

COVID 19 Risk Assessment – Version 8

Subject: COVID-19 School Premises Risk Assessment **Date of Assessment:** 01/09/2021

Assessor: Debra Baldock - Headteacher

School Name: Bryn Celynnog Comprehensive School

Hazard	People at Risk	Existing Control / New Controls	Completed or Consideration Given	Additional Comments/Control Measures – School Specific
<p>School drop off/Pick up – Infection control</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • Parent/carer pick up and drop off protocols have been considered to minimise adult to adult contact and avoid gatherings e.g. at the school gates (signs and floor markings made available from RCT) • All parents/visitors advised to wear face coverings when on site. • Arrangements in place to supervise pupils arriving/leaving on contracted transport to ensure social distancing - all pupils of secondary school age have been advised that they must wear face coverings on school transport. • Arrangements in place to identify possible contacts on home to school transport provision for Track and Trace purposes. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>As laid out in the Traffic Management plan.</p> <p>Communicated via parents/carers guidance, on-site visitor forms and signage in reception.</p> <p>Supervised by designated staff and Site Team. All students have been advised that they must wear face coverings via Parents/Carers guidance and via Heads of Learning.</p> <p>COVID-19 procedures in place to enable robust track and trace to take place to identify possible contacts.</p>

		<ul style="list-style-type: none"> • One parent encouraged to drop off/pick up. • Additional entrances/exits used to reduce gatherings at peak times where possible. • Parents/carers instructed not to attend school if symptomatic. • Where necessary, the School has a process for removing face coverings when learners and staff who use them arrive at school, e.g. a lidded bin for disposal. • Handwashing/hand sanitiser available at all entrances. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p>As laid out in the Parental Guidance September 2021 and made available via ClassCharts (Parental communication platform).</p> <p>Designated entrance and exit points that follow a one way system are used to reduce gatherings at peak times.</p> <p>As laid out in the Parent/Carer Guidance March 2021 and updated in September 2021 – made available via the school website and ClassCharts.</p> <p>As laid out in the Parental and Staff guidance – designated bins, clearly labelled will be provided for the disposal of single use 3-ply face coverings and they will not be placed in the recycling bins. Cleaning stations are available at key locations throughout the school and in every classroom.</p>
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<p>Circulation Routes – Infection control</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system. • Floor markings and signage is provided to assist with social distancing. • Doors kept open to encourage ventilation and to reduce physical contact. (where safe to do so – and not compromising fire safety, you may need to check the fire risk assessment to identify doors that can remain open). • Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>A one way system is in place, so different entry and exit points are clearly identified.</p> <p>Appropriate signage is in place throughout the school as in line with the operational guidance for schools September 2021, version 1.</p> <p>Where possible windows and doors are kept open to increase ventilation. Fire doors will remain closed. As laid out in the Staff Return to Work Guidance September 2021 and Parent/Carer Guidance.</p> <p>As laid out in the staff guidance a one way system is in place to mitigate the risk of large gatherings, this will also be</p>
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		<ul style="list-style-type: none"> • Class times have been staggered to prevent large numbers moving around the premises at the same time. 	✓	<p>monitored by staff on duty.</p> <p>As laid out in staff guidance – staggered dismiss times from lessons to prevent large numbers of students moving around the premises at any one time.</p>
<p>Classroom/Teaching Environment – Infection control</p>	All Persons	<ul style="list-style-type: none"> • For Welsh Government Guidance on control measures within the classroom for the various settings, use the link below: https://gov.wales/operational-guidance-schools-and-settings • Decide, as part of the risk assessment process, whether the use of face coverings for staff or secondary learners is appropriate based on a school’s own circumstances, supported by public health officials, and in discussion with local authorities • Where possible pupils use the same desk and resources each day. Resources are placed in individual trays/bags and only essential items are brought in from home. 	<p>✓</p> <p>✓</p>	<p>The Welsh Government Guidance has been used and forms part of the staff guidance, control measures are outlined below:</p> <p>Where possible 3-ply medical face coverings will be worn on school site by staff. Where possible face coverings will be worn by students in corridors and communal areas.</p> <p>Seating plans are fully utilised and this is outlined in the staff, parent/carer guidance</p> <p>Designated outdoor areas have been allocated to each year</p>

