

RISK ASSESSMENT

Location/Premises/School: Llantwit Major Comprehensive School	Date: 31.8.21																																		
Completed by: Cedric Burden, Headteacher	Review date: As and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc																																		
<p>Activity/Description/Area: Opening school from 03 September 2021.</p> <p>This risk assessment takes into account the following Welsh Government operational guidance:</p> <p>https://gov.wales/written-statement-local-covid-19-infection-control-decision-frameworks-schools-and-colleges-autumn</p> <p>The risk assessment is in line with Alert level 0 and may be revised to match the local/National level of infection at any time.</p> <p>School is organised in such a way that good health and wellbeing is maximised and transmission of illness is minimised.</p> <p><u>The School Day</u></p> <p>The School day will run between 8.30 am and 3 pm with the following timetable:</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Times</th> <th>Duration</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08:30 - 9:30</td> <td>60</td> <td></td> </tr> <tr> <td>2</td> <td>09:30 - 10:30</td> <td>60</td> <td></td> </tr> <tr> <td rowspan="2">Form and Break</td> <td>10:30 - 10:45</td> <td>15</td> <td>Year 7,8 – break then pastoral (No canteen access)</td> </tr> <tr> <td>10:45 - 11:00</td> <td>15</td> <td>Years 9,10,11 – pastoral then break</td> </tr> <tr> <td>3</td> <td>11:00 - 12:00</td> <td>60</td> <td></td> </tr> <tr> <td rowspan="2">4</td> <td>12:00 - 13:00</td> <td>60</td> <td>Years 9, 10, 11 period 4. 30 minutes canteen. Y7, Y8.</td> </tr> <tr> <td>13:00 - 14:00</td> <td>60</td> <td>Years 7, 8 period 4. 20 minutes canteen. Y9, Y10, Y11.</td> </tr> <tr> <td>5</td> <td>14:00 - 15:00</td> <td>60</td> <td></td> </tr> </tbody> </table> <p><u>No staggered end of day:</u></p> <p>15:00: Classes finish for all years</p>		Period	Times	Duration	Notes	1	08:30 - 9:30	60		2	09:30 - 10:30	60		Form and Break	10:30 - 10:45	15	Year 7,8 – break then pastoral (No canteen access)	10:45 - 11:00	15	Years 9,10,11 – pastoral then break	3	11:00 - 12:00	60		4	12:00 - 13:00	60	Years 9, 10, 11 period 4. 30 minutes canteen. Y7, Y8.	13:00 - 14:00	60	Years 7, 8 period 4. 20 minutes canteen. Y9, Y10, Y11.	5	14:00 - 15:00	60	
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Classroom measures

Rooms are organised to limit students facing each other in favour of students sitting side-by-side and facing forwards. Wherever possible, unnecessary furniture has been removed to maximise space. Teaching staff will be encouraged to distance from pupils and each other, as much as possible, and to make greater use of classroom technology, such as visualizers to model work in order to reduce the time they are in face to face contact. However, it is recognised that it is not possible for students with complex needs. (These learners' educational and care support should be provided as normal.)

Face coverings do not need to be worn in the classroom, but must be worn in all communal indoor areas eg main hall, corridors. The exception to this is when pupils are eating or drinking in the canteen or undertaking indoor PE.

For individual and very frequently used equipment, such as pencils and pens, staff and students should have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared but should be cleaned regularly. Cleaning of rooms and resources will be conducted daily at least.

