

Risk Assessment Form



Activity/ workplace assessed:

Covid-19 School Building and Activities.

Location:

Islwyn High School

Person(s) conducting or consulted:

Head Teacher Mr J Hicks

Assessment reference number:

IH 10

Date:

22/08/2020 - 08/10/2020 – 20/11/2020 – 04/12/2020 – 12/01/2021 – 09/02/2021 – 12/02/2021 – 18/02/2021 – 11/03/2021 – 30/03/2021 – 10/05/2021

Review due date:

10/05/2022 or in the event of further WG guidance.

Review on:

Reviewed date: 10/05/2021

Reviewed by:

Reviewer name: M McCulloch Health and Safety Officer

ID	Significant	People at risk	Existing control	Risk Rating	Further action if required	Actioned	Due date:	Compl
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	Hazard	and what is the risk What is the harm that is likely to result from the hazard	measures What is currently in place to control the risk?	Likelihood	Severity/ Consequence	Multiply (L) x (SC) to produce Risk Rating (RR)		What, if any is required to bring the risk down to an acceptable level?	to: Who will complete the action?	When will the action be complete by?	dat Initial & once action has been completed
				(L)	(S/C)	(RR)	L/M/H				
CV01	There is a risk that the schools air conditioning and ventilation systems may lead to an increase in COVID-19 Infections.	All persons inhaling air contaminated with covid-19 recirculated around the room or building at risk.	<ul style="list-style-type: none"> The IT suite is the only room with air conditioning. Ventilation systems are properly maintained and serviced as required in accordance with manufacturer's recommendations. 	2	4	8	L	<ul style="list-style-type: none"> 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. Otherwise systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Ventilation systems to be checked/adjusted to ensure that they do not automatically adjust ventilation levels to differing occupancy levels. Where ventilation units have filters present enhanced precautions should be taken when changing filters. 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. 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 	Head Teacher Business Manager Caretaker	Immediately	Ongoing.

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								speeds.			
								<ul style="list-style-type: none"> 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. 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. Seek specialist advice from a Building Services Engineer of CCBC's Building Consultancy department, or contractor appointed to maintain the school's ventilation system if required. 			
CV02	There is a risk that during dropping off and picking up pupils there could be increased chances of COVID-19 transmission.	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"> Separate entry/exit points have been established to prevent congestion. Parents, guardians and pupils have been informed of which entry point to use. Parents not permitted onsite without an appointment. Utilise one way system where 	2	2	4	Low	<ul style="list-style-type: none"> Encourage parents to provide clean clothes for their pupils every day and to ensure that their pupils wear machine-washable clothing. Designated location for drop-off and social distancing markers offsite where drop-off/pick-up cannot be safely accommodated onsite. 	Head Teacher All Staff	Daily	Ongoing

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			<p>site allows this.</p> <ul style="list-style-type: none"> • Determine if safe to do so, drop off/pick-up on school site. • Staff should follow the limited social contact guidance e.g. no handshaking or hugging and activities should be planned to minimise need for contact. • Prominent signage has been placed at entry point(s) that entry into school grounds of anyone who is of symptomatic is denied. • Arrangements regarding drop-off/pick-up times and locations has been communicated to parents in order to support social distancing. • 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. • Floor signage in place to help ensure that those queuing maintain the 2m social distancing. 								

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			<ul style="list-style-type: none"> • Monitor stock levels of hand sanitisers to ensure supply is available at all times. • Signage and social distancing signs to mark out arrangements when queueing for buses/taxis. School staff to supervise. • 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). • Sanitising stations have been placed throughout the school with appropriate signage. • General signage has been placed in reception and throughout the school reinforcing covid safety measures. • Suitable screen dividers where 2m social distancing is not possible, installed in main entrance reception. • Staff provided with 5 washable 								

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			<p>face coverings (and a bag to store them in) as well as 1 visor for use where social distancing cannot be maintained.</p> <ul style="list-style-type: none"> • Pupils provided with 5 washable face coverings (and a bag to store them) to be used when social distancing cannot be maintained. • Process in place for staff and learners to safely remove (doff) and store 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 designated bin or face reusable coverings in a plastic bag before washing hands again. • One parent/guardian only to pick-up/drop-off where possible. • Notify parents/guardians of the Welsh Government guidance that they should wear face coverings when picking up and collecting children. Ensure that staff are aware of categories exempt from the requirement to wear face covering and ensure 								

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			<p>that any challenging of parents/guardians is done in a sensitive way. Remind parents/guardians to maintain clear social distancing of at least 2m.</p> <ul style="list-style-type: none"> Communicate relevant risk control measures to parents through a newsletter or e-mail, and support with suitable signage (examples of which can be downloaded from the RAMIS4Schools database for printing). 								
CV03	There is a risk that visitors and supply staff attending the school may be infected with COVID-19 (knowingly or otherwise) and this may lead to the possibility of avoidable transmission.	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"> Where possible visits planned to take place out of hours to minimise contacts. Provide communication of key messages to contractors and others. Face coverings to be worn by all visitors to school. Staff aware of categories exempt from requirement and ensure that any enquiries as to exemptions are done in a sensitive way. Provision of signage, hand sanitiser etc. as above. Visitors/contractors and others will be notified of the school 	2	2	4	L		Head Teacher All Staff FM together with school for work arranged via Property Services.	Ongoing	Ongoing

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			<p>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.</p> <ul style="list-style-type: none"> A visitors register 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. Visitors register includes contact telephone numbers (Inventory System). Posters with NHS QR codes in place and displayed to support the NHS track and trace mobile app where schools are hosting events with external guests on their premises. Details of how to create and register a coronavirus NHS QR code and details of the app may be found on the UK Government website https://www.gov.uk/create-coronavirus-qr-poster 								
CV04	Cross infection of Covid-19 virus general.	Staff, pupils, contractors and visitors at risk of covid-19 transmission from	<ul style="list-style-type: none"> Well-publicised Government health campaign that anyone with recognised symptoms of Covid-19 is instructed to self-isolate at home. Symptomatic staff, or those 	2	4	8	L		Head Teacher All Staff	Ongoing	Ongoing

