

Llanmiloe School Risk Assessment -Version 4

Foundation Phase Opening of Schools and Early Years Settings During Covid-19 Pandemic





LLANMILOE SCHOOL RISK ASSESSMENT

AREA / ACTIVITY / TASK BEING ASSESSED:	Opening of Schools and Early Years Settings with Full Foundation Phase Pupil Numbers During Covid-19 Pandemic February 2021		
DEPARTMENT:	Education & Children Services		
SERVICE:	Schools and Early Year Settings		
SCHOOL:	Ysgol Gymunedol Llanmiloe Community School		
REFERENCE NO.	VERSION	DATE OF ASSESSMENT	DATE OF NEXT REVIEW
	04	18/02/2021	13/03/2021
Description of operations and scope of assessment: <ul style="list-style-type: none"> Activities, Environment(s) Equipment, materials etc. 	<p>A generic risk assessment for Carmarthenshire County Council Schools and Early Years settings to Open for Foundation Phase Pupils during Covid-19 Pandemic that has been amended to become a bespoke version for the School.</p> <p>Llanmiloe school has determined if we can comply with the control measures contained in this document and have amended our current arrangements as appropriate</p>		
Location of assessment	Llanmiloe School		
Legislation / Management standards	<p>Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 Regulatory Reform (Fire Safety) Order 2005 The Health and Safety (First Aid) Regulations 1981 The Workplace (Health, Safety and Welfare) Regulations 1992 Health Protection (Coronavirus, Restrictions) (England) Regulations 2020</p>		
Other relevant safety documentation (if applicable): <ul style="list-style-type: none"> Risk Assessments, Safe Systems of Work, Procedures, Guidance etc. 	TITLE	REFERENCE NO.	
	https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19	Version 3	
	Guide to Educational Settings – Covid 19 Planning Guide for Primary Schools		
	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings		
	https://gov.wales/guidance-supporting-vulnerable-and-disadvantaged-learners		
Name of Risk Assessor(s)	Job Title:	Signature(s) of Risk Assessor(s)	
Gareth Morgans	Director of Education & Children Services	<i>Gareth Morgans</i>	
Eddie Cummings	Senior Business Partner (Working Safely)	<i>E Cummings</i>	
Jayne Phillips	Headteacher		
Jamie Rugg	Chair of Governing Body		



LLANMILOE SCHOOL RISK ASSESSMENT

Llanmiloe's use of the Public Health Wales Advice to Minimise COVID-19 risks

Employers, schools, and settings must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures.

At Llanmiloe School we must ensure that we have implemented sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level, but do not negatively impact the well-being of our learners and staff.

By implementing and maintaining the management arrangements in this risk assessment and any supplementary advice from Education & Children Services, Llanmiloe School will meet these duties.

Our Head teacher has amended the contents of the generic risk assessment to create a bespoke version for our school that includes the specific procedures, practices and management arrangements that are in place at Llanmiloe School. This has been signed off by the Head teacher and Chair of Governors.

As part of our planning for the full return of the Foundation Phase Pupils, it was and continues to be a legal requirement that schools should revisit and update their risk assessments by building on the learning to date and the practices already developed. This review enabled us to consider the additional risks and control measures we needed to put in place.

Additional measures and information have been provided to head teachers to provide appropriate mitigations as a result of the possible risks associated with the new variant of Covid 19. It was read in conjunction with the guidance issued to schools in 12th January 2021.

We have used this to amend the contents of our current risk assessment and created an updated version. It includes the specific procedures, practices, and management arrangements in place at Llanmiloe School. **Where no new guidance was included, we continue to follow our previous arrangements.**

A new variant of the SARS-CoV-2 virus (*VOC-202012/01, variant B.1.1.7*) has been identified in the UK. Although this variant is described as more contagious than earlier variants, it is not considered to be more likely to make an infected person more ill. Vaccines are equally as effective against the new variant. The current mitigations in place in our school are consistent with the measures identified in the most recent, advice from [Welsh Government guidance](#). The latest guidance indicates that while there is no requirement to implement any new measures, it is important that all staff, pupils, and visitors, including parents, strictly adhere to the current arrangements:

Essential measures include:

- Agreement with parents for symptomatic pupils and anyone tested positive to remain at home
- Effective measures for supporting and removing pupils who become symptomatic
- High levels of cleaning support
- How contacts are reduced will depend on the school's circumstances and should include:
 - grouping learners together in discreet 'bubbles'
 - avoiding contact between bubbles as much as possible
 - arranging classrooms with forward facing desks, recognising this may not be possible or appropriate in all bubbles.
 - staff maintaining distance from learners and other staff as much as possible
- Effective and frequent hand washing/sanitising regimes for pupils and staff
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Correct and safe wearing and handling of appropriate face coverings



LLANMILOE SCHOOL RISK ASSESSMENT

- Managing movements in and around the school via staggered start and finish times to reduce congestion around school gates at drop off and collection times, enforcing 2m distancing in corridors to minimise possible contacts.
- Ventilation in classrooms via open windows
- Ongoing cleaning of touch surfaces and equipment by both pupils and staff before and after use and by CCC cleaners
- Visits to schools should only be undertaken for essential works or where there are risks to the health or wellbeing of pupils
- Active engagement with Test, Trace, Protect arrangements
- Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following local health protection team advice.

Llanmiloe School, along with the local authority health and safety adviser and trade unions, will also review and update their wider risk assessments and consider the need for relevant revised controls considering the implications of COVID-19.

Our Head teacher and the managers of support services including Transportation, Catering and Cleaning will share the contents of this risk assessment with their staff and ensure all staff understand their roles and responsibilities.

Minimise contact between individuals and maintain social distancing wherever possible.

The latest published [evidence](#) in relation to the transmissibility in learners under the age of 12 seems to be particularly low. Children under the age of 18 make up 22 to 25 per cent of the population, but consistently make up <2% of the total COVID-19 caseload in every country. Minimising contacts and mixing between people reduces transmission of COVID-19. This is important in all contexts, Llanmiloe School has considered how to implement this in our setting. We will do everything possible to minimise contacts and mixing.

Minimising contacts and social distancing

We know that minimising contacts and mixing between people reduces transmission of COVID-19. Llanmiloe School has considered how to best implement this and do everything possible within our own context to minimise contacts and mixing while delivering a broad and balanced curriculum. It is acknowledged, however, that schools will have constraints relating to buildings and staffing resources and an element of flexibility may be needed.

The overarching principle is to reduce the number of contacts between learners and staff. This can be achieved through keeping groups separate using 'Bubbles' and through [maintaining distance between individuals](#). Both measures will help, but the balance between them will change depending on the:

- learners' ability to distance to minimise their contacts
- layout of the school
- feasibility of keeping distinct groups separate while offering a broad curriculum
- It is likely that for younger learners the emphasis will be on separating groups, and for older learners it will be on social distancing. For learners old enough, they should be supported to maintain distance and not touch staff where possible.

How to group learners

Consistent groups or 'bubbles' help reduce the risk of transmission by limiting the number of learners and staff in contact with each other to only those within the group. It is accepted that learners and especially



LLANMILOE SCHOOL RISK ASSESSMENT

the youngest learners, may not be able to socially distance from staff or from each other and consistent groups provide an additional protective measure. Maintaining distinct bubbles - 'bubbles' that do not mix makes it quicker and easier, in the event of a positive case, to identify those who may need to self-isolate and to keep that number as low as possible.

The use of small bubbles –'bubbles' brings a number of educational and operational challenges which can restrict the normal operation of schools. This is the case in both primary and secondary schools but is particularly difficult in secondary schools.

However, given the decrease in the prevalence of COVID-19 and the plan for FP Pupils to return for the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles, increasing the size of the groups, but staying within their system of controls and building into their risk-assessments.

At primary school, and in the younger years at secondary (Key Stage 3), schools may be able to implement smaller groups or 'bubbles' the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with symptoms of, or test positive for COVID-19.

Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement a year group (or half year group) sized bubbles. Whatever the size of the group, they should be kept apart from other groups where possible and those age 11+ should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups, the other measures from the system of controls become even more important; to minimise transmission risks and to minimise the numbers of learners and staff who may need to self-isolate. We recognise that younger learners will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

Both the approaches of separating groups and maintaining distance are not 'all-or nothing' options and will still bring benefits even if implemented partially. At Llanmiloe School we will endeavour to keep our learners in their class bubbles for the majority of the classroom time, but also allow mixing into wider groups for specialist intervention work, afterschool care, and transport. Some siblings will also be in different bubbles. Making efforts to keep the bubbles at least partially separate and minimising contacts between learners still offers public health benefits as it reduces the network of possible direct transmission.

All teachers and staff should not operate across different classes where possible. Where staff need to move between classes, they should try and keep their distance from learners and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger learners and teachers in primary schools can still work across groups if that is essential to enable a full educational offer.

