

## 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 11

**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 – 10/06/2021 – September 2021

**Review due date:**

September 2022 or in the event of further WG guidance.

**Review on:**

Reviewed date: September 2021

**Reviewed by:**

Reviewer name: M McCulloch Health and Safety Officer

ID	Significant	People at risk	Existing control	Risk Rating	Further action if	Actioned	Due date:	Comple
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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)		required 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?	tion date: Initial & date once the 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"> <li>The IT suite is the only room with air conditioning.</li> <li>Ventilation systems are properly maintained and serviced as required in accordance with manufacturer's recommendations.</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>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 provided they are within a single room and supplemented by an outdoor air supply.</li> <li>Ventilation systems to be checked/adjusted to ensure that they do not automatically adjust ventilation levels to differing occupancy levels.</li> <li>Where ventilation units have filters present enhanced precautions should be taken when changing filters.</li> <li>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.</li> <li>Ensure ventilation is kept on for longer, with lower ventilation rates when people</li> </ul>	Head Teacher  Business Manager  Caretaker	Immediately	Ongoing.

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								<p>are absent – do not switch ventilation systems off in any buildings, even those temporarily vacated, but operate them continuously at reduced speeds.</p> <ul style="list-style-type: none"> <li>• Avoid recirculation of air between spaces, rooms or zones occupied by different people. However, in the case of any systems serving a single space, partial recirculation of air within that space, such as through a local fan coil unit, is acceptable.</li> <li>• Ensure that the primary objective to maximise the air exchange rate with outside air and to minimize the risk of any pockets of stagnant air is achieved.</li> <li>• Seek specialist advice from a Building Services Engineer of CCBC's Building Consultancy department, or contractor appointed to maintain the school's ventilation system if required.</li> </ul>			
CV02	There is a risk that during dropping off	Staff, pupils, contractors and	<ul style="list-style-type: none"> <li>• Parents encouraged not to come to site without an appointment.</li> </ul>	2	2	4	Low	<ul style="list-style-type: none"> <li>•</li> </ul>	Head Teacher	Daily	Ongoing

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	and picking up pupils there could be increased chances of COVID-19 transmission.	visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> <li>Keep left system in place and reinforced with signage..</li> <li>Staff should follow the limited social contact guidance e.g. no handshaking or hugging and activities should be planned to minimise need for contact.</li> <li>Prominent signage has been placed at entry point(s) that entry into school grounds of anyone who is of symptomatic is denied.</li> <li>Staff to remind pupils and parents to maintain a social distance whilst waiting to enter the school.</li> <li>Monitor stock levels of hand sanitisers to ensure supply is available at all times.</li> <li>Signage and social distancing signs to mark out arrangements when queueing for buses/taxis. School staff to supervise.</li> <li>The school has provided hand sanitiser (min 60% alcohol content) and all persons will be asked to apply sanitiser gel to their hands on their arrival,</li> </ul>					All Staff			

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			<p>unless able to wash their hands with soap and running water immediately on entry (preferable but often impractical).</p> <ul style="list-style-type: none"> <li>• Sanitising stations have been placed throughout the school with appropriate signage.</li> <li>• General signage has been placed in reception and throughout the school reinforcing covid safety measures.</li> <li>• Suitable screen dividers where 2m social distancing is not possible, installed in main entrance reception.</li> <li>• One parent/guardian encouraged to pick-up/drop-off where possible.</li> <li>• 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 that any challenging of parents/guardians is done in a sensitive way.</li> </ul>								

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			<ul style="list-style-type: none"> <li>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.</li> </ul>								
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"> <li>Where possible visits planned to take place out of hours to minimise contacts.</li> <li>Provide communication of key messages to contractors and others.</li> <li>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.</li> <li>Provision of signage, hand sanitiser etc. as above.</li> <li>Visitors/contractors and others will be notified of the school specific controls e.g. entry/exit points, keep left system, importance of maintaining social distancing and follow hygiene requirements prior to and on</li> </ul>	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>their arrival.</p> <ul style="list-style-type: none"> <li>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).</li> <li>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 <a href="https://www.gov.uk/create-coronavirus-qr-poster">https://www.gov.uk/create-coronavirus-qr-poster</a></li> </ul>								
CV04	Cross infection of Covid-19 virus general.	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly.	<ul style="list-style-type: none"> <li>Well-publicised Government health campaign that anyone with recognised symptoms of Covid-19, including a new and persistent cough, high temperature and or loss of or change in taste or smell instructed to self-isolate at home and arrange a PCR test. Self-isolation is also required for:</li> </ul>	2	4	8	L	Head Teacher  All Staff	Ongoing	Ongoing	

