

Swansea Council/Cyngor Abertawe

Schools and Flying Start Settings Risk Assessment

The Welsh Government has confirmed that all schools will reopen on the 29th June 2020 to Check in, catch up and prepare for summer and September. Schools will be operating on a reduced provision and the Emergency Child Care provision will remain operation during this period. One of the primary focuses of both the operational plan and risk assessment is the wellbeing of both staff and pupils. Careful consideration has been given to all the local arrangements and enhanced procedures to promote wellbeing throughout all schools and settings.

As part of the preparatory work in supporting all education establishments through the transition of returning all pupils to education, this Risk Assessment is supported with an Operational Plan to support all Headteacher, Managers and Governing Bodies with the implementation of additional controls to minimise the risk of Covid 19 so far as is reasonably practicable.

The risk assessment sets out a range of control measures to be implemented within the school/ settings, however, should the individual school risk assessment outcome reflect additional or a change in controls, these should be included within the rational box providing justification of the amendments. The risk assessment must be read in conjunction with the operational plan.

Every effort has been made to mitigate the risk to staff, pupils and public, however, it is noted that total mitigation of the risk of contamination/infection with COVID-19 is not possible. This risk assessment and supporting operational plan meets the minimum requirements set out in the Welsh Government and PHW guidance. All Headteachers/ managers are reminded that additional controls will be required to ensure that this meets specific operational needs of the school/ setting.

All settings are reminded that all other risk assessment relating to the site must be implemented as standard practice. This includes all activities being undertaken within the building, site security, lock down and safeguarding arrangements.

Should this risk assessment change, Headteachers will be required to update their site-specific operational plan and risk assessments highlighting changes within the statement of rationale at the end of each highlighted risk. Council H&S officers are available to give advice, support and guidance if required.

Document control and quality assurance		
Version Number	Date	Comment
V1.1	10/05/2020	*Original draft by N Overton
V1.2	18.05.20	Amendments required following subgroup meeting1 - 6
V1.3	22/05/2020	Sub Group agreed all amendments (section 1 -15
V1.4	6/06/2020	NO Aligned document with ECS, included traffic management, and reviewed introduction page. All amendments/ addition in red font for approval by sub group. 13 – Amended in red.
V1.5 – final version	12.06.20	PHW agreed with document (consulted) Sub Group agreed all minor amendments in line with WG guidance.

School Name	Responsible Person/s	Site Specific adaptation date:	Quality assured: Named representative supporting the HT with completion of the risk assessment.

**Subject: Re-establishing education delivery - COVID19 –Date of Assessment: 10/05/2020 (original draft V1) Assessor: N. Overton
CHSEMWS**

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
1.0 Spread of COVID -19 Infection	All Persons	4	4	16	<ol style="list-style-type: none"> In line with the operational guidance, as part of the opening up arrangements of the schools, it is essential that the hot water is tested as this increases the effectiveness of hand washing with soap. A hand temperature test would be sufficient for this. Any staff member who becomes unwell or symptomatic prior to leaving home must contact the Headteacher or member of the senior management team prior to departure. When a pupil/child becomes symptomatic after arrival and has used home to school transport, the transport team must be informed, and they should liaise with the appropriate contractor if required. Should any staff/child or parent display any symptoms of Covid-19 then contact the Headteacher for advice and guidance. If the Headteacher is unavailable or self-isolating, contact should be made with a senior member of the SLT (Education) All children and adults, including staff, must wash their hands-on entry to the school/ Flying Start or ECS for at least 20 seconds with soap and warm water. Where possible, young children/ pupils should be supervised to ensure it is carried out correctly. Hand washing must take place at regular intervals during the day (on arrival, after each activity, before food, after toilet use, or where there has been any physical contact 	4	3	12

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
					<p>and on departure). Staff to ensure that all children are shown correct way to do this as part of the return induction and thereafter. Information will be displayed in all welfare facilities and classrooms.</p> <p>7. Ensure all staff and children wash their hands with soap and warm water for 20 seconds frequently and are encouraged not to touch their face. Use a tissue or elbow to cough or sneeze and use bins for tissue waste</p> <p>8. Where possible non-contact activities must take place when pupils/ children return to the agreed setting. Social distancing guidelines must be adhered to at all times.</p> <p>9. In line with the schools operational plan, there will be stagger lunch times, break times and the movement of pupils/ children around the school/ setting to reduce large groups of children gathering</p> <p>10. All staff and pupils are made aware of the PHW guidance in regard to maintaining personal hygiene. Please make reference to Appendix 1 and Operational Plan 2.2 matrix 1.</p> <p>11. All staff and pupils must ensure that they wash hands on arrival at the school and throughout the day. All are reminded to wash hands for a minimum of 20 second using warm water and soap.</p> <p>12. Avoid touching mouth, nose eyes with unwashed hands.</p> <p>13. Social distancing must be maintained at all time and where possible this should be 2m. All staff must ensure that social distancing is maintained during teaching, break times, lunch times and within the staff room. It is essential that all school staff lead by example as this can influence pupils attitude and behaviour. (Appendix 1 – Schools operational plan)</p> <p>14. Risk assessments should already exist for learners with more complex needs, including those with emotional behavioural needs. These risk assessments will require updating as a matter of priority in light of the changes to provision such as environment and staffing, while also remaining mindful of the additional anxieties the pupil/ child may experience due to COVID-19. In support, a detailed review of specific risk assessments including the</p>			

