

## RISK ASSESSMENT

<b>Location/Premises/School:</b> Llantwit Major Comprehensive School	<b>Date:</b> 7.1.21								
<b>Completed by:</b> F K Greville, Headteacher	<b>Review date:</b> As and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc								
<b>Activity/Description/Area:</b> Opening school for the Autumn term on 1/9/20 with a 2-week period of flexibility before all pupils return to Llantwit Major school on 7/9/20. Emergency childcare provision is no longer provided.									
<p>This risk assessment takes into account the following Welsh Government operational guidance:</p> <p><a href="https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19">https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19</a></p>									
<p>Minimising contacts and mixing between people reduces transmission of COVID-19. Maintaining distinct contact groups that do not mix makes it easier, in the event of a positive case, to identify those who may need to self-isolate and to keep that number as low as possible.</p>									
<p>Llantwit Major School will be open for staff only on Tuesday 1 September and Wednesday 2 September. This will allow school staff to plan in readiness for pupils returning to school.</p> <p>From Thursday 3 September, certain year groups will start to return to school. The following table provides further information in relation to how pupils will return to Llantwit Major School from Thursday 3 September:</p>									
<b>School day start/end times</b>  Start: 8.30am End: 3pm  Pupils will leave the school site at the following times (or wait on their bus until their bus leaves at 3.05pm): <ul style="list-style-type: none"> <li>• 2.50pm- Year 8 and 9</li> <li>• 2.55pm- Year 7 and 10</li> <li>• 3.00pm- Year 11, 12 and 13</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">School day start/end times</th><th style="text-align: left; padding: 5px;">Thursday 3 September</th><th style="text-align: left; padding: 5px;">Friday 4 September</th><th style="text-align: left; padding: 5px;">Monday 7 September</th></tr> </thead> <tbody> <tr> <td style="padding: 5px;">Start: 8.30am End: 3pm  Pupils will leave the school site at the following times (or wait on their bus until their bus leaves at 3.05pm):           <ul style="list-style-type: none"> <li>• 2.50pm- Year 8 and 9</li> <li>• 2.55pm- Year 7 and 10</li> <li>• 3.00pm- Year 11, 12 and 13</li> </ul> </td><td style="padding: 5px;">Years 7,12,13 start</td><td style="padding: 5px;">Year 11 start  (Year 7,11,12,13 in school)</td><td style="padding: 5px;">Years 8,9,10 start  (All pupils in school – Years 7-13)</td></tr> </tbody> </table>	School day start/end times	Thursday 3 September	Friday 4 September	Monday 7 September	Start: 8.30am End: 3pm  Pupils will leave the school site at the following times (or wait on their bus until their bus leaves at 3.05pm): <ul style="list-style-type: none"> <li>• 2.50pm- Year 8 and 9</li> <li>• 2.55pm- Year 7 and 10</li> <li>• 3.00pm- Year 11, 12 and 13</li> </ul>	Years 7,12,13 start	Year 11 start  (Year 7,11,12,13 in school)	Years 8,9,10 start  (All pupils in school – Years 7-13)
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## **The School Day**

The School day will run between 8.30 am and 3 pm with the following timetable:

1	8.30-9.30	60	
2	9.30-10.30	60	
Form/ Break	10.30-10.45 10.45-11.00	15	(No canteen access) Year 7/8 – break then pastoral Years 9,10,11 – pastoral then break
3	11.00-12.00	60	
4	12.00-1.00	60	30 mins canteen rota 7/8
4	1.00-2.00	60	20 mins canteen rota 9/10/11
5	2.00-3.00	60	

## **Pupil groupings**

Where practicable, the school will seek to maintain class ‘bubbles’ for students in years 7 & 8 through the delivery in tutor groups. These groups will be taught in subject specific classrooms

In Years 9, 10 and 11 pupils will, be taught in class bubbles in subject specific classrooms to allow access to the whole curriculum

In years 12 and 13 to allow pupils to follow their options programme they will be taught across a variety of rooms in the school.