Movement around the school

Pupils must follow the one way system.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Spread of Coronavirus	Staff & pupils Not following Welsh Government guidance	Anybody unwell with symptoms of COVID-19 to stay at home: <ul style="list-style-type: none">- New continuous cough;- High temperature;- Loss of / change in taste or smell No pupils / staff to attend school if they: <ul style="list-style-type: none">- Have any of the above symptoms or have tested positive to COVID-19 in the past 10 days;- Live in a household with someone who has symptoms of COVID-19 or has tested positive for COVID-19	Ongoing monitoring	Staff	Ongoing	

		<p>(Unless they have been fully vaccinated or are under 18.)</p> <p>Robust hand and respiratory hygiene including ventilation</p> <p>Continue with the increased cleaning arrangements</p> <p>Active engagement with Test, Trace, Protect</p> <p>Consideration of how to reduce contacts and maximise distancing between those in school wherever possible in order to minimise potential for contamination</p>				
Prevention of Coronavirus	Staff & pupils	<p>Regular communication with staff, parents, guardians etc</p> <p>Minimise contact between individuals as much as possible.</p> <p>All pupils and staff must wear face coverings in communal indoor areas, and on school transport. The only exceptions to this rule are when pupils are involved in an indoor sporting activity, when they are eating in the canteen, or if they are exempt.</p> <p>All school staff are to use the fluid resistant surgical masks as far as reasonably practicable.</p> <p>Process in place for removing face coverings– don't touch front of mask, place reusable masks into a plastic bag</p>		All staff		

	<p>that can be taken home with them, wash hands</p> <p>Cleaning hands thoroughly more often than usual with soap & water/hand gel – on arrival at school, returning from breaks, during a change of room and before/after eating</p> <p>Good respiratory hygiene by promoting ‘catch it, bin it, kill it’</p> <p>Continuing with regular cleaning, particularly frequently touched surfaces & outside equipment</p> <p>Wearing appropriate PPE (see below)</p> <p>Ensure appropriate ventilation</p> <p>Within classroom:</p> <ul style="list-style-type: none"> - Make small adaptations to the classroom to support distancing where possible, including sitting side by side and facing forwards; - Move unnecessary furniture out of classrooms to give more space; - Maintain a distance & reduce the amount of time they are in face-to-face contact - Staff in secondary schools to be encouraged to maintain distance from pupils and other staff as often as possible; - Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone 	<p>Ensure sufficient hand washing/hand gel ‘stations’</p> <p>Supplies of tissues & bins to be made available</p> <p>Use hand gel before entering the toilet & ensure toilets are cleaned regularly</p>	<p>Business Manager</p> <p>Business Manager</p> <p>Business Manager</p>	<p>1/9/21</p> <p>1/9/21</p> <p>1/9/21</p>	
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		<p>Elsewhere:</p> <ul style="list-style-type: none"> - Masks to be worn for large gatherings such as assemblies or staff meetings where pupils/staff cannot be distanced; - Movement around the school to be kept to a minimum and only during lesson changeovers; - Avoid creating busy corridors, entrances and exits; - Staggered breaks and lunch times (time for cleaning surfaces in dining hall between groups); - Shared staff spaces should be used in accordance with safe distancing practices. - Limit the amount of equipment pupils bring into school each day to essentials e.g. lunch boxes, bags, hats, coats, books, stationery, mobile phones etc. <p>Staff and pupils should have their own individual and very frequently used equipment such as pens and pencils which are not shared. Classroom-based resources such as books and games can be used and shared; they should be cleaned regularly.</p>	<p>All staff to monitor the movement of pupils around the school during lesson changeovers and to ensure all pupils are following the one-way system and wearing facemasks. All staff to ensure that there are no queues in corridors at the start of a lesson</p> <p>Please ensure hands are sanitised prior to using frequent touch objects eg hot water taps, kettles, fridge doors etc and wipe as appropriate after use</p> <p>Resources that are shared such as sports, art and science equipment should be cleaned frequently.</p>	Staff	Ongoing	
Use of PPE	Staff & pupils	Social / physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus				

