



COVID 19 Risk Assessment



Subject: COVID 19 School Premises Risk Assessment

Date of Assessment: 05.01.22

Assessor: Miss. Yvonne Jones (Headteacher)

School Name: Porth Community School

This risk assessment has put in place ensuring that all measures are proportionate with what is happening in wider society

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
School drop off/Pick up – Infection control	All Persons	<p>Parent/carer pick up and drop off protocols have been considered to minimise adult to adult contact and avoid gatherings e.g. at the school gates (signs and floor markings made available from RCT)</p> <p>All parents/visitors advised to wear face coverings when on site.</p> <p>Arrangements in place to supervise pupils arriving/leaving on contracted transport to ensure social distancing where possible.</p> <p>Arrangements in place to identify possible contacts on home to school transport provision for Track and Trace purposes.</p> <p>One parent encouraged to drop off/pick up.</p> <p>Parents/carers instructed not to attend school if symptomatic.</p> <p>Additional entrances/exits used to reduce gatherings at peak times where possible.</p> <p>Where necessary, the School has a process for removing face coverings when learners and staff who use them arrive at school, e.g. a lidded bin for disposal.</p>	<p>Y Goedwig</p> <p>Parents are asked to wear masks when dropping off/collecting pupils.</p> <p>All parents/carers are asked to adhere to social distancing guidance during drop off/pick up.</p> <p>Hand sanitiser will be available for the pupils.</p> <p>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>



		Handwashing/hand sanitiser available at all entrances.	<p>Once they access the building, pupils will be required to wear a face covering in all communal areas.</p> <p>At 8.40am pupils will proceed to their registration class.</p>
Circulation Routes – Infection control	All Persons	<p>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.</p> <p>Floor markings and signage is provided to assist with social distancing.</p> <p>Doors kept open (where safe to do so) to reduce physical contact.</p> <p>Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.</p> <p>Cloakrooms are managed to ensure social distancing – coats/bags can be placed on backs of chairs/under tables</p>	<p>Y Goedwig</p> <p>A one-way-system is in place when moving around the school.</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>Movement will be kept to minimum and pupils will remain in the classroom or outdoor areas as much as possible.</p> <p>Nythbran</p> <p>All pupils will be required to wear face coverings in communal areas.</p> <p>Pupils will be encouraged to operate a one - way-system when moving around the school.</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 (year 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>	<p>For Welsh Government Guidance on control measures within the classroom for the various settings, use the link below: https://gov.wales/operational-guidance-schools-and-settings</p> <p>Implement, as part of the risk assessment process, the wearing of face coverings for staff and secondary learners based on Welsh Government’s guidance.</p> <p>Pupils will stay in their class/contact group wherever it is possible throughout the day.</p> <p>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.</p> <p>The use of outdoor space is utilised wherever possible.</p> <p>Classes are not required to be forward facing – all seating plans should be updated on ClassCharts.</p> <p>Arrangements in place for the use of the playground, including playground equipment.</p> <p>Arrangements are also in place for social distancing in prep rooms (where they are in use).</p> <p>There is a designated PPA area for staff which is arranged in a socially distanced manner. This is cleaned regularly to ensure the safety of staff.</p> <p>A staffroom will be available but staff should ensure that all necessary precautions are in place.</p>	<p>Y Goedwig</p> <p>Pupils to remain in designated classroom throughout the day.</p> <p>All staff are required to wear a face covering in communal areas, unless they are exempt.</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.</p> <p>Anti-bacterial spray will also be available this must be stored in a high cupboard which pupils are not able to access.</p> <p>Windows and doors to be kept open to provide ventilation.</p> <p>The staffroom in Y Goedwig has proved to be too small for the staff to sufficiently social distance – therefore a larger space is available for all staff in the Nythbran building.</p> <p>Nythbran</p>