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		each other and surfaces they contact directly or indirectly.	<p>contacted by the 'track and trace' service, to notify the Head Teacher of their absence and requirement to self-isolate.</p> <ul style="list-style-type: none"> 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). All but essential face-to-face meetings cancelled – video conferencing or telephone calls held instead. 2m social distancing for adults rule well established nationally and regularly re-enforced in national media, Government communications, internal messages and signage at office. School layout, lessons and activities organised to minimise contacts between groups. Groups/'bubbles' to be as small as possible with no mixing of learners between groups. Staff to ideally remain within set groups and to adhere to social/physical distancing measures where possible. 								

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			<ul style="list-style-type: none"> • Face coverings worn in all areas outside the classroom by staff (all schools) and learners in secondary schools where social distancing of at least 2m cannot be maintained between individuals and contact groups (including outdoor spaces of the school grounds). • Face coverings to be worn by adults in classrooms where social distancing cannot be maintained and also by learners in classrooms in secondary schools where social distancing cannot be maintained. • Staff aware of categories exempt from requirement and ensure that any enquiries as to exemptions are done in a sensitive way. This is applicable to staff members, pupils, visitors, parents/guardians and contractors. • Where Type IIR masks are used staff should watch the NHS video showing how to don/doff correctly https://youtu.be/-GncQ_ed-9w • Face coverings should not be 								

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			<p>worn for sports activities e.g. football and active games.</p> <ul style="list-style-type: none"> Frequent putting on/taking off of face coverings should be discouraged. Inform parents and staff that washable face covering provided should be washed between each daily use. 3-layer face coverings supplied to all school staff and to all Year 7-13 pupils. Staff and pupils using face covering made aware that: <ul style="list-style-type: none"> Face coverings should cover both the nose and mouth Hands should be washed thoroughly with soap and water for 20 seconds or hand sanitiser used before and after removing the face coverings When putting coverings on, and while on, only handle straps, ties or Avoid touching eyes, nose and mouth at all times Store used face coverings in plastic bag until washed Do not touch the front of the face covering, or the part in 								

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			<p>contact with your mouth and nose</p> <ul style="list-style-type: none"> • Clean any surfaces the face covering has touched • Wash regularly • Tuck away any loose ends. <p>• Staff using Roto Medical washable face coverings to be made aware of instructions for safe use and washing. To wear mask:</p> <ul style="list-style-type: none"> • Wash hands • Pick up mask with ear loops • Place mask over nose and mouth • Place ear loops behind ears and adjust to comfortable fit • Mold the nose clip to the contour of your face • Do not touch whilst wearing mask • Remove mask using ear loops • Do not use again until after washing <p>• Washing Instructions</p> <ul style="list-style-type: none"> • Hand washable • Machine washable up to 60c • Low tumble dry 								

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			<ul style="list-style-type: none"> Do not iron Do not dry clean Resistant up to 50 washes. Resources brought into school by learners to be limited to essential items – coat, bag, phone, lunch bag, books etc. 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. Close contacts of confirmed cases as identified by track and trace not permitted to return until the end of their isolation period. Regular communication from Headteacher to parents regarding processes in this changing situation. Have an adequate supply of disposable 3-layer face coverings for use by those required to wear them that forget to bring one or if it becomes lost / damaged / contaminated during 								

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			the school day.								
CV05	There is a risk that poor basic hygiene may lead to the possibility of increased transmission of COVID-19.	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"> Well-publicised Government health campaign that anyone with recognised symptoms of Covid-19 is instructed to self-isolate at home. All but essential face-to-face meetings cancelled – video conferencing or telephone calls held instead. Staff to promote handwashing, to ensure that pupils are familiar with the correct hand washing techniques and ensure that handwashing is built into routines. Staff to ensure they wash their hands after any direct contact with a pupil. Remind staff and pupils to avoid touching their face/nose/eyes with unwashed hands. Provide hand sanitiser for use before using the toilets. Ensure pupils are aware of risks associated with sanitiser and are aware and supervised to use safely e.g. avoid contact with 	2	4	8	L		Head Teacher All Staff	Ongoing	Ongoing

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			<p>eyes and ingestion. Consider suitability of location and supervision.</p> <ul style="list-style-type: none"> Regular staff communication from Headteacher. 2m social distancing rule well established nationally and regularly re-enforced in national media, Government communications, internal messages and signage at office. 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. Hand washing/hand sanitising 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"> 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/mo 								

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			<p>ving between rooms.</p> <ul style="list-style-type: none"> The site staff will ensure the availability of soap, warm water and paper towels in all toilets and other areas used for handwashing. Staff to supervise younger pupils and those with additional learning needs with handwashing where required. SSRB staff establish regular routines with pupils with complex needs. Posters are displayed in toilet area supporting good hand washing. Sanitising stations have been placed throughout the school with appropriate signage. Tissues will be provided in each classroom and work area. Separate bins marked up to indicate tissue waste in all classrooms will be provided and emptied regularly and at least daily. Bins must not be allowed to overflow and must be emptied at least daily. 								