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			<ul style="list-style-type: none"> <li>Those who have tested positive even if asymptomatic.</li> <li>Those who have been advised by NHS Wales Test Trace Protect TTP to do so.</li> <li>Are household members of a positive case, even if the case is asymptomatic, if not double vaccinated or are under 18 subject to WG Guidelines <a href="http://gov.wales/self-isolation">http://gov.wales/self-isolation</a></li> <li>Are a close contact of a positive case subject to WG Guidelines above.</li> <li>Are required to self-isolate for travel related reasons.</li> </ul> <ul style="list-style-type: none"> <li>Symptomatic staff, or those contacted by the 'track and trace' service, to notify the Head Teacher of their absence and requirement to self-isolate.</li> <li>All staff to adhere to maintain physical distance from each other and pupils.</li> <li>Social distancing rule well established nationally and</li> </ul>								



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			<p>regularly re-enforced in national media, Government communications, internal messages and signage at office.</p> <ul style="list-style-type: none"> <li>School layout, lessons and activities organised to minimise contacts between groups.</li> <li>Groups to be as small as possible.</li> <li>Face coverings should worn in communal areas and where social distancing is difficult to maintain.</li> <li>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.</li> <li>Those identified by track and trace as requiring to self-isolate are not permitted to return until the end of their isolation period.</li> <li>Resources brought into school by learners to be limited to essential items – coat, bag,</li> </ul>								

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			<p>phone, lunch bag, books etc.</p> <ul style="list-style-type: none"> <li>Staff to avoid close contacts and to minimise the amount of time spent within one metre of anyone.</li> <li>Regular communication from Headteacher to parents regarding processes in this changing situation.</li> </ul>								
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"> <li>Well-publicised Government health campaign that anyone with recognised symptoms of Covid-19 is instructed to self-isolate at home.</li> <li>Staff to promote handwashing, to ensure that pupils are familiar with the correct hand washing techniques and ensure that handwashing is built into routines.</li> <li>Staff to ensure they wash their hands after any direct contact with a pupil.</li> <li>Remind staff and pupils to avoid touching their face/nose/eyes with unwashed hands.</li> <li>Provide hand sanitiser for use before using the toilets.</li> </ul>	2	4	8	L	Head Teacher All Staff	Ongoing	Ongoing	

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			<ul style="list-style-type: none"> <li>• Ensure pupils are aware of risks associated with sanitiser and are aware and supervised to use safely e.g. avoid contact with eyes and ingestion. Consider suitability of location and supervision.</li> <li>• Regular staff communication from Headteacher.</li> <li>• Social distancing rule well established nationally and regularly re-enforced in national media, Government communications, internal messages and signage at office.</li> <li>• All pupils and adults, including staff must wash their hands/use sanitiser (min 60% alcohol) on entry into school. Handwashing is preferable but may be impractical.</li> <li>• Hand washing/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"> <li>• Before and after snacks/meals/use of</li> </ul> </li> </ul>								

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			<p>toilet/outside play/after handling object that may have been handled by others/after physical contact/after blowing nose/coughing/sneezing/moving between rooms.</p> <ul style="list-style-type: none"> <li>The site staff will ensure the availability of soap, warm water and paper towels in all toilets and other areas used for handwashing.</li> <li>Staff to supervise younger pupils and those with additional learning needs with handwashing where required.</li> <li>SSRB staff establish regular routines with pupils with complex needs.</li> <li>Posters are displayed in toilet area supporting good hand washing.</li> <li>Sanitising stations have been placed throughout the school with appropriate signage.</li> <li>Tissues will be provided in each classroom and work area.</li> </ul>								

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			<ul style="list-style-type: none"> <li>Sufficient bins for waste in all classrooms. Bins must not be allowed to overflow and must be emptied at least daily.</li> <li>Staff have been instructed to rearrange their working practices to maintain social distancing.</li> <li>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.</li> <li>Posters in key locations around the school supporting key messages – social distancing, hand-washing, binning etc.</li> <li>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.</li> <li>Automated soap dispensers and driers in situ in pupil toilets.</li> <li>Soap dispensers and hand driers in staff toilets regularly checked by site staff.</li> </ul>								

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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"> <li>Lunches to be eaten in canteen, wet break zone or outside in their zone (weather permitting) to minimise movement around site.</li> <li>Staff have been instructed to minimise their movement between rooms where possible.</li> <li>Signage to support keep left system in place.</li> <li>Markings on the floor to reinforce that those queuing maintain the social distancing.</li> <li>Floor and wall signage has been positioned around the building setting reminding all of key risk-control measures, e.g. good hygiene, maintain social distance from others.</li> <li>Toilets and handwashing facilities have been support social distancing while ensuring pupils are as free as possible to use the facilities as required.</li> <li>Automatic device fitted to designated fire doors to hold such doors open.</li> <li>Doors that are not designated as</li> </ul>	2	4	8	L	Head Teacher  All Staff	Daily	Ongoing	

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			<p>a fire door where possible will be held open.</p> <ul style="list-style-type: none"> <li>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.</li> <li>Breaks will take place outdoor in designated zones weather permitting.</li> <li>Remind Staff and pupils to "Catch-it, bin-it, kill-it" and to cough or sneeze into their elbow if a tissue is not available, and to place used tissues a refuse bin, then immediately wash their hands.</li> <li>Paper towel to be used where possible instead of hand dryers to minimise aerosol spread.</li> </ul>								
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	<ul style="list-style-type: none"> <li>Instruct staff and pupils to avoid mixing of groups where possible.</li> <li>Maintain consistent Teacher and Teaching Assistant(s) where possible.</li> <li>Install tape line marking around teacher's desk to reinforce social</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>Each class to maintain a contact book to record any contact with those from outside to assist with track and trace if required.</li> </ul>	Head Teacher All Staff	Ongoing	Daily