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
					<p>use of PPE/C for pupils those with additional needs. For example, nursery, infants, Flying Start Settings, pupils with ASD or ADHD etc. A review of their individual HCP is essential and any additional controls to mitigate risk must be included and communicated to all appropriate staff. Where a pupil is presenting with challenging behaviour which cannot be managed safely, an immediate and multi-team review of their IBP (Individual Behaviour Plan) will be necessary. A creative approach to managing the behaviours will need to be taken including exploring the environment, expectations upon the pupil, staffing and duration of time in school. If after all considerations have been taken it is still deemed unsafe for a pupil to access school provision at this time, then a distance learning approach will need to be taken along with support for behaviour management at home. (Appendix 6: RA review document)</p> <p>15. PPE/C will be provided to Special Schools, STF facilities in line with additional risk assessment outcomes, and pupils with any additional complex needs will be assessed on a case by case basis.</p> <p>16. The risk assessment has taken into consideration Black, Asian Ethnic Minority (BAME), and the mandatory controls will apply in the prevention of transition of Covid 19.</p> <p>17. A review of PPE requirements will be undertaken for any staff member supporting a pupil with a HCP.</p> <p>18. Cleaning and disinfecting tables to be undertaken at the start and end of each class session. Each classroom to be provided with appropriate cleaning materials (disinfectant and cloths) and a copy of their enhanced cleaning checklist. This check list will stress the essential nature of disinfection as a primary control measure. Enhanced cleaning to be undertaken in the following areas:</p> <p>19. All work surfaces, chairs, play equipment, toilets, washbasins etc must be cleaned at regular intervals.</p> <p>20. A safe system of work (check list) will support the individual classrooms.</p> <p>21. All check lists to be retained on site and located within the</p>			

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
					<p>main office to allow access for any additional cleaning undertaken through the day to be recorded.</p> <p>22. All check lists to be stored securely on site for 3 years following the end of the pandemic. This supporting any investigation of litigation.</p> <p>23. Ensure there is no residual cleaning agent left on the surface behind after cleaning has been completed. Appropriate gloves should be worn where there is an increased risk of cross infection from surfaces or between persons.</p> <p>24. Increase cleaning of surfaces in classrooms, including desks and handles, and within toilet blocks and changing rooms, adhering to guidance on cleaning of non-healthcare settings</p> <p>25. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>26. Based on risk assessment (actual available space, classroom activities, and the absence of WG and PHW guidance) both primary and Secondary schools have been calculated on 3meters squared per person used (based on additional space required including furniture, walkways etc)</p> <p>27. Flying start, nursery and reception have been based on 3.9m2 per pupil due to reduced awareness of social distancing. It must be noted that this may be subject to change in line with recommend guidance and the outcome of specific site risk assessment outcome. Special schools and PRU have been based on 4.5meters squared due to the nature of support and equipment required. See operational plan for further information.</p> <p>28. All schools and settings will be provided with the approved matrix to allow accurate calculations to be undertaken, thus supporting the risk assessment outcome.</p>			

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
					<p>29. Where required, a review of the school/ setting risk assessment will be undertaken to support different age groups or those with additional needs. For example, for lower foundation phase, upper key stage two and secondary children, and children with ASD or ADHD etc.</p> <p>30. Any child that is supported with a HCP, a review of the PPE requirements is essential to minimise cross infection.</p> <p>31. GDPR procedures to be followed in line with corporate policy and procedures. This includes the sharing and security of personal information.</p> <p>32. In line with the operational plan, all required signage will be clearly display on entry to the building and at key areas. These will include social distancing, handwashing, one way systems, isolation rooms etc.</p> <p>33. To reduce the risk of cross infection , all schools/ settings must ensure that the specific guidance included within the schools operational relating to cleaning and disinfection must be adhered to at all times.</p> <p>34. To reduce the risk of transmission, where possible the same staff should interact with the same group of learners over time. This helps minimise the risk of transmission between groups and limits the impact of any self-isolation required due to a staff member or a learner testing positive under Test, Trace, Protect.</p> <p>35. For primary school aged children, schools and settings may wish to consider allowing small, consistent groups. Where possible no more than 8, or in line with the capacity assessment of the classroom.</p>			
Rationale to change any recommended existing controls:								
Review date:				Person responsible:				
2.0 Communication					1. All parents/ responsible adult will be provided with information/ Newsletter highlighting specific procedures to follow when on site. This includes the following: ➤ Aware and accept that risk of spreading Covid-19 in			

