

RISK ASSESSMENT – COVID -19 ENVIRONMENT

This Risk Assessment should be read in conjunction with the YHT School Operating Procedures within a Covid-19 environment. All staff, irrespective of role, are to be familiar with both documents; these documents are subject of ongoing review. Any comments should be directed to the School Business Manager.

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| Person responsible: Mrs Fiona Kite, Headteacher | Place: Ysgol Harri Tudur/Henry Tudor School | Assessed By: Nick Makin Date: 16 Sep 20 |
| Manager: Nick Makin, School Business Manager | Task, Activity or Situation: Return to school – Sep 20 | Re-assessment date: ongoing |

| Risk = severity x likelihood | Severity of harm | | |
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| | (1) Slight (All other injuries and illnesses) | (2) Serious (Over 3 day injury or serious illness) | (3) Major (Death or major injury) |
| (1) Low (Harm will seldom occur) | Low (1) | Low (2) | Medium (3) |
| (2) Medium (Harm likely to occur) | Low (2) | Medium (4) | High (6) |
| (3) High (Harm certain to occur) | Medium (3) | High (6) | High (9) |

| HAZARD | WHO MIGHT BE HARMED AND HOW? | EXISTING CONTROL MEASURES | RISK (severity x likelihood) | WHAT MORE NEEDS TO BE DONE TO CONTROL THE RISK? | BY WHOM? BY WHEN? |
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| Residual Covid infection risk – prior to entry | All entering YHT | <p>Majority of rooms and equipment have not been physically touched for several months.</p> <p>Prior to occupancy, disinfectant wipe down of all common touch surfaces including IT equipment, handles, desk tops.</p> <p>Mandatory checks to be completed by the Facilities Team on the prescribed frequency for the following;</p> <ul style="list-style-type: none"> ● Legionella. ● Fire Alarm and Fire suppression system. ● Emergency lighting. ● General site security and intrusion prevention. | <p>1x1=1</p> <p>1x1=1</p> <p>2x1=2</p> | 'Deep clean' all before use and then clean daily; part of a school cleaning programme | NM/RL |
| Reduce risk to Shielded and Vulnerable staff/pupils | Identified personnel within Shielded and Vulnerable categories | Revised guidelines allow staff/pupils to return as long as suitable Covid measures are in place. This includes child carers. | 3x1=3 | | All staff |
| Infection risk in LA provided transport to and from school | Pupils reliant on LA provided transport (including taxis) | Transport to and from school remain the subject of LA risk assessments. Face masks/coverings to be worn by all whilst in the transport. | 2x2=4 | In accordance with LA transport plan – outside direct control of school. | NM |

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| Risk of infection on entry to school | All | <p>Any person exhibiting symptoms of Covid -19 (high temperature, persistent new cough, loss of sense of smell) MUST remain at home and self-isolate; contact non-emergency help line as required; further advice also on web page.</p> <p>All staff/pupils entering school to thoroughly wash hands at designated wash stations/washrooms or at hand sanitizer points. To be conducted every time school building is entered and when assessed as required.</p> <p>All visitors (less for emergency collection of a pupil by a parent/carer) to be planned at least 24 hours ahead with the host. Details of visit to be sent to Reception to include; name of visitor, name of host, purpose of visit and date/time of visit. Unplanned visitors will not be allowed entry to school.</p> | <p>2x2=4</p> <p>1x1=1</p> <p>1x1=1</p> | <p>Any pupil who shows these symptoms is to be sent home. Refer to School Operating Instructions within Covid 19 environment for more details. Unwell staff/pupils with non Covid symptoms should not attend school.</p> | NM/RL |
| Risk of infection when in school | All in school | <p>Avoid touching common touch surfaces, where possible. Some doors will need to remain access controlled due to Safeguarding issues; remainder can be left open to reduce touch points (noting fire safety regulations).</p> <p>Avoid groupings of staff/pupils through;</p> <ul style="list-style-type: none"> Staggered arrival times (limited scope with full school occupancy); mainly 6th form, depending upon timetable | <p>2x1=2</p> <p>1x1=1</p> | <p>Regular cleaning of high use touch points (ideally every 2 hours); revised cleaner schedule to deliver cleaning during the school day established. To assist, pupils and staff to wipe down tables on changing over. Classroom doors to be kept open (door wedges provided) where appropriate (noise may require doors to be closed). To assist with the one way system some fire doors to be kept open during day only (ensure closed at the end of the day).</p> | <p>NM/RL All teaching staff as required</p> <p>RL</p> |