		<ul style="list-style-type: none"> • The use of outdoor space is utilised wherever possible. • Rooms have been organised to encourage social distancing, tables and chairs arranged to enable sitting side to side facing forward and not face to face. • Unnecessary items have been removed from learning environments where there is space to store elsewhere. • Resources which are not easily washable or wipeable have been be removed. • Arrangements in place for the use of the playground, including playground equipment. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>group. This is outlined in the staff, parent/carer's guidance.</p> <p>All classrooms have been organised to encourage social distancing. Where sitting side to side facing forward could not be achieved, perspex screens have been fitted.</p> <p>Where possible all unnecessary items have been removed. This is reflected in the clear desk policy.</p> <p>Where appropriate resources have been removed. The school have purchased industrial fine mist anti-viral sprays that will be used daily across the school</p> <p>Dedicated outside zoned areas for each year group to utilise at break and lunch times.</p> <p>Social distancing guidance is</p>
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<p>Teaching and Learning</p>		<ul style="list-style-type: none"> • Arrangements are also in place for social distancing in staff rooms and prep rooms. 	<p>✓</p>	<p>outlined in the staff guidance and staff will be required to sign a declaration to state that they have read and understood the guidance documentation.</p>
		<ul style="list-style-type: none"> • Arrangements are in place for utilising changing rooms and consideration has been given to PE Kits 	<p>✓</p>	<p>We will take reasonable and proportionate control measures to reduce the risk to the lowest practical level which will include, as a minimum, ensuring changing rooms are as well ventilated as possible and surfaces are cleaned after use. This means that students no longer need to wear their PE kit to school on days when they have PE.</p>
		<ul style="list-style-type: none"> • Arrangements put in place to ensure teaching and learning continues if a localised lockdown occurs. 	<p>✓</p>	<p>A continuous whole school blended learning approach has been designed, it will be maintained and will be instantly available for students if they are required to self-isolate. This is reflected and the latest version of our business continuity plan.</p>

Pupil and Staff Toileting – Infection control		<ul style="list-style-type: none"> Consider the increased handwashing times that have been introduced. Where possible, provide separate toilets for different contact groups. Where this is not possible, using hand sanitiser before entering the toilet and ensuring toilets are cleaned regularly. Signage is in place in each toilet to encourage adequate hand washing takes place. Similar arrangements are also in place for staff toilets. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>The cleaning stations are available at key locations throughout the school – hand washing facilities are available in all toilets and hand sanitiser is available in all classrooms.</p> <p>Cleaning stations are available in each classroom and students will use hand sanitiser on exit and entry to the classroom. Hand washing facilities are available in all toilets, so if used by students during break/lunch times this can be utilised. Information regarding good hand hygiene is outlined in the Parents and Carers guidance. Each year group has a dedicated toilet block.</p> <p>Signage is placed in every toilet to encourage adequate hand washing takes place.</p> <p>Signage is in place in the staff</p>

		<ul style="list-style-type: none"> Automated soap dispensers should be used where possible and hands should be thoroughly dried, preferably using paper towels. Hand dryers should be avoided where possible. Paper towels should be disposed of in a lidded bin and not allowed to overflow. Bins should be emptied daily. 	<p>✓</p> <p>✓</p>	<p>and visitor toilets to encourage adequate handwashing takes place.</p> <p>Soap, paper towel dispensers and hand dryers are available in staff and visitor toilets. Lidded bins are provided for the disposal of used paper towels. Bins are emptied daily. Student toilets have soap dispensers and hand dryers.</p>
<p>Spread of COVID - 19/Social Distancing Infection Control (General)</p>	<p>All Persons</p>	<ul style="list-style-type: none"> Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety). Where necessary, Corporate Estates have been consulted regarding safe use of mechanical ventilation systems. Decide, as part of the risk assessment process, whether the use of face coverings for staff or secondary learners is appropriate based on a school's own circumstances, supported by public health officials, and in discussion with local authorities 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Where possible windows and doors are open to increase ventilation and this is in the staff guidance. Fire doors will remain closed.</p> <p>Corporate Estates have been consulted regarding the safe use of mechanical ventilation systems.</p> <p>Where possible 3-ply medical face coverings will be worn on school site by staff. Where possible face coverings will be worn by students in corridors and communal areas.</p>

