

# School Reopening from 15<sup>th</sup> March 2021

## Ysgol Treffynnon Risk Assessment

Version 33: Updated 13-Mar-2021

### Introduction

*It is impossible to assess the extent to which an individual or group will be affected by the virus should they be infected. Sadly, contracting the virus has proven fatal across the age, social and ethnic spectrums (albeit some demographics are acknowledged as being more at risk than others). The only assessment of the severity of any reaction to contracting COVID-19 is that on balance (given that those most at risk of a severe reaction will be excluded from the school site as per Welsh Government Guidance) those students and staff remaining in school will react in a manner that falls short of requiring hospital admission. Therefore, it is assumed the highest level of severity in most cases would be '3' where a person would require a lengthy period of recovery.*

*This risk assessment takes notice of the latest public guidance, which indicates that transmission between children, and from children to adults, is highly unlikely. It does however require adults to: (i) avoid being within 2m of other adults for more than 15 minutes and (ii) avoid being within 1m of other adults for more than 1 minute. It assumes that the risks associated with walking past others (with no physical contact) are negligible. Significantly raised levels of personal hygiene are expected of both adults and students.*

*The risk or likelihood of transmission can, to a large extent, be more readily assessed as it involves tangible processes (i.e. the exchange of fluids through sneezing, coughing, spitting, physical contact and standards of personal and environmental hygiene). These can be controlled to some extent through social distancing and appropriate personal & environmental hygiene measures. An assessment of the likelihood of contracting the virus through physical contact or remaining in the proximity of an infected other for a period exceeding 1 minute (defined in this document as the likelihood of 'transmission') can therefore be determined.*

*The school has only enough rooms for 4 form entry in each year group (20 form classes) and to accommodate the associated facilities for access to specialist subjects (Food, Art, IT, Product Design, Engineering, PE & ALN extraction of statemented students; some of the specialist rooms have limited student numbers as per Health & Safety legislation). Product Design, Engineering, Art & PE are the most popular option subjects for GCSE students in Years 9, 10 & 11 and to keep students in classrooms, would mean that approximately 60% of GCSE students, across these year groups, would not have access to their specialist option subjects. This would significantly impact their chances of achieving their potential range of GCSEs. Given that current scientific evidence suggests that transmission between children is minimal, the school has decided to ensure that all students have full access to their entire curriculum by having students move between rooms. Increased levels of hygiene (i.e. sanitising on entry to classrooms/labs/workshops), student/adult social distancing and good air circulation will be used to minimise any potential transmission between room occupancy.*

*The key priorities are high standards of personal hygiene and maintaining social distancing between staff and between staff and students. Each contact group has its own entrance (and exit), which keeps contact groups apart as they enter (and leave – end of day is staggered) in the school building. All students arriving before 08:40hrs have a designated and supervised waiting area (one per contact group). All students arriving from 08:40hrs onwards are directed (escorted if late) to go straight to their form rooms via the one-way system (face coverings must be worn on corridors and outside, **however failure of a student/s to wear a face covering will not be a cause for exclusion**). Staggered breaks and dinner times significantly reduces contact groups being on the corridor at the same time.*



## Risk Assessment Scoring and Key

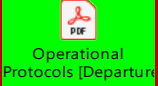
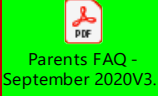
16-25 VERY HIGH	10-15 HIGH	5-9 MEDIUM	1-4 LOW	0 NONE
<p>Stop immediately – the risk of transmission is too high.</p> <p>Take immediate action to reduce the risk to the lowest possible level.</p>	<p>Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.</p>	<p>Requires attention to reduce the level of risk as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales of given in the risk assessment.</p>	<p>Continue with existing controls, however, monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>The is no chance of any physical or mental health risk to an individual or group.</p>

LIKELIHOOD OF TRANSMISSION (LT)		SEVERITY OF INFECTION (SI) - FOR THE LEAST-AT RISK* STAFF/STUDENTS	
5	ALMOST CERTAIN	5	FATAL
4	HIGHLY LIKELY	4	SEVERE INCAPACITY (Requires hospitalisation)
3	LIKELY	3	21 DAYS ISOLATION
2	POSSIBLE	2	10 DAY ISOLATION
1	HIGHLY UNLIKELY	1	INSIGNIFICANT/GOES UNNOTICED
0	IMPOSSIBLE	0	N/A

\*Staff and students who have underlying health risks (covered by a shielding letter/medical practitioner letter) or who are more vulnerable due to age or other recognised characteristics (as agreed with Flintshire Local Authority Human Resources Department), will not be permitted to attend. [Area 3]


