

# Risk Assessment

Risk Assessment No: Premises

<b>Activity Assessed</b>	Nercwys School Covid-19 operational assessment 2022	<b>Date</b>	17 <sup>th</sup> February 2022
<b>Assessment Completed By</b>	Janet Meaden Headteacher	<b>Person(s) Consulted</b>	Compliance Education

<b>Persons Exposed</b>	Employees <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	Expectant Mother <input checked="" type="checkbox"/>	Visitors and/or Public <input checked="" type="checkbox"/>	Trespassers <input checked="" type="checkbox"/>
<b>Frequency of Exposure</b>	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
<b>Duration of Exposure</b>	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	More than 8 hrs <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)  
 Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low risk No Action Required.  
 9-15 - Medium risk Ensure adequate controls are in use.  
 16-25 - High Risk Stop operation and implement adequate control measures

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	Transmission of Covid 19 due to close contact  Low	4	2	8	<ul style="list-style-type: none"> <li>Reduce close interactions between staff and learners where possible</li> <li>Encourage physical distancing in indoor communal areas and outside of the classroom, such as corridors, recognising that this may not be possible with younger children or with learners that require one to one support</li> <li>Testing available for close contacts of confirmed positive cases.</li> <li>Fully Vaccinated Adults and Children aged 5 to 17 who are identified as a close contact are advised to take a daily LFD test for 7 days. Adults not fully vaccinated and identified as a close contact shall isolate as per Welsh Government Guidance.</li> <li>Face coverings continue to be recommended for adults on any school transport on visits etc</li> <li>School will follow any changes made to Welsh Government Guidance relating to the</li> </ul>	4	1	4	

# Risk Assessment

Risk Assessment No: Premises

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					use of face coverings. <ul style="list-style-type: none"> <li>• Face coverings do not need to be worn in classroom unless chosen by individuals.</li> <li>• Masks to be worn in communal areas unless socially distant.</li> <li>• School will maintain adequate ventilation in all used areas</li> <li>• Toilets will be cleaned regularly and pupils will wash/sanitize hands before and after use</li> <li>• All pupils, staff and visitors will wash/sanitise hands before entering the building.</li> </ul>				
2	Transmission of Covid 19 due to close contact  Moderate	4	3	12	<ul style="list-style-type: none"> <li>• Implement arrangements aimed at reducing close interactions between staff and learners. This may include:                             <ul style="list-style-type: none"> <li>○ Reducing the amount of large group gatherings such as assemblies</li> <li>○ When holding ensure a physical distance between the two classes and hold in a well ventilated space.</li> <li>○ consistent seating plans (recognising this may not be possible for younger learners)</li> <li>○ using outdoor spaces where possible</li> </ul> </li> <li>• Targeted/focused testing used where there are local risks identified by IMT. Testing available for contacts of confirmed positive cases</li> <li>• LFD testing available for staff in line with current Welsh Government Guidance to help identify and isolate asymptomatic cases as soon as possible</li> <li>• Fully Vaccinated Adults and Children aged 5 to 17 who are identified as a close contact are advised to take a daily LFD test for 7 days. Adults not fully vaccinated and identified as a close contact shall isolate as per Welsh Government Guidance.</li> </ul>	4	2	8	

# Risk Assessment

Risk Assessment No: Premises

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> <li>Face coverings continue to be recommended for staff on school transport for swimming, visits etc.</li> <li>Face coverings do not need to be worn in classroom unless chosen by individuals.</li> <li>Masks to be worn in communal areas unless socially distant.</li> <li>School will follow any changes made to Welsh Government Guidance relating to the use of face coverings.</li> <li>School will maintain adequate ventilation in all used areas</li> <li>Where possible separate toilets will be provided for different groups of learners, where this is not possible toilets will be cleaned regularly and pupils will wash/sanitize hands before and after use</li> <li>All pupils, staff and visitors will wash/sanitise hands before entering the building.</li> </ul>				
3	<p>Transmission of Covid 19 due to close contact</p> <p>High</p>	4	4	16	<ul style="list-style-type: none"> <li>Implement arrangements aimed at reducing close interactions between staff and learners. This may include:                             <ul style="list-style-type: none"> <li>reducing large group gatherings such as assemblies.</li> <li>When they do take place ensure both classes are physically distanced in a well ventilated space</li> <li>consistent seating plans (recognising this may not be possible for younger learners)</li> <li>using outdoor spaces where possible</li> </ul> </li> <li>Seating plans in place in classrooms.</li> <li>LFD testing available for staff in line with current Welsh Government Guidance to help identify and isolate asymptomatic cases as soon as possible</li> <li>Fully Vaccinated Adults and Children aged 5</li> </ul>	4	2	8	

# Risk Assessment

Risk Assessment No: Premises

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					to 17 who are identified as a close contact are advised to take a daily LFD test for 7 days. Adults not fully vaccinated and identified as a close contact shall isolate as per Welsh Government Guidance. <ul style="list-style-type: none"> <li>• Face coverings continue to be recommended for adults on school transport for swimming, educational visits etc</li> <li>• Face coverings do not need to be worn in classroom unless chosen by individuals.</li> <li>• Masks to be work in communal areas unless socially distant.</li> <li>• School will follow any changes made to Welsh Government Guidance relating to the use of face coverings.</li> <li>• School will maintain adequate ventilation in all used areas</li> <li>• Where possible separate toilets will be provided for different groups of learners, where this is not possible toilets will be cleaned regularly and pupils will wash/sanitize hands before and after use</li> <li>• All pupils, staff and visitors will wash/sanitise hands before entering the building.</li> </ul>				
4	Transmission of Covid 19 due to close contact  Very High	4	4	16	<ul style="list-style-type: none"> <li>• Reduce close interactions between learners to the lowest practical level. This may include the measures set out at the High level as well as introduction of contact groups and potentially pausing after school/breakfast provision, or team sports where necessary</li> <li>• Seating plans in place in classrooms. This may include forward facing desks depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support</li> <li>• LFD testing available for staff in line with</li> </ul>	4	2	8	

# Risk Assessment

Risk Assessment No: Premises

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<p>current Welsh Government Guidance to help identify and isolate asymptomatic cases as soon as possible</p> <ul style="list-style-type: none"> <li>Fully Vaccinated Adults and Children aged 5 to 17 who are identified as a close contact are advised to take a daily LFD test for 7 days. Adults not fully vaccinated and identified as a close contact shall isolate as per Welsh Government Guidance.</li> <li>Face coverings continue to be recommended for adults on school transport</li> <li>Face coverings do not need to be worn in classroom unless chosen by individuals.</li> <li>Masks to be work in communal areas unless socially distant.</li> <li>School will follow any changes made to Welsh Government Guidance relating to the use of face coverings.</li> <li>School will maintain adequate ventilation in all used areas</li> <li>Where possible separate toilets will be provided for different groups of learners, where this is not possible toilets will be cleaned regularly and pupils will wash/sanitize hands before and after use</li> <li>All pupils, staff and visitors will wash/sanitise hands before entering the building.</li> </ul>				
5	School closure and reopening	4	3	12	<ul style="list-style-type: none"> <li>The school is inspected weekly to maintain the security of the building</li> <li>All statutory checks are completed</li> <li>All non-critical business infrastructure electrical appliances are turned off and plugs removed from sockets,</li> <li>All water supplies isolated at the mains and where possible we will drain down all water systems.</li> <li>All waste is removed and external bins are</li> </ul>	4	1	4	

# Risk Assessment

Risk Assessment No: Premises

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<p>securely placed away from the building.</p> <ul style="list-style-type: none"> <li>The school continues to keep good records of which pupils attend lessons / clubs / activities / home-school transport, etc. to help identify close contacts in the event of an outbreak.</li> <li>All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection is recorded</li> <li>The school's Covid-Secure procedures are clearly communicated to all staff (including peripatetic staff, cover staff), pupils, parents, visitors and contractors.</li> <li>Staff are consulted on the risk assessment via the Staff email. Staff therefore have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary.</li> <li>The site-specific risk assessment is published on the school's website. It is kept under regular review, and updated as necessary</li> <li>Staff briefings will follow a blended approach with some briefings online and other meetings in well ventilated spaces that allow for physical distancing.</li> <li>Letters will be sent home via email where possible.</li> <li>The Head and SLT undertake regular monitoring activities, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times.</li> </ul>				