Where mixing between groups cannot be avoided, Llanmiloe School and its practitioners will run the approach to risk estimation and management process to reduce the risk of transmission between bubbles.

Head teachers, staff, pupils, and parents have understandable concerns regarding the possible impact of this new variant on schools. However, current research from both [SAGE](#) and [Welsh Government Technical Advisory Group](#) indicates that there is no evidence of changes in the routes of transmission or survival rates on surfaces. Also, there is no evidence that the new variant increases the likelihood of worse health outcomes for children or adults.



LLANMILOE SCHOOL RISK ASSESSMENT

In addition to the mitigations already mentioned, the introduction of twice weekly Lateral Flow Testing for all staff (Sunday evening /Monday morning and Wednesday evening/ Thursday morning TBA) and the continued application of our TTP arrangements will provide a rapid and effective response for the occasions when Covid positive pupils and staff are identified.

The Headteacher has a key role in reinforcing the message to staff and pupils of the importance of complying with the Covid safety arrangements in place. Additional compliance monitoring of staff and pupils will be implemented to meet this higher level of adherence.

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
1.	<p>New variety of Covid Virus:</p> <p><i>SARS-CoV-2 virus (VOC-202012/01, variant B.1.1.7)</i></p>	<p>Increased infectiousness of the new variant possibly resulting in higher numbers of staff and pupils becoming ill and the impact this will have on both their health and their learning experience if control measures in schools are relaxed or not strictly observed</p>	<p>All school have access to risk assessments that are consistent with advice and guidance from Welsh Government and other authoritative sources</p> <p>Updates are provided via FAQs on Porth, weekly TTP and H&S meetings with head teachers and Director's Head Teachers Meetings</p>	MEDIUM	<p>1.1 Head teacher to review the current management arrangements including the risks assessments and update them to include the relevant information in the following sections or if they consider any of their current arrangements to be ineffective</p> <p>1.2 Head teacher is to monitor compliance with their management arrangements, investigate the reasons behind any poor practice and correct immediately</p> <p>1.3 Head teacher is to ensure all staff, pupils, visitors, and parents understand their roles and responsibilities to prevent the transmission of Covid and its new variant in their school</p> <p>1.4 Head teacher is to discuss the implications of the new variant with staff and reinforce the importance of continued observance of 2m physical distancing, good ventilation in classrooms, effective hand and respiratory hygiene (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) and the wearing of face coverings where 2m physical distancing cannot be achieved</p>	MEDIUM
2.	<p>Community transmission via parents and children waiting at school gates to drop off and collect pupils</p>	<p>Staff – Parents - Pupils</p> <p>Increased infectiousness of the new variant resulting in higher numbers of staff and pupils becoming ill and the impact this will have on both their health and their learning experience through lack of social distancing via</p>	<p>School are currently operating staggered start and finish times to minimise numbers at school gates</p> <p>Signage in place to remind parents of the need to maintain social distancing</p>	MEDIUM	<p>2.1 To mitigate the current increased rates of community infections, parents and others who drop off and collect children should be reminded of the risks of congregating at school gates and asked to comply with the following:</p> <ul style="list-style-type: none"> • One parent only to drop off/collect child • Parents are not to enter the school grounds without permission or in an emergency • Wear face coverings at all times unless exempt • Time their arrival and departure to avoid having to wait outside the school to drop off or collect their child 	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
		by large numbers of parents and pupils congregating at school gates during drop off and collection times	Signage in place to indicate exit/entrance, and one-way routes in and around schools		<ul style="list-style-type: none"> Maintain a minimum of 2m physical distance from other adults including school staff at all times Elderly relatives and anyone classed as CEV should not drop off or collect children or access the school wherever possible Not to attend the school if self-isolating or having symptoms of Covid <p>2.2 Headteacher to review their current procedures for the dropping off and collection of pupils to minimise opportunities for parents to congregate</p> <p>2.3 Head teacher to ensure that all staff involved in the handover of pupils understand the arrangements in place for the dropping off and collection of pupils and their roles and responsibilities</p> <p>2.4 Staff and parents should continue to wear face coverings during the drop off and collection of pupils at the start and end of the day. Given the current high levels of community infection, Headteacher will remind parents of this requirement via letters and/or notices</p> <p>2.5 Staff should not challenge any parents who are not wearing face coverings, but they should report it to their SLT</p>	
3.	While schools are operating an onsite provision during the current KS2	<p>Pupils Staff</p> <p>Cross infection through increased personal contacts and large</p>	Guidance is available to head teachers regarding the make up and management of pupil contact groups during normal school	MEDIUM	3.1 There cannot be a “one size fits all “approach to the number of pupils who can safely be present in a school, contact group or a classroom. The maximum capacity of a school and its classrooms will be determined by the number of pupils registering to access the school and the availability of staff to provide safe levels of supervision.	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
	closure. Pupil contact groups that are too large to supervise or can be accommodated safely in a single classroom or where there are poor systems in place to segregate contact groups	numbers of pupils and staff having to self-isolate as close contacts	activities and during the period that schools are providing an onsite provision throughout the closure period		<p>3.2 The principle of minimising contacts between individuals should be maintained wherever possible. However, it is recognised that this can be difficult for younger pupils and that is why the emphasis is on forming discrete contact groups of learners and ensuring separation of those groups.</p> <p>3.3 Schools should reduce the size of contact groups to as small as practical. Given the reduced numbers of pupils attending schools during the closure period, it may be unrealistic to expect all schools to be able to maintain pupil contact groups strictly by age. Mixed age contact groups are acceptable, but for consistency, the make-up of these contact groups should remain the same during the time they are in school.</p> <p>3.4 Contact groups should not mix together, and schools may need to put in or review arrangements to ensure:</p> <ul style="list-style-type: none"> • Separate start and finish times. • Segregation during play/break times. • Segregation during lunch times. • Minimise movement through school. <p>3.5 Staff responsible for younger pupils should remain with their contact groups wherever possible and should adhere to social distancing measures as far as possible with younger pupils.</p> <p>3.6 Staff must maintain a strict 2m distance from other adults at all times and this should be taken into consideration when</p>	



LLANMILOE SCHOOL RISK ASSESSMENT

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					<p>determining the rooms and facilities to be used and size of contact groups.</p> <p>3.7 The consistent grouping of pupils will also help to reduce the risk of transmission of COVID-19, and in the event of a positive case, it will also help to identify those who may need to self-isolate and to keep that number as low as possible.</p> <p>3.8 If a head teacher considers that the numbers of pupils at their school are too high to manage safely, they are to contact Aneirin Thomas or Elin Forsyth for advice.</p>	
4.	Poor levels of ventilation in occupied areas of the school	<p>Staff – Pupils</p> <p>Covid 19 is primarily transmitted through respiratory (droplet and aerosol) and hand contact routes</p> <p>Airborne transmission may also occur in poorly ventilated indoor spaces. The risk is probably greater with the new variant and its higher viral load</p>	<p>Guidance from Property Services has been made available to head teachers that contains information on maintaining appropriate levels of both natural and mechanical ventilation</p> <p>Property Services officers available to provide local advice to head teachers</p>	MEDIUM	<p>4.1 It is important that classrooms remain well ventilated throughout the Winter, though it is accepted that a balance has to be struck with the impact of thermal discomfort on pupils and staff.</p> <p>4.2 In winter, air pressure differences caused by wind and differences in temperature between indoors and outdoors, are usually greater and so to deliver the same flow rate of fresh air, windows do not need to be opened as wide in the winter as in the summer.</p> <p>4.3 Where a classroom has high- and low-level windows or ventilators, it is preferable to open the high-level vents first to provide outside air, and to open the low-level windows to further maximise airflow when reasonable.</p> <p>4.4 Where a room has multiple openable windows or vents, it may be possible to deliver adequate ventilation through just one opening. However, it is usually possible to create a more comfortable indoor environment, with respect to draughts, if the airflow is achieved through opening all the vents by a</p>	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

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					<p>smaller amount than that required for a single opening as described above. If there are openable vents at both high and low level, then the principle of opening as many high-level vents as possible should initially be considered</p> <p>4.5 Head teachers are to monitor ventilation levels in classrooms and ensure all their staff understand the importance of maintaining good levels of ventilation in their classrooms.</p> <p>4.6 Head teachers are to contact Property Services immediately where they identify problems with opening windows</p>	
5.	Parents and children waiting at school gates to drop off and collect pupils	<p>Parents Pupils</p> <p>Lack of social distancing caused by large numbers of parents and pupils congregating at school gates during drop off and collection times</p>	<p>School are currently operating staggered start and finish times to minimise numbers at school gates</p> <p>Signage in place to remind parents of the need to maintain social distancing</p> <p>Signage in place to indicate exit/entrance, and one-way routes in and around schools</p>	MEDIUM	<p>5.1 Pupils to arrive at school and enter using the pre-determined class bubbles entrances.</p> <p>5.2 School to stagger start times to limit numbers with pupils arriving at the school using a natural stagger from 8am -9am – this to be monitored as the term progresses.</p> <p>5.3 The School will implement designated times if needed and allow sufficient times between each group of pupils arriving at school to allow time for the and the parent to handover the children to leave the school before the bubbles arrive</p> <p>5.4 Keep school gates open to avoid congestion</p> <p>5.5 Use separate entrance and exit gates for pedestrians and pupils travelling by car.</p> <p>5.6 Parents should be requested that only one person is present to drop off /collect pupils – frequent reminders will be sent if this is not adhered to. Additional parents will be asked to leave the site if reminders do not improve the situation.</p> <p>5.7 Information regarding changes to school arrangements to be provided to parents prior to the school re-opening through</p>	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

