



YSGOL HEULFAN

Coronavirus / Covid 19 Risk Assessment

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 should reviewed and updated when necessary, for example when the national or local coronavirus risk level changes or guidance is updated.

The overall coronavirus risk level for Wales is determined nationally by Welsh Government.

This risk assessment template should assist Head teachers in identifying the risks relating to the spread of coronavirus / Covid 19 and ensure they have suitable control measures in place to reduce the level of risk accordingly.

Schools/Head teachers can dispense of any mitigations they deem unnecessary. However, should Covid cases increase within the school setting then schools can re-introduce the required mitigations to reduce the Covid risk at your school.

The following core measures will 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.

Due to an increase in cases of Covid 19 (currently in Y Canol) no visitors will be allowed at this time.

We will continue to monitor cases across the school and any required updates will be made to the Risk Assessment.

Item No	Hazard (include effects)	RISK RATING (without controls) High/Medium/ Low	Existing Control Measures	RISK RATING (with existing controls) High/Medium/Low
1.	People introducing coronavirus (Covid 19) into the school setting premises.	HIGH	<p>Employees, pupils, agency workers and contactors do not attend the school setting if they:</p> <ul style="list-style-type: none"> • have respiratory infection symptoms associated with COVID-19, or • have tested positive for coronavirus <p>Contractors and partner organisations working in school premises are given information on the Council’s current coronavirus measures, including not attending Council premises if they have COVID-19 symptoms or have tested positive for COVID-19. Contractors and partner organisations will not be able to work in Y Canol at this time.</p> <p>If a learner or member of staff 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.</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. Staff will continue to wear PPE whilst caring for children who are unwell.</p> <p>Information notices/signs are displayed at building entrances and other locations to remind everyone that they should stay away if they have any of the symptoms or COVID-19 or if they have tested positive for coronavirus.</p> <p>If there is an increase in cases of Covid-19, consideration will be given to holding activities outdoors as much as possible.</p>	MEDIUM

Item No	Hazard (include effects)	RISK RATING (without controls) High/Medium/ Low	Existing Control Measures	RISK RATING (with existing controls) High/Medium/Low
2.	Coronavirus spreading within the school setting premises due to poor ventilation	HIGH	<p>Natural ventilation is maximised by opening windows and doors (not fire doors).</p> <p>Fire doors must remain closed.</p> <p>Classrooms and offices have been reviewed to identify poorly ventilated areas and to decide what improvements are required. Where necessary carbon dioxide monitors (CO₂) have been used to assist identifying these areas.</p> <p>Where poorly ventilated areas are identified, the risks from further use have been assessed to decide if it is safe for people to continue to use them by:</p> <ul style="list-style-type: none"> • maximising any natural or mechanical ventilation available • airing/purging rooms between uses • restricting the length of time people spend in them and the number of people using them at a single time. <p>Fans (desk, pedestal, floor or ceiling), fan heaters and air conditioning units that only recirculate air are not used in poorly ventilated areas. 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>	MEDIUM

Item No	Hazard (include effects)	RISK RATING (without controls) High/Medium/ Low	Existing Control Measures	RISK RATING (with existing controls) High/Medium/Low
3.	Coronavirus spreading within the school setting premises due to poor hygiene practices	MEDIUM	<p>Handwashing facilities are kept clean and have hot and cold running water, liquid soap and paper towels or hand dryers.</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>Staff and children are currently washing their hands more frequently to prevent further spread of Covid-19.</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>Signs / posters are placed at entrances, on noticeboards and in kitchen and toilet facilities to encourage everyone to adhere to good hygiene practices, including:</p> <ul style="list-style-type: none"> • Regular hand washing and hand sanitising • Catching sneezes and coughs in a tissue, immediately binning the tissue and hand washing (Catch it, Bin it, Kill it). 	LOW

Item No	Hazard (include effects)	RISK RATING (without controls) High/Medium/ Low	Existing Control Measures	RISK RATING (with existing controls) High/Medium/Low
4.	Coronavirus spreading within the school setting premises due to insufficient cleaning	MEDIUM	<p>Following an increase in cases, additional cleaning is taking place.</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>Where reasonably practicable we have minimised contact with shared surfaces, for example by:</p> <ul style="list-style-type: none"> • reducing the amount of shared equipment/objects • reducing clutter and difficult to clean items to make cleaning easier <p>Cleaning materials (trigger spray plus paper towels or sanitising wipes) are provided and instructions for employees on cleaning their workstation and shared equipment after use.</p> <p>Areas used by someone with COVID-19 symptoms are thoroughly cleaned as soon as possible.</p> <p>Thorough cleaning of school at the end of the day by school cleaners/ caretaker</p>	LOW
5.	Coronavirus spreading due to close contact between staff and pupils.	HIGH	<p>Entrances, exits and circulation spaces have been reviewed to avoid bottlenecks/queuing.</p> <p>Shared facilities e.g. rest/recreation areas are laid out to allow physical distancing. 2m where this can reasonably be achieved but at least 1m to 1.5m with good ventilation. Staff in Y Canol have been asked to socially distance from each other where possible.</p>	MEDIUM TO HIGH (due to outbreak of Covid-19 in Y Canol)