Use of face coverings for health purposes		<p>No PPE is required when undertaking routine education activities in the classroom / school setting</p> <p>If a pupil becomes unwell with symptoms of COVID-19 and needs direct personal care, staff should wear disposable gloves, apron and fluid-resistant surgical mask; eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes from coughing, spitting or vomiting; gloves and aprons to be worn when cleaning areas where a symptomatic person has been.</p> <p>Face coverings are required in indoor communal areas. Visitors to the school are required to wear a face covering.</p>	<p>First Aid staff to be reminded re. putting on and removing PPE in the right order, safely disposing of the waste and use correct hand hygiene steps to reduce the risk of onward transmission of the infection</p> <p>No one who may not be able to handle face coverings (young pupils, ALN or disabilities) should wear them as it may inadvertently increase the risk of transmission</p>	<p>Business manager</p> <p>Head Teacher</p>	<p>3/9/21</p> <p>3/9/21</p>	
People at school who are unwell	Staff & pupils	<p>Pupils to be kept in a separate room (in the foyer) until they are collected, supervised at a distance of 2 metres where possible. If this is not possible, disposable gloves, apron & IIR mask to be worn</p> <p>Anybody with symptoms to stay at home, begin to self-isolate for 10 days and make arrangements to be tested immediately. Any positive result to be reported to the school as soon as possible so that any initial precautionary actions can be undertaken pending contact from Test, Trace, Protect .</p>	<p>Ensure surfaces that symptomatic pupils / staff have come into contact with are carefully and thoroughly cleaned</p> <p>If test is negative, they can return to school when they feel well enough to do so</p> <p>Advise H&S Team as soon as anybody in the school tests positive</p>	<p>Staff</p> <p>Staff / pupils</p> <p>Head Teacher</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

		Engage with the Test, Trace, Protect strategy Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following local health protection team advice		Business Manager	Ongoing	
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Engage with the Test, Trace, Protect (TTP) Strategy	Staff & pupils	<p>School will remind everybody who is showing symptoms to self-isolate and book a test.</p> <p>Contact groups will not play a role in schools from the start of the Autumn term. This will be replaced by a stronger focus on contact tracing.</p> <p>If anybody tests positive a Contact Tracer will contact the parent of a pupil to help identify potential contacts. A second contact tracer will then get in touch with those contacts and advise them to self-isolate for 10 days from their last contact with the positive person unless the person has been fully vaccinated or is under 18. These people will only be required to take a test if they develop symptoms.</p> <p>People are considered as potential contacts if they were in contact with the person who has tested positive during a period beginning up to 2 days before symptoms started and ending when the case entered home isolation.</p> <p>A positive test on site does not require closure of the school</p> <p>Where staff have maintained social / physical distancing rules and adhered to hygiene measures during work and where required have used PPE, they would not be regarded as part of a contact tracing exercise. Staff should avoid close face to face contact and time spent within 1 metre of anyone.</p>	<p>School will be contacted by the TTP team to assist in tracing contacts</p> <p>School to maintain records of all staff / pupils on site, where, when etc.</p> <p>School to note that a contact is defined as someone who has had close contact:</p> <ul style="list-style-type: none"> - Within 1 metre of the person who has tested positive and has been coughed on, had a face-to-face conversation, had skin-to-skin physical contact, or been in other forms of contact within 1 metre for 1 minute or longer; - Within 2 metres of the person testing positive for more than 15 minutes - Having travelled in a vehicle with the person who has tested positive. 	Head Teacher	Ongoing	
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		If school identifies a potential cluster or outbreak, they will contact the regional multi-agency TTP Team immediately				
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Identifying clusters and outbreaks	Staff & pupils	<p>If there is more than one positive case of COVID-19 associated with a school the TTP service will consider if these cases appear to be linked.</p> <p>If there are multiple cases of COVID-19 in a school that appear to be linked this may trigger support to the school.</p>	Advice based on the assessment of each individual situation will be provided to support the school in preventing further spread through the use of additional tailored interventions.			
Pupils & staff with underlying health conditions	Staff & pupils	<p>The Welsh Government has advised that in light of the change of context, the Chief Medical Officer has recommended that the advice to the clinically extremely vulnerable to follow shielding measures should be paused after the 31st March.</p> <p>Risk assessments already completed on staff in the clinically vulnerable group</p> <p>Staff and pupil well-being is a primary concern for the school.</p> <p>Support mechanisms for staff include:</p> <ul style="list-style-type: none"> - Talking to line manager; - Employee Assistance Programme (Care First) available 24/7 on 0800 174 319; - Occupational Health Service can be contacted on 07894 326948 or 07714 397521. <p>Staff to positively reinforce behaviours around mask wearing and hygiene as opposed to stigmatising mistakes</p>	<p>Monitor Welsh Government advice for any additional action to be taken in relation to those that were shielding.</p> <p>Support can be obtained from the H&S Team and / or the OH Service</p> <p>Staff to use the COVID-19 Workforce Risk Assessment (self-assessment) to consider their own health and well-being status to see if they are at higher risk of development more serious symptoms if they come into contact with the COVID-19 virus – result will be either low, high or very high. Result to be discussed with line manager and a personal risk assessment undertaken</p>	Head Teacher	Ongoing	Pupils & staff with underlying health conditions

