

### COVID 19 Risk Assessment

**Subject:** COVID 19 School Premises Risk Assessment

**Date of Assessment:** Jan 2021

**Assessor:** Headteacher (HN)

**School Name:** Tonyrefail Community School (Both buildings – Enfys/ Primary & Copa/ Secondary)

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
<p><b>School drop off/Pick up</b> – Infection control</p>	<p>All Persons</p>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Arrangements in place to supervise pupils arriving/leaving on contracted transport to ensure social distancing.</li> <li>• All parents/visitors advised to wear face coverings when on site.</li> <li>• Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible.</li> <li>• One parent encouraged to drop off/pick up.</li> <li>• Stagger drop off/collection times for contact groups.</li> <li>• Additional entrances/exits used to reduce gatherings at peak times where possible.</li> <li>• Parents/carers instructed not to attend school if symptomatic.</li> <li>• The School has a process for removing face coverings – appropriate bins and sanitising facilities available at well identified key locations.</li> <li>• Handwashing/hand sanitiser available at all entrances.</li> <li>• Separate routines, entrances and exits for Children and families accessing the Hub.</li> </ul>	<ul style="list-style-type: none"> <li>○ Different protocols for each building &amp; separate arrangements for dropping off family groups from across phases. Routines amended in accordance</li> <li>○ Designated year group entrances/ exits. One way system – external areas.</li> <li>○ Additional staff on duty to monitor &amp; control.</li> <li>○ Staggered start/ end times for early years to avoid congestion. Special arrangements for families with children in different classes.</li> <li>○ One way system for dropping off &amp; collection.</li> <li>○ Pupil staff training re: safe use of masks, hand san etc</li> <li>○ Hand san at all entrances – internal and external.</li> </ul>
<p><b>Circulation Routes</b> – Infection control</p>	<p>All Persons</p>	<ul style="list-style-type: none"> <li>• Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and a one-way system is in operation.</li> <li>• Face masks mandatory for all staff and students (Y5-13) in communal areas.</li> </ul>	<ul style="list-style-type: none"> <li>○ One-way system in operation (both buildings). Single direction stairwells. Clear signage supports staff to enforce the rules with pupils. All staff responsible for pupil adherence to policy.</li> </ul>


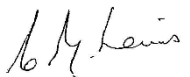
		<ul style="list-style-type: none"> <li>• Floor markings and signage is provided to assist with social distancing.</li> <li>• Doors kept open to encourage ventilation and to reduce physical contact. (where safe to do so – and not compromising fire safety).</li> <li>• Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.</li> <li>• Staff operating ‘one foot in/ one foot out’ method of monitoring exit &amp; entrance of pupils. No queuing in corridors</li> </ul>	<ul style="list-style-type: none"> <li>○ Staggered breaks &amp; lunches &amp; allocated ‘movement time’ between lessons</li> <li>○ Staff operating ‘one foot in/ one foot out’ method of monitoring exit &amp; entrance of pupils. No queuing in corridors.</li> </ul>
<p><b>Classroom/Teaching Environment – Infection control</b></p>	<p>All Persons</p>	<ul style="list-style-type: none"> <li>• <b>For Welsh Government Guidance on control measures within the classroom for the various settings, use the link below:</b></li> <li>• <a href="https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19">https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19</a></li> <li>• Face coverings worn in all areas outside the classroom by staff and learners in secondary schools.</li> <li>• Where possible pupils use the same desk and resources each day. Resources are placed in individual trays/bags and only essential items are brought in from home.</li> <li>• The use of outdoor space is utilised wherever possible.</li> <li>• Rooms have been organised to encourage social distancing, tables and chairs arranged to enable sitting side to side facing forward and not face to face.</li> <li>• Arrangements put in place to avoid mixing with other groups.</li> <li>• Unnecessary items have been removed from learning environments where there is space to store elsewhere.</li> <li>• Resources that are not easily washable or wipeable have been removed.</li> <li>• Arrangements in place for the use of the playground, including playground equipment.</li> <li>• Arrangements are also in place for social distancing in staff rooms and prep rooms.</li> </ul>	<ul style="list-style-type: none"> <li>○ Designated seating plan for each class – followed by all staff in KS4/5 lessons (tracked on classcharts)</li> <li>○ All practical subjects have a RA - guidance from WG adhered to.</li> <li>○ Separate play areas for each bubble in Enfys &amp; Copa. Separate break and Lunch spaces for each bubble.</li> <li>○ Additional back pack sanitising units utilised on booking system (in addition to normal routines &amp; in support of anxious staff)</li> <li>○ All seating is forward facing or reduced class sizes if not possible.</li> <li>○ Adequate stocks of wipes/ sprays for wipeable surfaces. Supplies monitored continuously</li> <li>○ Adjustments made to Estates team routines to accommodate cleaning and access to outdoor equipment.</li> </ul>