		<ul style="list-style-type: none"> • An adequate supply of lidded bins are available for the safe disposal of single use face coverings. • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this. • Appropriate signage is in place throughout the setting. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>An adequate supply of lidded bins are available across the school site and in every classroom.</p> <p>Movement of classes or groups to mitigate contact has been given consideration. Following staff and Union consultation, staff preference was reached and staff would remain in their own classrooms. Staff agreed that they will carry out their own classroom cleaning when movement of classes occurs. This is outlined in the staff guidance and reflected in the Business Continuity Plan.</p> <p>Appropriate signage is in place throughout the school as in line with the operational guidance for schools September 2021, version 1.</p>
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		<ul style="list-style-type: none"> • Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation. • All staff should adhere to the social/physical distancing measures as far as possible with younger learners, but should also adhere to those measures in their interactions with older learners, other staff members and visitors to the school. 	<p>✓</p> <p>✓</p>	<p>Arrangements are in place to manage break and staggered lunch times, zoned areas for break and lunch time have been identified for each year group and a one way system has been introduced. SMT and staff will supervise break and lunch times as laid out in the staff break and lunch time supervision rota.</p> <p>All staff will endeavour to adhere to the social/distancing measures with students, staff and visitors.</p>
Staffing		<ul style="list-style-type: none"> • Staff who are clinically vulnerable have been assessed and, for those able to return to the workplace, suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. Refer to the Council guidance 'Update for Chairs of Governors, Headteachers, Managers & Staff – Shielding and Childcare Responsibilities' & Staff COVID19 Risk Assessment Tool. 	<p>✓</p>	<p>All staff have completed an RCT – Risk Assessment Return – Employee Declaration, this enabled the staffing plan to be implemented. A review was carried out in August 2021 to take into consideration new starters and any changes. Staff are aware that they must inform the Headteacher of any changes to their circumstances and a new risk assessment will be completed. Taking into account individual staff needs and advice sought from the Health and Safety, Occupational Health, Equalities and Diversity</p>

		<ul style="list-style-type: none"> • Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. • The use of shared staff spaces and staff rooms is minimised. 	<p>✓</p> <p>✓</p>	<p>and Employee Relations teams. Where required, individual staff risk assessments have been carried out and suitable measures have been put into place to manage risks.</p> <p>Supply teachers, peripatetic teachers, specialists, therapists, clinicians and other temporary staff will be offered a 3-ply medical face mask. Guidance documents will be made available to all temporary or visiting staff, containing guidance on social/physical distancing and hygiene in the school setting.</p> <p>SNSAs and other support staff for students with ALN will have access to 3-ply medical face masks and Perspex screen when working on a one-to-one basis with students.</p> <p>Staffing levels will be reviewed daily to ensure that key safety roles are in place and reflected in the Business Continuity Plan.</p> <p>The use of staff spaces and staff</p>
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				rooms are minimised as laid out in the September 2021 staff return to work guidance.
Catering/Lunchtime Arrangements – Infection control		<ul style="list-style-type: none"> • Groups of children can eat packed lunch or school meals within their own classroom setting. • Different groups mixing together during lunchtimes is avoided through staggered times with several sittings and/or use of additional areas and to help reduce queues. • Time/resource provision for cleaning surfaces between groups in the dining hall. • Hand sanitizer gel is provided for pupils and staff to use immediately before collecting their lunch. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Provision is made to enable students to eat school meals or packed lunch within a classroom setting or within their dedicated zone area.</p> <p>Different groups have dedicated zones during lunch time to mitigate contact. Staggered times with two sittings have been introduced. Staff supervision will be in place over lunch time and overseen by SMT.</p> <p>Students will not be eating in the canteen areas; zoned areas for each year group have been identified. Cleaning consideration has been given to cleaning surfaces</p> <p>Hand sanitiser gel is provided on entry to the canteen area, at the till point, prior to using the biometric system and straight after using the biometric</p>

		<ul style="list-style-type: none"> • Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff. • Additional meal collection points have been put in place to reduce queuing where necessary. 	<p>✓</p> <p>✓</p>	<p>system.</p> <p>Appropriate signage is in place at meal collection points. Catering Staff are aware and have been given information regarding maintaining social distancing by the Local Authority. Individual screens will not be erected at counter points as the fire safety shutter system is in operation. 3-ply medical face masks and or screens will be provided to catering staff who are operating trolley till points. Catering staff will operate the safe distance measures with all students and staff. The risk assessment 'Catering/Lunchtime Arrangements' has been shared with and approved by the Business Manager of Catering Services in the Local Authority.</p> <p>Staggered collection times for each year groups to reduce queuing and mitigate contact with other groups.</p>
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		<ul style="list-style-type: none"> • Alternative payment methods are being used to eliminate cash handling. • Tables and seating are moved apart to allow social distancing. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating or placing screens. • A different entry and exit route are being used at dinner times where more than one door is available. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Online payments would be encouraged as we aim to be a 'cash and cheque free' dinner money school as outlined in the Return to School Guidance for Parents and Carers.</p> <p>Dedicated zones and classrooms made available for different groups. Sit down dining in the canteen areas will not be in use.</p> <p>A one way system is in place and different year group entry and exit points are clearly identified. Each year group has a distinct barrier queuing system in place.</p>
Pupils/Staff displaying symptoms whilst at school		<ul style="list-style-type: none"> • Arrangements in place to deal with pupil/staff who develop symptoms whilst at the setting – Follow the WG guidance: https://gov.wales/operational-guidance-schools-and-settings and the relevant section of the RCT Coronavirus (COVID-19): Operational Guidance for schools September 2021 version 1. 	<p>✓</p>	<p>Arrangements are in place and if a suspected COVID case is identified in the setting staff are aware of its location and information shared via email and are outlined in the Return to School Guidance for Staff, Parent and Carers.</p>