		Staff to be alert to identify and support learners who exhibit signs of distress				
Pupils with symptoms entering the school	Staff & pupils Spreading symptoms to others	<ul style="list-style-type: none"> Parents/guardians will be responsible for monitoring symptoms prior to sending pupils to school. Parents/guardians reminded of their responsibility to abide by current guidelines on hand washing, wearing masks & staying safe at home Pupils to use hand gel on entering the school which will be available in classrooms 	Monitor for symptoms developing. Any child showing symptoms on arrival will not be admitted to the school.	Staff	Ongoing	Pupils with symptoms entering the school
Transport	Staff & pupils	<p>Face coverings to be worn on public transport</p> <p>LA transport provision has been risk assessed by Transport Services</p>				
Lack of First Aid provision	All staff & Pupils	<p>Low risk environment.</p> <p>Supervision ratios to be adhered to (minimum of emergency first aid staff on site at all times).</p> <p>First aid equipment available and adequately stocked.</p> <p>Corporate accident / incident form to be completed where appropriate</p>				
Administering prescription medication	Pupils Incorrect medication or dosage given; medication not available	Usual school policy / procedures to be followed by staff				

On-site Traffic	All staff & pupils	See separate traffic risk assessment for the school				
Fire	All staff & pupils Burns, smoke inhalation, asphyxiation	Fire alarm checks to be carried out as normal. Fire doors should not be wedged open unless done so with an appropriate hold open device that is connected to the fire alarm system. Head Teacher will ensure fire risk assessment is up-to-date and any outstanding work undertaken	Fire safety advice is available from the Vale of Glamorgan Fire safety officer			
Safeguarding	Pupils	All staff aware of their safeguarding duties All staff and pupils should know how to contact the Designated Safeguarding Person (LEP/KF) and consider how pupils can talk privately. Standard procedures to be observed including consideration of older age groups. Appropriate site security arrangements in place				
Building & property maintenance	All staff & pupils Legionella, defects in property, faults, electric shock etc.	All routine inspections & tests must be maintained e.g. legionella water monitoring, hand wash water temperatures. Statutory inspections & servicing to continue Defects to be reported for remedial action.	There will be a balance at the school between ventilation and thermal comfort. Advice is available from David Powell and the Energy team at Vale of Glamorgan if there are concerns.			

