



COVID 19 Risk Assessment



Subject: COVID 19 School Premises Risk Assessment

Date of Assessment: 02.09.20

Assessor: Miss. Yvonne Jones (Headteacher)

School Name: Porth Community School

This Risk Assessment has been produced following the announcement by Welsh Government that *'from September, all pupils can return to school full time, if coronavirus cases continue to fall. Learners will be reunited with all their classmates, with limited social distancing within contact groups of 30'*. It is based on guidance from both Welsh Government and the Local Authority. This risk assessment has been assessed and approved by the LA as fit for purpose.

As Welsh Government and Local Authority guidance is updated the policy will be revisited.

| Hazard | People at Risk | Existing Control / New Controls | Additional Comments/Control Measures – School Specific |
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| School drop off/Pick up – Infection control | All Persons | <ul style="list-style-type: none"> • Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings (signs and floor markings made available from RCT) • Arrangements in place to supervise pupils arriving/leaving on contracted transport to ensure social distancing. • Arrangements in place to identify possible contacts on home to school transport provision for Track and Trace purposes • Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible - Parents queue outside the entrance to drop off/pick up • One parent encouraged to drop off/pick up. • Floor markings provided to assist with social distancing. • Stagger drop off/collection times for year groups. | <p>Y Goedwig</p> <p>Staggered start/end times will be allocated to pupils.</p> <p>A one-way system is in place supervised by staff whereby pupils are walked to the appropriate entrance by their parents/carer.</p> <p>Parents are asked to wear masks when dropping off/collecting pupils.</p> |



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| | | <ul style="list-style-type: none"> • Parents/carers instructed not to attend school if symptomatic • Handwashing/hand sanitiser available at all entrances. | <p>Hand sanitiser will be available for the pupils. Parents are to exit the site immediately.</p> <p>Nythbran</p> <p>There are 2 designated drop off/pick up points have been identified – Bus bays and Chip Shop Hill.</p> <p>Pupils should NOT be on site before 8.30am. The only exception to this, is those pupils who travel to school on school transport, these pupils will be escorted to the main hall and kept in their appropriate contact groups.</p> <p>Those pupils arriving in school before 8.30am will be expected to line up outside. At 8.30am pupils will be allowed into the building and will proceed to their Lesson 1 classroom.</p> <p>At each entrance hand sanitiser will be available and bins to dispose of face coverings</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 where this is possible. • Floor markings and signage is provided to assist with social distancing. • Doors kept open (where safe to do so) to reduce physical contact. • Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings. • Class times have been staggered to prevent large numbers moving around the premises at the same time. • Cloakrooms are managed to ensure social distancing – coats/bags can be placed on backs of chairs/under tables | <p>Y Goedwig</p> <p>A one-way-system is in place when moving around the school. Movement will be kept to minimum and where possible pupils will remain in the classroom or designated outdoor areas.</p> <p>Where it is not possible to operate a one way system corridors will be divided in half and clear signage will be in place regarding social distancing.</p> <p>Staggered break and lunchtimes within contact groups will limit the number of pupils moving around the site at any given time.</p> <p>Nythbran</p> <p>In line with guidance from the Welsh Government and Local Authority, all pupils will be required to wear face coverings when in communal areas such as corridors, the canteen and toilet areas.</p> <p>Pupils will be encouraged to operate a one -way-system when moving around the school. Movement will be kept to minimum and where possible pupils will</p> |
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| | | | <p>remain in the classroom or designated outdoor areas.</p> <p>Where it is not possible to operate a one way system corridors will be divided in half and clear signage will be in place regarding social distancing.</p> <p>Staggered lunchtimes within contact groups will limit the number of pupils moving around the site at any given time.</p> |
| <p>Classroom/Teaching Environment – Infection control</p> | <p>All Persons</p> | <ul style="list-style-type: none"> • For Welsh Government Guidance on control measures within the classroom for the various settings, use the link below: Welsh Government - Operational-guidance-schools-and-settingsautumn-term-covid-19 V2 - 11-08-2020 • Pupils will stay in their class/group wherever it is possible throughout the day. • Whatever the size of the group, they should be kept apart from other groups where possible and those age 11+ should be encouraged to keep their distance within groups. • Where possible pupils use the same desk and resources each day where they attend on consecutive days. Resources are placed in individual folders. • Pupils are encouraged to ensure that school shirts are washed daily, as this is not possible with a school blazer this has been removed from the school uniform. • The use of outdoor space is utilised wherever possible. • Rooms have been organised to encourage social distancing, tables and chairs are moved apart in order for pupils to spread out and arranged to enable sitting side to side and not face to face. Where it is not | <p>Y Goedwig</p> <p>Contact groups are restricted in line with Welsh Government guidance:</p> <p>Pupils to remain in designated classroom throughout the day with the same teacher and member of support staff or PPA Cover teacher.</p> <p>In Y Goedwig contact groups are restricted to a class size. Pupil numbers are restricted to a maximum of 30 pupils per class.</p> <p>Groups will remain in the same classroom.</p> |