Teaching and support staff will be able to operate across different classes and year groups ‘bubbles’. Where staff need to move between classes and ‘bubbles’, they should socially distance from students and other staff as much as they can, ideally 2m from other adults.

## **Breaktimes**

If pupils are in their year group bubble outside at break or lunchtime and are on the 3G pitch/MUGA playing sport eg football, running around or involved in an activity, they are not expected to wear a mask.

## **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 expected to remain at the front of the class, wherever possible, and make greater use of classroom technology, such as visualizers to model work. This will support them with maintaining social distance (of 2m) from students. However, it is recognised that it is not possible for students with complex needs.

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 within the contact group. These should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or contact groups, such as sports, art and science equipment should be cleaned frequently and meticulously and always between contact groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different contact groups.

In line with Welsh Government guidance, student and staff can take books and other shared resources home, although unnecessary sharing should be avoided. This is particularly the case where it does not contribute to the education and development of students.

### **Entries and Exits**

Each pupil will be assigned a classroom in either M block or L block. Entry for a classroom in M block must be taken via School Street; entry for a classroom in L block must be taken via the green gate between the school and the leisure centre. Exiting the school must be carried out via the same route.

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Date action completed</b>
Spread of Coronavirus	Staff & pupils  Not following Welsh Government guidance	Anybody unwell with symptoms of COVID-19 or living with someone who does, to stay at home: <ul style="list-style-type: none"><li>- New continuous cough;</li><li>- High temperature;</li><li>- Loss of / change in taste or smell</li></ul> No pupils / staff to attend school if they: <ul style="list-style-type: none"><li>- Feel unwell, have any of the above symptoms or have tested positive to COVID-19 in the past 10 days;</li><li>- Live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days</li></ul> Robust hand and respiratory hygiene including ventilation  Continue with the increased cleaning arrangements  Active engagement with Test, Trace, Protect	Ongoing monitoring	Staff	Ongoing	

		Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination				
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>Please refer to information on page 1&amp;2</p> <p>All pupils and staff in corridors and communal indoor/outdoor areas and as stated previously on school transport must wear face coverings. The only exception to this rule is when pupils are involved in an outdoor activity in their year group bubble (see page 2) or when they are eating in the canteen</p> <p>It is not currently our expectation that all pupils will wear face masks during lessons.</p> <p>Process in place for removing face coverings by those that use them when they arrive at school – don't touch front of mask, place mask in covered bin (reusable masks into a plastic bag that can be taken home with them), wash hands</p> <p>Cleaning hands thoroughly more often than usual with soap &amp; water/hand gel – on arrival at school, returning from</p>		<p>All staff</p> <p>Ensure sufficient hand washing/hand gel 'stations'</p> <p>Supplies of tissues &amp; bins to be made available</p> <p>Use hand gel before entering the toilet &amp; ensure toilets are cleaned regularly</p>	<p>Business Manager</p> <p>Business Manager</p> <p>Business Manager</p>	<p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p>

	<p>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 enhanced cleaning, particularly frequently touched surfaces &amp; 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"> <li>- Make small adaptations to the classroom to support distancing where possible, including sitting side by side and facing forwards;</li> <li>- Move unnecessary furniture out of classrooms to give more space;</li> <li>- Maintain a distance &amp; reduce the amount of time they are in face-to-face contact</li> <li>- Staff in secondary schools to maintain distance from pupils, staying at front of class, away from colleagues where possible;</li> <li>- Ideally, adults to maintain a 2-metre distance from each other and from pupils;</li> <li>- Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone</li> </ul> <p>Elsewhere:</p>		
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	<ul style="list-style-type: none"> <li>- Keep contact groups apart where possible;</li> <li>- Avoid large gatherings such as assemblies or collective worship with more than one group;</li> <li>- Movement around the school to be kept to a minimum and only during lesson changeovers;</li> <li>- Avoid creating busy corridors, entrances and exits;</li> <li>- Staggered breaks and lunch times (time for cleaning surfaces in dining hall between groups);</li> <li>- Shared staff spaces set up and used to help with distancing from each other; keep use of staff rooms to a minimum of 2 people with 2m spacing – extra staff workroom added in the SLT area</li> <li>- 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. Books and other shared resources can be taken home, but unnecessary sharing should be avoided; they should be cleaned and rotated.</li> </ul> <p>Staff and pupils should have their own individual and very frequently used equipment such as pens and pencils and not shared. Classroom-based resources such as books and games can be used and shared within a contact group; 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 between contact groups such as sports, art and science equipment should be cleaned frequently and meticulously and always between contact group, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different contact groups</p>	Staff	Ongoing	
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Use of PPE	Staff & pupils	Social / physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus  No PPE is required when undertaking routine educations activities in the classroom / school setting  If a pupil becomes unwell with symptoms of COVID-19 and needs direct personal care, staff should wear disposable gloves, apron and fluid-resistant (type IIR) 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.	First Aid staff to be trained in putting on and removing PPE in the right order, safely dispose of the waste and use correct hand hygiene steps to reduce the risk of onward transmission of the infection	Line managers	1/9/20	
		Non-medical face coverings are not PPE and are recommended in the <b>community</b> where social distancing cannot be maintained.  School environment to be organised so they operate with social distancing for staff maintained throughout a routine day	Consider the well-being of pupils before considering whether staff or older pupils wear face coverings. No one who may not be able to handle face coverings (young pupils, SEN or disabilities) should wear them as it may inadvertently increase the risk of transmission	Head Teacher	1/9/20	
People at school who are unwell	Staff & pupils	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	Ensure surfaces that symptomatic pupils / staff have come into contact with are carefully and thoroughly cleaned	Staff	Ongoing	

	<p>Anybody with symptoms to stay at home, begin to self-isolate for 10 days and make arrangements to be tested within 5 days (including pupils). Rest of household to stay at home for 14 days from the day the first person became ill or until the outcome of the test is known</p> <p>Engage with the Test, Trace, Protect strategy</p> <p>Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following local health protection team advice</p>	<p>If test is negative, they can return to school when they feel well enough to do so</p> <p>Advise H&amp;S Team as soon as anybody in the school tests positive</p>	<p>Staff / pupils Head Teacher Business Manager</p>	<p>Ongoing Ongoing Ongoing</p>	
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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. Those living with someone showing symptoms will also self-isolate</p> <p>If anybody tests positive a Contact Tracer will contact them (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 14 days from their last contact with the positive person. 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 <b>2 days</b> 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</p> <p>If school identifies a potential cluster or outbreak, they will contact the regional multi-agency TTP Team immediately</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 <b>close contact</b>:</p> <ul style="list-style-type: none"> <li>- 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;</li> <li>- Within 2 metres of the person testing positive for more than 15 minutes</li> <li>- Having travelled in a vehicle with the person who has tested positive.</li> </ul>	Head Teacher	Ongoing	
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Identifying clusters and outbreaks	Staff & pupils	<p>A cluster is defined as 2 or more cases of COVID-19 among pupils or staff within 14 days or an increased rate of absence due to suspected or confirmed cases of COVID-19</p> <p>An outbreak is defined as 2 or more confirmed cases of COVID-19 among pupils or staff who are direct close contacts, proximity contacts or in the same 'bubble' in the school, within 14 days.</p> <p>An outbreak is declared over when there has been 28 days since the onset of the last confirmed case in the school and the results of any possible cases in pupils and staff in that time have tested negative</p>	<p>Outbreak Control Team will consider:</p> <ul style="list-style-type: none"> <li>- Adjustments to how the school is operating to facilitate infection &amp; control measures and social distancing;</li> <li>- If further groups need to be asked to self-isolate e.g. class groups, other functional groups or year groups;</li> <li>- Whether to undertake an enhanced investigation including testing of a wider group.</li> </ul>			
Pupils & staff with underlying health conditions	Staff & pupils	<p><b>The Welsh Government has advised that Shielding is in place from 22 December until 7 February, when it will be reviewed.</b></p> <p><b>Risk assessments already completed on staff in the clinically vulnerable group</b></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"> <li>- Talking to line manager;</li> <li>- Employee Assistance Programme (Care First) available 24/7 on 0800 174 319;</li> </ul>	<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&amp;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 developing more serious symptoms if they come into contact with</p>	Head Teacher	Ongoing	Pupils & staff with underlying health conditions

		<ul style="list-style-type: none"> <li>- Occupational Health Service can be contacted on 07894 326948 or 07714 397521.</li> </ul> <p>Staff to positively reinforce behaviours around social / physical distancing and hygiene as opposed to stigmatising mistakes</p> <p>Staff to be alert to identify and support learners who exhibit signs of distress</p>	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			
Pupils with symptoms entering the school	Staff & pupils  Spreading symptoms to others	<ul style="list-style-type: none"> <li>• Parents/guardians will be responsible for monitoring symptoms prior to sending pupils to school.</li> <li>• Parents/guardians reminded of their responsibility to abide by current guidelines on hand washing, social distancing &amp; staying safe at home</li> <li>• Pupils to use hand gel on entering the school which will be available in classrooms</li> </ul>	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>Staff to avoid car sharing with work colleagues</p> <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	<p>Fire alarm checks to be carried out as normal</p> <p>Fire doors should not be wedged open unless done so with an appropriate hold open device that is connected to the fire alarm system.</p> <p>Head Teacher will ensure fire risk assessment is up-to-date and any outstanding work undertaken</p>	Fire safety advice is available from the Vale of Glamorgan Fire safety officer		
Safeguarding	Pupils  .	<p>All staff aware of their safeguarding duties</p> <p>All staff and pupils should know how to contact the Designated Safeguarding Person (LEP/KF) and consider how pupils can talk privately.</p> <p>Standard procedures to be observed including consideration of older age groups.</p> <p>Appropriate site security arrangements in place</p>			

Building & property maintenance	All staff & pupils  Legionella, defects in property, faults, electric shock etc.	<p>All routine inspections &amp; tests must be maintained e.g. legionella water monitoring, hand wash water temperatures.</p> <p>Statutory inspections &amp; servicing to continue</p> <p>Defects to be reported for remedial action.</p> <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>	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.			
Slips, Trips & Falls	All staff & pupils  Poor housekeeping	<p>Appropriate footwear to be worn</p> <p>Emergency cleaning (spills) procedures in place</p> <p>Good housekeeping to be maintained</p>				
Cleaning activities	All staff & pupils	<p>Maintain robust cleaning</p> <p>Enhanced cleaning of high contact areas must be arranged throughout the day.</p>	Deep cleaning is available from the Vale of Glamorgan cleaning.			

		<p>Wash hands following any cleaning activity.</p> <p>Cleaners to wear appropriate PPE in line with current arrangements e.g. gloves, apron etc.</p> <p>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>	COSHH assessments and presentation is available for cleaning materials provided to staff and pupils		
Lack of staff, reduction in supervision	Staff & pupils  Lack of supervision, increase in accidents, increase contact	<p>Maintain supervision levels as far as practicable at all times.</p> <p>Identify back-up staff</p> <p>Utilise rotas to cover access times including premises staff / cleaners.</p> <p>Consider redeploying staff where necessary.</p>			
Verbal/physical abuse  Loss of control	Staff & pupils  Physical/psychological injury	<p>Maintain adequate staff supervision</p> <p>Staff familiar with children to be present</p> <p>Staff with additional training employed where appropriate</p>			
Catering	Staff and pupils	<p>Kitchens will be fully opened from the start of the Autumn term</p> <p>Canteen facilities</p> <p>Break time- No food will be served in the canteen. Pupils will be asked to bring their own snacks and drinks.</p>	Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises		

		Lunchtime- Year group bubbles will have their own allocated time in the canteen as described above. The food available will be of a 'grab and go' variety similar to what is currently available at break time.			
Educational visits	Pupils	<p>Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe:</p> <p><a href="https://oeapng.info/">https://oeapng.info/</a></p>			
School uniform		All pupils to wear school uniform from the Autumn term.			
3G Pitch	Staff and pupils	Check risk assessments of all clubs prior to them being on site to ensure no cross contamination with our bubbles with the 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		