## Risk Assessment

Area	Hazards: No Controls	LT	SI	Potential Transmission Risk	Hazards: Controls Required	Who	Controls Actioned?	LT	SI	Potential Revised Transmission Risk	Risks Reasonably Minimised?
1. R-Value	If R-Value $\geq 1.0$ then transmission is unacceptably likely/high.	5	5	25 VERY HIGH	School closes or does not open (likely resulting from a national announcement).	WG	N/A	5	5	25 VERY HIGH	N/A
2. Student & staff numbers	Normal opening routines will make required social distancing and hygiene requirements impossible re; preventing whole school closure should there be a confirmed case of Covid-19.	4	3	12 HIGH	Students will be split into 3x 'Contact Groups' (CG1 = Y7; CG2 = Y8/9; CG3 = Y10/11). A confirmed case in one CG will not require other groups to isolate, resulting in whole school closure.	CC	✓	2	3	6 MEDIUM	✓
3. Which staff & students should not be permitted to attend?  Risk Assessment - LFD FCC H&S Appen	Some staff and students have serious underlying health issues. Staff with positive test results	5	5	25 VERY HIGH	Limit staff & students to those without serious underlying health concerns, which are covered by a shielding letter or medical practitioner/OH letter. Staff with a positive LFT result (or a positive LFT confirmed by PCR) should not attend. (See Appendix 1 for LFT RA)	APE JPW	✓	2	3	6 MEDIUM	✓
4. Start of day & arrival  Operational Protocols Arrival and	Students are no longer expected to socially distance on their journey to school. Normal school entrance would undermine the contact groupings.	3	3	9 MEDIUM	Each contact group will have a separate entrance CG1 (Y7) = Cold Served Entrance; CG2 (Y8/9) = Student Entrance; CG3 (10/11) = Sports Entrance. Entrances will be open and supervised from 08:15hrs for early arrivals (see operational protocol) until 09:00hrs, but families will be advised their children should not arrive before 08:40hrs. Students put on face coverings, use hand-sanitiser on entry and wait in their respective bases until 08:40hrs if early. At 08:40hrs Y7 go to form rooms first, followed by Y8/9 and then Y10/11 to keep contact groups apart.	MJ APE CC	✓	2	3	6 MEDIUM	✓

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					Those arriving from 08:40hrs onwards go straight to form rooms.  Any propped open entry fire doors to be closed by <u>supervising staff</u> after the last student has entered the building.						
<b>5. End of day &amp; departure</b> 	Students may not maintain contact group social distancing on leaving the building.	3	3	9 MEDIUM	Departure will be staggered (& supervised by SLT/PSOs) for each floor (see OP). This will minimise interaction between contact groups.  Students will use face coverings in <b>all communal areas and in any area where it is not possible to maintain 2m social distancing</b> , until they leave the school building. <b>At the end of the day, students are expected to take their face coverings home for disposal.</b>	MJ CC	✓	2	3	6 MEDIUM	✓
<b>6. Transport</b> 	Primary and secondary school students may mix on arrival.  Students travelling on public transport may have mixed with members of the public, who may be infected.  Students may mix between contact groups on arrival.  Private transport risks drivers/family members coming on site.	4	3	12 HIGH	Primary transport arrivals will use the front of the school site and all secondary transport arrivals will be via the rear (bus park) of the school site.  All students will be expected to follow the legal requirements for wearing face coverings on public transport (see FAQs). Separate contact group bases are available to prevent contact groups mixing on arrival.  Parents will be told <b>not to park on the school grounds</b> and advised not to exit their vehicles when dropping students off (see FAQs).	CC AP	✓	3	3	9 MEDIUM	✓
<b>7. Equipment, bags, mobiles</b>	Lack of personal equipment may encourage students to share	3	3	9 MEDIUM	Students will be expected to bring full equipment ( <b>including face coverings</b> ) for	MJ	✓	1	3	3 LOW	✓

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	equipment between contact groups.				<p>learning, which will prevent the need the potential for sharing of equipment.</p> <p>The school will maintain a supply of face coverings for (i) low INCOME families (ii) students who forget face coverings – these students may be charged if forgetting becomes a regular habit depending upon ability to pay).</p> <p>No mobile phones permitted as per school policy.</p>						
<b>8. Rooming</b>	<p>Students moving between rooms as normal may increase the possibility of transmission between contact groups.</p> <p>Closed windows prevent adequate ventilation.</p>	4	3	12 HIGH	<p>The size of the school and the limited specialist rooms/facilities (i.e. only 1 food, DT, Engineering, Art, etc.), would mean 60% of the school (Y9/10/11) could not access their option subjects. Students will move between rooms (via one-way system) with improved hygiene requirements (including the mandatory use of face coverings by everyone during these transition periods and while outside), to ensure their access to the full curriculum.</p> <p>Teachers remaining in bases minimises the chances of transmission between adults.</p> <p>Students required to use sanitiser on entry to rooms.</p> <p>Windows and blinds on external windows should remain open to ensure good ventilation in all rooms.</p> <p>If rooms become too cold, windows can be left partially closed, but must be fully opened</p>	CC APe APa BM	✓	3	3	9 MEDIUM	✓