# Risk Assessment

Risk Assessment No: Premises

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
6	Staff and students displaying symptoms	4	4	16	<ul style="list-style-type: none"> <li>Head/SLT to be notified.</li> <li>Staff and Students displaying symptoms of Coronavirus will be sent home and asked to follow TTP system. <a href="https://gov.wales/test-trace-protect-html">https://gov.wales/test-trace-protect-html</a></li> <li>Where necessary the infected person will be moved to a designated isolation room whilst arrangements are made for the person to be collected and taken home. A dedicated toilet has been made available. In a case of a positive result, these areas will be deep cleaned / fogged before use.</li> <li>Suitable PPE is available for staff where social distancing cannot be maintained.</li> <li>Staff and Students who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</li> <li>If a pupil is sent home with a suspected case their work area will be wiped down, with PPE available for staff.</li> <li>Where pupils cannot attend site distance learning will be available via the GwE model</li> <li>If staff member or student develops symptoms off site they must not attend site and will follow local government guidance for isolation / testing.</li> </ul> <p><b>Positive Result</b></p> <ul style="list-style-type: none"> <li>Isolate in accordance with TTP Guidance</li> <li>You should take a lateral flow test (LFT) on day 5 of your self-isolation period and a second lateral flow test the next day (you should aim to take it 12-24 hours after your first test). You can leave self-isolation after 5 full days (on day 6 of your self-isolation period) if you test positive you should remain in self-isolation until you can return 2 consecutive negative LFT tests, or until day</li> </ul>	4	2	8	

# Risk Assessment

Risk Assessment No: Premises

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					10, whichever is sooner. You do not need a negative LFT test on day 10 to leave self-isolation. <ul style="list-style-type: none"> <li>The school will work closely with the Local Health Protection Team and follow their advice.</li> </ul>				
7	Unable to social distance on public transport	4	4	16	<b>Car Sharing</b> <ul style="list-style-type: none"> <li>All Staff and Students will avoid car sharing where possible if not from the same contact group or extended household.</li> <li>WG recommends alternative forms of travel are used in place of car sharing</li> </ul>	4	1	4	
8	Unable to social distance when administering first aid	4	4	16	<ul style="list-style-type: none"> <li>The school will ensure an adequate number of First Aiders (Paediatric First Aid for EYFS, First Aid at Work, Emergency First Aid) are always available.</li> <li>The school will ensure all First Aiders receive refresher training as required</li> </ul> <p><b>For advice on CPR during COVID-19 please follow the link below</b>  <a href="https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19">https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</a></p> <b>RIDDOR</b> <ul style="list-style-type: none"> <li>The school will work closely with the Local Health Protection Team and follow their advice</li> <li>The school will contact Compliance Education and LA corporate health and safety immediately to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report.</li> </ul>	4	1	4	



# Risk Assessment

Risk Assessment No: Premises

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
9	Cleaning	4	3	12	<ul style="list-style-type: none"> <li>A high standard of cleaning must be maintained</li> <li>Additional cleaning should remain where required</li> <li>PPE is provided for cleaning staff</li> <li>Staff are trained in the safe use of PPE and COSHH</li> <li>Cleaners will maintain physical distancing at all times whilst on site</li> <li>The school is cleaned with normal household disinfectant</li> <li>Any contaminated (suspected/confirmed) waste should be double bagged and stored for 72 hours before disposal</li> <li>All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE).</li> <li>Cleaning staff are aware of Covid requirements.</li> </ul>	4	1	4	
10	Group Activities/ Lessons	4	4	16	<ul style="list-style-type: none"> <li>Physical Education should take place outside where possible.</li> <li>Where pupils are likely to be in close contact efforts will be made to limit this contact</li> <li>All communal areas in use should remain well ventilated</li> <li>Activities such as singing should be carried out following latest government guidance/ risk assessment</li> <li>Pupils will attend in PE kit for their designated PE day, this will eliminate the need for changing rooms</li> <li>Water bottles or other refreshment containers should not be shared. Participants advised to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.</li> </ul>	4	2	8	