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					regular reminders in newsletters/emails and social media posts.	
6.	Parents queuing to drop off children in morning and collecting in afternoon	<p>Parents Staff Pupils</p> <p>Lack of social distancing at schools by large numbers of parents and pupils congregating to handover pupils inside the school building during drop off and collection times</p>	<p>School are currently operating staggered start and finish times to minimise numbers at school gates</p> <p>Signage in place to remind parents of the need to maintain social distancing</p> <p>Floor markings in areas where hand overs take place to indicate 2m distances</p> <p>SLTs monitoring arrangements</p>	MEDIUM	<p>6.1 School to stagger start times to limit numbers with pupils arriving at the school using a natural stagger from 8am -9am – this to be monitored as the term progresses.</p> <p>6.2 Pupils to arrive at school and head for their pre-determined class bubbles entrance or breakfast club setting to wash/sanitise hands.</p> <p>6.3 Handover to continue to take place in playgrounds rather than inside school buildings wherever possible</p> <p>6.4 Use separate collection/drop offs points for pupil groups</p> <p>6.5 Parent to remain 2m from handover point and to remain there until the child is called forward by staff – use floor markings to indicate waiting point</p> <p>6.6 Staff are to maintain 2m between themselves and other staff</p> <p>6.7 All staff involved in handover of pupils to be briefed on the arrangements for the dropping off and collection of pupils</p> <p>6.8 Information regarding changes to school arrangements to be provided to parents prior to the school re-opening.</p> <p>6.9 SLT to monitor compliance as appropriate and reminders to be sent via email, website and Facebook if required.</p>	LOW
7.	Pupils using cloakroom or lockers	<p>Pupils</p> <p>Pupils congregating in confined areas with associated lack of social distancing</p>	<p>School are currently operating staggered start and finish times to minimise numbers at school gates</p> <p>Signage in place to remind pupils of the need to maintain social distancing</p>	MEDIUM	<p>7.1 Continue the natural stagger of school start times with breakfast club to limit numbers arriving at the school at the same time and prevent the mixing of bubbles.</p> <p>7.2 Provide separate cloakroom facilities for different bubbles</p> <p>7.3 Discourage pupils from bringing personal items into School other than items for wellbeing, welfare and to support learning</p>	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

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			Floor markings in areas where hand overs take place to indicate 2m distances			
8.	Social distancing in classrooms	Staff Pupils The cognitive and mental immaturity of younger pupils may result in challenges for staff to maintain the understanding and compliance of pupils in observing 2m social distancing at all times	Signage in place to remind pupils of the need to maintain social distancing Desks/tables arranged to maintain 2m separation between pupils and staff	MEDIUM	<p>8.1 There is high scientific confidence that children have less severe symptoms than adults if they contract coronavirus and are less likely to transmit infection</p> <p>8.2 Current WP guidance has removed the requirement for pupils to social distance while seated at desks/tables</p> <p>8.3 Desks/tables of Year 2-6 pupils will be arranged so that pupils are seated side by side and facing forward rather than in groups that will encourage pupils to sit in face to face where appropriate.</p> <p>8.4 Teaching and support staff to minimum distance of 2m from pupils when teaching - use floor markings to indicate safe distances</p> <p>8.5 Teaching and support staff should assess and redesign lessons that require close/physical contact with pupils</p> <p>8.6 Teaching and support staff to maintain 2m distance from each other and other adults at all times</p> <p>8.7 Staff to wear face coverings in classrooms if 2m social distance is not possible.</p> <p>8.8 Staff to explain reason for new arrangements with pupils</p> <p>8.9 Verbal reminders for children to maintain distances</p>	LOW
9.	Poor adherence to social distancing measures	Staff Pupils Closure of classrooms or areas of the school during the current school closure could result in the creation of "pinch points" where		MEDIUM	<p>9.1 Social distancing remains a key measure in the prevention of the spread of Coronavirus. In Wales it is a legal requirement for adults to maintain a 2m physical distance between themselves and other adults.</p> <p>This includes all communal areas of the school:</p> <ul style="list-style-type: none"> • Staff rooms • Corridors • Toilets 	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
		2m distancing is compromised			<ul style="list-style-type: none"> • Dining rooms • Reception and office areas <p>It can also include outdoor activities such as supervising children, the handing over of children to/from parents and in school car parks.</p> <p>9.2 Where head teachers are considering closing off classrooms or areas of their school, they should review the routes through the school that will be followed by pupils and staff to identify any “pinch points” these arrangements could create. As part of this review, Headteachers and staff should physically track the movement of pupils and staff from where they enter the school, how they reach their classrooms and how they move around schools.</p> <p>Areas to consider will include:</p> <ul style="list-style-type: none"> • Drop off/collection points • Reception areas and entrances to schools • Corridors of less than 2m width • Times where large numbers of pupils may be using the same corridors • Entering the school at the start of the day or after breaks • Waiting for toilets or when washing their hands • Classrooms where communal activities take place- science, art, sports, PE, music • Dining rooms • Toilets • Staff rooms <p>9.3 Pupils, parents, and staff are more likely to comply with social distancing requirements if the reasoning behind these</p>	