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			<ul style="list-style-type: none"> Classroom and work areas have been rearranged to maintain 2m distancing. Staff have been instructed to rearrange their working practices to maintain 2m distancing. Site 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. Posters in key locations around the school supporting key messages – social distancing, hand-washing, binning etc. Different toilets for use by different contact groups. Sanitiser securely stored in Caretaker store in external storeroom in light of potential for deliberate fire risk in secondary schools as it is highly flammable if exposed to ignition source. Automated soap dispensers and driers in situ in pupil toilets. Soap dispensers and hand driers in staff toilets regularly checked 								

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			by site staff.								
CV06	There is a risk that if general movement around the school is not controlled there could be increased transmission of COVID-19.	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"> Lunches to be eaten in class or outside in their zone (weather permitting) to minimise movement around site. Staff have been instructed to minimise their movement between rooms where possible. Install signage to support one way arrangements in corridors / on stairs. 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. Where possible a one way system has been implemented. Lines have been marked on the floor to reinforce that those queuing maintain the 2m social distancing e.g. entry, playground, and reception desk. Floor and wall signage has been positioned around the building setting reminding all of key risk- 	2	4	8	L		Head Teacher All Staff	Daily	Ongoing

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			<p>control measures, e.g. the need to socially distance from others.</p> <ul style="list-style-type: none"> 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. Automatic device fitted to designated fire doors to hold such doors open. Doors that are not designated as a fire door where possible will be held open. Amended timetable in place so teachers moving between classrooms instead of pupils moving between classrooms. Use of the lift(s) is restricted. Signage in place to indicate use by one person at a time (plus carer where required) as new maximum lift capacity. Breaks will take place outdoor in designated zones weather permitting. Remind Staff to "Catch-it, bin-it, 								

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			<p>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 bin, then immediately wash their hands.</p> <ul style="list-style-type: none"> Paper towel to be used where possible instead of hand dryers to minimise aerosol spread. Lidded bins provided for disposal of paper towels. Bins must not be allowed to overflow and must be emptied at least daily. 								
CV07	There is a risk that COVID-19 may be transmitted from classes, or bubbles to other groups if controls are not in place.	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"> Instruct staff and pupils to avoid mixing of groups. 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 necessary in secondary schools (up to a whole year group for KS4 and KS5 and typically classes for primary schools). Not mixing contact groups will be particularly important where social distancing between learners cannot be achieved. 	2	4	8	L	<ul style="list-style-type: none"> Each class to maintain a contact book to record any contact with those from outside to assist with track and trace if required. 	Head Teacher All Staff	Ongoing	Dat

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			<ul style="list-style-type: none"> • Maintain consistent Teacher and Teaching Assistant(s) where possible. • Install tape line marking around teacher's desk to reinforce social distancing. • Maintain 2m social distancing between staff, groups of pupils and between pupils and staff where possible. Staff to socially distance as far as is possible, to avoid face to face contact where possible, to minimise the time spent within 1 metre of anyone and to limit duration of unavoidable contact. Those aged 11+ to be encouraged to keep their distance within the groups. • Limit interactions and sharing of rooms and social spaces between groups wherever possible. • For Secondary Schools where possible arrange the layout of the classrooms to support learners to social distance. • Consider use of all possible spaces to support social distancing. 								

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			<ul style="list-style-type: none"> • Staff required to move between different classes and year groups to distance from learners and staff as far as is possible. Staff to wash hands and make sure that their work space is clean before entering the class. • In secondary school staff and pupils to wear face coverings in all indoor areas outside the classroom. • No more adults to be in the classroom than is absolutely necessary. • 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 should wear 3 layer face coverings in accordance with WG guidance. • Ensure classroom and other areas in use are well ventilated with windows and doors kept open where possible to encourage air flow. • Re-set desks forward facing 								

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			<p>and/or side by side to support social distancing.</p> <ul style="list-style-type: none"> • 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. • Staff and pupils who wear face coverings made aware of how to use them safely: <ul style="list-style-type: none"> • Hands washed/sanitised before putting on/taking off • Avoid touching eyes/nose/mouth at all times • Store reusable face covering 								

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			<p>in a plastic bag until washed</p> <ul style="list-style-type: none"> 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 Wash regularly Tuck away any loose ends Dispose of responsibly in a covered bin to prevent cross contamination. <p>• Sanitiser available is available in classrooms with no handwashing facilities and at strategic points throughout the school.</p> <p>• Water fountains have been placed out of use. If required all usage will be strictly supervised and cleaned between use.</p> <p>• 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.</p> <p>• Staff and pupils have been instructed to avoid sharing of resources such as pens, scissors etc. and equipment (e.g. iPads)</p>								

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			<p>where possible. Where resources have to be used by more than one person, clean between uses.</p> <ul style="list-style-type: none"> • Unnecessary furniture and items removed from the classroom to maximise space. • Furniture in classrooms organised to ensure at least 2 metre distance between teacher and pupils. Teacher area in each classroom marked with floor tape. • 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. • 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. • 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 								

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			<p>handled by their owner otherwise must be cleaned.</p> <ul style="list-style-type: none"> Arrange for tissue only collection bins to be emptied regularly to prevent overflowing and at least daily. 								
CV08	There is a risk that COVID-19 may be spread during lunchbreak activities if they are not controlled.	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"> Lunches to be eaten in class or outside in their zone (weather permitting) to minimise movement around site. All items and clutter not required have been removed from tables to enable them to be disinfected and visually clean before lunch/snack. Staff and pupils have been instructed that food /drinks/ bottles/cups/utensils must not be shared between pupils. 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"> Before and after snacks/meals Use of toilet. Outside play. After handling object that may have been handled by others. 	2	4	8	L	<ul style="list-style-type: none"> Arrange for the staggering of lunch and break times to avoid mixing of different groups of pupils. 	Head Teacher All Staff	Daily	Ongoing