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| | | <p>possible to move furniture seats are taped off/marked as not to be used to support social distancing.</p> <ul style="list-style-type: none"> • Early years settings that host more than one cohort group in a single room should consider the physical means that can be used to separate each group e.g. utilise furniture or screens • Arrangements put in place to avoid mixing with other groups. • Unnecessary items have been removed from learning environments where there is space to store elsewhere. • Resources, which are not easily washable, wipe able or otherwise cleaned have been removed e.g. soft toys, sand, water play etc. • Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. • Staff rooms will not be available for staff – staff are required to bring in a packed lunch or order lunch from the canteen. No microwaves, fridges etc. will be available for staff in communal areas. | <p>Each class will be allocated their own outdoor space.</p> <p>All resources etc. will be cleaned during and at the end of each day.</p> <p>Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes.</p> <p>There will be hand sanitiser and wipes placed on a table at the entrance to each classroom. Anti-bacterial spray will also be available this must be stored in a high cupboard which pupils are not able to access.</p> <p>Where staff are closer than 2m to pupils face masks will be worn as an additional precaution.</p> <p>Nythbran</p> <p>Contact groups are restricted in line with Welsh Government guidance:</p> <p>Year 7 and 8 will be in class size contact groups of no more than 30 pupils where possible. Social distancing between pupil's in classrooms will not be in place but staff</p> |
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| | | | <p>should try and maintain a 2m distance from learners where possible.</p> <p>Staff will wear face masks if closer than 2m to a pupil as an additional precaution</p> <p>During break time, as space is restricted, years 7 and 8 will be in contact groups of a year group. To minimise the risk of transmission pupils will be outdoors, break will only last 20 minutes, pupils will be encouraged to stay in their class size contact group and encouraged to adhere to social distancing protocols.</p> <p>Year 9, 10 and 11 are in year group contact groups of no more than 150 pupils. This will enable them to access the broader curriculum. Social distancing between pupil's in classrooms will not be in place but staff should try and maintain a 2m distance from learners where possible. Staff will wear face masks if closer than 2m to a pupil.</p> <p>Pupils will be in group sizes limited to 30 and where possible will remain within these groups across the day. Option groups where possible have been allocated as doubles to reduce movement</p> |
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| | | | <p>between rooms. All rooms will be cleaned between room changes. Social distancing between pupil's in classrooms will not be in place but staff should try and maintain a 2m distance from learners where possible.</p> <p>Seating plans for core groups will be put in place by the Wellbeing Teams. Options classes will be put in seating plans by the class teacher.</p> <p>There will be hand sanitiser and wipes placed on a table at the entrance to each classroom. Anti-bacterial spray will also be available this must be stored in the drawer of the teacher desks which pupils are not able to access.</p> <p>Staff will wear face masks if closer than 2m to a pupil as an additional precaution</p> <p>Local Authority guidance states that, 'when using larger groups other preventative measures become even more important to minimise transmission risks' the following measures have been put in place:</p> |
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| | | | <p>Windows and doors to be kept open to provide ventilation.</p> <p>Pupils to be temperature checked each morning. Any pupils with a temperature of over 37.5 will be re-checked later in the morning.</p> <p>Assigned seating to limit the number of daily contacts.</p> <p>Staff to remain at a 2 metre social distance from pupils.</p> <p>However the guidance also states that:</p> <p>‘For secondary pupils, face coverings can be removed when seated in the classroom and participating in lessons’.</p> <p>All resource etc. will be cleaned during and at the end of each day.</p> <p>Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes.</p> <p>Each contact group will be allocated their own outdoor space.</p> |
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| | | | <p>Social distancing between pupils in classrooms will not be in place but will be maintained between staff and pupils where possible. Staff will wear face masks if closer 2m to a pupil.</p> |
| <p>Pupil and Staff Toileting – Infection control</p> | | <ul style="list-style-type: none"> • Times are staggered where possible and consider the increased handwashing times that have been introduced. • The setting has introduced a one in/one out policy. • Distancing for queuing has been introduced e.g. through floor markings • Signage is in place in each toilet to encourage adequate hand washing takes place. • 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. • Similar arrangements are also in place for staff toilets. | <p>Y Goedwig</p> <p>Break and lunchtimes are staggered. Each group is allocated a specific toilet area. Toilets are cleaned on a regular basis throughout the day.</p> <p>Nythbran</p> <p>Lunchtimes are staggered. Each group is allocated a specific toilet area.</p> <p>Year 7 and 8 will use the toilets outside the Dining Hall.</p> <p>Year 9 and 10 will use the toilets on the ground floor of C Block</p> <p>Year 11 will use the toilets on the 1st floor of C Block</p> <p>Only those pupils with toilet passes are allowed out of the classroom to use the toilet during lessons.</p> |