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					<p>rules are explained and understood by all stakeholders, the rules are applied consistently, and poor practices are identified and corrected immediately. Headteachers should discuss the local requirements in their schools with staff and pupils at regular intervals and monitor compliance.</p> <p>9.4 Where schools are operating an onsite provision for KS2 pupils they should be sat 2m away from each other, though it is accepted that maintaining this with younger children can be challenging to achieve at all times</p> <p>9.5 If staff are deployed from outside the school to assist with teaching and learning, head teachers are to ensure that they are informed of the local procedures during their induction at the start of their first day in the school</p>	
10.	Cross infection in classrooms	<p>Staff - Pupils</p> <p>Cross infection via:</p> <ul style="list-style-type: none"> • hard surfaces • equipment • toys • pens/pencils/glue sticks • books • I Pads • Laptops • Hand contact surfaces <p>Coronavirus can survive on plastic and stainless-steel surfaces for up to 72 hours</p>	<p>Items that are not easily washable or wipeable have been removed from classrooms (e.g. soft toys, items with multiple small parts)</p> <p>Individual packs of pens, pencils, glue sticks etc, have been made up for use by individual pupils.</p> <p>Staff to monitor that these are not being shared. E.g. individual pen pots or cups with pupil's name</p>	MEDIUM	<p>10.1 Pupils should remain in their designated bubbles and where possible be taught in a single classroom at all times and teaching staff if essential should move between classes rather than pupils. It is recognised that this is not always possible and where this cannot be avoided, pupils should clean their desks before and after use</p> <p>10.2 There should be no mixing of pupils from different bubbles</p> <p>10.3 Where pupils have to move between classrooms for specialist intervention/subjects they should remain in their bubbles for these lessons</p> <p>10.4 Equipment etc should not be transferred between classrooms or bubbles wherever possible. If this cannot be avoided it should be cleaned/sanitised between different bubbles using Antibacterial cleaning wipes. This includes IT equipment.</p> <p>10.5 Head teachers should follow "FP Guidance for Re Opening Schools regarding the use and cleaning of small items of play equipment</p>	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
			<p>on each occupied desk or zip lock bags with pupil's name</p> <p>Soft toys removed from classrooms</p> <p>Cleaning procedures in place for small toys and play items</p>		<p>10.6 Staff should clean their desk and all equipment on entering a classroom</p> <p>10.7 All classrooms should be well ventilated using natural ventilation (opening windows) during the school day</p> <p>10.8. Effective cleaning regimes to be in place during the school day to include cleaning of all hand contact surfaces and all shared items including:</p> <ul style="list-style-type: none"> • desks and chairs • doors and handles • sinks, • toilets • light switches <p>10.9 Cleaning support should be co-ordinated with Caryl Williams</p>	
11.	Personal Hygiene	<p>Staff Pupils Visitors</p> <p>Cross infection in classrooms through coughing and sneezing or poor personal hygiene practices</p>	<p>Enhanced arrangements for hand washing facilities available at all schools including mobile hand wash stations</p> <p>Sanitising stations and wall mounted sanitising units set up at entrances to schools, classrooms, sports halls, and dining rooms</p> <p>Sanitising stations set up in classrooms</p>	MEDIUM	<p>11.1 Staff and pupils are to wash their hands frequently with soap and water for 20 seconds and dry thoroughly. In particular when</p> <ul style="list-style-type: none"> • entering the school at the start of the day • returning to class from break • before and after lunch • before and after using shared equipment • before and after sports/PE/Games <p>11.2 Hand sanitiser should be used if handwashing is not practicable due to time constraints – particularly at the start of the school day or in inclement weather</p> <p>11.3 Staff and pupils are to use a tissue or elbow to cough or sneeze and use foot operated pedal bins for tissue waste ('catch it, bin it, kill it')</p> <p>11.4 Parents should be asked to provide tissues for them children</p> <p>11.5 Ensure that the bins are emptied throughout the day</p> <p>11.6 School should provide supplies of tissues where pupils do</p>	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
			<p>Arrangements for schools to order and receive sufficient supplies of hand sanitiser, paper towels in place</p> <p>Age appropriate notices and posters are in place to encourage good hygiene practices.</p> <p>Signage to remind visitors to wash/sanitise hands in place</p>		<p>not have their own</p> <p>11.7 Pupils should be encouraged not to touch their mouth eyes and nose</p> <p>11.8 Schools should continue to encourage young children to learn and practise these habits through games, songs and repetition.</p> <p>11.9 Schools should review the availability and location of hand wash and sanitising stations and if required, increase the numbers available to pupils and staff prior to opening.</p> <p>11.10 Schools are to place orders for hand sanitisers, cleaning materials and pedal bins via PPE General</p>	
12.	Relaxation of adherence to current hand hygiene practices	<p>Staff -pupils</p> <p>Reduced adherence to good hand hygiene practices resulting in cross infection from touch surfaces</p> <p>Hand wash and sanitising stations not being available where classrooms or areas of schools have been closed</p>	<p>Head teachers and staff are following the guidance contained in the current school's risk assessment (version 3) for activities that require close contact with pupils</p> <p>Hand wash and sanitising stations in place in all schools</p>	MEDIUM	<p>12.1 Pupils and staff should continue to wash their hands more often than usual and particularly on entering the school at the start of the day and after being outside. They should always use the "20 second" techniques.</p> <p>12.2 Headteachers are to monitor that sufficient quantities of hand soap, paper towels (if used) and hand sanitiser is available to cope with the increased demand of handwashing. Caretakers or cleaners should monitor availability throughout the day to avoid them running out and preventing pupils or staff from handwashing.</p> <p>12.3 Staff are to monitor their pupils' handwashing procedures and encourage participation and good practices. Headteachers may want to consider introducing set times for younger pupils</p>	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
					to wash their hands in addition to the arrangements described above	
13.	Use of PPE in schools	<p>Staff -pupils</p> <p>Incorrect use of PPE</p> <p>Lack of availability of suitable PPE for school staff</p> <p>Possible increased risk from asymptomatic pupils with higher viral loads of the new variant of Covid</p>	<p>SAGE and TAG advice indicates that here is currently no requirement for school staff to use additional PPE when undertaking routine educational activities in classroom/school settings</p> <p>Head teachers and staff are following the guidance contained in the current school's risk assessment (version 3) for activities that require close contact with pupils</p>	MEDIUM	<p>13.1 Head teachers in mainstream settings and Leads in SEN settings are to review their Intimate Care Policies, pupil risk assessments and all other documents linked to personal care activities to ensure they contain up to date details of the requirement and provision of appropriate PPE for all staff who undertake the following activities:</p> <ul style="list-style-type: none"> • Being within 2m of a symptomatic pupil while they were isolated and waiting to be collected • Providing personal or intimate care in all settings • Supporting pupils with challenging behaviours including spitting • Providing a procedure that is categorised as an AGP <p>13.2 Head teachers in mainstream settings and Leads in SEN settings are to ensure that all staff have been trained in the correct donning/doffing/disposal of PPE and monitor compliance. This is to include settings that have pupils with challenging behaviours, particularly targeted spitting.</p> <p>13.3 In the context of the requirements for the use of PPE during the current coronavirus pandemic, a visor or face shield should not be regarded as a suitable alternative to a face covering or to a face mask if worn by itself.</p> <p>They are designed to protect the eyes from airborne droplets and are not effective as a face covering/mask as they cannot fit snugly around the nose and mouth as this could impair breathing and may fog.</p>	



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
					This information is to be provided to any staff who choose to wear a face visor without a face covering or face mask. 13.4 This guidance will be reviewed as appropriate and updated information will be provided to head teachers as it becomes available	
14.	Movement of staff, pupils, and visitors through school	Staff, pupils, and visitors Cross infection where width of corridors prevents users maintaining 2m social distancing while moving through school including: <ul style="list-style-type: none"> to and from lessons to and from breaks Cross infection where configuration of school creates “pinch points” as pupils and staff move around the school	Floor graphics in place to direct staff and pupils around one-way routes Designated entrances and exits in place Signage to remind pupils and staff of social distancing and one-way routes in place	MEDIUM	14.1 Pupils to remain in same class for all lessons wherever possible and teaching staff if essential, to move classes rather than pupils 14.2 Where pupils have to move to attend specialist subjects they should follow designated one-way routes and avoid areas where there are pupils from other bubbles 14.3 Pupils and staff to access and leave classrooms via external doors where possible to minimise traffic in corridors 14.4 Stagger break times and lunch times to limit numbers using corridors by allowing pupils to travel in contact groups 14.5 Visitors should be accompanied through school at all times and informed of the requirement to maintain 2m distance at all times 14.6 Staff and visitors are to wear face coverings in classrooms, corridors and public areas at all times in primary schools where 2m social distancing is not possible or cannot be maintained	LOW
15.	Staff, or visitors are using toilets in schools	Cross infection where size of toilets prevents adult users maintaining 2m social distancing while using toilets	All toilets have been assessed and marked with information on maximum capacity	MEDIUM	15.1 Medical emergencies or issues around dignity may mean that limits on numbers in toilets can be compromised if judged appropriate	LOW
16.	Lunch times	Staff – pupils – Catering staff – Supervisors: Queuing for meals	School meals have not been provided during Summer Term	HIGH	16.1 Handwash stations and sanitising units to be sited at the entrance and exit to dining rooms. Property Services assessed and fitted sanitising and handwash units in Summer 2020.	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
		<p>Catering staff serving food</p> <p>Clearing tables</p> <p>Supervising pupils</p> <p>Assisting with meals</p>			<p>16.2 Pupils should remain in their bubbles wherever possible for all meals. It is recognised that larger “lunch time bubbles” may need to be created where it is impractical to feed smaller bubbles within the allocated lunch time period</p> <p>16.3 Stagger mealtimes to limit numbers in dining room</p> <p>16.4 Create separate entrances and exits to dining room</p> <p>16.5 Meals are to be consumed outside wherever possible</p> <p>16.6 In primary schools where hot meals are served, pupils to clear plates and cutlery themselves</p> <p>16.7 Dining room/catering staff to clean tables and contact surfaces between bubbles- folding away table used and using next set of tables for the next bubble.</p> <p>16.8 Set up multiple areas to scrape plates and stack dirty crockery etc., to avoid congestion</p> <p>16.9 Floor markings to indicate 2m distance for pupils queuing to collect meals - this may also require physical barriers (airport style) if numbers are large</p> <p>16.10 Staff to maintain 2m distance between pupils and other staff when supervising pupils</p> <p>16.11 Perspex barriers may be required if height of servery is below head height of serving staff</p> <p>16.12 Tables and seats to be sanitised using appropriate cleaning methods and equipment between sittings.</p> <p>16.13 PPE General to be contacted for:</p> <ul style="list-style-type: none"> • supply of cleaning equipment & PPE • relevant notices and posters • staff training <p>16.14 Cleaning Services Manager Caryl Williams to be contacted for: cleaning advice</p> <ul style="list-style-type: none"> • cleaning training • PPE for Cleaners <p>16.16 Catering staff to wear face coverings in primary schools where 2m distancing cannot be maintained</p>	