Item No	Hazard (include effects)	RISK RATING (without controls) High/Medium/ Low	Existing Control Measures	RISK RATING (with existing controls) High/Medium/Low
			<p>Staff and others are asked to be mindful and considerate of each other's personal space and physical distancing preferences.</p> <p>In order to reduce contact, we will not be having visitors to Y Canol for the remainder of this term. The situation in September will be reviewed and the Risk Assessment adjusted accordingly.</p> <p>Face coverings are recommended (not mandatory) where close contact (less than 2m) is difficult to avoid.</p> <p>Staff in Y Canol have been asked to wear a face covering at this time.</p> <p>COVID PPE is provided for close contact tasks where there is higher risk of transmission, including:</p> <ul style="list-style-type: none"> • First aid treatment in any setting • Close personal care in education premises. <p>Employees / agency workers who need to wear COVID PPE are provided training on the safe use and disposal of their PPE.</p>	
6.	<p>Coronavirus spreading to: people with underlying health conditions or other personal factors</p> <p>pregnant employees</p>	HIGH	<p>Staff who are at increased risk are encouraged to observe good hand hygiene and respiratory hygiene, minimise contact and maintain physical distancing where possible. Masks are available across the school.</p> <p>Pregnant employees are encouraged to discuss pregnancy with their line manager as soon as possible to allow individual risk assessment to be completed at an early stage. Pregnancy RAs are kept under review throughout the pregnancy to ensure appropriate mitigations are put in place in a timely manner.</p> <p>Those who are 26 weeks pregnant and beyond, or are pregnant and have an underlying health condition must take a more precautionary approach and inform their line manager.</p>	MEDIUM

Item No	Hazard (include effects)	RISK RATING (without controls) High/Medium/ Low	Existing Control Measures	RISK RATING (with existing controls) High/Medium/Low
	Ultimate Uncontrolled Risk	HIGH	<p>Due to a recent increase in cases of Covid19 across the school and in particular across Y Canol, we are reducing the amount of contact that children have with other classes and are making use of our one way system and staggered breaks. Parents drop the children off and collect them at staggered times and a robust system for entry/exit (Y Canol) is in place.</p> <p>Several mitigations have been reintroduced following the recent increase in cases.</p> <p>In order to protect our vulnerable children in Y Canol, we will not be having any visitors at this time. If appropriate, we will set up Teams meetings or telephone calls as an alternative to face-to-face meetings.</p> <p>We continue to make use of lateral flow devices in Y Canol and will do so for the rest of the term and will review in September 2022.</p>	



FURTHER ACTION REQUIRED TO REDUCE RISK TO ACCEPTABLE LEVEL

Item No	Further action necessary to control risk	Action by (name)	Date Completed	Residual Risk (with further controls) High/Medium/Low
1	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.	JTH	6/7/22	High currently due to an increase in cases.
2	Staff members to ensure they are covid-19 symptom free when returning to / working in the school.	JTH	Ongoing	
3	All employees will be expected to take personal responsibility, alongside routine school cleaning routines for cleaning tasks as part of their daily routines.	JTH	Ongoing	
4	Staff to raise any concerns about Covid working procedures with their manager immediately.	ALL STAFF	Ongoing	
5	Respiratory hygiene/cough etiquette is encouraged (cover nose/mouth with a tissue coughing or sneezing, use disposable tissues and discard after use).	ALL STAFF & CHILDREN	Ongoing	
6	Staff take responsibility for cleaning their work areas, for example wipe down desk/keyboard/mouse/phone – before and after use.	ALL STAFF	Ongoing	
7	Improve ventilation by opening windows and adjusting ventilation systems to maximise fresh air.	ALL STAFF	Ongoing	
8	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.	SCHOOL CARETAKER AND CLEANERS	Ongoing	
Ultimate Residual Risk				High (due to increased cases particularly in Y Canol)

Assessor(s) Signature(s): JULIA THOMAS HAIGH/LESLEY MORRIS/KATHY JONES	Managers Name: JULIA THOMAS HAIGH	Managers Signature: <i>J. Thomas Haigh</i>
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