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			<ul style="list-style-type: none"> After physical contact with someone else. After blowing nose, coughing / sneezing and disposing of any tissue. Staff will supervise younger pupils and those with additional needs with handwashing if required. SSRB staff will establish regular routines for pupils with complex needs. The external areas have been segregated to restrict contact between different groups. Weather dependant staff will take pupils outdoors during break times. Dining hall not in use. Pupils will take their breaks either in their designated classroom or outside. 								
CV09	There is a risk that COVID-19 may be transmitted when cash, post or parcels are being handled.	Staff.	<ul style="list-style-type: none"> Contactless payment in place where this can be accommodated to minimise cash handling. Inform parents of contactless payment methods, and procedure if alternative payments are unavoidable. 	2	4	8	L	.	Head Teacher All Staff	Daily	Ongoing

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			<ul style="list-style-type: none"> Minimise handling of cash and envelopes. Limit to one member of staff where possible and ensure that the area is cleaned when the task is completed. Staff handling cash envelopes to wash hand/sanitise between each transaction. Staff reminded not to touch hand/face with unwashed hands. Instruct staff using cleaning products in how to use them safely to protect both themselves and others during the cleaning activity. Where Items are cleaned ensure a suitable biocidal/viricidal product is used. Staff involved in cleaning to use the appropriate PPE in line with Sypol assessment and school to have a clear process to ensure this is undertaken in a systematic manner. 								
CV10	There is a risk that COVID-19 may be transmitted between staff and pupils if rooms are not properly ventilated.	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they	<ul style="list-style-type: none"> Open windows/doors where possible and maintain good ventilation at all times. Natural ventilation is preferable. Windows/doors should be kept open as much as possible whilst 	2	4	8	L	.	Head Teacher All Staff	Daily	Ongoing

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		contact directly or indirectly.	<p>maintaining the minimum associated with teaching, private study or examinations, or at least 15°C for areas where higher than normal level of physical activity takes place (for example arising out of physical education) and toilet and hand washing rooms and circulation spaces.</p> <ul style="list-style-type: none"> Consider: <ul style="list-style-type: none"> Opening doors/windows during unoccupied periods, e.g. before school/during lunch/breaks/between lessons/after school. What doors/windows are best opened to maximise air flow and minimise drafts. Windows/door can be on the latch and do not have to be kept fully open. During 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. Open internal and external doors where safe and they are not fire doors to increase throughput of air. Inclement weather and risk of rainwater and 								

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			<p>electrics/slips/trips</p> <ul style="list-style-type: none"> • Check whether all ventilation is functioning well – window, grids, airbricks not obstructed. • Ensure teaching staff know how to achieve the most effective ventilation e.g. opening top windows and moving obstructions such as curtains/blinds. • Use ceiling/desk fans to prevent pockets of stagnant air only where the area is well ventilated • Identify any poorly ventilated areas and take advice from competent heating and ventilation professionals. • Set systems to maximum capacity for smaller rooms to ensure greater dilution. • Consider provision of CO² monitors where there may be challenges in ensuring adequate ventilation. • Children and staff should be encouraged to wear warmer clothing. 								

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			<ul style="list-style-type: none"> Ensure good communication with parent and staff to ensure that they understand the rationale for good ventilation and the need to wear warmer clothes/layers. 								
CV11	There is a risk that COVID-19 may be transmitted between staff if rest or staff areas are not configured to ensure social distancing is achieved	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"> Lunches to be eaten in class or outside in their zone (weather permitting) to minimise movement around site. Tables and chairs have been rearranged in staff room / break out areas to support social distancing. Staff encouraged to take breaks in their class to minimise movement and support social distancing. Children and staff should be encouraged to wear warmer clothing. Ensure good communication with parent and staff to ensure that they understand the rationale for good ventilation and the need to wear warmer clothes/layers. Staff encouraged to store personal items in personal storage space where possible. Staff encouraged staff to stay in the workplace during breaks, and 	2	4	8	L	<ul style="list-style-type: none"> Rota breaks to enable safe use of any locker room/toilets/PPA/staff rooms can be used safely to avoid concurrent use. No sharing of cups etc. and equipment such as kettles to be wiped down between uses. 	Head Teacher All Staff	Daily	Ongoing

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			<p>if they do leave site to socially distance.</p> <ul style="list-style-type: none"> Offices, meeting rooms and staff areas clearly marked to indicate maximum number of persons allowed in the room at any one time. Avoid use of shared resources where possible. Where sharing of equipment is essential ensure staff follow good hand hygiene, wipes area/items between uses with suitable cleaning products or viricidal and biocidal wipes and ensure the area is included in the enhanced cleaning regime. Provision of viricidal/biocidal wipes and/or suitable cleaning products that can be used by staff to wipe down items as required to supplement formal cleaning. Provision on Sypol assessment and PPE as required to enable safe use of any cleaning products. 								
CV12	School staff may be susceptible to infection if they are undertaking intimate care without the necessary training and	Staff and pupils involved at risk of covid-19 transmission from each other and	<ul style="list-style-type: none"> Closomat toilets in hygiene rooms are turned off to disable wash and dry feature. SSRB staff have been issues 	2	4	8	L	<ul style="list-style-type: none"> Assess whether eye protection e.g. visor is required where a child-specific risk assessment identifies a risk of splashing to the eyes from spitting. 	Head Teacher All Staff	Ongoing	Ongoing

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	Personal Protective Equipment	surfaces they contact directly/indirectly during the care.	<p>with PPE for intimate care activities.</p> <ul style="list-style-type: none"> Standard PPE available e.g. gloves and apron and fluid resistant surgical mask to be used for hands-on care tasks including toileting and washing and supporting vulnerable pupil. 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 keep for 72hr for items that may be contaminated. The donning / doffing PPE poster has been displayed. 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 					<ul style="list-style-type: none"> Provide and instruct staff to wear an FFP3 mask (face fit required) if required and gown to conduct suction or other aerosol-generating procedure. Arrange face-fit testing for any new staff identified as requiring it. Call the Health and Safety Division on 01443 864702. 			
CV13	There is a risk of increased transmission of COVID-19 if behaviours such as spitting, biting, kissing and licking are not adequately controlled.	Staff at risk of covid-19 infection due to increased risk of droplet transmission	<ul style="list-style-type: none"> Standard PPE only where pupils are non- symptomatic. Behaviour for learning reinforced through parental communication Zero tolerance for pupils deliberately COVID arrangements (exclusion). 	3	2	6	Low		Head Teacher All Staff	Ongoing	Ongoing