LLANMILOE SCHOOL RISK ASSESSMENT



Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
					16.17 To maintain the designated table for each sitting so pupils from the same bubble will sit "face to face" to maximise.	
17	Play times/breaks	Supervising staff Pupils Size and/or configuration of play area prevents or restricts ability to maintain social distancing during play and break times Mixing of different class/year groups Games that encourage close physical contact	Staggered break times to prevent the mixing of class or year bubbles Use of separate play areas for classes or year groups	MEDIUM	17.1 Continue to stagger break times to minimise mixing of bubbles in playground at same time 17.2 Pupils should remain in their bubbles 17.3 Use separate entrances and exits for pupils to access playground(s) or access directly from classroom 17.4 Where ball games or games involving equipment are played, pupils should clean the equipment after use and wash/sanitise their hands 17.5 Supervisors to maintain 2m distance from other staff while maintaining effective lines of sight and preventing access to hazardous areas 17.6 Floor markings to indicate 2m distance for pupils queuing to re-enter school 17.7 Staff to use good judgement about whether to physically intervene to prevent pupils fighting or absconding (this will require a balanced judgement on an immediate risk of injury versus a risk of infection) 17.8 staff are to wash/sanitise their hands immediately after all contact with pupils	LOW
18	School gatherings including: school plays assemblies parents' evenings staff meetings	Staff Pupils Visitors Difficulty in maintaining social distancing where pupils and staff are together in confined areas	Schools have stopped all activities that bring pupils and staff together in large groups	HIGH	18.1 All events and activities that require the whole school or mixed bubbles to gather should be suspended until the current restrictions are lifted.	LOW
19.	Sports/PE lessons	Staff Pupils	Nil in current circumstances as PE	MEDIUM	19.1 Pupils should only take part in PE and sports in their bubbles 19.2 PE activities to be assessed and activities that encourage	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
		<p>Difficulty in maintaining 2m social distancing where groups of pupils and staff are together in confined areas such as changing rooms and showers</p> <p>Games that encourage close physical contact</p>	and sports have been suspended		<p>or require close physical contact between pupils and/or staff should be discontinued or modified to maintain social distancing e.g. rugby</p> <p>19.3 Activities should take place outdoors wherever possible</p> <p>19.4 All PE sessions will happen in the afternoon sessions and all children should come to school in their kit to avoid changing at school.</p> <p>19.5 Equipment used for PE and sport should be cleaned between pupil bubbles by pupils/school staff</p> <p>19.6 Pupils and staff to wash/sanitise hands before and after PE and sports activities</p> <p>19.7 Guidance from AFPE and Sports Governing Bodies e.g. WRU, FAW etc will be reviewed and guidance updated as appropriate</p>	
20.	Providing personal/intimate care	Staff Pupils	<p>School's Intimate /Personal Care Policy</p> <p>WHO's assessment that children present a low risk of transfer of infection</p> <p>Arrangements in place for schools to order and receive sufficient supplies of PPE based on risk assessment</p>	MEDIUM	<p>20.1 All schools who have pupils that require support with intimate care should have an up to date Intimate/Personal Care Policy</p> <p>20.2 All staff involved in providing personal or intimate care are to be made aware of the contents of the school's Intimate/Personal Care Policy</p> <p>20.3 Head teachers/ALNCOs are to ensure staff fully understand and follow the requirements of the school's Intimate/Personal Care Policy</p> <p>20.4 PPE as specified in the school's Intimate Care Policy must be provided and worn at all times when providing personal care</p> <p>20.5 Face masks are not required when undertaking this activity unless the pupil is displaying symptoms of Coronavirus and is awaiting collection from the isolation room.</p> <p>20.6 If providing personal/intimate care to a pupil who has symptoms of Coronavirus, staff must wear:</p> <ul style="list-style-type: none"> disposable gloves 	



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
					<ul style="list-style-type: none"> a disposable apron a fluid-resistant surgical face mask <p>20.7 If staff chose to wear face masks or face coverings through personal choice, they should be allowed to do so if it does not compromise communication with pupils.</p> <p>20.8 This will be kept under review and amended as required</p> <p>20.9 All PPE worn in 13.6 above must be disposed of in double black bags. These must be labelled and segregated from normal waste for 72 hours before disposal</p> <p>20.10 Staff must have ready access handwashing facilities every time they carry out personal care. The use of hand sanitisers are not sufficient to clean hands after providing personal care.</p> <p>20.11 PPE can be ordered via PPE General subject to a risk assessment</p> <p>20.12 All staff who are required to wear any level of PPE must receive training in the safe donning, doffing and disposal. Head teachers should contact Eddie Cummings for support with training</p>	
21.	School staff who have been identified as Clinically Extremely Vulnerable (CEV)	<p>Staff – Pupils</p> <p>The new variant of Covid may increase the risk of infection and subsequent outcomes for anyone identified as being CEV</p>	<p>As Wales has moved into Tier 4, the Chief Medical Officer has written to all staff classed as being CEV and advised them to stay at home</p> <p>CCC's HR procedures support this advice and are available for head teachers and staff</p>	HIGH	<p>21.1 If a CEV member of staff wants to attend work, the head teacher should discuss the opportunity and equipment to enable them to work from home. The arrangements for this option should be discussed and agreed between the head teacher and staff.</p> <p>21.2 Where staff work from home, head teachers are to put in place arrangement to monitor and support their mental health and wellbeing. Sion Walker can be contacted for advice with supporting staff who work from home</p> <p>21.3 Where CEV staff are insistent on attending school, the Headteacher is to discuss the increased risks of transmission</p>	MEDIUM



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
			The list of conditions of people classed as CEV can be found here		<p>associated with the new variant of Covid 19 and the effect this could have on their health.</p> <p>Headteachers are to also discuss the arrangements in place for their safety and the importance of their strict adherence to these measures.</p> <p>21.4 The Welsh Government advice to shield does not extend to those that fall into the clinically vulnerable category. For list please view here: or staff 'living with' EVC employees.</p> <p>Head teachers are to advise these staff to continue to follow the school's arrangements in place for their safety and the latest advice from Welsh Government</p> <p>21.5 Where staff still have concerns or head teachers are unsure of how to effectively support CEV staff, they should contact HR for up to date advice</p> <p>21.6 Expectant mothers beyond 28 weeks should work from home or in a non-public facing role in a Covid secure workplace where 2m social distancing can be maintained at all times</p>	
22.	Managing staff and pupils who develop symptoms during their time in school	<p>Staff – Pupils</p> <p>Increased risk of cross infection if staff or pupils who develop symptoms during their time in school are not supported quickly and effectively</p>	Head teachers are following the TTP guidance issued by Education and Children Services and Delta Wellbeing	MEDIUM	<p>22. 1 A suitable isolation room is available in the Intervention Space 'Y Cwtch' and is easily accessible.</p> <p>22.2 All staff are to be informed of any new arrangements for supporting pupils, including isolation procedures.</p> <p>22.3 Headteachers are to continue to forward details of positive cases using the appropriate e-form including details of the appropriate contact groups and via Delta Wellbeing if out of school hours</p>	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
					22.4 Headteachers should contact Allan Carter for advice on TTP arrangements	
23.	Symptomatic pupils, staff or visitors coming into schools	<p>Pupils Visitors Staff</p> <p>Anyone with symptoms of Coronavirus entering school premises and infecting others:</p> <ul style="list-style-type: none"> • A new continuous cough • A high temperature • Loss of taste or smell • Tested positive for Covid 19 in the past tendays • Live in a household with someone who has symptoms or have tested positive in previous 14 days • Anyone in the household who is required to self-isolate via TTP 	<p>TTP guidance Version 2 September 2020 made available to all schools on 17th September</p> <p>Infection Control (Version 5) Made available to school</p>		<p>23.1 Head teachers must ensure that pupils, staff, and visitors who have symptoms or has tested positive for Covid-19, or has someone in their household who has symptoms or has tested positive for Covid-19 do not enter school settings</p> <p>23.2 Daily Health Assessments will be replaced with an agreement between schools and parents that they will not allow symptomatic pupils or pupils who have been required to be isolated via TTP instructions to attend school</p> <p>23.3 Staff who develop symptoms outside of school hours are to stay away from school and inform their head teacher immediately</p> <p>23.4 Head teachers are to follow Infection Control and TTP protocols in the event of a pupil or member of staff becoming symptomatic outside of school hours see Section 20 below</p> <p>23.5 CCC to communicate requirements of TTP to all parents.</p> <p>23.6 Head teachers to ensure all staff understand their roles and responsibilities in the TTP process</p> <p>23.7 All visitors to school are to be asked if they have symptoms of Coronavirus or should they be self-isolating. They should not be allowed into school if they answer yes to any of the above.</p> <p>23.8 Schools should follow current Welsh Government advice that it is not necessary to test pupils' temperatures.</p>	MEDIUM
24	Staff Rooms	<p>Staff</p> <p>The size, configuration or fittings and furniture in staff rooms may make social distancing</p>	Staff rooms have been assessed for suitability and maximum capacity	MEDIUM	<p>24.1 Head teacher should continue to assess all staff rooms and other rooms used by staff for welfare or wellbeing to ensure 2m social distancing can be maintained</p> <p>24.2 The number of staff allowed in the staff at any one time is restricted to 1 if anyone is at photocopier and 2 if at sink and</p>	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
		difficult to implement and maintain	<p>Signage is in place to identify the maximum number of staff who can use the staff room at any one time</p> <p>Notices displayed in appropriate areas to remind staff of the importance of personal hygiene and social distancing</p> <p>Hand wash/sanitising facilities in place</p>		<p>on the phone. This may also be commensurate with keeping staff and pupils in their bubbles.</p> <p>24.3 The hall, as a larger room, will be utilised as a space to allow for social distancing or to hold staff meetings if not online.</p> <p>24.4 Staff encouraged to clean hand contact surfaces such as:</p> <ul style="list-style-type: none"> • fridge handles • microwave handles • cupboard handles • kettle handles • toaster handles <p>24.5 Head teachers to discuss these arrangements with staff.</p> <p>24.6 Head teachers and SLTs are to actively monitor that staff are maintaining 2m social distancing at all times</p>	
25	Administrative and reception areas	<p>Staff Pupils Visitors</p> <p>The size, configuration or fittings and furniture in administrative areas, reception areas, and waiting rooms may make social distancing difficult to implement and maintain</p>	<p>Visitors to school are by appointment only to control visitor numbers</p> <p>Reception areas have been assessed by Property and where required, Perspex screens have been installed to provide a physical barrier between reception staff and visitors</p> <p>Sanitising stations in all reception areas</p>	MEDIUM	<p>25.1 Head teacher should assess all reception, administration rooms to ensure 2m social distancing can be maintained at all times and handwashing or sanitising stations are in place for visitors</p> <p>25.2 All rooms/areas where this is not possible should be closed and alternate arrangements put in place</p> <p>25.3 Where administrative staff share offices, it has been considered if staff can work from home to reduce numbers of staff in offices - 1 admin officer is currently working from another school as her base.</p> <p>25.4 Head teachers to identify if administrative staff can share duties and attend school at different times to limit numbers</p> <p>25.6 Windows should be left open where possible to provide good ventilation</p> <p>25.7 Fans and fan heaters should not be used in classrooms or other enclosed spaces</p> <p>25.8 Where staff are required to interact with visitors then face masks and shields should be worn.</p>	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
			Signage in place to require visitors to sanitise hands and maintain 2m distance from staff and others		<p>25.9 Where glass partitions are not fitted, head teachers should contact Property to install appropriate Perspex screens as a high priority if not already in place</p> <p>25.10 Until Perspex screens are fitted, staff should retreat 2m from the "hatch" when speaking to visitors or pupils</p> <p>25.11 As neither of these options are practical the receptions for visitors and parents has been closed and we are only accepting queries via telephone or emails (unless in an emergency or to collect an unwell child)</p> <p>25.12 Shared equipment (photo copiers, telephones etc) to be sanitised after use and 2m exclusion zone to be marked to maintain social distancing between users</p> <p>25.13 Head teacher to ensure supply of appropriate cleaning/sanitising materials are available for administrative staff – Cleaning Services and PPE General can be contact for advice with cleaning and cleaning materials</p> <p>25.14 Head teachers are to ensure that all staff are fully informed of the safe arrangements for their administrative areas.</p> <p>25.15 All visitors entering and using public areas of the school are required to wear face coverings</p> <p>25.16 Schools should have signage in place to inform visitors of these requirements and maintain a stock of face coverings that can be provided to visitors if required</p>	
26.	Staffing levels	<p>Staff</p> <p>Pupils</p> <p>Sickness absence, shielding, self-isolation or other causes of absence mean that head teachers do not have available staff in safety critical roles</p>	Head teachers have appropriate cover in place for numbers of pupils and staff attending during Summer Term	HIGH	<p>26.1 Head teachers to ensure that sufficient numbers of competent and/or qualified staff are available to fulfil the following roles when the school reopens with increased pupil numbers</p> <ul style="list-style-type: none"> • Paediatric First Aiders • Playground supervisors • Fire wardens • Daily safety checks (fire, water, security) • On site traffic management (if appropriate) 	MEDIUM