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
					<p>the school cannot be totally mitigated</p> <ul style="list-style-type: none"> ➤ Aware and accept that should their child develop symptoms they will need to be collected as soon as possible ➤ Made aware of social distancing requirements on arrival and within the school. ➤ Made aware of any specific guidance issued by Welsh government and the authority. ➤ Regular updates will be provided by the school (needs to be consistent across all schools) <p>2. All teaching/ support staff will be provided with detailed and comprehensive induction on their agreed training day. This presentation will be delivered by the Headteacher/ manager and will include the following as a minimum:</p> <ul style="list-style-type: none"> ➤ Schools operational plan ➤ COVID-19 risk assessment and agreed arrangements ➤ Any amendments with the schools/ settings EAP and FRA ➤ First aid arrangements ➤ Social distancing requirements ➤ Welfare arrangements <p>3. All pupils/ children will be provided with a detailed induction to the school/ setting and will include a detailed presentation highlighting school arrangements, behaviour expectations and support that is available to them. It is recommended that this is played on a loop system on any TV displays around the building due to the rotation of pupils.</p> <p>All Headteacher/ managers will be required to include additional information that will be pertinent to their sites.</p>			

Rationale to change any recommended existing controls:

Review date:

Person responsible:

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
3.0 Lack of social distancing	All persons	4	4	16	<ol style="list-style-type: none"> 1. Social distancing must be maintained wherever reasonably practicable to reduce the risk of the spread of the COVID-19 virus. 2. Where required, all classrooms/ settings to have clear markings highlighting learning zones (in line with the parameters agreed on the classroom calculations – 1.26) 3. The school/setting has controlled access within the reception areas. 4. Any staff that have concerns over children/ pupils’ understanding social distancing due to age, behaviours or needs, a review of the risk assessment will be undertaken and should PPE be required when supporting education for these pupils, this will be conformed as part of the additional risk assessment outcome. 5. Social distancing requirements will be displayed around the school and grounds. 6. All teaching/ support staff will be provided with clear guidance and information on the social distancing and this must be maintained at all times. <p>See operational guidance for more details</p>	4	3	12
<p>Rationale to change any recommended existing controls:</p> <p>Review date: _____ Person responsible: _____</p>								
4.0 Staff/ Pupil/child member falling ill during the day	All persons	4	4	16	<p>In line with the operational plan (section 7.90), all staff to be made aware of the symptoms of COVID-19 (flu like symptoms, a continuous cough, high temperature, loss of taste and/ or smell)</p> <p>Should any staff member become unwell during the hours of work they should:</p> <ul style="list-style-type: none"> ➤ Where possible, request cover from another teacher or TA. ➤ Isolate from the area, and proceed to the agreed isolation room. ➤ Open windows to allow free natural air circulation. ➤ Maintain social distancing and personal hygiene practices. Staff are reminded that if social distancing and personal 	4	3	12

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
				16	<p>hygiene is maintained, the risk of cross infection is low.</p> <ul style="list-style-type: none"> ➤ Contact the Headteacher and once agreed, return home and self-isolate in line with PHW guidance. ➤ In line with PHW guidance, all areas will be cleaned and disinfected where required. <p>When a pupil/ child becomes symptomatic after arrival he/ she must:</p> <ul style="list-style-type: none"> ➤ Be taken to the agreed isolation room and social distancing must be maintained (2meters). ➤ Open windows to allow free natural air circulation ➤ Parent/ guardian contacted ➤ PPE/C may be required if accompanying the pupil/ child ➤ Closely monitor the pupil/ child until collection ➤ Clean and disinfect the area and welfare facilities if used. This area to be isolated from use for 72 hours after. ➤ If required Headteacher/ manager to notify school transport team and they should liaise with the appropriate contractor if required. <p>In line with WG/ PHW guidance, any person who has come into contact with a staff member/ pupil/ child who has suspected COVID -19 must wash their hands in line with the guidance highlighted within the risk assessment and operational plan.</p>			8
Rationale to change any recommended existing controls:								
Review date:				Person responsible:				
5.0 Risk of taking virus home	All persons	4	4	16	<p>In addition to the schools/ setting operational plan – Appendix 13 all staff must:</p> <ol style="list-style-type: none"> 1. Maintain social distancing both at home and outside of work. 2. Hygiene practices are maintained throughout day. 3. Where possible, staff are encouraged to change clothing prior to leaving the school/setting using the welfare facilities. Alternatively, all staff are advised to remove and launder clothing when arrived at home. 	4	2	8

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
				16	4. Staff to wash hands with hot water and soap before leaving the school/setting. 5. If employee's cohabitant(s) has been advised to shield then attempt to maximise social distancing for the employee i.e. support the teaching and learning of older age groups, restrict supporting pupils with personal care needs, the administration of first aid. Should staff be unable to socially distance (ALN/special schools, individual pupil risk assessment) the Headteacher must discuss this with HR for additional guidance. These will be assessed on a case by case basis.			12
Rationale to change any recommended existing controls:								
Review date:				Person responsible:				
6.0 Commuting to and from work.	All staff	4	4	16	1. Those staff that are able to drive cars and commute to work should do so as normal. 2. Any staff that cycle, walk or run to and from work can continue to do so in line with WG/PHW guidance. 3. Use of public transport should be avoided where possible, but if needed maintaining social distancing whilst on public transport is essential, always follow the instructions provided by the transport company and its staff.	4	3	12
Rationale to change any recommended existing controls:								
Review date:				Person responsible:				
7.0 Contact with persons (members of public and staff)	All staff	4	4	16	1. In the interest of safety, there will be no face to face meetings with parents/ responsible adults without prior appointment. Where possible, meetings/ discussions will be over the telephone. 2. All staff have a responsibility to maintain social distancing when at work. Any staff that have concerns over non-compliance, (other staff member or member of	4	3	12