# Risk Assessment

Risk Assessment No: Premises

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
11	Coronavirus spread from one country to another	4	4	16	<ul style="list-style-type: none"> <li>Welsh government guidance will be followed by staff and pupils returning from outside of the UK</li> </ul>	4	1	4	
12	Staff/Pupils at increased risk (ECV/ BAME/Expectant Mothers)	5	4	20	<ul style="list-style-type: none"> <li>Staff/ pupils from these categories may attend the workplace/school as long as they are able to follow current control measures in place</li> <li>Where necessary individual risk assessments will be carried out</li> <li>Staff/ students to follow advice given to them by their GP/Medical professional</li> <li>Staff who are pregnant are encouraged to take up vaccination and will have a workplace risk assessment.</li> <li>If home-working is not possible, pregnant staff will be instructed to follow the advice in the COVID-19: advice for pregnant employees' guidance</li> </ul>	5	2	10	
13	Educational visits	3	3	9	<ul style="list-style-type: none"> <li>Visits will take place inline with current threat level</li> </ul>	3	2	6	
14	Ventilation (Inadequate ventilation resulting in increased risk of COVID transmission)	4	3	12	<ul style="list-style-type: none"> <li>Steps taken to identify any poorly ventilated occupied areas (no means of natural ventilation, e.g. openable windows, or mechanical ventilation, smell stuffy or bad, busy, small or cramped) and improve the ventilation as necessary.</li> <li>Carbon Dioxide detectors to be used when available to identify areas where ventilation needs to be improved.</li> <li>Occupied spaces to be kept well ventilated</li> <li>Fresh air in indoor spaces maximised by natural ventilation, mechanical ventilation or a combination of the two.</li> <li>Ventilation levels will be improved by means of opening doors and windows and making</li> </ul>	4	2	8	

Issue No

Page 10 of 15

# Risk Assessment

Risk Assessment No: Premises

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<p>sure trickle vents (small vents usually on the top of a window) or grilles are open and not blocked.</p> <ul style="list-style-type: none"> <li>Doors marked 'Fire door keep shut' are kept shut. The back-room fire door as it is a contact point may be left open but is closed as part of the staff building sweep.</li> <li>In order to achieve a balance between ventilation and an adequate internal temperature (min 16oC) during the cooler months the school will look to: <ul style="list-style-type: none"> <li>Partially open doors and windows to provide ventilation while reducing draughts</li> <li>Open high-level windows in preference to low level windows to reduce draughts</li> <li>Refresh the air in spaces by opening windows, vents and external doors wide at times which avoid user discomfort, e.g. between lessons or when rooms are not occupied.</li> </ul> </li> <li><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</a></li> </ul>				
15	Hand Hygiene	4	4	16	<ul style="list-style-type: none"> <li>Everyone is encouraged to wash their hands regularly, either with soap and running water or hand sanitiser, e.g. on arrival at school and at break and lunch times</li> <li>Plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities provided in all toilets and cloakrooms.</li> <li>Signs / posters provided to remind people about good hand-washing techniques</li> <li>Supplies of sanitiser provided at all entrance doors to the school, and in all classrooms, offices, work rooms, etc.</li> <li>Where possible steps have been taken to eliminate hand contact surfaces by fitting</li> </ul>	4	2	8	

# Risk Assessment

Risk Assessment No: Premises

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					non-touch sensors or foot operated pedals e.g.: <ul style="list-style-type: none"> <li>• on gates &amp; entrance doors used by the majority of staff pupils and visitors</li> <li>• Toilet flushes, WHB taps, soap dispensers, hand dryers</li> <li>• sanitiser dispensers</li> <li>• waste bin lids</li> <li>• Where staff / pupils share equipment, such as computer keyboards / mice / touch screens, they will be cleaned with a sanitising wipe before and after use</li> <li>• Where possible classroom / office doors will be held open to minimise the need to touch door handles/push plates doors marked 'Fire door' will be closed other than the backroom fire door. This is a major touch point and is part of the safety sweep to be closed in the event of a fire.</li> </ul>				

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed

## Acknowledgement

The following members of staff have read this risk assessment.  
 Their signatures are confirmation that they have read and understood all of that which is within its contents.

Name	Signature	Date	Name	Signature	Date
<b>Janet Meaden</b>	<b>JM</b>				
<b>Shared with staff by email.</b>					
<b>Next review, as guidance changes but no later than 12 months.</b>		<b>6/4/22</b>			

# Risk Assessment

Risk Assessment No: Premises

---