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
					<ul style="list-style-type: none"> Specialist support for SEND pupils (manual handling, Proact Scip, PBM etc.) <p>26.2 If there are insufficient numbers of competent and/or qualified staff to fulfil these roles, head teachers should contact Aneirin Thomas immediately</p> <p>26.3 Head teachers to review Fire Evacuation plans to be to reflect possible amendments to staffing levels.</p> <p>26.4 Head teachers to contact Eddie Cummings to discuss training needs for staff</p>	
27	Provision of qualified first aiders in the event of staff shortages	<p>Staff – Pupils - Visitors</p> <p>Sickness absence, shielding, self-isolation or lapse in First Aid qualifications mean that head teachers do not have sufficient numbers of qualified First Aiders</p>	<p>HSE have extended existing first aid qualification that expired from end of March</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p>	MEDIUM	<p>27.1 Head teacher to monitor availability of qualified first aiders (daily/weekly) and apply for places on the First Aid courses available.</p> <p>27.2 A minimum of one Paediatric First Aider will be available where there are pupils aged four or under</p> <p>27.3 First Aiders to be informed of new guidance regarding mouth to mouth ventilation</p> <p>27.4 Head teachers to ensure appropriate PPE is available for first aiders (disposable gloves and aprons)</p> <p>27.4 Head teachers and First aiders are aware that responses from emergency services may be longer than usually expected and staff may have to support casualties for longer than usual</p> <p>27.5 Head teachers should not allow staff to transport casualties to hospital without the permission or advice of the emergency services</p>	MEDIUM
28	Pupils, staff, or visitors who develop symptoms of Coronavirus	<p>Staff Pupils</p> <p>Cross infection between pupils and staff if</p>	<p>Infection Control Guidance Ver.5 issued by Education & Children Services</p>	HIGH	<p>28.1 Head teacher is familiar with the Infection Control guidance (Version 5) and Test Trace Protect Operational Guidance that has been made available to schools via PORTH and apply the appropriate procedure, including TTP requirements if a pupil displays symptoms</p>	MEDIUM



LLANMILOE SCHOOL RISK ASSESSMENT



Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
		<p>symptomatic pupils are not supported effectively and efficiently</p> <p>These symptoms include:</p> <ul style="list-style-type: none"> • A new continuous cough • A high temperature • Loss of taste or smell • Tested positive for Covid 19 in the past seven days • Live in a household with someone who has symptoms or have tested positive in previous 14 days 	<p>Test Trace Protect Operational Guidance (Version 2 – September 2020) issued by Education & Children Services</p>		<p>28.2 Head teachers are to ensure all staff understand their roles and responsibilities regarding infection control and TTP procedures in schools– in particular for those staff who will deputise in the absence of the head teacher- Mrs Julianna Bransden and Miss Sara Morgan (Safeguarding Deputies)</p> <p>28.3 A copy of the TTP Operational Guidance has been made available to all staff</p> <p>28.4 In addition to the infection control arrangements detailed in appendix 3 of the operational guidance, in the event of a member of staff or pupil developing symptoms of Coronavirus, the head teacher is to report the details to Delta Wellbeing by calling 0300 333 2222 or emailing TTP@deltawellbeing.org.uk</p> <p>28.5 It is the responsibility of the head teacher to report all instances of symptomatic staff even if where they do not have line management responsibilities for that person e.g. catering, cleaning</p> <p>28.6 Head teachers are to collate the information detailed at appendix 2 of the operational guidance to pass onto Delta Wellbeing</p> <p>28.7 If a pupil develops symptoms outside of school hours, it is the responsibility of parents/guardians to immediately report this to Delta Wellbeing – 0300 333 222 or email TTP@Deltawellbeing.org.uk.</p> <p>28.8 If staff develop symptoms outside of school hours, it is their responsibility to immediately report this to Delta Wellbeing – 0300 333 222 or email TTP@Deltawellbeing.org.uk and inform their head teacher.</p> <p>28.9 If a pupil or staff member receives a positive Covid-19 test result the TTP Team will contact the school to advise of the next steps to follow.</p> <p>28.10 Symptomatic pupils should be isolated from other pupils and their parents contacted to collect the pupil immediately</p> <p>28.11 Symptomatic pupils must not travel on dedicated school transport and should not be taken home by school staff</p>	



