

**Subject:** COVID-19 School Premises Risk Assessment **Date of Assessment:** April 2022  
**School Name:** Tonyrefail Community School

**Assessor:** H Nicholas

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
<b>School drop off/Pick up</b> – Infection control	All Persons	<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>• 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>• 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>• Handwashing/hand sanitiser available at all entrances (along with lidded bins)</li> </ul>	<ul style="list-style-type: none"> <li>• Effective systems in place for ensuring all hand san replenished regularly and for the safe emptying of bins.</li> <li>• Clear signage for all visitors.</li> </ul>
<b>Circulation Routes</b> – Infection control	All Persons	<ul style="list-style-type: none"> <li>• Where large numbers of pupils still need to move around the setting, additional time has been built in to 'changeover' to accommodate access to external/ one way routes where necessary.</li> <li>• Doors kept open to encourage ventilation and to reduce physical contact. (where safe to do so)</li> <li>• Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.</li> <li>• Lunch and Break times have been staggered to prevent large numbers moving around the premises at the same time.</li> </ul>	
<b>Classroom/Teaching Environment</b> – Infection control	All Persons	<ul style="list-style-type: none"> <li>• The use of outdoor space is utilised wherever possible.</li> <li>• Unnecessary items have been removed from learning environments where there is space to store elsewhere.</li> </ul>	

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<b>Pupil and Staff Toileting</b> – Infection control		<ul style="list-style-type: none"> <li>• Increased handwashing times that have been introduced.</li> <li>• Toilets are cleaned regularly and replenished</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> <li>• Bins should be emptied regularly.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 min ‘turnaround time built into every lesson change to support effective toilet hygiene &amp; hand washing.</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>• An adequate supply of lidded bins are available for the safe disposal of single use face coverings. Single use face coverings easily available for those who chose to wear them.</li> <li>• Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation.</li> </ul>	
<b>Staffing</b>		<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> </ul>	
<b>Catering/Lunchtime Arrangements</b> – Infection control		<ul style="list-style-type: none"> <li>• Different groups mixing together during lunchtimes is minimised 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 sanitiser gel is provided for pupils and staff to use immediately before collecting their lunch.</li> <li>• Alternative payment methods are being used to eliminate cash handling.</li> </ul>	

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Pupils/Staff displaying symptoms whilst at school		<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: <a href="https://gov.wales/operational-guidance-schools-and-settings">https://gov.wales/operational-guidance-schools-and-settings</a></li> <li>• An isolation room is available for pupils/staff. Designated staff trained to support symptomatic learners &amp; staff</li> <li>• If a learner develops symptoms whilst at school/setting, they are sent home. However, they do not travel home on dedicated school transport.</li> </ul>	
Cleaning/Waste Disposal		<ul style="list-style-type: none"> <li>• Enhanced cleaning regime in place across the setting.</li> <li>• Adequate cleaning supplies and facilities around the school are in place.</li> <li>• Tissues are placed in a separate waste bins and disposed of safely.</li> <li>• All rubbish is removed daily.</li> <li>• If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it will be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is.</li> </ul>	
Personal Protective Equipment (PPE)		<ul style="list-style-type: none"> <li>• PPE is not required for routine class activities.</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 <b>close contact</b> 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>	
Visitors		<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> </ul>	

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		<ul style="list-style-type: none"> <li>• Use of face coverings is not required by the school and is at visitor discretion. Single use face masks are available at all entrances.</li> <li>• Hand sanitiser available at all entrances.</li> <li>• Visitors are signed in/out by the receptionist or on ipad. Ipads are cleaned regularly and hand san is available.</li> <li>• A record is kept of all visitors</li> </ul>	
<b>Fire Safety</b>		<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 layout and possible changes in staff.</li> <li>• Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff).</li> </ul> <p>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></p>	
<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 conducted in well ventilated areas, are under 10 mins in duration and held in a large enough space to allow for social distancing.</li> </ul>	

**The risk assessment should be signed by the Headteacher and the Chair of Governors**

Position	Name	Signature	Date
1. Headteacher	<b><u>Heather Nicholas</u></b>		<b><u>3 May 2022</u></b>
2. Chair of Governors	<b><u>Cynthia Rees</u></b>		<b><u>3 May 2022</u></b>