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			<ul style="list-style-type: none"> Enhanced cleaning of resources, surfaces and objects. 								
CV14	There is an increased risk of COVID-19 being transmitted with regards to activities such as singing, music and drama either due to aerosol generation or difficulties with social distancing.	Staff and pupils at risk of covid-19 infection due to increased risk of droplet transmission.	<ul style="list-style-type: none"> The need to maintain at least 2m social distancing, and wash hands/use hand sanitiser well-established. Staff to maintain at least 2m social distancing from singers at all time. Avoid face to face singing. Singing permitted within existing bubbles only. Ensure the room/area is well ventilated via natural ventilation sources. Practice good hand and respiratory hygiene. Ensure any musical instruments are cleaned thoroughly between bubbles. 	2	4	8	L	<ul style="list-style-type: none"> Consider volume and practise quieter singing. One to one music lessons to be conducted in accordance with music service risk assessment. 	Head Teacher All Staff	Ongoing	Ongoing
CV15	There is an increased risk of COVID-19 being transmitted with regards to PE due to aerosol generation or difficulties with social distancing.	Staff and pupils at risk of covid-19 infection due to increased risk.	<ul style="list-style-type: none"> Where possible children to come into school wearing suitable P.E kits. Utilise outdoor space to undertake activities where possible. Ensure good natural ventilation when using indoor spaces. 	2	4	8	L		Head Teacher All Staff	Ongoing	Ongoing

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			<p>Maximise ventilation including natural air flow by opening doors and windows.</p> <ul style="list-style-type: none"> • If changing rooms are utilised arrangements are required to ensure these are cleaned between contract groups. • Activities should minimise the use of shared equipment. Where shared equipment is necessary ensure meticulous cleaning of shared equipment before next use and between lessons. Particular attention should be paid to any equipment which needs to be adjusted to ensure all touch --areas are kept clean between uses • Ensure the room/areas used are cleaned between different contact groups. As a minimum this would include high touch points. Consider activities undertaken as certain activities e.g. gymnastics will result in the floor becoming a high touch point. • Outdoor P.E activity should be prioritised over indoor P.E activity where possible. 								

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			<ul style="list-style-type: none"> Where possible learners should be kept within the same contact group. Where this is not possible a record must be kept of any learners who have to mix contact groups for P.E. Face coverings should not be worn whilst undertaking physical activity. Water bottles must not be shared. Team sports should only be considered where the relevant governing body has developed guidance for their safe operation and this should be considered in delivering lessons containing such sports. 								
CV16	There is an increased risk of COVID-19 being transmitted when someone is either doing first aid training or providing first aid.	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. First aid qualifications may have expired during	<ul style="list-style-type: none"> Standard PPE available e.g. gloves and apron should be used for first aid tasks. The school first aiders will check the expiry date of sterile items within first aid kits and replace stock if necessary. The school first aiders will check the expiry dates of sterile eye wash bottles, and replace if necessary. 	3	2	6	Low	<ul style="list-style-type: none"> 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. To qualify for the extension, they must be able to: <ul style="list-style-type: none"> Explain why they haven't been able to requalify Demonstrate what steps you have taken to access the 	Head Teacher First Aiders	Immediately	Ongoing

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		<p>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 indirectly during the care.</p>	<ul style="list-style-type: none"> The school first aiders will check the expiry date of AED pads and replace if necessary. The school first aiders will check the battery life indicator on the AED and arrange a replacement battery if indicating low. First aiders have been instructed to only administer first aid to a symptomatic individual if essential and to wear a fluid resistant surgical mask, gloves and apron. 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. 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. 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- 					<p>training, if asked to do so.</p> <ul style="list-style-type: none"> 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 – corporatehealth&safe@caerphilly.gov.uk Instruct first aiders that good hygiene practices should be followed after first aid has been administered, particularly washing their hands. 			

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			<p>19 before cleaning, or made subject to an enhanced clean before further use.</p> <ul style="list-style-type: none"> School first aid provision risk assessment has been reviewed. 								
CV17	There is an increased risk of COVID-19 being transmitted if cleaning of surfaces and equipment is not regularly carried out.	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"> All work surfaces, play equipment and high contact items e.g. door handles, bathrooms, railing, tables, toys, push-pads, taps, hand-sanitiser units, kettles/tap handles on hot water dispensers/fridge door handles/printer/scanner/guillotine/stapler/ phones/other communal equipment to receive an enhanced clean at the end of every day and at agreed time during the day. 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. Suitable biocidal/viricidal products available at school. Cleaning carried in accordance with CCBC training and risk assessment using colour coded equipment, apron, gloves and eye protection where splashing 	2	4	8	Low	<ul style="list-style-type: none"> Advice should be sought from the manufacturer/supplier of the chemical as to its suitability for use in a fogger and any specific controls relevant to those using the room/area afterwards e.g. display warning 'No Entry' signage to prevent entry into the room when fogging is taking place and for a period of time. If required. Seek advice from the H&S Team. 	Caerphilly Cleaning Site Team	Daily	Ongoing