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					<p>when unoccupied (except overnight) or when there are no lessons.</p> <p>Rooms to be cleared of unnecessary equipment &amp; paperwork.</p> <p>All surfaces to be cleared at the end of a session, with any waste (including discarded face coverings) placed in designated bins provided.</p>						
9. Toilets	School only has one M/F toilet per floor. Cleaning toilets will be required throughout the day to prevent potential virus transmission between students from various contact groups.	3	3	9 HIGH	<p>Students will be required to use hand-sanitiser on entry to toilets.</p> <p>Students will be required to use hot soapy water before leaving the toilets.</p> <p>Additional cleaning has been scheduled throughout the school day.</p> <p>Pedal bins will be provided in all toilets where paper handtowels are used.</p>	APE APa BM	✓	2	3	6 MEDIUM	✓
10. Movement about school	<p>There are only 2 usable staircases in school and 3 contact groups.</p> <p>All classrooms are located around a central atrium are on 3 floors. This will prevent contact groups maintaining any form of meaningful social distancing as they move about the building.</p>	3	3	9 MEDIUM	<p>A one-way system will be introduced, which must be followed by all staff and students.</p> <p>Face coverings must be worn during lesson changeover (when there is more than one contact group on the corridors at the same time) and during break and dinner times while outside.</p> <p>Signage promoting regular handwashing will be placed in all toilets, classroom bases, staffroom, entrance and exits.</p> <p>Students and staff will be expected to wear face coverings when moving along corridors and wherever it is not possible to maintain 2m social distancing (face coverings are</p>	APE APa BM CC	✓	2	3	6 LOW	✓


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					<p>optional during break and dinner times as there will only be one contact group out of classrooms at any one time – staff must maintain 2m social distancing from each other and students).</p> <p>Cleaning staff will be available throughout the day to wipe down gallery railings, bannisters and dining area.</p>						
<p><b>11. Cleaning</b></p>  <p>Cleaning Schedule Detail v4.pdf</p>	<p>Potential virus transmission via contact with surfaces in:</p> <ul style="list-style-type: none"> <li>Toilets</li> <li>Classrooms</li> <li>Walkways</li> <li>Stairwells</li> <li>Entrances and exits</li> <li>Reception</li> <li>Offices</li> <li>First aid station</li> <li>Isolation room (HT Meeting Room)</li> <li>Staffroom &amp; staff kitchen area</li> <li>Water fountains (extremely high risk)</li> </ul> <p><i>The school has no playground equipment or lunchtime activity equipment that requires cleaning.</i></p>	4	3	12 HIGH	<p>Reallocate support staff &amp; employ additional cleaning staff. Provide appropriate PPE, cleaning equipment, and cleaning solutions to all staff undertaking cleaning duties.</p> <p>Cleaning touch points (remove unnecessary points where possible), toilets &amp; topping up sanitisers will happen throughout the day.</p> <p>Water coolers will be switched off and covered. Water coolers will be run once a week to avoid Legionella, etc.</p> <p>Clear out contact group bases to leave minimal furniture. No soft furnishings.</p> <p>Clear all desks at the end of the session to enable more effective cleaning.</p> <p>Clean any room and all surfaces where there has been occupancy at the end of each session/day.</p> <p>Use Foggers as an additional level of anti-viral cleaning (esp. if any C-19 symptoms).</p> <p>Foggers will be used every evening in rooms where cleaning is particularly problematic (i.e. in DT/Engineering workshops).</p>	APE APa BM	✓	2	3	6 MEDIUM	✓




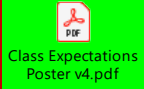
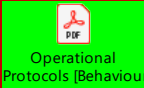
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	<i>This will be far too much for current school cleaning provision.</i>										
<b>12. Staff availability to ensure safe and appropriate provision and supervision</b>	<p>Current staff availability will be impacted in Sept 2020 by:</p> <ul style="list-style-type: none"> <li>Serious personal health issues with shielding letter/medical practitioner letter/OH letter.</li> <li>Childcare issues due to schools being unable to provide 'wraparound' care for children of staff.</li> <li>Anxiety of staff who are demographically more at risk, but who have no health reason which would prevent them attending work.</li> <li>Regular sickness absence &amp; self-certification.</li> </ul>	1	3	3 LOW	<p>Investigate flexible start and end times for staff with childcare issues - <u>must not regularly impact the provision of lessons.</u></p> <p>Give permission to wear additional PPE to minimise anxiety <u>for more at risk staff.</u></p> <p><b>[Unforeseen issues may still arise, which may legitimately impact staff attendance and lead to partial school closures for reasons of H&amp;S]</b></p>	CC JPW	✓	1	3	3 LOW	✓
<b>13. Displaying COVID symptoms out of school</b>	<p>Student or staff member contacts school to inform re; symptoms (some risk arises as to whether the person had some symptoms the last time they were in school, i.e. they contact school the day after their last attendance)</p>	1	3	3 LOW	<p>School is contacted and the individual is instructed to stay away from the school and self-isolate; advised to contact NHS according to the extent of symptoms.</p> <p>Review contact between this person and others during previous attendance in school.</p> <p><u>Clinical confirmation of a positive</u> COVID-19 case would require school to implement the reporting procedure initially emailed to schools 14-Sept-2020 by the LA).</p>	SLT APe APa BM	✓	1	3	3 LOW	✓