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
				16	<p>the public) must in the first instance remind the other person that social distancing must be maintained. Should this be ignored or an ongoing issue, to discuss this with the Headteacher.</p> <p>3. Should staff become aware that parents are not maintaining social distancing within the grounds of the school, Headteacher must be informed.</p> <p>4. Where staff are communicating with parents/visitors (face to face) and social distancing is not being maintained, staff are encouraged to move in a direction that allows themselves to remain safe. Parents/ visitors to be reminded of social distancing requirements and should this not be adhered to, the discussions to be suspended and the Headteacher/ manager advised.</p> <p>5. Some work tasks (setting up classrooms, manual handling) will not allow social distancing to be maintained. Should staff be supporting these activities, they are reminded to eliminate any activity if possible, if this is not practical, reducing the amount of time when in close proximity and where required, PPE to be worn.</p> <p>6. Should school staff or caretakers be using various hand tools, ensure that suitable PPE is used in line with the manufactures instruction and guidance</p>			12
Rationale to change any recommended existing controls:								
Review date: _____ Person responsible: _____								
8.0 Welfare at work – staff room, break times and WC	All staff	4	4	16	<p>1. Staff must ensure that if taking breaks in the classroom, they must disinfect the area and wash their hands prior and after taking their break (consumption of food). Where possible, all staff are required to use the staff room, outdoor space or dining hall for breaks.</p> <p>2. The capacity for the staff room has been agreed and seating areas rearranged to allow 2 metre segregation at all times.</p> <p>3. Staff are reminded to observe the 2 metre social distancing at all times when in these facilities.</p>	4	3	12

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
					4. All staff must ensure that they clean all areas including equipment, prior and after any food preparation. 5. Break times will be prearranged to allow usage of the welfare facilities, and supporting the supervision of pupils whilst on break/ lunchtimes. 6. Staff are reminded to wash hands prior and after food and to maintain personal hygiene at all times. 7. Staff toilets – always ensure the toilets are clean, after they have been used, wash hands with soap and warm water after toileting for a minimum of 20 seconds. 8. All staff reminded of the “clean as you go” principles and these to be maintained at all times. 9. GDPR – staff are reminded to ensure that there is no personal or sensitive information displayed within the facility. All staff to ensure that this is maintained at all times.			
Rationale to change any recommended existing controls:								
Review date:				Person responsible:				
9.0 Welfare facilities - Pupils	All staff/ pupils	4	4	16	<ul style="list-style-type: none"> Anyone showing symptoms should use separate toilet facilities if possible. These should be disinfected before being used by anyone else. It is important that separation or isolation should be done without creating stigma. Posters to be displayed promoting hand washing and social distancing. High –Touch areas and surfaces to be cleaned at least once per day as a minimum. Due to the high footfall within the school/ settings it is recommended that this is completed after break times/ lunchtimes, normal cleaning at the end of the day. Incidental cleaning should include: wiping down handles, sinks, taps, light switches, flush systems, hand dryers, door handles/ push pads, replenish hand towels. Ensure windows are open to allow natural ventilation 	4	3	12

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
				16	<p>or extractor systems are fully operational.</p> <ul style="list-style-type: none"> In line with waste control, all waste should be held in a secure location within the agreed storage facility of 72 hours and disposed of in line with normal procedures. PPE must be worn in line with the cleaning requirements (disposable gloves, disposable apron, and where there is a risk of splashing of bodily fluids, face masks and eye protection to be worn. 			8
<p>Rationale to change any recommended existing controls:</p> <p>Review date:</p> <p>Person responsible:</p>					<p>School to highlight any toilet provision that can be used for pupils or staff that become symptomatic when on the premises:</p> <ul style="list-style-type: none"> 			
10.0 Deliveries to the school/ Mail	All Staff	4	4	16	<ol style="list-style-type: none"> In line with school's general procedures, all deliveries will arrive at the main reception or kitchen facilities (catering only). All school staff are reminded to maintain personal hygiene when receiving deliveries including mail into the school. Staff use letter openers or scissors to open mail and deliveries. Where possible, deliveries to be stored and untouched for up to 72 hours prior to opening and handling. Schools are reminded that No personal deliveries sent to the School until further notice 	4	2	8
<p>Rationale to change any recommended existing controls:</p> <p>Review date:</p>					<p>Person responsible:</p>			
11.0 Emergency Evacuation/ Assembly points				16	<ol style="list-style-type: none"> A review of the school's emergency assembly points will be undertaken to ensure that social distancing can be maintained. Where required, assembly points may be split within the site to allow compliance with social distancing. On activation of the fire alarm, staff to follow the EAP guidance and proceed to the assembly point. See operational plan 15.0 for further control measures. 			8

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
				16	3. On arrival at the assembly point, roll call to be undertaken and staff to ensure that appropriate social distancing has been maintained.			8

Rationale to change any recommended existing controls:

Review date:

Person responsible:

12.0 First aid provision	All persons	4	4	16	<p>In line with the schools/ setting operational plan:</p> <ol style="list-style-type: none"> 1. Schools have undertaken a first aid risk assessment, thus highlighting the required number of first aiders on site. This must be monitored should staff be shielding or self-isolating. 2. All first aid boxes are fully stocked and maintained. 3. School staff are aware of the location of the AED should this be required. 4. All staff to be made aware of the Red alert circulated to support CPR and first aid. (Appendix 3) 5. It is advised that a first aid grab bag is developed that contains the following: <ul style="list-style-type: none"> ➤ 2x disposable aprons ➤ 2x disposable gloves ➤ 2x disposable surgical face masks ➤ 2x travel size hand sanitisers. <p>This allowing appropriate PPE/C to be available when first aid is being administered and social distancing cannot be maintained.</p> 6. All schools must ensure that they are fully conversant with the amber alert that has been circulated highlighting RIDDOR reportable requirements. 	4	2	8
--------------------------	-------------	---	---	----	--	---	---	---

Rationale to change any recommended existing controls:

Review date:

Person responsible:

		Risk level before control				Risk level after control		
Hazard	People @ Risk	Severity	Likelihood	Risk Rating	Existing Control / New Controls	Severity	Likelihood	Risk Rating
13.0 Early Years/ ALN	All Persons	4	4	16	<ol style="list-style-type: none"> 1. To allow social distancing to be maintained where possible, classroom capacity has been based calculated on a 3.9m2 per pupil within primary and secondary provisions. This allowing an increased space provision of 2m2 per pupil due to the pupils awareness of social distancing. Special schools/ PRU and STF facilities have been calculated at 4.5m2 to allow provisions for support staff, equipment and social distancing due to behaviours. Flying Start Settings, nursery and reception have been assessed at 3.9m2 due to social distancing and equipment. Where required, all settings will be assessed on a need basis and in line with risk assessment requirements. 2. All facilities must be cleared of all unnecessary equipment and materials and housekeeping maintained. 3. Where required, staff may be required to wear PPE/C if social distancing cannot be maintained or due to pupil behaviours. This will be assessed on a case by case basis and in line with the pupils risk assessment and behaviour plan. 4. PPE/C must be worn when supporting any element of personal care or activities linked with their HCP (medical support). 5. See school/ setting's operational plan for further guidance 6. See appendix 5 - Classroom Calculation for further guidance. 	4	3	12
Rationale to change any recommended existing controls:								
Review date: _____ Person responsible: _____								

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
14.0 Personal Care and Hygiene	All Persons	4	4	16	<ol style="list-style-type: none"> Any staff that are providing support with pupils with a HCP and personal care must wear appropriate PPE/C in line with the HCP requirements. As a minimum, staff will be required to use disposable aprons and gloves. Where cleaning of bodily fluids are being undertaken, disposable aprons, gloves and face mask and or visors must be worn. Staff must ensure that they clean their hands for a minimum of 20 seconds with warm water and soap prior to supporting personal care and after. All staff to familiarise themselves with the guidance highlighted within Appendix 4 of the risk assessment and operational plan. Clan and disinfect the changing facility after use, using disinfectant or anti- bacterial spray. All waste to be placed within the bio hazard bin or general waste and double bagged. This must be stored for 72 hours within the secured bin storage area prior to further handling and collection. 			
Rationale to change any recommended existing controls:								
Review date:				Person responsible:				
15.0 Business Continuity – Alternative provisions	All persons	4	4	16	<ol style="list-style-type: none"> To maintain business continuity within the school/ settings, if required, community buildings/ provisions in close proximity to the school may be utilised. To maintain delivery of education, the school are required to update their Business Continuity Plans (BCP) to ensure that all provisions have been considered. 	4	3	12
Alternative Provision	Area/ Building:		Year group/ school provision to be relocated:		To complete the check list located within Appendix 2 Head teacher must ensure that any additional provision to be used must be authorised by the director of education and the authorities insurance department informed.	Check list completed Y/ N	Approval by Director of Education Y/N	Approval By Insurance Y/N

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
Rationale to change any recommended existing controls:								
Review date: _____ Person responsible: _____								
16.0 Cleaning activities/ work, cross infection	All Persons	4	4	16	<p>Cleaning of the environment, including toys and equipment, is an important function for infection control within all buildings and its operation. It is essential that the cleaning schedule developed to support ECS is now becomes embedded into all education and childcare operations. Further information and guidance is included within the school/ Setting operational plan and supporting documentation that highlights the clearing activities needed and the frequency. Cleaning standards should be monitored regularly by the cleaning supervisor, headteacher/ manager or where this has been delegated by the settings. In support of internal training, all staff undertaking cleaning activities must be provided with the risk assessment and operational plan, and have access to personal protective equipment.</p> <p>https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-6-cleaning-the-environment</p> <p>Daily cleaning:</p> <ul style="list-style-type: none"> ➤ All areas must be laid out giving due consideration for cleaning and disinfection in the time available ➤ Areas for cleaning should be kept to a minimum ➤ Cleaners should use disposable cloths and mop heads <p>The operational plan highlights:</p> <ul style="list-style-type: none"> ➤ What should be cleaned: ➤ Frequency: ➤ Who will carry out the tasks: ➤ How this will be carried out: ➤ Cleaning equipment and toys: <p>The operational plan provided detailed information the cleaning services standards and procedures and includes the</p>	4	3	12