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			<p>risk.</p> <ul style="list-style-type: none"> • Cleaning product used for hand touched surfaces includes bactericidal and virucidal properties such as Screen. • Gloves and aprons used when cleaning items contaminated by saliva or respiratory secretions as standard procedure. • An isolation room has been designated for use by a symptomatic individual while awaiting collection from the school. Once emptied the room will be steam cleaned or 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. • Cleaning of area/equipment/toilet used by the symptomatic person in accordance with cleaning risk assessment. • All waste generated following an enhanced clean where an individual has become symptomatic to be double bagged and kept for 72hrs in 								

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			<p>accordance with official guidance.</p> <ul style="list-style-type: none"> • 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). • Rooms/areas to be cleaned between uses by different groups. • 4 GCSE rooms and PE changing rooms subject to additional cleaning between groups. • Cleaning of high frequency used areas, i.e. desks, chairs and IT equipment to be cleaned daily. • Site team to regularly wipe down keyboards, mice etc. with anti-bac wipes. • Cleaner and caretaker to ensure social distancing when undertaking their cleaning activities. • Children to be moved away from the immediate area being cleaned during the process to 								

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			<p>ensure children do not come into direct contact with cleaning products and to maintain 2m social distance from cleaner.</p> <ul style="list-style-type: none"> • Pupils are taken to another available room, corridor or outside. • Where outdoor equipment cannot be cleaned between uses between different groups equipment to be taken out of use. • School staff wiping down touch points during the day to wear gloves and any other required PPE in accordance with Sypol COSHH assessment. • Ensure Sypol CCSHH assessment is in place and communicated with relevant staff for all substances used by school staff for covid cleaning. 								
CV18	There is an increased risk of COVID-19 being transmitted if pupils or staff are Asymptomatic or do not report symptoms or contacts	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or	<ul style="list-style-type: none"> • Staff vigilant to changes to pupils' behaviour and signals indicating illness. • 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 	2	4	8	M	<ul style="list-style-type: none"> • Try to identify an alternative exit route from the premises in order to ensure all other primary routes are not potentially contaminated. 	Head Teacher All Staff	Daily	Ongoing

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				(L)	(S/C)	(RR)	L/M/H				
		indirectly	<p>from the Welsh Government website – www.wales.gov.uk .</p> <ul style="list-style-type: none"> • 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. • 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. • 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. • Donning/doffing PPE poster on display for all staff who may be required to wear PPE as part of their role. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning 								

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			doffing standard PPE health and social care poster .pdf <ul style="list-style-type: none"> 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 should be taken into the identified isolation room with windows ideally opened for ventilation purposes. Isolation rooms should, where possible, be a separate enclosed room behind a closed door. Where this is not possible the symptomatic individual should, where possible, be kept at least 2m from others. 								

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			<ul style="list-style-type: none"> 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 cleaning risk assessment before being allowed back into circulation. 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. 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. 								

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			<ul style="list-style-type: none"> 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. Access to testing for staff/pupils via CCBC and school home test kits. 								
CV19	There is a risk that Alcohol-based hand sanitiser (or other cleaning products) causes serious irritation if in direct contact with the skin or eyes.	Risk of eye irritation arising from hand-to-eye contact from a hand with hand gel applied. Likelihood greater for young pupil.	<ul style="list-style-type: none"> Pupils are supervised, particularly when hand gel is applied and rubbed into hands. 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. 	2	2	4	L		Head teacher All staff	Ongoing	Ongoing
CV20	There is a risk that either through a lack of understanding or the ability to clearly communicate, that guidance is not following leading to increased COVID-19 transmission or occupational outbreak.	All staff, visitors, pupils and contractors	<ul style="list-style-type: none"> 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. Staff are provided with clear, consistent and regular communication to ensure 	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

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			understanding and consistency of new ways of working, and other risk-control measures identified in this risk assessment.								
CV21	There is a risk that parents, pupils or staff become overwhelmed by the changes caused by the pandemic and this leads to harm.	All staff and visitors	<ul style="list-style-type: none"> • Staff alert to pupils and colleagues exhibiting signs of distress. • Staff often comfortable to discuss issues and feelings with colleagues and school SMT. • Pastoral care and bereavement support available if required. • Positive behaviours are reinforced around social distancing hygiene etc. without stigmatising errors. • Pastoral wellbeing meetings taking place weekly. • Regular briefings to staff re vulnerable learnings and to Head of SSRB for SSRB pupils. • Staff are directed to Carefirst for support http://sc-aptken1/KENTICO/Departments/HR/Health-Safety/Documents/Care-First-Leaflet.aspx 	2	3	6	L		Head Teacher All Staff	Ongoing	Ongoing
CV22	There is a risk that COVID-19 could be	Staff, pupils, visitors, contractors	<ul style="list-style-type: none"> • Assembly areas outdoors. 	2	4	8	L		Head Teacher	Ongoing	Ongoing

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	transmitted if there is the need to assemble pupils in the event of a fire alarm or other emergency.	<p>Risk unavoidable during evacuation of building itself, but short duration.</p> <p>Risk greater during assembly in large group at designated assembly area.</p>	<ul style="list-style-type: none"> Instruct staff and regular visitors of new arrangements. Assembly areas aligned with year group zones. Staff informed and amended fire evacuation notices in place. Staff will line up in their class groups ensuring social distancing. New arrangements discussed with H&S officer. 						All Staff		
CV23	There is a risk that following changes to emergency procedures due to COVID-19 pupils or staff do not follow instructions and come to harm.	Fire / smoke exposure arising from delay in evacuation of building arising from confusion of new arrangements.	<ul style="list-style-type: none"> Fire alarm checks carried out weekly as per normal arrangements. Areas of the school that are not required to be used within school activities have been isolated to prevent unauthorised access. All changes to evacuation procedures are communicated to all staff and pupils. All pupils to receive fire evacuation instruction within their first week in school. A socially distanced practise fire evacuation will be conducted during the first 4 weeks back to school. All staff and pupils have been instructed of the actions they are to take upon discovering a fire or 	2	4	8	Low	<ul style="list-style-type: none"> Fire Safety Officers able to advise schools on request. 	<p>Head Teacher</p> <p>Caretakers</p> <p>All Staff</p>	Ongoing	Ongoing