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<p>14. Displaying COVID symptoms in school</p> <p>(No confirmation of virus possible)</p>  <p>Operational Protocols [Covid 19]</p>	<p>Potential transmission of virus to others within specific group and to the first aider on duty. Level of transmission would depend upon symptoms (i.e. sneezing vs high temperature or loss of taste).</p> <p>Risk assessment assumes maximum risk of transmission</p> <p>Updated protocols embedded (column to the left) and shared with staff.</p>	4	3	12 HIGH	<p>Person is isolated in Head Teacher's Meeting Room; supervision by first aider only (wearing appropriate PPE).</p> <p>First aider training in dealing with potential Covid-19 symptoms was provided for the first aiders during the Hub opening and will be refreshed.</p> <p>Temperatures to be taken (using a temperature 'gun') for anyone with suspected Covid-19 symptoms</p> <p>Severe symptoms (i.e. breathing difficulties): Call 999.</p> <p>Mild symptoms: Family is contacted to collect.</p> <p>Families contacted to collect their children will be recommended to seek a Covid-19 test for child and family (same advice for staff).</p> <p>WG have provided Covid home test kits for anyone experiencing exceptional difficulty in accessing a test via the usual national testing arrangements.</p> <p>No return to school without confirmation of test results.</p> <p>Deep cleaning of potentially infected room (+ use of Fogger).</p> <p><u>Clinical</u> confirmation of a <b>positive</b> COVID-19 case would require school to implement the reporting procedure initially emailed to schools 14-Sept-2020 by the LA).</p>	APE SLT	✓	4	3	12 HIGH	✓


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<b>15. Injury to students &amp; staff on site</b>  Operational Protocols [Non Covid]	Open cuts and wounds would increase chances of potential infection.  Updated protocols embedded (column to the left) and shared with staff.	2	3	6 MEDIUM	Injured student is treated in Nurses Room and supervised by First Aider wearing appropriate PPE.  Emergency 'Biohazard Body Fluid Cleaning Kits' have been purchased.  Parent contacted if injured person is a student. 999 to be called for any significant injury.	MJ APe	✓	2	3	6 MEDIUM	✓
<b>16. Uniform for students</b>	Unwashed uniform may carry virus from day to day.  (There is the concern that students may no longer fit uniform and uniform will not be available, particularly for poorer families, if only due to uniform shops not being open as much as usual).	2	3	6 MEDIUM	Students and families to be encouraged to wash themselves and their clothes frequently.  Full school uniform is encouraged from 01-Sept-2020. However, some families will have had issues obtaining uniform due to store closures, etc. A minimum of black footwear, trousers/knee length skirts and white shirt/blouse is expected as these can be obtained from anywhere.  Full school uniform (above + tie and blazer) will be required from Monday 02-Nov-2020. School will support the purchase of uniform for students of low-income families.	JPW CC	✓	2	3	6 MEDIUM	✓
<b>17. Staff dress code</b>	Unwashed clothing may carry virus from day to day.	2	3	6 MEDIUM	Staff will be advised to wear freshly cleaned clothes each day.  Normal staff dress will be required ( <u>no denim</u> ).	JPW	✓	1	3	3 LOW	✓

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18. Assemblies & daily acts of collective worship	Gathering students and staff for assemblies presents serious risk of potential transmission.	4	3	12 HIGH	No whole school assemblies. The exception will be brief first day assemblies ( <i>in half contact groups</i> ) in the sports hall ( <i>large area, well ventilated</i> ) to share key messages – over the staggered start provided in the first 2 weeks - staff will 2m+ socially distance.  Religious, moral, social, and topical issues that would be covered in daily acts of collective worship can be included in registration sessions/PSE.	JPW	✓	1	3	3 LOW	✓
19. In class preparation and hygiene	Movement in classrooms is risk of potential virus transmission if contact is made between students and adults.  Unorganised toilet breaks risks students meeting up out of the classroom.	4	3	12 HIGH	Space desks where possible to aid the teacher to maintain their distance from students while moving about the room.  Implement a strict seating plan, with students facing a single direction where possible.  Wall mounted hand sanitiser will be available in each room.  Toilet access is strictly one student at a time from any one class and only to the toilets on their floor.	APe APa BM	✓	2	3	6 MEDIUM	✓
20. In class activities  <a href="#">Cleapss Science Practicals - COVID19</a>	Activities that promote/require the teacher to remain within 1m of a student for more than 2 minutes risks potential virus transmission.	4	3	12 HIGH	All class activities will be activities that do not require the teacher (or teaching assistant) to remain within 1m of a student for more than 2 minutes.  Students remain at their desk for duration of lessons where possible unless going to the toilet. Specialist subjects (i.e. Food, Art, Sciences & Technology, etc.) should use activities which minimise movement, but	HoFs	✓	2	3	6 MEDIUM	✓