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| | | <ul style="list-style-type: none"> Reduced occupancy of some room primarily office spaces/Staff Common Room/Conference Room, in accordance with school Covid-19 capacity assessment figures. Classrooms revert to 'normal capacity' status but with movement zone at the front for teaching staff to reduce teacher/pupil contact/interaction. | 2x1=2 | | NM/RL |
| | | <ul style="list-style-type: none"> Staggered breaks within daily programme; 4 x Mon to Thu and 3 x Fri | 2x1=2 | Avoid year groups mixing where possible through school layout changes and school programme. Maximise time in classrooms | REL |
| | | <ul style="list-style-type: none"> Continue with home working options (applies to limited number of admin staff). | 1x1=1 | Home working rotas. Desk screens erected in higher use offices and where social distancing is difficult (PA office). | All (as required) |
| | | <ul style="list-style-type: none"> Revised Library service, quarantine system set up for books. Library only available to 6th Form with associated cleaning regime. Further options in development. | 1x1=1 | | NM/RL LS |
| | | Provide physical barriers where appropriate, including Reception, admin office and PA offices. Other offices reviewed on an individual basis. | 1x1=1 | | All NM/RL |
| | | 2m distance/direction markers throughout the school to control flow (avoiding adding risk to emergency Fire Exits), to include Entrance. | 1x2=2 | Signs in place – replacement/back up to be self-made. To include use of spare classroom tables to guide flow. | NM/RL |
| | | Ensure supplies of PPE are appropriately stored, maintained and made available as and when required. Ensure sanitizer products are correctly stored and handled in | 2x1=2 | PPE supplies provided by LA and externally. | NM/RL |
| | | | | Ensure data sheets for items present | RL |

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| | | accordance with COSHH and manufacturer's guidelines. | | | |
| | | Ensure staff know how to use PPE | 2x1=2 | Staff required to use PPE to be familiar with NHS Wales guidelines on its use (Health Protection Team Infection Prevention and Control Guidance). Instructions distributed plus additional training. | Identified staff (inc some LSAs) First Aider |
| | | All to know how to put on/off a face covering | 1x2=2 | Inform all staff on guidelines | NM/All |
| | | Maximize fresh air within rooms. Aircon (IT), toilet hand dryers and water fountains disabled. | 1x1=2 | All Aircon disabled (less for essential systems and kitchen). | All |
| | | Touch point surfaces difficult to clean (including soft furnishings) to be replaced/removed; maximize the use of easy clean furniture (notably chairs) | 1x2=2 | Provision of a revised daily cleaning program to focus on high use touch points (handles etc) | NM/RL |
| | | Toilets to be cleaned after every use (flusher handle, door handle and seat, if appropriate). | 1x2=2 | Cleaning program to take this into account; staff to wipe down handles etc. themselves, pupil toilets to be included in cleaning program; paper towels to be controlled. | NM/RL |
| | | Use of bins for classroom waste towels etc | 1x1=1 | Additional bins issued. | RL |
| | | Photocopier/Staff Common Room kitchenette and common touch surfaces to be cleaned after each use. | 1x1=1 | Included in daily cleaning schedule and after individual use (provision of wipes). | NM/RL All staff |
| | | At the end of classes, desks, IT, touch points wiped down along with any 'common use' items. Ensure cleaning items available for use. | 1x2=2 | Cleaning program to take this into account along with end of class support from teaching staff and pupils as needed. | NM/RL |

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| <p>Suspected Covid-19 infection within school</p> <p>Other extant risks affected by Covid-19</p> <p>Building evacuation</p> <p>First Aid provision (non Covid-19 related)</p> | | <p>Face masks to be worn in corridors and in areas where 2 m distancing difficult</p> | 1x1=1 | <p>Individual provision preferred – school to provide where required; reusable masks have been provided by PCC.</p> | All |
| | | <p>Book ahead meal system implemented to ease Refectory congestion</p> | 1x1=1 | <p>PCC catering team</p> | All |
| | | <p>Use of Isolation Room and Isolation Toilet Ensure procedures understood by all staff and distributed accordingly. Availability and proper use of PPE (training supported by First Aider).</p> | 1x3=3 | <p>Refer to school operating instructions within a Covid-19 environment</p> | NM/RL All staff |
| | | <p>Existing fire evacuation drills remain although distancing may be challenging to maintain on evacuation if the fire is real.</p> | 1x1=1 | <p>Fire Practices will not be conducted during the Covid-19 crisis If the alarm sounds all should remain in their allocated classroom until the source of the alarm is clarified.</p> | All |
| | | <p>The extant Fire Assembly point remains adjacent to the Pembroke Leisure Centre.</p> | 1x1=1 | <p>Controlled exit arrangements depending on fire location.</p> | All |
| | | <p>First Aid cover will be either coordinated from Reception and/or provided from a rota of trained staff. Availability and use of PPE</p> | 1x2=2 | | |