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
					<p>site specific check lists to be complete by the cleaning staff and quality assured by the site cleaning supervisor as previously highlighted.</p> <p>Regular cleaning of the facilities: Cleaning to be undertaken at end of day by Cleaning Service Staff. During the day the on-duty caretaker will undertake this task or delegated to a nominated member of staff. Where possible, this should not be the same person who is supervising or delivering education/ activities. Instruction and training should include the cleaning standards and check list, COSHH Data sheets and provided with appropriate PPE as highlighted within the operational plan.</p> <p>Those responsible for cleaning should know the importance to clean frequently and disinfect objects and surfaces that are touched regularly, using standard cleaning products.</p> <p>All schools and setting have been provided with the agreed cleaning materials. Selgiene COSHH Data sheet is located in Appendix C of this document.</p> <p>Cleaning areas contaminated with COVID-19</p> <ul style="list-style-type: none"> ➤ <u>Cleaners MUST be made aware of this guidance</u> ➤ The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves or washing up gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed ➤ As obtaining PPE is problematic schools should adapt to protect themselves eg science goggles; fabric aprons that can be washed, re-useable gloves which can be washed regularly. ➤ If a dynamic risk assessment of the setting indicates that a higher level of virus may be present there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. It is recommended that in this event, Public Health Wales are contacted directly for 			

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
					<p>further guidance.</p> <ul style="list-style-type: none"> ➤ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal. <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> ➤ Objects which are visibly contaminated with body fluids ➤ All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells ➤ Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: ➤ Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against the viruses. ➤ Avoid creating splashes and spray when cleaning ➤ Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below ➤ When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning should be used. ➤ Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of <p>Laundry</p>			

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
					<p>Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items</p> <p>Please make reference to the operational plan for further guidance.</p> <p>Waste Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ul style="list-style-type: none"> ➤ Should be put in a plastic rubbish bag and tied when full ➤ The plastic bag should then be placed in a second bin bag and tied ➤ It should be put in a suitable and secure place and marked for storage until the individual's test results are known ➤ Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours ➤ If the individual tests negative, this can be put in with the normal waste ➤ If the individual tests positive, then store it for at least 72 hours and put in with the normal waste ➤ If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority, if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment 			
Rationale to change any recommended existing controls:								

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
Review date:		Person responsible:						
Traffic management/ transport	All staff/ pupils	4	4	16	<ul style="list-style-type: none"> ➤ In light of the new schools operational arrangements, all Headteacher/ manager must ensure that a review of the buildings traffic management plan has been completed and communicated to all staff and the schools transport team. ➤ Collection and drop off points should be clearly marked and include social distancing information. ➤ Should schools adopt a one-way system for pedestrians, signage should be clearly visible. ➤ All parents/ guardian/ responsible adult to be advised of the finishing time and reminded of parking restrictions at the site. ➤ School transport to be provided with any additional information relating to restrictions that may be applied to the site due to staggered times. ➤ It is essential that the Headteacher/ manager are in receipt of the school transport risk assessment. <p>School minibus:</p> <p>It is advised that the school minibus is not used for general school operation.</p>	4	3	12
Rationale to change any recommended existing controls:								
Review date:		Person responsible:						
Safeguarding – child protection	All children	4	4	16	<ul style="list-style-type: none"> ➤ All schools/ settings must follow the model child protection policy and advice document on safeguarding and child protection guidance in all settings provided by the local authority. 	4	2	8

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
					<ul style="list-style-type: none"> ➤ All children must be signed in/ recorded on the register at the beginning of the day. Parents must advise if pupils develop symptoms and must not attend school. ➤ Pupils/ children must not be allowed out of the school/ setting premises unattended at the end of the session. ➤ Pupils/ children cannot leave the facility unless collected by an agreed adult. ➤ ECS must operate an official reception area to intercept potential strangers/visitors looking to gain access to the ECS ➤ All staff/volunteers/supervisors should have valid DBS clearance. ➤ Those without valid DBS clearance must be supervised at all times when working with children ➤ Site security should remain as it relates to school settings. i.e. All visitors to be channelled through the main reception and at no point be able to access site without permission of the setting's headteacher/lead person/site manager. ➤ Vulnerable children expected to attend the setting but do not attend must be reported to Education SPOC Lisa Collins the same day. ➤ Safeguarding concerns regarding children who already have a social worker should be communicated via SPOC Lisa Collins if the social worker cannot be reached. ➤ Individual ECS must have a designated person responsible for child protection/safeguarding available for staff/supervisors/ volunteers at all times. Schools and Flying Start Settings must follow agreed site procedures. ➤ Within the all settings, the designated person for child protection/safeguarding must be prominently displayed in settings and updated appropriately. 			
All Headteacher/ managers - Absence monitoring:								