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<u>Cleapss DT/Food/Art Practicals - COVID19</u>					<p>which <b>allow students to make progress in their learning.</b></p> <p>Additional DT equipment has been purchased to enable each contact group to have its own set of equipment for practical sessions.</p> <p>Students will use hand-sanitiser on entry to all lessons. Wipes/cleaning sprays will be available to wipe down any specific areas of concern (i.e. a student sneezes).</p> <p>Additional cleaner support has been made available to Science technician.</p> <p>Teachers can take books home to mark &amp; share resources (WG Operational Guidance v2, July 2020, Pg.14)</p>						
<p><b>21. Student behaviour during the day</b></p> <p> Class Expectations Poster v4.pdf</p> <p> Operational Protocols Behaviour</p>	<p>Behaviour persistently that fails to maintain social distancing or hygiene requirements risks potential virus transmission.</p> <p><b>Antisocial/unhygienic behaviour:</b> spitting, deliberate coughing leads would result in a high risk of transmission.</p>	4	3	12 HIGH	<p>Clear behaviour guidelines &amp; sanctions to be shared with students and families. There are 4 levels of concern:</p> <ol style="list-style-type: none"> <li><b>Lack of Understanding:</b> Educate the student with support of family and support their compliance.</li> <li><b>Forgetful:</b> Speak to student and family as persistent neglect could result in exclusion.</li> <li><b>Wilful Non-compliance:</b> Immediate isolation and parent called – potential exclusion.</li> <li><b>Antisocial/Unhygienic or persistent wilful non-compliance:</b> Immediate exclusion (isolate if possible outside HT</li> </ol>	SLT	✓	3	3	9 MEDIUM	✓

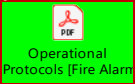

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					office). Call parents & the Police where appropriate.  There is a significant lack of rooming and supervising staff to enable students from different contact groups to be separately isolated. The Drama/Assembly Room will be used to provide a larger isolation space to keep contact groups apart as much as possible.						
<b>22. Staff behaviour during the day</b>	Staff neglect/forget to act as role models for social distancing and hygiene.	1	3	3 LOW	Staff adhere to clear rules and expectations for maintaining <u>2m social distancing from other adults</u> as much as possible and adhere to appropriate personal hygiene when using toilets and to use the correct PPE in keeping with their role (i.e. First Aid & Cleaning)	SLT	✓	1	3	3 LOW	✓
<b>23. Monitoring corridors</b> 	Risk of students wandering about the school rather than going straight to toilet and back increases risk of transmission to surfaces or others they might meet.  Late students walk corridors looking for classrooms & bases.	2	3	6 MEDIUM	Assign staff to monitor corridors (PSOs & Cleaners – pass on issues to PSOs).  PSOs to provide behaviour support for teachers.  External access will be prohibited, and late students must wait for admission; they will be taken to their assigned base by the corridor staff.	CC MJ	✓	1	3	3 LOW	✓
<b>24. Break/lunch</b> 	Break and lunchtimes present a risk to potential virus transmission between contact groups.	3	3	9 MEDIUM	<u>Keeping contact groups apart</u> decreases the risk of transmission.  Break and dinner will be staggered for each contact group.  <u>Students will be encouraged not to go home for dinner. Those that do go home may arrive late for the following lesson. This will have be accepted for the time being.</u>	CC MJ APe	✓	2	3	6 MEDIUM	✓

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					<p>Food will be 'grab &amp; go' to decrease queues.</p> <p>Students will eat in the atrium dining area with cleaning between contact group sitting.</p> <p>A NEWydd Chalet will be erected outside to provide an additional service point, to further reduce queuing.</p>						
<p><b>25. Visitors</b></p> 	Visitors present additional risk of any potential virus transmission.	2	3	6 MEDIUM	<p>No visitors without an appointment and all visitors to wait outside to be collected.</p> <p>Visitors should only arrive where the school feels it is absolutely necessary (i.e. to collect a child, support a child's physical/mental health, or significant behavioural concern).</p> <p>All parents picking up students must wait outside for student to arrive.</p> <p>All visitors waiting outside to maintain 2m social distancing.</p> <p>All visitors must be accompanied and wear face coverings if moving through the building to their meeting room (see OP).</p> <p>Appropriate signage will be published about the school site (incl. social distancing markings inside and out where needed).</p> <p>All contractors entering the school building will have to provide a COVID-19 risk assessment (&amp; DBS), wear the appropriate PPE including face covering and will be escorted to their area of work.</p>	SLT APe	✓	1	3	3 LOW	✓

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<b>26. Fire alarm procedures</b> 	Any evacuation provides the opportunity for students to mix and risks potential virus transmission	3	3	9 MEDIUM	<p>Normal evacuation protocols will apply and will be shared with all students.</p> <p>Students &amp; staff will still need to <b>access the nearest fire exit</b>. Safe exiting from fires takes precedence over the need to socially distance until everyone is safely outside the building – social distancing requirements then need to be re-imposed.</p> <p><i>Fire drills will need to take place according to legislation to include Monday alarm test.</i></p>	Form Tutors	✓	3	3	9 MEDIUM	✓
<b>27. Risks of misunderstood parental expectations</b>	<p>Families do not understand the need to ensure students are clean, socially distanced from adults and to practice good personal hygiene.</p> <p>Families do not understand that significant sanctions could result from persistent non-compliance with hygiene and social distancing measures.</p>	3	3	9 MEDIUM	<p>Expectations will be reissued to all families through a FAQ sheet (using text/email/website/Parent App/FB).</p> <p><i>Amendments to the FAQ will be published weekly (or sooner if there is any significantly urgent change).</i></p>	CC SLT	✓	1	3	3 LOW	✓
<b>28. Students attending alternative settings</b>	Students attending alternative settings (i.e. college-based courses as part of their normal curriculum offer) will have to mix with students and adults outside their contact group.	4	3	12 HIGH	<p>School will liaise with providers to determine the best/safest approach to minimising contact with others. There will also be an agreed method of communicating any confirmed positive COVID cases.</p> <p><i>School must receive a copy of the providers RA before students are allowed to access their provision.</i></p>	MJ		3	3	9 MEDIUM	✓