		<ul style="list-style-type: none"> • An isolation room is available for pupils/staff. • If a learner develops symptoms whilst at school/setting, they should be sent home. However, they must not travel home on dedicated school transport. 	<p>✓</p> <p>✓</p>	<p>An isolation room has been identified – (Office 1 – opposite Deputy Headteacher’s office), this is outlined in the parent/carer and staff guidance.</p> <p>In line with the COVID-19 procedures the student will be isolated in the isolation room, collected by their parent/carer, and will not travel home on dedicated transport.</p>
Cleaning/Waste Disposal		<ul style="list-style-type: none"> • All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. • Enhanced cleaning regime in place across the setting. 	<p>✓</p> <p>✓</p>	<p>All fixed surfaces have been identified and are a part of the Local Authority cleaning team’s daily cleaning routine. The industrial fine mist anti-virus sprays will be fully utilised.</p> <p>An enhanced cleaning regime will be in place across the whole school. The Local Authority cleaning staff sign a daily declaration to state that the cleaning regime has been completed in their allocated area.</p>

		<ul style="list-style-type: none"> • Adequate cleaning supplies and facilities around the school are in place. • A Clear desk policy in place for all pupils and staff. • Tissues should be placed in a separate waste bin and disposed of safely. All rubbish should be removed daily. • If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>The Local Authority have supplied cleaning materials, school have sourced additional supplies including industrial fine mist anti-viral sprays. Cleaning stations are set up in all classrooms and outside key locations across the school.</p> <p>A clear desk policy is a part of the staff return to work guidance. All staff sign to say that they have read and understood the return to work guidance. Students desks are cleaned between lessons and maintain a clear desk policy throughout the school day.</p> <p>Separate pedal bins are made available in every classroom for the disposable of tissues and the bins will be emptied daily.</p> <p>Contaminated waste will be stored securely in designated out building for a 72 hour period and disposed of with the</p>
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				normal waste.
Personal Protective Equipment (PPE)		<ul style="list-style-type: none"> • PPE is not required for routine class activities. 	✓	PPE as per guidance is not required for routine class activities but will be made available upon request if staff require PPE. All staff will be provided with 3-ply medical face masks. Perspex screens have been erected at staff desks/workstations where requested.
		<ul style="list-style-type: none"> • PPE may be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19 and in other situations where close contact is required. For further guidance on PPE requirements refer to the RCT Schools COVID 19 PPE Guidance Matrix and associated links within the document. 	✓	<p>Enhanced PPE will be made available to the Headteacher or Deputy Headteacher when dealing with a suspected case of COVID 19 and will be located in the identified isolation room - (Office 1 – opposite Deputy Headteacher’s office). The PPE Guidance Matrix will be shared via the staff guidance and displayed prominently in the isolation room.</p> <p>PPE will be made available to Caretakers and First Aiders, First Aid PPE boxes will be located in reception.</p>