		<p>Staff should ensure that social distancing guidance is adhered to whilst using this space</p> <p>All surfaces should be wiped down, masks should be worn (unless eating or drinking) and social distancing maintained.</p>	<p>Social distancing between pupils in classrooms will not be in place, pupils will be required to wear a face covering, unless they are exempt. Any pupils with exemptions will be issued with a green wristband.</p> <p>All staff and pupils will be required to a face covering in communal areas and classrooms where physical distancing cannot be maintained unless they are exempt.</p> <p>Teachers can freely move around the classroom but must keep masks on when unable to maintain 2 metre social distancing.</p> <p>There will be hand sanitiser and wipes placed on a table at the entrance to each classroom.</p> <p>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>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> <p>Windows and doors to be kept open to provide ventilation.</p> <p>Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes.</p>
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<p>Pupil and Staff Toileting – Infection control</p>		<p>Distancing for queuing has been introduced e.g. through floor markings</p> <p>Signage is in place in each toilet to encourage adequate hand washing takes place.</p> <p>Automated soap dispensers should be used where possible and hands should be thoroughly dried, using paper towels. Hand dryers will not be available. Paper towels should be disposed of in a lidded bin and not allowed to overflow. Bins should be emptied daily.</p> <p>Similar arrangements are also in place for staff toilets.</p>	<p>Y Goedwig</p> <p>Each group is allocated a specific toilet area.</p> <p>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>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>	<p>It is strongly encouraged that all staff and pupils undertake regular Lateral Flow Tests ideally on Monday, Wednesday and Friday before attending school and record their results. Any member of staff or pupil who receives a positive test result should not attend school and arrange for a PCR test as soon as possible.</p> <p>Implement, as part of the risk assessment process, the wearing of face coverings for staff and secondary learners based on Welsh Government’s guidance</p>	<p>Y Goedwig</p> <p>Each class will be given a designated classroom, and outdoor space.</p> <p>All resources etc.will be cleaned during and at the end of each day.</p>



	<p>Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety).</p> <p>An adequate supply of lidded bins are available for the safe disposal of single use face coverings.</p> <p>Large gatherings such as assemblies or collective worship with more than one year group do not take place.</p> <p>Regular staff meetings will be conducted in well ventilated rooms ensuring social distancing is adhered to at all times. If social distancing cannot be maintained face coverings will be worn.</p> <p>If social distancing cannot be maintained, medical face masks should be worn in communal areas by staff and secondary age pupils.</p> <p>Appropriate signage is in place throughout the setting.</p> <p>Arrangements are in place to manage break times.</p> <p>Staff responsible for younger learners remain with set groups. Only in exceptional circumstances should staff interchange between different groups.</p> <p>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>	<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>Nythbran</p> <p>Enhanced cleaning will be carried out of all corridor areas and touch points following the change of lesson.</p> <p>All staff and pupils will be required to a face covering in communal areas and classrooms where physical distancing cannot be maintained unless they are exempt.</p> <p>Staff may choose to remove their face covering in the classroom if they are socially distanced from the pupils. However, if they are moving around the classroom where social distancing cannot be maintained a face covering should be worn.</p> <p>During PE lessons pupils will change into PE kit in the changing rooms where pupils will be in year group bubbles. Pupils will be no longer than 15 minutes in the changing room.</p>
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Staffing		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,	<p>Y Goedwig</p> <p>Separate RA's have been put in for staff who are clinically vulnerable.</p>