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| | | | <p>The pupils will be supervised in these areas during break.</p> <p>Toilets are cleaned on a regular basis throughout the day.</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). • 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. https://gov.wales/safety-and-physical-distancing-signemployers-coronaviru • Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation. • Staff responsible for younger learners should remain with set groups rather than interchange between different/a number of groups, although WG recognises this is not always possible with younger learners and teachers in primary schools can still work across groups if that is needed to enable a full educational offer. All staff should adhere to the social/physical distancing measures as far as possible with younger learners, but should adhere to those measures in their interactions with older learners, other staff members and visitors to the school. | <p>Y Goedwig</p> <p>Pupils to remain in designated classroom throughout the day with the same teacher and member of support staff.</p> <p>Staggered breaktimes will be introduced each class has designated a specific outdoor area.</p> <p>Staggered lunches will take place in the hall, where pupils will be expected to remain within their contact group.</p> <p>Nythbran</p> <p>Years 7 and 8 – pupils to remain in designated classroom throughout the day. All classes to be based in E Block. Staff will move between classes (adhering to social distancing rules).</p> <p>During break time, as space is restricted, years 7 and 8 will be in contact groups of a year group. To minimise the risk of</p> |

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| | | | <p>transmission pupils will be outdoors, break will only last 20 minutes, pupils will be encouraged to stay in their class size contact group and encouraged to adhere to social distancing protocols.</p> <p>Years 9, 10 and 11 - pupils to remain in designated classroom for all lesson apart from Options subject where some movement will be necessary. All classes to be based in C Block. Staff will move between classes (adhering to social distancing rules).</p> <p>Each contact group has been designated a specific outdoor area.</p> <p>Staggered lunches will take place in the hall, where pupils will be expected to remain within their contact group.</p> |
| <p>Staffing</p> | | <ul style="list-style-type: none"> • Staff who are clinically vulnerable have been assessed and 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 COVID-19 Medical Risk Assessment Tool. • 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. Daily review of staffing levels takes | <p>Y Goedwig</p> <p>Staff to be informed of class groupings for September ensuring full compliance with pupil ratios and ensuring workload is, where possible, equally distributed.</p> |