<p>Visitors</p>		<ul style="list-style-type: none"> • Information about visitor arrangements is displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms. • All visitors on site advised to wear face coverings. • Handwashing/hand sanitiser available at all entrances. • Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens. • Where possible, visitors are signed in/out by the receptionist. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p>Signage is displayed in the reception area regarding social distancing, hygiene and not attending the setting if a person has symptoms.</p> <p>Communicated via on-site visitor forms and signage in reception.</p> <p>Hand sanitiser is available at the entrance of reception; this is the only entry point for visitors</p> <p>The reception area has been cleared of soft furnishings and seating has been arranged so that social distancing can be maintained. Signage is in place in accordance with Local Authority guidance.</p> <p>The receptionist signs in and out all visitors.</p>
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		<ul style="list-style-type: none"> • A record should be kept of all visitors as this may be needed at a future point to assist the Welsh Government's Test, Trace, Protect strategy. 	✓	A record of all visitors is maintained to facilitate Track and Trace procedures.
Fire Safety		<ul style="list-style-type: none"> • Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff. 	✓	Fire safety arrangements and evacuation procedures have been reviewed to take into consideration the one way system and social distancing.
		<ul style="list-style-type: none"> • Procedures have been reviewed to include hygiene and distancing at assembly points. 	✓	Procedures have been reviewed to include hygiene and social distancing.
		<ul style="list-style-type: none"> • Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff). See link below for specific fire safety advice for specific advice during the outbreak. https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf 	✓	Fire safety arrangements are outlined in the Return to School Guidance for Staff and Students will be briefed on the fire safety arrangements on their return to school
Training		<ul style="list-style-type: none"> • Staff have been instructed on the nature of COVID-19 and its transmission. 	✓	Clear and concise information sharing with staff via email, return to work guidance and signage throughout the school has been in place since March

		<ul style="list-style-type: none"> The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff. Any staff briefings are also conducted with social distancing considerations. 	<p>✓</p> <p>✓</p>	<p>2020 and reissued in September 2021.</p> <p>The risk assessment has been shared with all staff and forms part of the staff return to work guidance and business continuity plan. By Friday 10th September 2021, all staff have signed to say that they have read and understood the documents.</p> <p>Staff briefings will be conducted with social distancing in place or held virtually.</p>
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Site Management Checklist:

Site issue		Yes/No N/A	Further Action
1	Gas Boiler/Heating systems - Serviced/Inspected by a competent person?	Yes	Lorne Stewart, - Inspected annually - April 2021
2	Fire Protection Systems – Alarms & Emergency Lighting maintained quarterly by Contractor? Fire protection systems are also checked by school management.	Yes	Ambassador – Inspected quarterly - July 2021. Fire protection system maintained by site team.
3	Sprinkler Systems inspected/maintained by a Contractor? (as per frequency set out by the system) - Also checked by school management if necessary.	Yes	Only smoke alarms, serviced quarterly by Ambassador – July 2021.
4	Fire Extinguishers (FFE) – Have they been serviced annually by a competent person? Inspect FFE for any damage/discharged or removed units on a monthly basis.	Yes	Fire Safety Direct – Inspected annually - August 2021. Monthly checks carried out by site team to inspect for damage.
5	Fire Evacuation Procedures/Drills – Have any fire evacuation arrangements been	Yes	Plans included in Fire Drill and shared with all staff via staff

	revised to take account of revised site layouts/personnel?		handbook. Last fire drill 15/06/2021.
6	Legionella – Low use systems flushed/temperatures monitored by school management and maintained by Contractors?	Yes	A full risk assessment is completed annually for Legionella this was completed in August 2021. Last school management check was February 2021.
7	LEV Units (in D&T) – have they been inspected by a competent person? (required annually).	Yes	Air & Water Contractors – this is checked annually – June 2021.
8	Traffic Management – Review arrangements to account for social distancing and supervision/increase in private vehicles?	Yes	Included in Traffic Management Plan, updated May 2021, and communicated to staff and parents in Return to School guidance documents, September 2021.
9	First Aid – Do you have adequate no's of first aiders in view of possible staff shortages or alternative layout of the site?	Yes	12 first aiders, trained 9 th /10 th Jan 2021. Qualifications are valid for 3 years.
10	Lifting Equipment (e.g. lift hoists) have they been inspected by a competent person?	Yes	Checked quarterly by Cardiff Lift company. Last checked August 2021. Physio bed serviced annually - Dec 2020 by Vision products.
11	Arrangements are in place for dealing with contractors when they arrive on site?	Yes	Asbestos register located in Site Office and signed by all visiting contractors. All contractors report to reception to complete track and trace information.
12	Kitchen areas may have been unused since the start of the pandemic. Have the relevant statutory inspections and regular maintenance requirements been considered? (for example extraction units)	Yes	The extraction units were serviced in August 2021. All other works are carried out and monitored by the kitchen manager and RCT.

For further information on statutory inspections in relation to the building contact the **Councils Corporate Maintenance Section**.

The risk assessment should be signed by the Headteacher and the Chair of Governors

Position	Name	Signature	Date
Headteacher	Debra Baldock	<i>Debra Baldock</i>	5.9.21
Chair of Governors	Glyn Evans	<i>Glyn Evans</i>	5.9.21