	<p>Headteachers, Managers & Staff – Shielding and Childcare Responsibilities’ & Staff COVID-19 Medical Risk Assessment Tool.</p> <p>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.</p> <p>There is a designated PPA area for staff which is arranged in a socially distanced manner. This is cleaned regularly to ensure the safety of staff.</p> <p>A staffroom will be available but staff should ensure that all necessary precautions are in place.</p> <p>The staffroom in Y Goedwig has proved to be too small for the staff to sufficiently social distance – therefore a larger space is available for all staff in the Nythbran building.</p> <p>Staff should ensure that social distancing guidance is adhered to whilst using this space</p> <p>All surfaces should be wiped down, masks should be worn (unless eating or drinking) and social distancing maintained.</p>	<p>In case of staff absences the Director of Finance and School Systems Manager will utilise the following options to ensure the continuation of provision:</p> <p>Supply staff Teaching Assistants/Support Staff Closure of Reflection Room Cancellation of walkround rota Merging of classes</p> <p>Staffing levels are reviewed daily. Should all above options not be enough to ensure the safe operation of the school discussion would take place with the LA regarding online learning for certain classes/year groups prioritising in-person learning for exam year groups.</p> <p>Nythbran</p> <p>Separate RA’s have been put in for staff who are clinically vulnerable.</p> <p>In case of staff absences the Director of Finance and School Systems Manager will utilise the following options to ensure the continuation of provision:</p> <p>Supply staff Teaching Assistants/Support Staff Closure of Reflection Room Cancellation of walkround rota Merging of classes</p>
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Catering/Lunchtime Arrangements – Infection control	<p>Different groups mixing together during lunchtimes is avoided through staggered times with several sittings and/or use of additional areas and to help reduce queues.</p> <p>Time/resource provision for cleaning surfaces between groups in the dining hall.</p> <p>Hand gel is provided for pupils and staff to use immediately before collecting their lunch.</p> <p>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.</p> <p>Additional meal collection points have been put in place to reduce queuing where necessary.</p> <p>Alternative payment methods are being used to eliminate cash handling.</p> <p>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.</p> <p>A different entry and exit route are being used at dinner times where more than one door is available.</p>	<p>Y Goedwig Breakfast club is available to all pupils.</p> <p>Nythbran Breakfast Club is available to all pupils.</p> <p>Pupils will eat their lunch in the hall. Staggered lunches will be in place:</p> <p>Lunch A – Years 8 and 10 Lunch B – Year 7 Lunch C – Years 9 and 11</p> <p>Pupils are required to wear face masks in all communal areas.</p>	
Pupils/Staff displaying symptoms whilst at school	<p>Arrangements in place to deal with pupil/staff who develop symptoms whilst at the setting – Follow the WG guidance</p>	<p>Y Goedwig Isolation room designated as break out area.</p> <p>Nythbran</p>	



	<p>https://gov.wales/coronavirus-covid-19-educational-settings-guidance</p> <p>An isolation room is available for pupils/staff.</p> <p>If a learner develops symptoms whilst at school/setting, they should be sent home. However, they must not travel home on dedicated school transport</p>	<p>Isolation room designated as the area outside the Attendance Reception.</p>
<p>Cleaning/Waste Disposal</p>	<p>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.</p> <p>Enhanced cleaning regime in place across the setting</p> <p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Tissues should be placed in a separate waste bin and disposed of safely. All rubbish should be removed daily.</p> <p>If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is.</p>	<p>Y Goedwig</p> <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, a separate bin will be identified for face mask disposal.</p> <p>Nythbran</p> <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 and face coverings.</p>
<p>Personal Protective Equipment (PPE)</p>	<p>PPE is not required for routine class activities</p> <p>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.</p>	



<p>Visitors</p>	<p>Information about visitor arrangements is displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms.</p> <p>All visitors on site advised to wear face coverings.</p> <p>Handwashing/hand sanitiser available at all entrances.</p> <p>Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens.</p> <p>Where possible, visitors are signed in/out by the receptionist.</p> <p>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> <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.</p> <p>The iPads are NOT to be used.</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>Fire Safety</p>	<p>Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff.</p>	



	<p>Procedures have been reviewed to include hygiene and distancing at assembly points.</p> <p>Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff).</p> <p>See link below for specific fire safety advice for specific advice during the outbreak.</p> <p>https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf</p>	
Training	<p>Staff have been instructed on the nature of COVID-19 and its transmission.</p> <p>The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff.</p> <p>Any staff briefings are also conducted with social distancing considerations</p> <p>Risk assessment and guidance notes to be issued to all staff whenever there is an update. These will be subject to change and/or review as guidance is updated</p>	



GENERAL GUIDANCE TO SCHOOL STAFF WORKING - PPE & SOCIAL DISTANCING

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		

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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	✓ Single use			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.

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 and practical to do so, 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 between staff and any visitors. If practical to do so, staff should also maintain a 2 metre distance from pupils at the school or childcare setting.

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.

Headteacher

Yvonne Jones

Chair of Governors

David Brookes

Date – 05.01.22