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
					<p>28.12 Staff supporting pupils with suspected symptoms should maintain 2m distance wherever possible</p> <p>28.13 Where keeping 2m distance is not achievable, staff are to wear the following PPE:</p> <ul style="list-style-type: none"> • Disposable aprons • Disposable gloves • Fluid-resistant surgical masks • Eye protection should also be worn if there is a risk from coughing, spitting or vomit. <p>28.14 All PPE worn by staff supporting a pupil with suspected symptoms are to be disposed of in double black bags, labelled and segregated from normal waste for 72 hours</p> <p>28.15 Staff should use their professional judgement to determine the level and type of support a pupil in isolation may require. Particularly in the case of younger children or ALN pupils who may be distressed.</p> <p>28.16 The room used to isolate the child should be locked after use and Cleaning Services contacted to discuss the period of closure before arranging the appropriate level of cleaning before bringing back into use</p> <p>28.17 Head teachers should follow the advice from National Deaf Children's Society if staff are wearing a Fluid-resistant surgical mask while supporting a pupil with hearing loss: https://www.facebook.com/112180125505122/videos/3087775494640238 and https://www.ndcs.org.uk/blog/the-impact-of-face-masks-on-deaf-children/</p>	
29.	Supply teachers, Peripatetic	Staff Pupils	Existing school safety procedures	MEDIUM	<p>29. 1 For practical reasons it is expected that temporary staff can move between schools</p>	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
	teachers, and/or other temporary staff	Movement of temporary staff between classes			<p>29.2 Head teachers are to ensure that all temporary staff are made aware of the specific management arrangements in their school on their first morning at the school including one-way routes, hand hygiene regimes, requirement for social distancing and cleaning regimes.</p> <p>29.3 Head teachers are to ensure that all temporary staff are made aware of their roles and responsibilities regarding Infection Control and TTP procedures</p>	
30.	Cleaning	<p>Staff</p> <p>Pupils</p> <p>Unavailability of trained cleaners in schools</p> <p>High risk touch surfaces not sanitised</p>	<p>Government cleaning guidelines being followed in schools https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Cleaning staff trained in appropriate techniques and correct use of cleaning chemicals</p> <p>Appropriate cleaning and sanitising chemicals assessed and in use by cleaning services</p>	MEDIUM	<p>30.1 Schools are to liaise with Cleaning Services to ensure appropriate cleaning regimes are in place for all schools and specialist settings.</p> <p>30.2 Cleaning Services will ensure all staff involved in cleaning activities in schools are trained in the correct use of cleaning chemicals and associated techniques</p> <p>30.3 In classrooms, offices, staff rooms etc. hand contact surfaces including handles, table-tops, light switches, computers, chair arms and any other equipment that is likely to have been regularly touched during the day should be sanitised with appropriate wipes by school staff</p> <p>30.4 Concerns with cleaning procedures, staffing etc. are to be raised with the Cleaning Services manager immediately</p>	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
31	Visitors to Schools	<p>Staff Pupils Visitors</p> <p>Visitors with Coronavirus entering school premises</p> <p>Failure to manage social distancing and hygiene practices of visitors with increased risk of infection</p>	<p>Schools have arrangements in place to manage visitors:</p> <ul style="list-style-type: none"> • Visits by appointment only • 2m distancing in receptions • Perspex screen in reception areas • Handwash and sanitising stations 	HIGH	<p>31.1 Head teachers are to ensure that all staff are fully informed of the safe arrangements for managing visitors.</p> <p>31.2 Visitors including parents should be discouraged from attending the school unless essential for a pupil's education, safety, wellbeing, or health</p> <p>31.3 Where possible, meetings should be conducted via telephone, Skype, Microsoft Teams, Zoom etc.</p> <p>31.4 Contractors should be asked to attend outside of school hours wherever possible</p> <p>31.5 If the meeting/works are deemed essential and has to be held at the school then visitors are to be given an appointment time to arrive at reception and appropriate safety information for gaining entry to the school</p> <p>31.6 On arrival visitors should be admitted by the appropriate member of staff and asked to wash/sanitise their hands and advised of the procedures for social distancing in place in the school.</p> <p>31.7 Visitors are required to wear face coverings in all areas of the school.</p> <p>31.8 A designated room should be used for meetings that is of a sufficient size and configuration to accommodate the number of people required to attend the meeting and maintain 2m social distancing.</p> <p>31.9 All windows should be opened to maintain good ventilation</p> <p>31.10 The room should be laid out prior to the meeting with tables and chairs a minimum distance of 2m apart.</p> <p>31.11 Another room should be used If this cannot be achieved</p> <p>31.12 After the meeting has finished, the room should be closed and cleaned before being used again.</p> <p>31.13 The head teacher should confirm the room has been cleaned and is ready to be reused</p>	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
					<p>31.14 All instances of non- compliance with a school's procedures by staff from Carmarthenshire County Council (including contractors) should be reported to their Manager immediately and forwarded to Simon Davies</p> <p>31.15 Where there are instances of non- compliance with a school's procedures by parents, they will be written to with a reminder of what they are required to do and why it is important in managing the risk of Covid-19</p> <p>31.16 Visitors are required to wear face coverings in all indoor public areas of the school unless they are exempt or have a reasonable excuse</p>	
32.	<p>Contractors working on school sites:</p> <p>Maintenance Inspections</p> <p>Servicing</p> <p>Repairs</p> <p>Grounds maintenance</p> <p>Food deliveries</p> <p>Refuse collection</p>	Failure of contractors to adhere to social distancing and personal hygiene procedures	All LA appointed contractors have been vetted and have had appropriate Coronavirus safety training	HIGH	<p>32.1 Schools should contact Property Services via their usual arrangements to procure contractors for any works that are required during the current situation. This includes emergency – out of hours.</p> <p>32.2 Where possible works should be scheduled for times when the school is unoccupied.</p> <p>32.3 On arrival the procedures in 23.3 & 23.4 above should be followed at all times.</p> <p>32.4 The head teacher should discuss their planned activities while on site and confirm that their activities are not likely to compromise social distancing measures or place staff or pupils at risk</p> <p>32.5 If work has to take place during school hours or other times when pupils are present, the head teacher should confirm with the contractors that they have appropriate measures in place to prevent contact with pupils or staff</p> <p>32.7 All concerns with the activities/actions of contractors should be raised immediately with Property - 01267 225819 and Simon Davies informed</p> <p>32.8 If necessary, head teachers should request contractors to stop work immediately (if it can be done safely)</p>	MEDIUM



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
					32.9 Contractors are required to wear face coverings in all indoor public areas of the school unless they are exempt or have a reasonable excuse	
33.	Supporting pupils with ALNs in Mainstream Schools, Specialist Settings and 0-3 provision Including where there are challenging behaviours	<p>Staff - Pupils</p> <p>Where social distancing is difficult to maintain due to:</p> <ul style="list-style-type: none"> • Behavioural issues • Cognitive abilities • Personal care • Medical interventions • First Aid • Support with moving and handling <p>Where temporary staff are working with ALN pupils</p>	<p>ALN pupils have Care and Behaviour Plans in place</p> <p>Specialist staff training in place for all staff who support ALN pupils</p> <p>Arrangements in place for schools to order and receive supplies of PPE based on risk assessment</p>	MEDIUM	<p>33.1 Head teachers and ALNCOs are to review their current pupil centred risk assessments and associated Care and Behavioural Plans to ensure they contain the relevant details on supporting pupils safely and that all staff working with ALN pupils hold the relevant competencies, specialist training and qualifications required to work with an individual pupil</p> <p>33.2 Head teachers and ALNCOs are to meet regularly with staff working in SEN settings to monitor compliance with safety arrangements and discuss concerns or issues of noncompliance.</p> <p>33.3 Head teachers and ALNCOs who have staff who undertake interventions with pupils including nasogastric (NG) feeding through the nose, PEG (percutaneous Endoscopic gastrostomy) or AGPs with pupils are to ensure they are trained to carry out these activities, understand the procedures required to manage any increased risks of infection resulting from Covid -19 and have the appropriate PPE and other specific arrangements available</p>	LOW
34.	Supporting pupils with behavioural needs who can exhibit violent or aggressive behaviours	<p>Staff - Pupils</p> <p>Where physical contact is probable due the pupil's behaviour including:</p> <ul style="list-style-type: none"> • Spitting 	<p>ALN pupils have Care and Behaviour Plans in place</p> <p>Specialist staff training in place for all staff who support ALN</p>	MEDIUM	<p>34.1 Head teachers should ensure pupils with symptoms of Coronavirus are not admitted to their schools or specialist settings via Parent/School Agreements</p> <p>34.2 Head teacher/ALNCO are to ensure all staff working with ALN pupils have the relevant and current competencies, specialist training and qualifications required to work with an individual pupil</p> <p>34.3 Up to date risk assessments and associated Care and</p>	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
	including spitting	<ul style="list-style-type: none"> • Hitting • Scratching • Hair pulling • Grabbing • Pushing • Intentional touching 	<p>pupils who exhibit aggressive behaviours</p> <p>WHO's assessment that children present a low risk of transfer of infection</p> <p>Arrangements for schools to order and receive sufficient supplies of PPE based on risk is in place</p>		<p>Behavioural Plans must be in place for each ALN pupil</p> <p>34.4 Staff must have access to all relevant documentation and information for the pupils they are supporting and follow the appropriate management arrangements</p> <p>34.5 If these are not available or up to date, Head teachers and ALNCO's are to contact LA for advice</p> <p>34.6 PPE as identified in the pupil's risk assessment/care plan is to be worn when required and disposed of after use</p> <p>34.7 The following PPE should be supplied by the school and worn by all staff who support pupils who have been identified as having behaviours including spitting, licking, kissing, or dribbling:</p> <ul style="list-style-type: none"> • Disposable gloves • Disposable aprons • Reusable face visor <p>34.8 Face visors must not be shared between staff and should be cleaned between use</p> <p>34.9 Where pupils' spitting is an issue, staff should be allowed sufficient time to wash affected body areas and must have easy access to soap, hot and cold water and means of drying hands.</p> <p>34.10 If appropriate, staff should be allowed time and facilities to change their contaminated clothing and securely store contaminated clothing</p> <p>34.11 Staff should wash contaminated clothing using a normal wash at 60C or above</p> <p>34.12 Contaminated surfaces should be cleaned after every instance of spitting – consult Cleaning Services for advice</p> <p>34.13 Staffing levels should be reviewed to facilitate time for appropriate personal hygiene practices</p> <p>34.14 Head teacher is to liaise PPE General to ensure continuity of supply for PPE, hand sanitiser etc.</p> <p>34.15 If the risks associated with a pupil's violent or aggressive</p>	