		Risk level before control				Risk level after control		
Hazard	People @ Risk	Severity	Likelihood	Risk Rating	Existing Control / New Controls	Severity	Likelihood	Risk Rating
<p>Where registers will need to be taken for fire regulations it is essential that safeguarding protocols and procedures are maintained at all times. All settings must know who is expected into school/ settings and who actually attended in order that we can identify any pupils who could be “missing”. Through school/ setting communication with parents/ guardians, it is recommended that those parents need to communicate their decision not to send their children into school so that the school/ setting can identify pupils who are not expected in. Once registers are taken it will be important to cross reference non-attendance with parental information. This allowing an audit of pupils who were expected to attend, and subsequently did not attend so are marked as absent, and this is follow up to identify their actual whereabouts or safety because attendance is not compulsory.</p>								
<p>Rationale to change any recommended existing controls:</p>								
<p style="text-align: center;">Review date: Person responsible:</p>								

PPE Chart

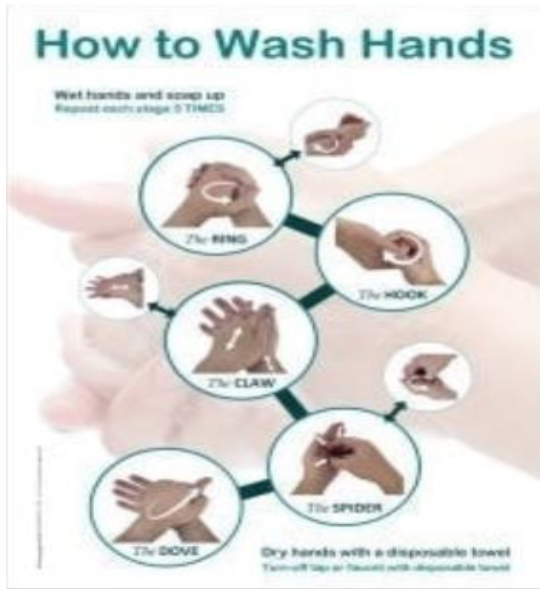
Item	Symbol	Tick if required	notes
Dust Mask			
Ear protection			
Footwear			
Gloves			
Safety Glasses			
Hard Hat			
Hi Visibility clothing			
Other			

Risk Rating Calculation Key

Severity	
Fatality	5
Major injury	4
Medical injury	3
Minor injury	2
Insignificant Injury	1

Likelihood	
Immanent	5
Very Likely	4
Likely	3
Not Likely	2
Remote	1

RISK RATING	
HIGH RISK	16 - 25
MEDIUM RISK	11 - 15
LOW RISK	6 - 10
INSIGNIFICANT	0 - 5



Llywodraeth Cymru
Welsh Government

GIG
CYMRU
NHS
WALES

Iechyd Cyhoeddus
Cymru
Public Health
Wales

CATCH IT.

BIN IT.

KILL IT.



Health, Safety, Wellbeing and Emergency Management Service

URGENT- Action.

Issue Date: 20.04.2020

CPR During COVID-19

Information

This alert is being sent out following the advice received by the Resuscitation Council UK relating to providing CPR during the COVID-19 outbreak.

Target Audience

All Staff

Action to be taken

Due to heightened awareness of the possibility that the casualty may have COVID-19, the Resuscitation Council UK along with Swansea Council offers the following advice:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. **Do Not** listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. **Do Not** undertake rescue breaths.
- Make sure an ambulance is on its way. If COVID 19 is suspected, ensure you inform the operator when you call 999.
- If there is a perceived risk of infection, rescuers for their own protection should place a cloth/towel over the casualties mouth and nose and attempt compression only CPP and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.
- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
- If the rescuer has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.

Paediatric advice

We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child's chances of survival. However, for those not trained in paediatric resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.

For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur. Therefore, if there is any doubt about what to do, this statement should be used.

It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.

For further advice and guidance, please contact Health, Safety and Wellbeing Service
Tel: 01792 636210
Email: healthandsafety@swansea.gov.uk

Alternative Provisioin/ Facility				
Bilding/ facility address:	Responsible Person/ Key Holder	Schools BCP updated:		FRA updated:
	Name:	Name:	Date:	
Documents updated/ information provided		Yes	No	Actions
	Fire Risk Assessment			
	Legionelis Testing			
	Emergency Lighting			
	Alarm System opertaion			
	Key holder and PSM			
	Building Risk Assessment			
Site Security	Cleaning arraignements			
	External lighting			
	Carpark facility			
	Site security Risk Assessment			
Suitability of Provisson	Perimiter fenceline			
	Welfair facilities: Pupils Staff			
	First Aid provission			
	Break time facility/ arraignements			
	Access and Egress (inc disabled/ pram access)			
	Secured access/ Keycode security system			
Classroom/ teaching areas	CCTV installed			
	Window covering			
	Desks and chairs			
	Limited soft furninshings			
	Outdoor space facility			

	Suitable storage for resurces			
	Can the classroom be secured			
	PAT Testing			
	Ventilation/ natural or mechanical			
	Review of generic and classroom risk assessment			

Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

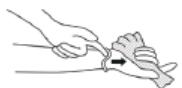






Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back. 
- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin. 
- 3 Put on your eye protection if there is a risk of splashing. 
- 4 Put on non-sterile nitrile gloves. 
- 5 You are now ready to enter the patient area. 