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		indirectly	<p>distancing.</p> <ul style="list-style-type: none"> <li>• Maintain 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.</li> <li>• Limit interactions and sharing of rooms and social spaces between groups wherever possible.</li> <li>• 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.</li> <li>• Ensure classroom and other areas in use are well ventilated with windows and doors kept open where possible to encourage air flow.</li> </ul>								



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			<ul style="list-style-type: none"> <li>Desks are re-set forward facing and/or side by side. With the exception of practical subjects where a bespoke risk assessment has been agreed in advance.</li> <li>Seating plans in place in all classes and form groups and logged on Classcharts.</li> <li>Refuse bags with tissues used by anyone symptomatic of covid-19 are double bagged and isolated for at least 72 hours before disposal.</li> <li>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.</li> <li>Staff and pupils have been instructed not to share food/ snacks/ drinks/ cups/ bottles/ utensils.</li> <li>Staff and pupils who wear face coverings made aware of how to use them safely: <ul style="list-style-type: none"> <li>Hands washed/sanitised before putting on/taking off</li> </ul> </li> </ul>								

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			<ul style="list-style-type: none"> <li>Avoid touching eyes/nose/mouth at all times</li> <li>Store reusable face covering in a plastic bag until washed</li> <li>Do not touch the front of the face covering or the part that has been in contact with mouth and nose</li> <li>Once removed clean any surfaces the face covering has touched</li> <li>Wash regularly</li> <li>Tuck away any loose ends</li> <li>Dispose of responsibly in a covered bin to prevent cross contamination.</li> </ul> <ul style="list-style-type: none"> <li>Sanitiser available is available in classrooms with no handwashing facilities and at strategic points throughout the school.</li> <li>Avoid using water fountains unless use is supervised and they are cleaned between each use.</li> <li>Staff have been instructed to avoid the sharing of desks/ work stations where possible, or where unavoidable, implement a cleaning regime between different members of staff. Cleaning wipes have been</li> </ul>								

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			<p>provided.</p> <ul style="list-style-type: none"> <li>• Staff and pupils have been instructed to avoid sharing of resources such as pens, scissors etc. and equipment (e.g. iPads) where possible. Where resources have to be used by more than one person, clean between uses.</li> <li>• Unnecessary furniture and items removed from the classroom to maximise space.</li> <li>• Teacher area in each classroom marked with floor tape.</li> <li>• Resources permitted to be taken home to be minimised where possible. Resources taken home not to be shared or to be cleaned/rotated between uses.</li> <li>• Shared resources e.g. PE/Art/Science equipment to be avoided where possible. Shared equipment to be cleaned before next use and between lessons with particular attention paid to touch areas of adjustable equipment.</li> <li>• Discourage pupils and staff from</li> </ul>								

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			bringing in any items from home, apart from a packed lunch. Where items are brought from home they should only be handled by their owner otherwise must be cleaned.								
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"> <li>Lunches to be eaten in designated classrooms, the canteen or outside in their zone (weather permitting) to minimise movement around site.</li> <li>All items and clutter not required have been removed from tables to enable them to be disinfected and visually clean before lunch/snack.</li> <li>Staff and pupils have been instructed that food /drinks/ bottles/cups/utensils must not be shared between pupils.</li> <li>Hand washing has been programmed into the school daily routine and will take place at regular intervals during the day including in particular: <ul style="list-style-type: none"> <li>Before and after snacks/meals</li> <li>Use of toilet.</li> <li>Outside play.</li> <li>After handling object that may have been handled by</li> </ul> </li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>Arrange for the staggering of lunch and break times to avoid mixing of different groups of pupils.</li> </ul>	Head Teacher  All Staff	Daily	Ongoing

ID	Significant Hazard	People at risk and what is the risk What is the harm that is likely to result from the hazard	Existing control measures What is currently in place to control the risk?	Risk Rating				Further action if required What, if any is required to bring the risk down to an acceptable level?	Actioned to: Who will complete the action?	Due date: When will the action be complete by?	Completion date: Initial & date once the action has been completed
				Likelihood  (L)	Severity/Consequence  (S/C)	Multiply (L) x (SC) to produce Risk Rating (RR)  (RR) L/M/H					
			<p>others.</p> <ul style="list-style-type: none"> <li>After physical contact with someone else.</li> <li>After blowing nose, coughing / sneezing and disposing of any tissue.</li> </ul> <ul style="list-style-type: none"> <li>Staff will supervise younger pupils and those with additional needs with handwashing if required.</li> <li>SSRB staff will establish regular routines for pupils with complex needs.</li> <li>The external areas have been segregated to minimise contact between different groups.</li> <li>Weather dependant staff will take pupils outdoors during break times.</li> <li>Pupils will take their breaks either in their designated indoor zone, the canteen or outside.</li> </ul>								
CV09	There is a risk that COVID-19 may be transmitted when ash, post or parcels are being handled.	Staff.	<ul style="list-style-type: none"> <li>Contactless payment in place where this can be accommodated to minimise cash handling.</li> <li>Inform parents of contactless payment methods, and procedure if alternative</li> </ul>	2	4	8	L	.	Head Teacher  All Staff	Daily	Ongoing