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			<p>hearing the fire alarm, including exit(s) routes to take and location of the designated assembly area(s).</p> <ul style="list-style-type: none"> 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. Changes to fire arrangements implemented after fire drill to be COVID safe. 								
CV24	There is a risk that if alcohol based hand sanitiser is used or stored incorrectly there could be a fire.	<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> <p>Arson risk from deliberate ignition of hand gel.</p>	<ul style="list-style-type: none"> Minimum quantities issued from central supply based on individual site requirements. Health and Safety Bulletin issued regarding the associated fire risks and actions required to minimise risk. Arson risk considered. Sanitiser has been stored in caretakers locked store with no sunlight. All staff, pupils and individuals have been instructed to avoid excessive use of hand sanitiser, and to rub the sanitiser into the 	2	4	8	Low	<ul style="list-style-type: none"> 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. 	Head Teacher All Staff	Immediately	Ongoing

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			<p>hands until dry – this ensures both effective hand-disinfection and minimises the risk of fire.</p> <ul style="list-style-type: none"> 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. Hand sanitiser is stored out of direct sunlight, (taking into consideration different times of the day), and away from heat or ignition source (including light switches and fittings, naked flames, hot surfaces and spark or heat-generating processes etc.). Bulk hand sanitiser stored in an unoccupied outbuilding (Caretakers store). Ensure appropriate measures are taken to prevent arson from deliberate misuse and ignition of the product, and vigilant to misuse or theft of sanitiser. 								
CV25	There is a risk that inclement weather may limit the schools ability to keep class bubbles and year groups segregated	Increased covid risk associated with mixing bubbles as a result of a reduction in available	<ul style="list-style-type: none"> Review clearing snow and ice risk assessment and communicate to Caretaker and any other staff involved in clearing snow/ice. 	2	4	8	Low	<ul style="list-style-type: none"> Consider staggering of start/finish times to allow separation of bubbles where entrance / exit routes are taken out of use. 	Head Teacher Caretaker	Ongoing – in the event of inclement weather	

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	which may lead to the increased transmission of COVID-19	entrances onto site.	<ul style="list-style-type: none"> Ensure school has in place suitable and sufficient resources for clearing snow and ice – rock salt, spreader, shovel etc. Review entrance/exit routes in general use and impact of routes usually closed in inclement weather. Head Teacher and Caretaker to monitor weather forecasts, paying particular attention to amber and red weather warnings. Be aware of updates from the Communications Department via e-mail and/or social media regarding inclement weather. Where schools are unable to clear and maintain sufficient paths on school site, into school building and between buildings whilst maintaining 'bubbles' Head Teacher and Chair of Governors to make a decision to switch to blended learning. Where a decision is made to move to blended learning the school status must be updated on the CCBC website as early as possible. Information on arrangements/timescales for 								

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			blended learning etc. must also be communicated to parents/guardians via parent mail/text etc.								
CV26	Twice weekly testing of school staff and learners in years 10 7 and above – lateral flow test.	Pupils Staff and Visitors	<ul style="list-style-type: none"> Those participating provided with clear instructions on use of lateral flow tests. Agreed days for testing to take place communicated to staff Clear process set out for lateral flow test result including: <ul style="list-style-type: none"> Tests to be taken before attending school Reporting the test result online Not attending school or setting. Immediately self-isolating along with all household members. Booking a follow up PCR test through the online booking system Follow up PCR test to take place within 24hrs of positive lateral flow test. Notify school of positive result. Inform their Manager/Head Teacher to allow results to be recorded on staff register as per local arrangements 	2	4	8	L		Head Teacher Staff	Ongoing	Ongoing

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			<ul style="list-style-type: none"> Follow any advice and isolate in accordance with the advice given by the Track, Trace and Protect Team. School must clearly communicate to all those participating in lateral flow testing all staff that a negative test result does not remove the risk of transmission and that infection control measures must not be relaxed. Staff and pupils made aware that tests must be kept in a secure location, in a cool, dry environment and used at room temperature. Social distancing arrangements in place for test collection. Staff and pupils reminded of the need to continue to self-isolate and book a test if they live with someone showing symptoms or who has tested positive for covid. School to keep a record of anyone who comes into a contact group e.g. intervention teams. 								

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			<ul style="list-style-type: none"> Staff must not participate for 90 days if they have received a positive PCR result Used tests must be put back in the packet and left for 72 hours before being disposed of as regular waste. 								
CV27	Wellbeing	Staff and pupils	<ul style="list-style-type: none"> Implement appropriate arrangements for staff and pupils to raise/discuss their anxieties. Signpost staff to Care first resources for staff around self-support and well-being in the workplace Ensure Line Manager arrangements are in place to supervise staff to take into account mental health and wellbeing. 	2	4	8	L		Head Teacher Line Managers School Pastoral Leads	Ongoing	Ongoing
CV28	There is a risk that during school visits there may be an increased chance of transmitting COVID-19 particularly if the venue or transport is not COVID secure.	Staff and pupils	<ul style="list-style-type: none"> Overseas visits are currently not permitted. Ensure all visits are thoroughly risk assessed to account for covid related risks and control measures and current restrictions on travel and accommodation in place at the time that may significantly affect the planned visit. Consideration to be given to arrangements if staff or a child becomes ill during visit. 	2	4	8	L		Head Teacher School nominated Educational Visits Co-ordinator	As required	Ongoing