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove. 
 - 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water. 
 - 3 Snap or unfasten apron ties the neck and allow to fall forward. 
- Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.
- 4 Once outside the patient room. Remove eye protection. 
 - 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water. 
 - 6 Remove surgical mask. 
 - 7 Now wash your hands with soap and water. 

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures



GUIDANCE

Calculating classroom safe limits for pupils

1. Introduction

The purpose of this brief guide is to support Headteacher's and provide assurance that a safe working limit is placed on every learning environment within the Authorities' schools. The practical emphasis is on a 'How to' approach to using the Excel tool attached. Using experience, we have gleaned from the operation of Emergency Childcare Settings we have put in place safe distancing guidelines and in conjunction with use of the spreadsheet, will give firm limits to any classroom situation. This figure is to include all staff and pupils. Welsh Government Operational guidance published on the 10th of June 2020 makes reference to 'Determining and managing capacity' on page 7.

2. Using the formula

The calculation basis is the square metreage of available space divided by 3. For example, a classroom of 5 metres by 3 metres would have a capacity of 5 individuals. This is adjusted for Flying Start, Nursery and Reception with more space allocated and increased again for STF, PRU and Special School calculation. This will maintain social distancing at an acceptable level. The spreadsheet will calculate the figure once the metric width x breadth figures are inputted. It is essential to take into account walkways – fire exits – immovable fixtures and fittings, such as sinks for example and remove these from the measured areas to give a more realistic result. This is not a wall to wall calculation.

EXAMPLE OF RESULTS

Date:	11.06.20			
CLASSROOM CALCULATION				
Room Name / Number (x.3)	Room Measurement 1	Room Measurement 2	Maximum Capacity	
HJ	5.6	6.07	11	
LJ	5.18	5.83	10	
Staff room	6.68	3.16	7	
5H	4.48	5.46	8	
5E	6.07	4.77	10	
4J	5.31	6.19	11	



EXPLANATION OF 'AVAILABLE SPACE'

make sure you do not include area needed for walkways as arrowed ;



Headteachers will need to be aware of the need for removal/repositioning of classroom furniture in order to maximise working space.

Remember the need to designate an isolation area which is large enough for 2 adults and a pupil who may be symptomatic whilst maintaining social distancing – ideally this should have its own toileting provision.

Appendix 6

Covid-19 – Pupil/ Child Risk Assessment Review

In line with the schools/ setting COVID 19 risk assessment requirements, this pupil/ child individual risk assessment has been reviewed as a matter of priority in light of changes to provision such as environment and staffing, while also remaining mindful of the heightened anxiety pupils/ children may be experiencing due to COVID-19. Where a pupil/child is presenting with challenging behaviour which cannot be managed safely, an immediate and multi-team review of their IBP (Individual Behaviour Plan) will be necessary. A creative approach to managing the behaviours will need to be taken including exploring the environment, expectations upon the pupil/child, staffing and duration of time in school/setting. Where the introduction of additional controls including social distancing and PPE determine that the risk remains high, therefore unsafe for a pupil to access school provision at this time, then a distance learning approach will need to be taken along with support for behaviour management at home.

Pupil Name	Year Group	Teacher	Original Pupil Risk Assessment date	Review date:

Is the pupil/ Child able to socially distance

Yes/No?	Additional Controls required due to COVID - 19	Enhanced PPE required Yes/ No	Agreed PPE Provisions	Revised Risk Rating

Is the Pupil/ Child able to regularly wash their hands

Yes/ No	Additional Controls required due to COVID - 19	Enhanced PPE required Yes/ No	Agreed PPE Provisions	Revised Risk Rating

--	--	--	--	--

Are there any personal care and/or medical interventions which pose a significant additional risk due to covid-19?' (Eg. Suctioning- this would require different PPE)

Yes/ No	Additional Controls required due to COVID - 19	Enhanced PPE required Yes/ No	Agreed PPE Provisions	Revised Risk Rating

Does the pupil utilise any equipment which could pose a cross contamination risk?' (Mitigate with wheelchair cleaning down stations etc)

Yes/ No	Additional Controls required due to COVID - 19	Enhanced PPE required Yes/ No	Agreed PPE Provisions	Revised Risk Rating

Are known behaviours presenting additional significant risk due to COVID-19

Yes/ No?	Behaviours (biting, spitting, social distancing, Physiological)	Additional controls required due to COVID-19	Agreed PPE provisions	Revised Risk Rating

--	--	--	--	--

Has there been any change in medical/ psychological / physical needs of the pupil/Child that must be considered as part of the risk assessment process?

Yes/ No?	HCP/BP Updated	Changes: medical/ psychological/ physical?	Additional controls required due to COVID-1/	Agreed PPE provisions	Revised Risk Rating
	Ys/ No				

Review outcome

Assessment completed by:	Position:	Date:	Assessment outcome agreed by:
Risk rating review outcome: High Med Low	Does the overall risk rating, including all additional control measured confirm that the risk remains high for the pupil to safely return back to school/ placement? Yes/ No		
Provide specific details of the judgement on the risk assessment outcome: (Mandatory)			

Agreed education provision: