows will also be opened more fully before learners and teaching staff come in and at the end of the school day.</p> <p>Visits to the school are managed to encourage space creation e.g. through meeting in outside spaces or large well ventilated rooms with furniture spread out.</p> <p>On arrival visitors will be:</p> <ul style="list-style-type: none"><li>• Provided with relevant site information and asked to perform hand hygiene.</li><li>• Asked to confirm that they do not have Covid symptoms.</li></ul> <p>Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sitting side by side where possible.</p> <p>Use of outside space will be used where it is possible, for example, PE with staff and pupils.</p> <p>Personal protective equipment is provided for staff to use when attending to someone with COVID-19 symptoms and where two metres distance cannot be maintained.</p> <p>Personal protective equipment is provided when necessary in accordance with intimate care needs.</p> <p>Instruction and training in the fitting, use and removal of personal protective equipment is provided.</p> <p>Staff to maintain social distance from other staff and from learners where possible.</p>	
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		<p>Encourage learners to maintain physical distance wherever possible.</p> <p>Staff rooms and rooms/offices containing shared work equipment such as printer/copiers should be reviewed and a maximum capacity set based on space available for people to keep 2m apart.</p> <p>Suitable signs, notices and floor/wall markings with maximum numbers will be provided to inform staff and users of the room capacity. Signage should be displayed on all offices, staff rooms, toilets etc.</p> <p>Following a positive case in a household of a pupil in Class 3 (Y Canol), a negative PCR result must be shared with school prior to the member of staff returning to work. A daily LFD test must be taken. If the member of staff displays symptoms, they must not attend school and must leave school if symptoms start. A PCR must be arranged.</p>		
<b>Ultimate Risk</b>	<b>HIGH RISK</b>	<b>Ultimate Existing Risk</b>	<b>MEDIUM RISK</b>	
<b>Further action necessary to control risk</b>		<b>Action by</b>	<b>Date Completed</b>	<b>Residual Risk (with further controls) High/Medium/Low</b>
<p>If the local risk level is judged to be above the Low level, the Covid risk assessment for the school setting will need to be reviewed with further control measures being implemented as per Welsh Government Guidance.</p> <p>Under no circumstances should staff compromise their personal safety.</p> <p>Review existing monitoring systems to ensure that the risk is being sufficiently addressed.</p> <p>Staff members to ensure they are Covid-19 symptom free when returning to / working in the school.</p> <p>Maintain social distancing, wherever possible, on arrival and departure and to ensure handwashing upon arrival. Hand sanitising points will be provided in each building entrance and everyone is asked to use them on entry and exit.</p> <p>Staff to raise any concerns about Covid working procedures with their manager immediately.</p>		<p>All further actions are in place and staff are aware of their responsibilities.</p>	<p>October 2021</p>	<p><b>MEDIUM RISK</b></p>



<p>Staff to comply with physical distancing while at work.</p> <p>Staff to wash hands regularly (for 20 secs) and use hand gels provided.</p> <p>Respiratory hygiene/cough etiquette is encouraged (cover nose/mouth with a tissue coughing or sneezing, use disposable tissues and discard after use).</p> <p>Staff take responsibility for cleaning their work areas, for example wipe down desk/keyboard/mouse/phone – before and after use.</p> <p>Staff not share work equipment.</p> <p>Improve ventilation by opening windows and adjusting ventilation systems to maximise fresh air.</p> <p>Maintain appropriate levels of cleaning, paying particular attention to frequently touched surfaces. There is no longer a need for schools to set aside specific days for deep cleaning but a deep clean if there has been a cluster/outbreak in school will be helpful in reducing transmission.</p>			
	<b>Ultimate Residual Risk</b>		<b>MEDIUM RISK</b>

<p>Headteacher's Name:</p> <p>JULIA THOMAS HAIGH</p>	<p>Headteacher's Signature:</p> <p><i>J. Thomas Haigh</i></p>	<p>Date:</p> <p>11/10/21</p>
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<p>Other relevant Risk Assessments/Documentation:</p>	<p>Fire Prevention documentation</p> <p>Class Risk Assessment</p> <p>Health &amp; Safety Policy</p>
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