Area	Hazards: No Controls	LT	SI	Potential Transmission Risk	Hazards: Controls Required	Who	Controls Actioned?	LT	SI	Potential Revised Transmission Risk	Risks Reasonably Minimised?
<b>29. Safeguarding &amp; Attendance</b> 	<p>Safeguarding procedures must ensure compliance with school policy and national standards.</p> <p>There exists an increased risk where a student needs to speak to a member of staff on a one-to-one (disclosure) for a prolonged period of time.</p>	2	3	6 MEDIUM	<p>Safeguarding processes &amp; procedures will be implemented as per school policy.</p> <p>2m social distancing must be maintained during any disclosure 'meeting'. Meetings should take place in well ventilated rooms, or through the use of face coverings.</p> <p>Attendance processes &amp; procedures will be implemented as per school policy. The school will emphasise the need for good attendance particularly after the lockdown period.</p>	MJ	✓	1	3	3 LOW	✓
<b>31. Controls audits</b> 	<p>Fire alarm function</p> <p>Lockdown alarm function</p> <p>Toilets function</p> <p>Fire door automatic opening function</p> <p>Sprinkler tank function</p> <p>Potential Legionella from unused water sources</p> <p>Adequate sanitisation (facilities and materials)</p> <p>Cleaning requirements</p> <p>Catering provision</p> <p>Social space usage provision</p>	4	4	16	<p>Continue weekly tests for:</p> <ul style="list-style-type: none"> <li>• Fire and lockdown alarm</li> <li>• Fire alarm auto door release function</li> <li>• Sprinkler tank function</li> <li>• Flush through all 'sealed' water sources</li> </ul> <p>Carry out daily:</p> <ul style="list-style-type: none"> <li>• Toilet flush tests</li> <li>• Check hand sanitisers &amp; paper towels in all toilets, classrooms and entrance/exits</li> </ul> <p>Cleaning audit and schedule to cover during-the-day cleaning of corridor railings and bannisters, break and dinnertime recreational spaces and the monitoring of toilet cleanliness.</p>	APe	✓	1	3	3 LOW	✓

Area	Hazards: No Controls	LT	SI	Potential Transmission Risk	Hazards: Controls Required	Who	Controls Actioned?	LT	SI	Potential Revised Transmission Risk	Risks Reasonably Minimised?
<b>32. Fire &amp; Lockdown procedures</b>  	<p>Standard fire procedures are in place. There is a risk of compromising social distancing on exiting.</p> <p>Standard lockdown procedures are in place.</p>	2	4	8 MEDIUM	<p>Standard fire and lockdown procedures remain, however additional guidance is provided through the Covid-19 Operating Protocols for both Fire &amp; Lockdown.</p> <p>All Covid-19 Operating Protocols will be shared, alongside this risk assessment, and all staff will be required to sign that they have received, read and agree to follow in keeping with their roles within school.</p>	JPW APe	✓	2	8	8 MEDIUM	✓
<b>33. Offices/Admin Spaces</b>	<p>Under normal operation, offices/admin areas have multiple visits from non-office/admin personnel (i.e. parents, other staff, etc.) which increases the risk of transmission.</p>	3	4	12 HIGH	<p>Front office staff are their own contact group. Front office staff have their own entrance into the front reception and office area. Front office staff are restricted to 'visits' into the main building for the use of toilets and duties only. (under these circumstances face-coverings/masks and 2m social distancing must be observed).</p> <p>All office desks, across the school, are 2m+ apart and phones/pcs etc. are not allowed to be shared.</p> <p>Only essential visitors are allowed into any of the school's offices, with phone contact being the primary means of communication.</p> <p>All offices, across the school, are supplied with anti-viral wipes, cleaning sanitiser and gloves where appropriate (i.e. gloves for IT personnel handling laptops returned from families).</p> <p>Maximum occupancy needs to be published for all offices, meeting rooms and reception areas.</p>	APe	✓	2	4	8 MEDIUM	✓

Non-transmission Risk Areas	Hazard/s	LT	SI	Transmission Risk	Hazards: Controls Required	Who	Controls Actioned	LT	SI	Potential Revised Transmission Risk	Risks Minimised?
34. Continuity of learning	All students need access to their full curriculum, even though some may be unable to attend due to serious health issues or local lockdown.	0	0	0 NONE	Blended learning (online and hardcopy materials) will continue to support the very few students who cannot attend school for serious medical reasons. Distance learning through Google Classrooms will be used during any local lockdown. <u>All subjects will ensure they maintain a GC for their subject</u> which their students are able to access and that students understand expectations for the completion of work.	CC HoFs	✓	0	0	0 NONE	✓
35. Expectations & Procedures	Revised procedures for implementing key policies (i.e. safeguarding, H&S, student disciplinary, etc) may be unfamiliar to some staff and especially students and their families.	0	0	0 NONE	Amendments to key procedures (i.e. safeguarding and H&S) will be shared with staff. Behaviour expectations to be shared with families via FAQ.	MJ AP	✓	0	0	0 NONE	✓

I confirm that I have read this risk assessment and associated operational protocols and that I will implement all aspects of this risk assessment and the operational protocols that pertain to my role within the school.

Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**LFDs and their use for home testing for staff and students in Y10 & Y11.**

Peryglon Sylweddol/ Significant Hazards	Pwy sy'n gallu cael eu brifo a sut? Who might be harmed & how?	Sut mae'r risg yn cael ei reoli ar hyn o bryd? How is the risk currently controlled?	Lefel Risg Dechreuol/ Initial Risk Level			Pa gweithrediad sydd angen i lleihau y risg ymhellach? What action is required to further reduce the risk?	Lefelau risg gweddilliol ar ôl systemau rheolaeth? Residual risk level after controls?			Gweit h-riediad gan Bwy/ Action By Whom	Dyddiad Terfyn / Deadline
			Tebygolrwydd Likelihood	Llymder Severity	Lefel o Risg Risk Level		Likelihood	Severity	Risk Level		
Ineffective testing / failure to follow instructions for test and interpretation of test	Staff, Students / wider contacts Spread of COVID 19	Key WG/PHW documentation provided to be shared with staff, parents & students: How to self-test video, visual guide on how to test and step by step guide for COVID-19 testing; All staff & students to read before starting any testing. Staff & students can contact school for further advice; School have nominated a COVID Co-ordinator and Registration Assistant.  Copy of new instructions 'Your step by step guide for COVID-19 self-testing' (v1.3.2) will be provided at time kits are distributed to staff & students				Full instructions and links to relevant WG sites for further information and guidance emailed to all staff, parents & students via school emails. Staff, parents & students instructed to contact Anneke Perrett if they require further advice. Coordinator Registration Assistant (Anneke Perrett) to distribute v1.3.2 at time of kit distribution. <i>All staff, parents &amp; students must sign for kit and instructions leaflet (as well as paper copy of Privacy Notice)</i>  Staff, parents & students to feedback any concerns over use. All kits are single use and disposed of after use. In event of a void test do not re-use anything from the first kit.					

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			Tebygolrwydd Likelihood	Llymder Severity	Lefel o Risg Risk Level		Likelihood	Severity	Risk Level		
Inappropriate test use Symptomatic staff decide use the LFT instead of getting a PCR Testing of other household members	Staff, Students / wider contacts Spread of COVID 19	All staff & students to be clear that these are only for their individual use. If staff & students are symptomatic (high temperature, new continuous cough, loss of or change in normal sense of taste/ smell) they should follow government guidelines, self-isolate and obtain a PCR test. As in the wider school risk assessment no attendance on site if symptomatic.				Full instructions given to all staff prior to distribution Staff aware of procedure prior to self-testing. Staff are given option to take first test on site so that they can be supported Recorded on school's risk assessment and communicated to all staff regularly.					
Staff coming into school to obtain test kits	Staff, Students / wider contacts Spread of COVID 19	See school wide COVID risk assessment measures, maintain 2m social distancing and all expected controls. School appointed 'Registration assistant' (Anneke Perrett) distributes kits to staff & students ensuring social distancing maintained and face coverings are worn. Schedule for collection in				Distribution will take place via collection and signing in the staffroom with appropriate ventilation, face coverings and social distancing adhered to.					

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			Tebygolrwydd Likelihod	Llymder Severity	Lefel o Risg Risk Level		Likelihod	Severity	Risk Level		
		place to ensure social distancing. Staff & students sign for kits school to record lot number against name template log									
Poor uptake amongst staff	Staff, Students / wider contacts Spread of COVID 19	Not mandated that staff & students participate but will be encouraged. Numbers of staff & students who do not use the device should be documented and recorded. All existing COVID secure controls within school are adhered to regardless of test results / uptake.				Full instructions and rationale for national testing in Schools communicated strongly to all staff. All Covid secure-controls continuously always adhered to by all staff and communicated in full instructions distributed to all staff.					
Negative test results reducing adherence to other expected covid secure controls	Staff, Students / pupils / wider contacts Spread of COVID 19	School wide controls (see overarching school COVID risk assessment) and expectations re-iterated to staff & students. No relaxation on social distancing, hand hygiene etc. Continued				School Covid risk assessment updated to reflect LFT kits in use from w/b 22/02/2021. Continual adherence controls monitored by all SLT members					

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			Tebygolrwydd Likelihood	Llymder Severity	Lefel o Risg Risk Level		Likelihood	Severity	Risk Level		
		adherence to these local controls is monitored by SLT.									
Non reporting of positive / void results	Staff, Students / wider contacts  Spread of COVID 19	Staff & students to be clear that they must report online after each test result regardless of result.  Staff & students also to report the results themselves direct to the school. Positive tests reported immediately (All positive results must be logged immediately) School to maintain their own register in order close contacts can be identified following a positive case				Full instructions given to all staff prior to distribution. All staff required to fill in online school record which also reminds staff members to also report to WG online system.  All staff must complete school's online records and follow up for any misreporting. All staff instructed to report POSITIVE results immediately to Lynette Evans via TEAMS message.  Lynette Evans to maintain register.					