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			<ul style="list-style-type: none"> School to ensure that the venue is covid secure and to obtain copies of their covid risk assessment. Consideration to be given to wider government advice on visiting indoor and outdoor venues. School to be aware of the possibility of changes to national (Wales), regional or local coronavirus measures. Where possible visits should maximise the time spent outdoors. All visits should follow standard covid controls such as social distancing where possible, use of face coverings where appropriate and maintaining good hand hygiene. Travel time should be minimised where possible. 								
CV29	There is an increased risk of Safeguarding issues as pupils and staff take part in online streaming or filming of blended learning lessons	Pupils. Staff and school reputation	<ul style="list-style-type: none"> Instruct staff to familiarise themselves with the WG guidance available at https://hwb.gov.wales/zones/keeping-safe-online/live-streaming-and-video-conferencing-safeguarding-principles-and- 	2	4	8	Low		Head Teacher Line Managers All Staff	Ongoing	Ongoing

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			<p><u>practice/</u></p> <ul style="list-style-type: none"> • Staff to conduct live streaming or recording of lessons in line with the above WG guidance. • Staff to only contact pupils via their educational accounts (e.g. Hwb mail) during school hours, and not engage in any personal or non-work related correspondence. • Staff to correspond with pupils and parents only via their school e-mail account. • Staff to follow guidance to be published shortly by CCBC Education department. 								
CV30	There is a risk if workstations or computers are not adequately cleaned between use that COVID-19 could be transmitted between users.	Staff and pupils	<ul style="list-style-type: none"> • All work surfaces high contact items to receive an enhanced clean at the end of every day and at agreed time during the day. • Pupils and staff hand sanitiser regularly. Sanitiser available in all rooms and replenished daily. • 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. 	2	4	8	Low		Headteacher IT Support Staff	Ongoing	

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			<ul style="list-style-type: none"> Suitable biocidal/viricidal products available at school. Cleaning product used for hand touched surfaces includes bactericidal and virucidal properties such as Screen. Gloves and aprons used when cleaning items contaminated by saliva or respiratory secretions as standard procedure. IT support staff regularly wipe down keyboards, mice etc. with anti-bac wipes and monitor procedures when computers in use. 								
CV31	There is a risk that staff may become unwell with COVID-19 need to shield or are told to self-isolate by Test, Trace and Protect or the NHS App. This could lead to reduced workforce availability which could impact on the safe operation of the school.	Staff and pupils	<ul style="list-style-type: none"> Staffing levels monitored daily by Headteacher and Business Manager. Small pool of supply staff deployed to cover absent staff. Class organisation reviewed regularly to ensure most appropriate deployment of staff to cover absence whilst maintaining bubbles. Option to move to established blended learning model with pupils learning at home if staff 	2	4	8	Low		Headteacher Business Manager	Ongoing	

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				Likelihood (L)	Severity/Consequence (S/C)	Multiply (L) x (SC) to produce Risk Rating (RR) (RR) L/M/H					
			levels not able to be sustained in school.								
Approved date:			Head Teacher: Mr J Hicks				Signature:				

Further information and general health and safety advice can be obtained from Health and Safety Officers of CCBC's Health and Safety Division – Tel. 01443 86 4072, or e-mail:- healthandsafety@caerphilly.gov.uk

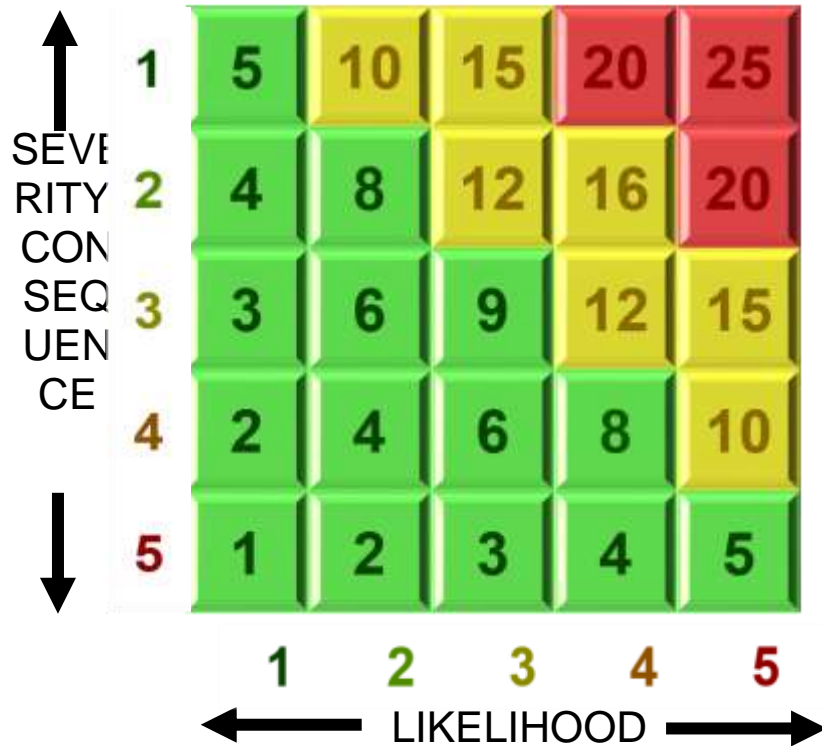
We will endeavour to respond to you as quickly as possible, but a delay may be inevitable during this challenging time and constantly developing situation.

Likelihood

1. Very unlikely
2. Unlikely
3. Fairly likely
4. Likely
5. Very likely

Severity/ Consequence

1. Insignificant - no injury
2. Minor – minor injuries needing first aid
3. Moderate – up to three days' absence
4. Major – more than three days' absence
5. Catastrophic – death



Low

No further action, but ensure controls maintained and look to improve at next review.

Medium

Look to improve within a specified timescale where reasonably practicable.

High

Unacceptable stop activity make immediate improvements.