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				Likelihood	Severity/Consequence	Multiply (L) x (SC) to produce Risk Rating (RR)					
				(L)	(S/C)	(RR)	L/M/H				
			<p>payments are unavoidable.</p> <ul style="list-style-type: none"> <li>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.</li> <li>Staff reminded not to touch hand/face with unwashed hands.</li> <li>Instruct staff using cleaning products in how to use them safely to protect both themselves and others during the cleaning activity.</li> <li>Where Items are cleaned ensure a suitable biocidal/viricidal product is used.</li> <li>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.</li> </ul>								
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"> <li>Open windows/doors where possible and maintain good ventilation at all times. Natural ventilation is preferable.</li> <li>Start ventilation of rooms ahead of the school day and allow it to</li> </ul>	2	4	8	L	.	Head Teacher  All Staff	Daily	Ongoing

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				Likelihood	Severity/Consequence	Multiply (L) x (SC) to produce Risk Rating (RR)					
				(L)	(S/C)	(RR)	L/M/H				
		contact directly or indirectly.	<p>continue throughout the day and after classes have finished.</p> <ul style="list-style-type: none"> <li>• Windows/doors should be kept open as much as possible whilst 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.</li> <li>• Open doors/windows during unoccupied periods, e.g. before school/during lunch/breaks/between lessons/after school.</li> <li>• Consider 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.</li> <li>• 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.</li> </ul>								

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				Likelihood	Severity/Consequence	Multiply (L) x (SC) to produce Risk Rating (RR)					
				(L)	(S/C)	(RR)	L/M/H				
			<ul style="list-style-type: none"> <li>• Open internal and external doors where safe and they are not fire doors to increase throughput of air (noise and fire restrictions dependant).</li> <li>• Inclement weather and risk of rainwater and electrics/slips/trips.</li> <li>• Check whether all ventilation is functioning well – window, grids, airbricks not obstructed.</li> <li>• Ensure teaching staff know how to achieve the most effective ventilation e.g. opening top windows and moving obstructions such as curtains/blinds.</li> <li>• Use ceiling/desk fans to prevent pockets of stagnant air only where the area is well ventilated</li> <li>• Identify any poorly ventilated areas and take advice from competent heating and ventilation professionals.</li> <li>• Set systems to maximum capacity for smaller rooms to ensure greater dilution.</li> <li>• Consider provision of CO<sup>2</sup></li> </ul>								



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				(L)	(S/C)	(RR)	L/M/H				
			<p>monitors where there may be challenges in ensuring adequate ventilation.</p> <ul style="list-style-type: none"> <li>Children and staff should be encouraged to wear warmer clothing during periods of inclement weather.</li> <li>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.</li> </ul>								
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"> <li>Lunches to be eaten in designated classrooms, the canteen or outside in their zone (weather permitting) to minimise movement around site.</li> <li>Tables and chairs have been rearranged in staff room / break out areas to support social distancing.</li> <li>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.</li> <li>Staff encouraged to store personal items in personal storage space where possible.</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>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.</li> </ul>	Head Teacher All Staff	Daily	Ongoing

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				Likelihood	Severity/Consequence	Multiply (L) x (SC) to produce Risk Rating (RR)					
				(L)	(S/C)	(RR)	L/M/H				
			<ul style="list-style-type: none"> <li>Offices, meeting rooms and staff areas clearly marked to indicate maximum number of persons allowed in the room at any one time.</li> <li>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.</li> <li>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.</li> <li>Provision on Sypol assessment and PPE as required to enable safe use of any cleaning products.</li> </ul>								
CV12	School staff may be susceptible to infection if they are undertaking intimate care without the necessary training and Personal	Staff and pupils involved at risk of covid-19 transmission from each other and surfaces they contact directly/	<ul style="list-style-type: none"> <li>Closomat toilets in hygiene rooms are turned off to disable wash and dry feature.</li> <li>SSRB staff have been issued with PPE for intimate care activities.</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>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.</li> </ul>	Head Teacher All Staff	Ongoing	Ongoing

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				Likelihood	Severity/Consequence	Multiply (L) x (SC) to produce Risk Rating (RR)					
				(L)	(S/C)	(RR)	L/M/H				
	Protective Equipment	indirectly during the care.	<ul style="list-style-type: none"> <li>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.</li> <li>Instruct staff required to wear PPE as part of their role on how to dispose of it safely including to requirement to double bag and keep for 72hr for items that may be contaminated.</li> <li>The donning / doffing PPE poster has been displayed. <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster.pdf</a></li> </ul>					<ul style="list-style-type: none"> <li>Provide and instruct staff to wear an FFP3 mask (face fit required) if required and gown to conduct suction or other aerosol-generating procedure.</li> <li>Arrange face-fit testing for any new staff identified as requiring it. Call the Health and Safety Division on 01443 864702.</li> </ul>			
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"> <li>Standard PPE only where pupils are non- symptomatic.</li> <li>Behaviour for learning reinforced through parental communication</li> <li>Zero tolerance for pupils deliberately COVID arrangements (exclusion).</li> <li>Enhanced cleaning of resources,</li> </ul>	3	2	6	Low		Head Teacher  All Staff	Ongoing	Ongoing

ID	Significant Hazard	People at risk and what is the risk What is the harm that is likely to result from the hazard	Existing control measures What is currently in place to control the risk?	Risk Rating				Further action if required What, if any is required to bring the risk down to an acceptable level?	Actioned to: Who will complete the action?	Due date: When will the action be complete by?	Completion date: Initial & date once the action has been completed
				Likelihood  (L)	Severity/Consequence  (S/C)	Multiply (L) x (SC) to produce Risk Rating (RR)  (RR) L/M/H					
			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"> <li>The need to maintain social distancing, and wash hands/use hand sanitiser well-established.</li> <li>Staff to maintain social distancing from singers.</li> <li>Maintain social distancing between different classes singing.</li> <li>Avoid face to face singing.</li> <li>Ensure the room/area is well ventilated via natural ventilation sources.</li> <li>Practice good hand and respiratory hygiene.</li> <li>Ensure any musical instruments are cleaned thoroughly between uses.</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>Consider volume and practise quieter singing.</li> <li>One to one music lessons to be conducted in accordance with music service risk assessment.</li> </ul>	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"> <li>Utilise outdoor space to undertake activities where possible.</li> <li>Changing rooms well ventilated and surfaces cleaned after use.</li> <li>Activities should minimise the use of shared equipment.</li> </ul>	2	4	8	L		Head Teacher  All Staff	Ongoing	Ongoing

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				Likelihood	Severity/Consequence	Multiply (L) x (SC) to produce Risk Rating (RR)					
						(L)	(S/C)				
			<p>Shared equipment cleaned 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.</p> <ul style="list-style-type: none"> <li>• Ensure the room/areas used are cleaned regularly and thoroughly. 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.</li> <li>• Outdoor P.E activity should be prioritised over indoor P.E activity where possible.</li> <li>• Face coverings must not be worn whilst undertaking physical activity.</li> <li>• Water bottles must not be shared.</li> <li>• 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.</li> </ul>								

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				Likelihood  (L)	Severity/Consequence  (S/C)	Multiply (L) x (SC) to produce Risk Rating (RR)  (RR) L/M/H					
CV16	There is an increased risk of COVID-19 being transmitted when someone is either doing first aid training or providing first aid.	<p>Persons suffering from an injury or ill health in need of first aid while at school including staff, pupil, visitors, contractors.</p> <p>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"> <li>Standard PPE available e.g. gloves and apron should be used for first aid tasks.</li> <li>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.</li> <li>First aiders have been instructed that any used PPE should be double bagged and kept for 72 hrs prior to being disposed of with regular waste.</li> <li>A fluid resistant surgical mask and eye protection should be used where available if there is a risk of splashing of bodily fluids e.g. from spitting, vomiting, coughing.</li> <li>Where resuscitation is required advise first aiders to carry out in accordance with the current guidance issued by the Resuscitation Council. <a href="https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-publis/resuscitation-council-uk-statement-covid-19">https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-publis/resuscitation-council-uk-statement-covid-19</a></li> </ul>	3	2	6	Low	<ul style="list-style-type: none"> <li>Instruct first aiders that good hygiene practices should be followed after first aid has been administered, particularly washing they hands.</li> </ul>	<p>Head Teacher</p> <p>First Aiders</p>	Immediately	Ongoing

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				Likelihood (L)	Severity/Consequence (S/C)	Multiply (L) x (SC) to produce Risk Rating (RR) (RR)	L/M/H				
			<ul style="list-style-type: none"> <li>All staff have been instructed that the isolation room is subject to an enhanced clean before further use.</li> </ul>								
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"> <li>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.</li> <li>Resources that are shared between different groups/classes such as sport, art and science equipment should be cleaned frequently.</li> <li>Emergency cleaning team on standby from CCBC's Building Cleaning team and able to respond in an hour for cleaning following a symptomatic individual/emergency situation.</li> <li>Suitable biocidal/viricidal products available at school.</li> </ul>	2	4	8	Low	<ul style="list-style-type: none"> <li>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&amp;S Team.</li> </ul>	Caerphilly Cleaning  Site Team	Daily	Ongoing