			<ul style="list-style-type: none"> <li>○ Offices have been vacated/ reallocated to support social distancing in staffrooms/ shared offices</li> </ul>
<b>Pupil and Staff Toileting</b> – Infection control		<ul style="list-style-type: none"> <li>● Times are staggered where possible and consider the increased handwashing times that have been introduced.</li> <li>● Where possible, provide separate toilets for different contact groups. Where this is not possible, using hand sanitiser before entering the toilet and ensuring toilets are cleaned regularly.</li> <li>● Signage is in place in each toilet to encourage adequate hand washing takes place.</li> <li>● Similar arrangements are also in place for staff toilets</li> </ul>	<ul style="list-style-type: none"> <li>○ Toilets are supervised at Lunchtimes to encourage appropriate duration of hand washing.</li> <li>○ Separate toilets for N-Y7, Y12/13 and vulnerable youngsters. Other facilities managed via supervision, appropriate sanitising routines</li> </ul>
<b>Spread of COVID - 19/Social Distancing</b> Infection Control (General)	All Persons	<ul style="list-style-type: none"> <li>● Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety).</li> <li>● Where necessary, Corporate Estates have been consulted regarding safe use of mechanical ventilation systems.</li> <li>● Movement of whole classes is avoided in Lower and middle school where possible. All other pupils follow one way system and segregated catering facilities.</li> <li>● Appropriate signage is in place throughout the setting.</li> <li>● Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation.</li> <li>● Face masks (triple layer) issued and worn by all staff in communal areas and for use in classrooms. Face shields available for staff communicating with the hard of hearing.</li> </ul>	<ul style="list-style-type: none"> <li>○ New build’s non-mechanical ventilation system utilised to maximise air flow. Additional heating provided to support comfort of staff.</li> <li>○ Virtual Assemblies and alternative platforms for open evenings, parents evenings, staff meetings etc..</li> </ul>
<b>Staffing</b>		<ul style="list-style-type: none"> <li>● All staff have completed RA’s and relevant adjustments made. Staff who are shielding are currently working from home. Flexible working arrangements are available where role allows. Council guidance <b>‘Update for Chairs of Governors, Headteachers, Managers &amp; Staff – Shielding and Childcare Responsibilities’</b> &amp; <b>Staff COVID19 Risk Assessment Tool</b>. is followed.</li> </ul>	<ul style="list-style-type: none"> <li>○ Advice for staff Shielding adapts to follow National &amp; Local Guidance. Guidance followed at all times.</li> <li>○ Adaptations made in response to RA’s include Plastic shielding, changes to roles, flexible working.</li> </ul>

	<ul style="list-style-type: none"> <li>● 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.</li> <li>● The use of shared staff spaces and staff rooms is minimised to support social distancing (split lunches/ breaks for staff to ease pressure on facilities)</li> </ul>	<ul style="list-style-type: none"> <li>○ Additional staff have been L3 trained re: safeguarding and First Aid trained – adequate on site coverage at all times.</li> </ul>
<p><b>Catering/Lunchtime Arrangements – Infection control</b></p>	<ul style="list-style-type: none"> <li>○ Groups of children can eat packed lunch or school meals within their contact groups</li> <li>○ 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.</li> <li>○ Time/resource provision for cleaning surfaces between groups in the dining hall.</li> <li>○ Hand sanitizer gel is provided for pupils and staff to use immediately before collecting their lunch.</li> <li>○ 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.</li> <li>○ Additional meal collection points have been put in place to reduce queuing where necessary.</li> <li>○ Alternative payment methods are being used to eliminate cash handling.</li> <li>○ Tables and seating are moved apart to allow social distancing within the group.</li> <li>○ A different entry and exit route are being used at dinner times where more than one door is available.</li> </ul>	<ul style="list-style-type: none"> <li>○ Arrangements supported by RCT catering team – collaborative approach taken to maximise the space/ minimise time span of break/ lunch sessions.</li> <li>○ 15 mins between sittings. Role of Lunchtime supervisors adapted to support</li> <li>○ SLT on duty rota throughout break/ lunch.</li> <li>○ SLT supervise &amp; support catering Team in reminding pupils to sanitise.</li> <li>○ Estates team support Catering team in times of staff shortage.</li> <li>○ An additional 2 collection points established.</li> <li>○ All seating and tables reduced in number to support need for space.</li> <li>○ Routines established to ensure that chairs have not been rearranged in error.</li> </ul>
<p><b>Pupils/Staff displaying symptoms whilst at school</b></p>	<ul style="list-style-type: none"> <li>○ Arrangements in place to deal with pupil/staff who develop symptoms whilst at the setting – Follow the WG guidance</li> <li>○ An isolation room is available for pupils/staff.</li> <li>○ <a href="#">Welsh Government - Operational-guidance-schools-and-settings-autumn-term-covid-19 V5 09.12.20</a> and the relevant section of the RCT Coronavirus (COVID-19): Guidance for the safe re-opening of schools.</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ 4 isolation rooms established – across both buildings.</li> <li>○ Staff trained in use of PPE etc.</li> </ul>

<p><b>Cleaning/Waste Disposal</b></p>	<ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Enhanced cleaning regime in place across the setting.</li> <li>○ Adequate cleaning supplies and facilities around the school are in place.</li> <li>○ A Clear desk policy in operation for all pupils. Computers sanitised daily – staff responsibility.</li> <li>○ Tissues placed in a separate waste bin and disposed of safely. All rubbish removed daily.</li> </ul> <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>	<ul style="list-style-type: none"> <li>○ Additional day time cleaning staff redirected to support cleaning of high touch areas. Further redirected in times of lockdown/ partial closures.</li> <li>○ RCT Cleaning Teams redirected in evenings during times of partial lockdown / closure to support cleaning of high use areas.</li> </ul>
<p><b>Personal Protective Equipment (PPE)</b></p>	<ul style="list-style-type: none"> <li>● PPE is provided for staff in accordance with RCT guidance.</li> <li>● PPE may be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19 and in other situations where close contact is required. . For further guidance on PPE requirements refer to the <b>RCT Schools COVID 19 PPE Guidance Matrix</b> and associated links within the document.</li> </ul>	<ul style="list-style-type: none"> <li>○ Triple layer facemasks issued to all staff. Routines to support replenishment established and training material re: safe use distributed.</li> <li>○</li> </ul>
<p><b>Visitors</b></p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● All visitors on site are required to wear face coverings</li> <li>● Handwashing/hand sanitiser available at all entrances.</li> <li>● Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens.</li> <li>● Where possible, visitors are signed in/out by the receptionist.</li> <li>● A record should be kept of all visitors.</li> </ul>	<ul style="list-style-type: none"> <li>○ All visits are by appointment only. Parents informed</li> <li>○ Face coverings available for visitors who arrive without them. No entry until face covering applied.</li> </ul>
<p><b>Fire Safety</b></p>	<ul style="list-style-type: none"> <li>● Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the</li> </ul>	<ul style="list-style-type: none"> <li>○ Fire safety arrangements have been adapted following ‘hand over’ of the external works.</li> </ul>

		<p>layout and possible changes in staff.</p> <ul style="list-style-type: none"> <li>• Procedures have been reviewed to include hygiene and distancing at assembly points.</li> <li>• Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff). See link below for specific fire safety advice for specific advice during the outbreak. <a href="https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf">https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf</a></li> </ul>	<p>Staff training &amp; signage being completed on rolling programme to support ease of lockdown arrangements.</p> <ul style="list-style-type: none"> <li>○ Fire Service support in writing the regs.</li> </ul>
<b>Training</b>		<ul style="list-style-type: none"> <li>• Staff have been instructed on the nature of COVID-19 and its transmission.</li> <li>• The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff.</li> <li>• Staff briefings are also conducted remotely.</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff handbook written to support reopening of school following lockdown/partial closure.</li> </ul>

Position	Name	Signature	Date
Headteacher	<b><u>Heather Nicholas</u></b>		<b><u>January 2021</u></b>
Chair of Governors	<b><u>Graham Lewis</u></b>		<b><u>January 2021</u></b>