		<p>Any areas presenting increased risk to pupils to be locked when not in use</p> <p>All doors to chemical / cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked</p> <p>Good housekeeping to be maintained</p> <p>All outdoor building maintenance must be coordinated with the Head Teacher to ensure segregation from pupils and staff e.g. grass cutting.</p> <p>All contractors to report to reception prior to the start of any work.</p>				
Cleaning activities	All staff & pupils	<p>Maintain robust cleaning</p> <p>Cleaning of high contact areas must be arranged throughout the day.</p> <p>Wash hands following any cleaning activity.</p> <p>Cleaners to wear appropriate PPE in line with current arrangements e.g. gloves, apron etc. Wear goggles if decanting chemicals where there is a risk of splashing in the eyes.</p> <p>Staff to assist with cleaning where appropriate</p> <p>If there is a confirmed case in the school a deep clean of the immediate area will continue to be helpful in reducing transmission.</p>	<p>Deep cleaning is available from the Vale of Glamorgan cleaning.</p> <p>COSHH assessments and presentation is available for cleaning materials provided to staff and pupils</p>			

Lack of staff, reduction in supervision	Staff & pupils Lack of supervision, increase in accidents, increase contact	Maintain supervision levels as far as practicable at all times. Identify back-up staff Utilise rotas to cover access times including premises staff / cleaners. Consider redeploying staff where necessary.				
Verbal/physical abuse Loss of control	Staff & pupils Physical/ psychological injury	Maintain adequate staff supervision Staff familiar with children to be present Staff with additional training employed where appropriate				
Catering	Staff and pupils	Kitchens will be fully opened. Canteen facilities Break time- No food will be served in the canteen. Pupils will be asked to bring their own snacks and drinks. Lunchtime- Year groups will have their own allocated time in the canteen as described above.	Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises			
Educational visits	Pupils	Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: https://oeapng.info/ A risk assessment will be undertaken for any trip agreed by the Headteacher. This is to include arrangements for any staff/pupil developing symptoms during the visit.				

School uniform		All pupils to wear school uniform as normal.				
PE lessons	Staff and pupils	PE lessons can take place indoors and outdoors; outdoor lessons should be prioritized where possible. School should take note of any guidance published by the relevant National Governing body for the Sport with regard to safe operation in respect of Covid 19. Efforts should be made to limit contact with others. Shared equipment should be cleaned between use. Changing rooms should be ventilated as well as possible, and surfaces must be cleaned after use.		PE department staff	Ongoing	
3G Pitch	Staff and pupils	Ensure no cross contamination with school/community use of the pitch		Business Manager	Ongoing	
Contingency planning	Staff and pupils	Plan in place for the possibility of a further lockdown	Welsh Government will work closely with Public Health Wales and Councils, in the case of potential localised outbreaks			
Early detection of asymptomatic staff with the virus detected via lateral flow testing	All staff	Lateral flow tests available to all staff working in primary setting/schools, from February 2021. The only exception is staff who have tested positive for Covid 19 will not be able to take a lateral flow test for 90 days from their positive result. Lateral flow test kits will be offered to all schools and settings in order for staff to take twice weekly tests. Testing is	School SLT will continue to monitor the process and will support any staff with queries School staff and pupils are encouraged to take a Lateral Flow test just before their	All staff	5/3/21	

	<p>voluntary, but staff are encouraged to participate to further reduce the risk of asymptomatic transmission within the workplace. Testing is recommended on a Monday morning and a Wednesday or Thursday morning.</p> <p>Lateral flow tests are also available for pupils in Years 7-13.</p> <p>Anyone who tests <u>positive</u> using a Lateral Flow Test (LFT):</p> <ul style="list-style-type: none"> • will not attend setting or school and will inform the school immediately. • will log the result via the national portal https://www.gov.uk/report-covid19-result within 24 hours of taking the test • will have a PCR test within 24 hours of the positive LFD. Failure to do so will result in them needing to isolate for 10 days regardless of the follow up PCR result. • the local contact tracing team will then contact the school. <p>A negative test result will be logged via the on-line form.</p> <p>Schools and settings will reinforce government guidelines and in particular, remind all those who test negative that this does not mean they can relax their infection prevention measures and/or if they show any of the COVID-19</p>	<p>return to school in September.</p>			
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		symptoms to self-isolate immediately and book a PCR test.				
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