ID	Significant Hazard	People at risk and what is the risk What is the harm that is likely to result from the hazard	Existing control measures What is currently in place to control the risk?	Risk Rating				Further action if required What, if any is required to bring the risk down to an acceptable level?	Actioned to: Who will complete the action?	Due date: When will the action be complete by?	Completion date: Initial & date once the action has been completed
				Likelihood  (L)	Severity/Consequence  (S/C)	Multiply (L) x (SC) to produce Risk Rating (RR)  (RR) L/M/H					
			<ul style="list-style-type: none"> <li>• Cleaning carried in accordance with CCBC training and risk assessment using colour coded equipment, apron, gloves and eye protection where splashing risk.</li> <li>• Cleaning product used for hand touched surfaces includes bactericidal and virucidal properties such as Screen.</li> <li>• Gloves and aprons used when cleaning items contaminated by saliva or respiratory secretions as standard procedure.</li> <li>• Prevent entry into the designated isolation room until an enhanced clean has taken place.</li> <li>• Cleaning of area/equipment/toilet used by the symptomatic person in accordance with cleaning risk assessment.</li> <li>• All waste generated following an enhanced clean where an individual has become symptomatic to be double bagged and kept for 72hrs in accordance with official guidance.</li> </ul>								



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				Likelihood	Severity/Consequence	Multiply (L) x (SC) to produce Risk Rating (RR)					
				(L)	(S/C)	(RR)	L/M/H				
			<ul style="list-style-type: none"> <li>Visibly contaminated items to be disposed of if possible, or otherwise cleaned by cleaning staff in accordance with Cleaning risk assessment and using PPE (apron, gloves and surgical facemask).</li> <li>Wipes available in classrooms for the cleaning down of desks between classes..</li> <li>PE changing rooms subject to additional cleaning.</li> <li>Cleaning of high frequency used areas, i.e. desks, chairs and IT equipment to be cleaned daily.</li> <li>Site team to regularly wipe down keyboards, mice etc. with anti-bac wipes.</li> <li>Cleaner and caretaker to ensure social distancing when undertaking their cleaning activities.</li> <li>Children to be moved away from the immediate area being cleaned during the process to ensure children do not come into direct contact with cleaning products and to maintain social</li> </ul>								

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				Likelihood (L)	Severity/Consequence (S/C)	Multiply (L) x (SC) to produce Risk Rating (RR) (RR)	L/M/H				
			<p>distance from cleaner.</p> <ul style="list-style-type: none"> <li>• Pupils are taken to another available room, corridor or outside.</li> <li>• Outdoor play equipment to be cleaned more frequently.</li> <li>• School staff wiping down touch points during the day to wear gloves and any other required PPE in accordance with Sypol COSHH assessment.</li> <li>• Ensure Sypol CCSHH assessment is in place and communicated with relevant staff for all substances used by school staff for covid cleaning.</li> </ul>								
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 indirectly	<ul style="list-style-type: none"> <li>• Staff vigilant to changes to pupils' behaviour and signals indicating illness.</li> <li>• Pupils and staff displaying symptoms can be tested for covid-19 - information and guidance for staff and how to apply for a test can be found from the Welsh Government website – <a href="http://www.wales.gov.uk">www.wales.gov.uk</a> .</li> <li>• Until test results are back those who have symptoms and their households must isolate in</li> </ul>	2	4	8	M	<ul style="list-style-type: none"> <li>• Try to identify an alternative exit route from the premises in order to ensure all other primary routes are not potentially contaminated.</li> </ul>	Head Teacher All Staff	Daily	Ongoing

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				(L)	(S/C)	(RR)	L/M/H				
			<p>accordance with official guidance. In the event of a positive result contract tracing will take place.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff are aware and mindful of individual pupil's needs – for example it would not be appropriate for younger pupils to be alone without adult supervision.</li> <li>• 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.</li> <li>• Personal hygiene must be exercised at all times to ensure that the spread of the infection is controlled.</li> </ul>								

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				(L)	(S/C)	(RR)	L/M/H				
			<ul style="list-style-type: none"> <li>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.</li> <li>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 distanced from others.</li> <li>Exercise social distancing from the symptomatic child wherever possible to prevent the spread of the infection.</li> <li>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</li> </ul>								

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				Likelihood	Severity/Consequence	Multiply (L) x (SC) to produce Risk Rating (RR)					
				(L)	(S/C)	(RR)	L/M/H				
			<p>circulation.</p> <ul style="list-style-type: none"> <li>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.</li> <li>Any bathrooms and other areas used by the symptomatic person should be closed ideally with physical barriers and signage and subject to an enhanced clean before being used by others.</li> <li>Staff who wear PPE as part of their role know how to dispose of it safely including the requirement to double bag and keep for 72hr for items that may be contaminated.</li> </ul>								
CV19	There is a risk that Alcohol-based hand sanitiser (or other cleaning products) causes serious irritation if in direct contact with the skin	Risk of eye irritation arising from hand-to-eye contact from a hand with hand gel applied.  Likelihood greater	<ul style="list-style-type: none"> <li>Pupils are supervised, particularly when hand gel is applied and rubbed into hands.</li> <li>All staff have been instructed when supervising pupils that if sanitiser gets into the eyes to rinse with water for several</li> </ul>	2	2	4	L		Head teacher  All staff	Ongoing	Ongoing

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				Likelihood  (L)	Severity/Consequence  (S/C)	Multiply (L) x (SC) to produce Risk Rating (RR)  (RR) L/M/H					
	or eyes.	for young pupil.	minutes, remove contact lenses if applicable, and seek medical attention if eye irritation persists after several minutes of flushing.								
CV22	There is a risk that COVID-19 could be transmitted if there is the need to assemble pupils in the event of a fire alarm or other emergency.	Staff, pupils, visitors, contractors  Risk unavoidable during evacuation of building itself, but short duration.  Risk greater during assembly in large group at designated assembly area.	<ul style="list-style-type: none"> <li>Assembly areas outdoors.</li> <li>Instruct staff and regular visitors of new arrangements.</li> <li>Fire assembly point on 3G with distance between year groups where possible.</li> </ul>	2	4	8	L	<ul style="list-style-type: none"> <li>Consider whether fire evacuations can be done in a staggered socially distanced manner.</li> </ul>	Head Teacher  All Staff	Ongoing	Ongoing
CV24	There is a risk that if alcohol based hand sanitiser is used or stored incorrectly there could be a fire.	Fire risk from storage of hand sanitiser causing serious damage to building(s) and injury/ill health of persons exposed to heat or smoke.  Risk of burns to hands from misuse of hand gel applied to hands.  Arson risk from deliberate ignition of hand gel.	<ul style="list-style-type: none"> <li>Minimum quantities issued from central supply based on individual site requirements.</li> <li>Health and Safety Bulletin issued regarding the associated fire risks and actions required to minimise risk.</li> <li>Arson risk considered.</li> <li>Sanitiser has been stored in caretakers locked store with no sunlight.</li> <li>All staff, pupils and individuals have been instructed to avoid excessive use of hand sanitiser,</li> </ul>	2	4	8	Low	<ul style="list-style-type: none"> <li>Do not store hand sanitiser in any part of a vehicle that is likely to be exposed to strong sunlight or high temperatures. Do not smoke in a vehicle.</li> </ul>	Head Teacher  All Staff	Immediately	Ongoing

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				Likelihood  (L)	Severity/Consequence  (S/C)	Multiply (L) x (SC) to produce Risk Rating (RR)  (RR) L/M/H					
			<p>and to rub the sanitiser into the hands until dry – this ensures both effective hand-disinfection and minimises the risk of fire.</p> <ul style="list-style-type: none"> <li>Regular checks are carried out at designated hand sanitiser stations to ensure the sanitiser remains in situ, is not exposed to sunlight and the cap is fully closed when not in use.</li> <li>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.).</li> <li>Bulk hand sanitiser stored in an unoccupied outbuilding (Caretakers store).</li> <li>Ensure appropriate measures are taken to prevent arson from deliberate misuse and ignition of the product, and vigilant to misuse or theft of sanitiser.</li> </ul>								
CV25	There is a risk that inclement weather may limit the schools ability to keep class	Increased covid risk associated with mixing groups as a result of a reduction	<ul style="list-style-type: none"> <li>Review clearing snow and ice risk assessment and communicate to Caretaker and any other staff involved in</li> </ul>	2	4	8	Low	<ul style="list-style-type: none"> <li>Consider staggering of start/finish times to allow separation of bubbles where entrance / exit routes are</li> </ul>	Head Teacher Caretaker	Ongoing – in the event of inclement weather	

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				(L)	(S/C)	(RR)	L/M/H				
	and year groups segregated which may lead to the increased transmission of COVID-19	in available entrances onto site.	<p>clearing snow/ice.</p> <ul style="list-style-type: none"> <li>• Ensure school has in place suitable and sufficient resources for clearing snow and ice – rock salt, spreader, shovel etc.</li> <li>• Review entrance/exit routes in general use and impact of routes usually closed in inclement weather.</li> <li>• 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.</li> <li>• Where schools are unable to clear and maintain sufficient paths on school site, into school building and between buildings Head Teacher and Chair of Governors to make a decision to switch to blended learning.</li> <li>• 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</li> </ul>					taken out of use.			



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			arrangements/timescales for 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 7 and above – lateral flow test.	Pupils Staff and Visitors	<ul style="list-style-type: none"> <li>Those participating provided with clear instructions on use of lateral flow tests.</li> <li>Agreed days for testing to take place communicated to staff</li> <li>Clear process set out for lateral flow test result including: <ul style="list-style-type: none"> <li>Tests to be taken before attending school</li> <li>Reporting the test result online.</li> <li>Isolating contacts in accordance with TTP flowchart.</li> <li>Not attending school or setting. Immediately self-isolating along with all household members.</li> <li>Booking a follow up PCR test through the online booking system</li> <li>Follow up PCR test to take place within 24hrs of positive lateral flow test.</li> <li>Notify school of positive result.</li> <li>Inform their Manager/Head Teacher</li> </ul> </li> </ul>	2	4	8	L		Head Teacher  Staff	Ongoing	Ongoing

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				(L)	(S/C)	(RR)	L/M/H				
			<p>to allow results to be recorded on staff register as per local arrangements</p> <ul style="list-style-type: none"> <li>Follow any advice and isolate in accordance with the advice given by the Track, Trace and Protect Team.</li> <li>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.</li> <li>Staff and pupils made aware that tests must be kept in a secure location, in a cool, dry environment and used at room temperature.</li> <li>Social distancing arrangements in place for test collection.</li> <li>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.</li> <li>School to keep a record of</li> </ul>								

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				(L)	(S/C)	(RR)	L/M/H				
			<p>anyone who comes into a contact group e.g. intervention teams.</p> <ul style="list-style-type: none"> <li>Staff must not participate for 90 days if they have received a positive PCR result</li> <li>Used tests must be put back in the packet and left for 72 hours before being disposed of as regular waste.</li> </ul>								
CV27	Wellbeing	Staff and pupils	<ul style="list-style-type: none"> <li>Implement appropriate arrangements for staff and pupils to raise/discuss their anxieties.</li> <li>Signpost staff to Care first resources for staff around self-support and well-being in the workplace</li> <li>Ensure Line Manager arrangements are in place to supervise staff to take into account mental health and wellbeing.</li> </ul>	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"> <li>Overseas visits are currently not permitted.</li> <li>Domestic residential educational visits for secondary aged learners are advised against.</li> <li>For residential visits school to seek assurances from outdoor</li> </ul>	2	4	8	L		Head Teacher School nominated Educational Visits Co-ordinator	As required	Ongoing

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				(L)	(S/C)	(RR)	L/M/H				
			<p>education centre as to arrangements for maintaining safety and wellbeing of group.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Clarify arrangements regarding use of face covering with venue operators prior to visit, communicate these arrangements to learners in advance of visit and incorporate these arrangements into the planning of the visit.</li> <li>• Consideration to be given to arrangements if staff or a child becomes ill during visit.</li> <li>• School to ensure that the venue is covid secure and to obtain copies of their covid risk assessment.</li> <li>• Consideration to be given to wider government advice on visiting indoor and outdoor venues.</li> </ul>								

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				Likelihood  (L)	Severity/Consequence  (S/C)	Multiply (L) x (SC) to produce Risk Rating (RR)  (RR) L/M/H					
			<ul style="list-style-type: none"> <li>School to be aware of the possibility of changes to national (Wales), regional or local coronavirus measures and be mindful that restrictions on the use of accommodation in other parts of the UK may differ to those in Wales.</li> <li>Where possible visits should maximise the time spent outdoors.</li> <li>All visits should follow standard covid controls such as social distancing where possible, use of face coverings where appropriate and maintaining good hand hygiene.</li> <li>Travel time should be minimised where possible.</li> </ul>								
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"> <li>Instruct staff to familiarise themselves with the WG guidance available at <a href="https://hwb.gov.wales/zones/keeping-safe-online/live-streaming-and-video-conferencing-safeguarding-principles-and-practice/">https://hwb.gov.wales/zones/keeping-safe-online/live-streaming-and-video-conferencing-safeguarding-principles-and-practice/</a></li> <li>Staff to conduct live streaming or recording of lessons in line with the above WG guidance.</li> </ul>	2	4	8	Low		Head Teacher Line Managers All Staff	Ongoing	Ongoing

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			<ul style="list-style-type: none"> <li>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.</li> <li>Staff to correspond with pupils and parents only via their school e-mail account.</li> <li>Staff to follow guidance to be published shortly by CCBC Education department.</li> </ul>								
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"> <li>All work surfaces high contact items to receive an enhanced clean at the end of every day and at agreed time during the day.</li> <li>Pupils and staff hand sanitiser regularly. Sanitiser available in all rooms and replenished daily.</li> <li>Emergency cleaning team on standby from CCBC's Building Cleaning team and able to respond in an hour for cleaning following a symptomatic individual/emergency situation.</li> <li>Suitable biocidal/viricidal products available at school.</li> </ul>	2	4	8	Low	Headteacher IT Support Staff	Ongoing		

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			<ul style="list-style-type: none"> <li>• Cleaning product used for hand touched surfaces includes bactericidal and virucidal properties such as Screen.</li> <li>• Gloves and aprons used when cleaning items contaminated by saliva or respiratory secretions as standard procedure.</li> <li>• IT support staff regularly wipe down keyboards, mice etc. with anti-bac wipes and monitor procedures when computers in use.</li> </ul>								
CV31	There is a risk that staff may become unwell with COVID-19 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"> <li>• Staffing levels monitored daily by Headteacher and Business Manager.</li> <li>• Small pool of supply staff deployed to cover absent staff.</li> <li>• Class organisation reviewed regularly to ensure most appropriate deployment of staff to cover absence whilst maintaining groups.</li> <li>• Option to move to established blended learning model with pupils learning at home if staff levels not able to be sustained in school.</li> </ul>	2	4	8	Low	Headteacher  Business Manager	Ongoing		

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				Likelihood	Severity/Consequence	Multiply (L) x (SC) to produce Risk Rating (RR)					
				(L)	(S/C)	(RR)	L/M/H				
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](mailto: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

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.