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| | | <p>place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management.</p> <ul style="list-style-type: none"> • Teaching staff have breaks from their group during the day where possible, for example, by alternating between the teacher and teaching assistant, avoiding new staff covering from a different grouping. | <p>Support staff are allocated in each area to ensure that staff have breaks during the day.</p> <p>Agency staff will be kept to a minimum and only used to cover essential staff.</p> <p>Separate RA's have been put in for staff who are clinically vulnerable.</p> <p>Staffrooms are unavailable during this period – staff working areas have been designated.</p> <p>Nythbran</p> <p>Staff timetables will be issued for September ensuring full compliance with pupil ratios and ensuring workload is, where possible, equally distributed.</p> <p>Support staff are allocated in each area to ensure that staff have breaks during the day.</p> <p>Agency staff will be kept to a minimum and only used to cover essential staff.</p> |
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| | | | <p>Separate RA's have been put in for staff who are clinically vulnerable.</p> <p>Staffrooms are unavailable during this period – staff working areas have been designated.</p> |
| <p>Catering/Lunchtime Arrangements – Infection control</p> | | <ul style="list-style-type: none"> • Groups of children can eat packed lunch or school meals within their own classroom setting. • Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing. • Different groups mixing together is avoided through staggered times with several sittings and/or use of additional areas and to help reduce queues. • Hand gel is provided for pupils and staff to use immediately before collecting their lunch. • 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. • Alternative payment methods are being used to eliminate cash handling. • Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating. • A different entry and exit route are being used at dinner times where more than one door is available. | <p>Y Goedwig</p> <p>Pupils will eat their lunch in the hall. Staggered lunches, supervised by class teachers and other key staff will be implemented.</p> <p>Nythbran</p> <p>Pupils will eat their lunch in the hall. Staggered lunches will be implemented.</p> <p>Seating has been arranged so that Years 7, 8 and 9 will remain in contact groups of no more the 30 based on their main teaching group. Years 10 and 11 will be in contact groups based on the year group.</p> <p>Each year/contact group will be allocated a designated outside area.</p> <p>Pupils will enter and leave the hall by separate exits.</p> |

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| <p>Pupils/Staff displaying symptoms whilst at school</p> | <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/coronavirus-covid-19-educational-settings-guidance • 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. <ul style="list-style-type: none"> • Should the school be forced to have a full or partial closure a blended learning programme will be put in place where the staff are available to do it. | <p>Y Goedwig</p> <p>Isolation room designated as break out area.</p> <p>Nythbran</p> <p>Isolation room designated as counsellor’s room.</p> |
| <p>Cleaning/Waste Disposal</p> | <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. • 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>Each classroom will have cleaning products and hand sanitiser available for staff.</p> <p>Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes.</p> |
| <p>Personal Protective Equipment (PPE)</p> | <ul style="list-style-type: none"> • PPE is not required for routine class activities • PPE may be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19. For further guidance on PPE requirements refer to the RCT Schools COVID 19 PPE Guidance Matrix (see page 8). | |

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| <p>Visitors</p> | <ul style="list-style-type: none"> • Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms. • Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens. • 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. | <p>No visitors will be accepted on to the site unless they have a booked appointment</p> <p>All visitors are to sign in in Y Goedwig – signing in to be completed by Reception staff.</p> <p>The iPads are NOT to be used.</p> <p>Visitors will also be temperature checked at Reception.</p> <p>All visitors will be expected to wear masks when moving around the school site in line with school policy.</p> <p>During meetings all parties will be expected to wear appropriate face coverings and adhere to social distancing protocols.</p> <p>Designated meeting areas have been allocated, these are to be wiped down before and after use.</p> |
| <p>Training</p> | <ul style="list-style-type: none"> • Staff have been instructed on the nature of COVID-19 and its transmission. • 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>Risk assessment and guidance notes to be issued to all staff prior to the school reopening on 1st September 2020. These</p> |



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| | | | will be subject to change and/or review as guidance is updated. |
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RCT Schools COVID-19 Personal Protective Equipment Guidance Matrix

Introduction

It is important to remember that physical distancing, hand hygiene and respiratory **hygiene** (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus. Hand hygiene is critical before and after all direct contact with a child or young person, and after cleaning equipment and the environment.

There is therefore no need to use personal protective equipment (PPE) when undertaking routine educational activities in classroom/school settings. The list below covers when PPE may be required. Further guidance is available at <https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19>

| Activity / Task / Circumstance | Context | Disposable Gloves | Disposable Plastic Apron | Fluid Resistant Surgical Mask | Eye Protection |
|----------------------------------|--|-------------------|--------------------------|-------------------------------|------------------------|
| Routine Activities | No PPE is required when undertaking routine educational activities in classroom or school settings. | | | | |
| Suspected coronavirus (COVID-19) | If a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care. | ✓ Single use | ✓ Single use | ✓ Single use | X – Risk Assess |
| | When cleaning the areas where a person suspected of having COVID-19 has been. | ✓ Single use | ✓ Single use | | |

| Activity / Task / Circumstance | Context | Disposable Gloves | Disposable Plastic Apron | Fluid-resistant Surgical Mask | Fluid Repellent Gown | FFP3 Mask | Eye Protection |
|--------------------------------|--|-------------------|--------------------------|-------------------------------|----------------------|-----------------|-------------------------------------|
| Intimate Care | When providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding. | ✓ Single use | ✓ Single use | X – Risk Assess | | | X – Risk Assess |
| | When undertaking aerosol generating procedures such as suction. | ✓ Single use | | | ✓ Single use | ✓ Single use | ✓ Single use (clean & re-use) |
| | When cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions. | ✓ Single use | ✓ Single use | | | | |

X Risk Assess = If a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.

Guidance

The use of PPE by staff within education settings should be based on a clear assessment of risk, taking into account each individual setting and the needs of the individual learner. Schools, settings and local authorities already have risk assessments processes in place which should be used to identify the need for the use of PPE. Following any risk assessment, where the need for PPE has been identified, it should be readily available and provided. Further information has been provided by the [Health and Safety Executive](#):



Using PPE at work during the coronavirus outbreak

All staff should understand how to put on or remove PPE in the right order, safely dispose of the waste and use correct hand hygiene steps to reduce the risk of onward transmission of infection. Further guidance is available in Appendix 6 of the [Infection Prevention and Control for Childcare Settings Guidance](#).

In any case, hand washing should always be practiced before putting on and after removing PPE. Schools and settings should contact their local authority to obtain PPE to cover the above.

NB – For pregnant staff or those staff who have been off with Moderate Health Risks the above PPE guidance may be adjusted to take account of any medical risk assessment process that has been undertaken prior to a staff member returning to work.

Please refer to the link below for the full version of the Welsh Government Guidance – Keep Education Safe: Operational Guidance for Schools and Settings (COVID-19)

<https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19>

2. Social Distancing

Under Regulation 7a of the Health Protection (Coronavirus Restriction) (Wales) Regulations 2020, Welsh Government have chosen to impose a legal requirement on workplaces to ensure that everything reasonably practicable is done to minimise transmission of coronavirus. The key purpose of the Regulations is to minimise the risk of transmission of Coronavirus. Where contact or closer working is required, it is important that other measures are considered, for example:

- Washing hands thoroughly for 20 seconds with soap or use of hand sanitiser after close contact;
- Minimising the level of interaction;
- Physical barriers (including wearing Personal Protective Equipment that has been provided when required);
- Improved personal hygiene and reminders about the importance of good hygiene;
- Ensuring those with symptoms are isolated from other person's onsite until they can be collected.

Although the duty falls on the person responsible for management control, everybody in a workplace has a personal responsibility to comply with the 2 metre distance requirement wherever possible, to ensure that the risk of transmission of Coronavirus across Wales is reduced. WG have made it clear that while there is a requirement to take all reasonable measures to maintain a physical distance, it is about taking proportionate action where it is practicable to do so.

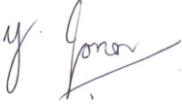



What constitutes a reasonable measure?

It will be for the duty holder of the school/childcare setting to justify the reasonable measures that they have adopted, and to demonstrate how they have considered that these are proportionate and minimise the risks faced by all persons who have to continue to attend work in their setting.

If physical distancing can be achieved, this would be considered a reasonable measure and this will play a part, along with other actions, to minimise community transmission. Where possible a 2 metre distance should be maintained for everyone (pupils, staff, visitors, etc.) at the school or childcare setting. This can include class sizes being reduced, therefore limiting the number of pupils staff have to assist with physical distancing, or carrying out activities on a rotation.

However, it is recognised that due to the age and personal requirements of some pupils this will undoubtedly be difficult to achieve and therefore physical distancing is not in these cases considered a reasonable measure. If for any reason a member of staff cannot maintain suitable distance, PPE would need to be worn as per the above table, to provide a level of protection.

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| Headteacher | - | Yvonne Jones |  |
| Chair of Governors | - | David Brookes |  |
| Date | - | 01.10.20 | |