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School occupants meeting asymptomatic staff	Staff, Students /wider contacts  Spread of COVID 19	Adequate number of kits provided and distributed to staff & students. Staff & students take test 2x per week 3-4 days apart School will determine days and timing protocols in the event of a positive LFT test PCR test to be booked and staff & students, their household / support bubble must self-isolate until the results of that PCR are received. School will RA impacts upon class bubble. In the event of 2 void test results on same day PCR test to be booked. Treat as positive until PCR result is available.				Staff & students instructed to take tests on Sunday and Wednesday evenings, except for initial test which will take place on first day of distribution. Staff, parents' & students' instructions clearly state the procedure to follow and requirement to book PCR test. Staff, parents & students instructions clearly state the procedure to follow and requirement to book PCR test.					

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			Tebygolrwydd Likelihood	Llymder Severity	Lefel o Risg Risk Level		Likelihood	Severity	Risk Level		
Inappropriate waste disposal	Staff, Students /wider contacts  Spread of COVID 19	Inform staff & students to dispose of test in a plastic bag of in their normal domestic waste stream (even if positive) Pour any residual buffer solution away first  Positive tests should be kept in a bag for 72 hours prior to disposal in household waste.  These instructions are communicated in the full instructions given to all staff & students prior to commencement of the testing.				Instructions clearly indicate procedures for disposal of kits and communicated prior to distribution of kits.  School information and WG instructions both mention the disposal requirements.					
Inappropriate waste disposal	Staff, Students /wider contacts  Spread of COVID 19	Inform staff & students to dispose of test in a plastic bag of in their normal domestic waste stream (even if positive)				Instructions clearly indicate procedures for disposal of kits and communicated prior to distribution of kits.					

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			Tebygolrwydd Likelihood	Llymder Severity	Lefel o Risg Risk Level		Likelihood	Severity	Risk Level		
		<p>Pour any residual buffer solution away first.</p> <p>Positive tests should be kept in a bag for 72 hours prior to disposal in household waste.</p> <p>These instructions are communicated in the full instructions given to all staff &amp; students prior to commencement of the testing.</p>				School information and WG instructions both mention the disposal requirements.					
Inappropriate storage	Ineffective test result temperature affecting extraction solution	Test kits stored internally within school for collection by staff & students (2 - 30 deg C); 'Staff & students only' area used for storage / distribution to staff & students. Location for storage / distribution allows for sufficient social distancing (2M); Stored and used at room temperature domestically.				Stored and locked in office area within recommended storage temperature. Main hall used for distribution, with sufficient ventilation and room to adhere to 2m distancing Instructions for home use clearly disseminated in school communication and WG instruction booklet.					

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			Tebygolrwydd Likelihood	Llymder Severity	Lefel o Risg Risk Level		Likelihood	Severity	Risk Level		
		Not to be kept in fridge. Keep out of reach of children.									
Data collection and storage	Noncompliance with Data protection principles	<p>Results to be logged online with each LFD. Staff &amp; students can also report via phone- School's local test results register in place to enable local tracking of cases and identification of close contacts.</p> <p>School results register kept until further guidance is produced. This must be separate from the test kit log for the allocation of kits to comply with Data Protection Law. All data kept securely</p>				<p>All staff, parents &amp; students given clear instructions for recording results on both NHS online and school's own records.</p> <p>School is aware of record keeping regulations. Recorded on secure database</p>					

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			Tebygolrwydd Likelihood	Llymder Severity	Lefel o Risg Risk Level		Likelihood	Severity	Risk Level		
Incident reporting Unclear results Repeated void results Swab breaking	Staff	Staff & students sign for kits, record lot number in box against name template log provided in case of any recalls etc. School contact identified for staff & students in event of queries / incident etc. Non-clinical issues reported e.g., damaged kit, missing items, unable to log result etc. and inform the school. Clinical incident (swab breaking, allergic reaction etc.) – these are unlikely. Seek medical care if required via 111 / 999 and report to MHRA yellow card system online. School to report any repeated issues (repeated void tests, damaged kits etc.) to WG				All kits will be signed for against specific kit lot numbers. Staff aware of reporting system. Staff aware of reporting incidents – communicated via WG instruction booklet.					

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			Tebygolrwydd Likelihood	Llymder Severity	Lefel o Risg Risk Level		Likelihood	Severity	Risk Level		
False Positive Results for staff who have tested positive from a PCR in the past 90 days	Staff	Staff & students who have tested positive on a PCR (lab processed) test in the past 90 days should not take an LFD home test. All positive LFD tests to be confirmed with a PCR test.				Communicate to all staff to engage with Public Health advisers if persistent 'false positive' results occur.					