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
					behaviour cannot be managed, head teachers should take advice on whether the school is the safest setting for the pupil, staff, and other pupils 34.16 Head teachers/ALENCOS should contact Paul Williams – EOTAS Manager for advice on managing aggressive behaviours and associated training	
35	Out of Hours Emergencies	School Premises Anyone attending after school activities Key holders being unavailable due to sickness absence, shielding, self-isolation or other causes of absence resulting in a failure or delay in calling/or facilitating entry to emergency services or Property Compliance	Schools maintain list of key holders	LOW	35.1 Head teacher to check school’s list of keyholders is accurate and everyone on the list is aware of their roles and responsibilities. 35.2 Develop a contingency plan for other staff to take on these roles in the event that the existing Key Holders are unavailable 35.3 Roles and responsibilities and appropriate procedures should be documented (including all emergency contact details) and made available to all key holders	LOW
36	Anxiety at being in schools and the new variant of Covid	Staff – Pupils -Parents Confidence in management arrangements to safeguard pupils and staff	SAGE and TAG advice is that there is no evidence for differences in routes of transmission or different survival on surfaces. There is no evidence that the new variant	HIGH	36.1 Head teachers are to meet regularly with their staff to ensure they fully understands how risks are being managed in their school, along with their staff’s roles and responsibilities. 36.2 Head teachers should provide opportunities via meetings and briefings for staff to raise concerns. 36.3 Head teachers should hold “one to one” meetings with all staff to discuss individual anxieties and concerns. The Individual Risk Assessment should be used to support staff	MEDIUM



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
			increases the likelihood of worse health outcomes for children or adults.		returning to school and discuss the outcomes of these assessments with staff, in particular where their risk rating is high. 36.4 Head teachers may want to consult with Trade Union Representatives regarding measures to provide reassurance to staff	
37	Increased risk of aggressive behaviour towards school staff from parents or others	Teaching staff Administrative staff Site Manager/Caretaker Aggressive behaviour from parents whose children cannot attend school or disagree with the arrangements the school has in place. e.g. social distancing procedures, opening or closing times etc. This can be face to face, via telephone or social media	Managing Personal Safety Toolkit available for all head teachers	MEDIUM	37.1 Head teachers are to adopt a “zero tolerance” to aggressive or abusive behaviour towards all school staff 37.2 Head teachers to use the “Managing Personal Safety Toolkit” to identify, assess and manage incidents involving aggressive or abusive behaviour towards their staff 37.3 All incidents involving aggressive behaviour to be reported to LA via Incident Reporting procedures and where appropriate the police 37.4 Staff are to be informed of the requirement to report all incidents to the school management team 37.5 Staff are to be informed of the support available if they in receipt of this behaviour 37.6 LA’s Health and Safety Advisors to monitor incident reports and contact appropriate head teachers with advice and guidance	MEDIUM
38	Practical lessons that may require pupils to work in groups or staff to come within the 2m distancing to	Staff Pupils Teaching Assistants Lessons including: <ul style="list-style-type: none">• Music	Specialist guidance from CLEAPS, DATA etc. is available and should be followed at all times	HIGH	38.1 A standalone risk assessment has been developed to manage practical based lessons. 38.2 Head teachers, Heads of Department, teaching staff and pupils are to be made aware of and follow the guidance contained in this risk assessment 38.3 Guidance from advisory groups including CLEAPS and DATA should be reviewed for updates and amendments in specialist subject areas	MEDIUM



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
	support or assist pupils	<ul style="list-style-type: none"> • Science experiments • Art • Design & technology • PE & Sports 				
39	Use of Lateral Flow Tests (LFTs) in Schools	Staff - Pupils	<p>Welsh Government (WG is implementing a programme of LFTs for close contacts of positive cases in Secondary schools initially and Primary School in the future.</p> <p>Schools have been provided with guidance and training from WG</p> <p>Head teachers have attended WG webinars</p>	MEDIUM	39.1 All schools involved in the LFT process will receive support and guidance from Education & Children Services Working Group	MEDIUM
40	Vaccines for school staff	Staff	None required at this time	Not Known at this time	<p>40.1 The Welsh Government has announced a “fast track” vaccination programme for school staff who are identified as providing intimate care to pupils.</p> <p>Details of the vaccination programme for these staff is not available at this time, but schools will be informed of arrangements as soon as they are available.</p>	Not Known at this time



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
41	Managing Fire Safety	<p>Staff Pupils Visitors</p> <p>Staff and pupils in classrooms and unfamiliar areas of the school</p> <p>Staff and pupils unfamiliar with the location of manual call points</p> <p>Staff and pupils unfamiliar with fire evacuation routes and assembly points</p> <p>New routes into and through schools</p>	<p>Fire Management Plan and School specific evacuation plan in place</p> <p>Head teachers attended Premises Responsible Persons training</p> <p>Fire Awareness training undertaken with school staff</p>	HIGH	<p>41.1 Head teacher to review Fire Management Plan and Evacuation Plan and discuss appropriate evacuation Arrangements routes with all staff. In particular staff who have not been in school prior to the Autumn Term</p> <p>41.2 Head teacher to carry out fire drill with all pupils and staff when school re opens. This may require multiple drill as pupils return to school</p> <p>41.3 Social distancing to be maintained at fire Assembly Points</p> <p>41.4 Head teacher to monitor evacuation, record in Fire Management Plan and pass on information to staff</p> <p>41.5 Property Compliance should be contacted immediately if there are any concerns with a school's fire management arrangements - 01267 225866</p>	MEDIUM
42	Press and media interest	<p>Staff Pupils</p> <p>Intrusive media interest may cause stress and anxiety for staff</p> <p>Negative publicity for school or LA</p>	<p>LAs Media advice available</p>	MEDIUM	<p>42.1 Where schools are contacted by a member of the press, over the phone, or in person, they should be referred to LAs Marketing and Media Team. Email pressoffice@carmarthenshire.gov.uk or call 01267 224900 (ext. 4900)</p> <p>32.2 All staff including administrative staff should be informed of the procedure for dealing with media enquiries</p>	LOW
43	Transporting ALN pupils to and from school Currently N/A	<p>Staff Pupils Passenger Assistants</p>	<p>Nil in current circumstances</p>	HIGH	<p>43.1 Transport Network manager and vehicle operators to Review management arrangements currently in place to support PAs and pupils on school transport and will develop a risk assessment to include the management arrangements for this activity</p>	MEDIUM

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
	at Llanmiloe	<p>Difficulty with maintaining social distancing in the confines of taxis/minibuses</p> <p>Managing challenging behaviour in the confines of taxis/minibuses</p>			<p>43.2 Passenger assistants to be informed of appropriate arrangements for Social Distancing on school transport and to report all instances of non-compliance to schools and Transport Network Manager</p> <p>43.3 Schools may need to allow more time for pupils to arrive at school as more buses are required to transport pupils arrangements for Social Distancing on school transport and to report all instances of non-compliance to schools and Transport Network Manager</p> <p>34.4 Transport Network Manager to ensure appropriate PPE is available for all PAs</p> <p>43.5 All incidents involving aggressive behaviour towards PAs to be recorded and reported to LA via Incident Reporting System</p> <p>43.6 Where pupils display extremely challenging behaviour that present an increased risk to staff, the Network is to request a safety review with the school, social worker etc.</p>	
44	Social distancing when transporting pupils to school in buses	<p>Staff Pupils Passenger Assistants</p> <p>Pupils failing to maintain appropriate social distancing measures implemented on school transport</p>	Welsh Parliament guidance available and should be followed at all times	MEDIUM	<p>44.1 Transport Network manager and vehicle operators to develop management arrangements and liaise with schools and communicate these to schools</p> <p>44.2 Passenger assistants to be informed of appropriate arrangements for Social Distancing on school transport</p> <p>44.3 All instances of non-compliance are to be reported to the schools and Transport Network Manager</p> <p>44.4 All reported deliberate breaches of social distancing to be reviewed and disciplinary action taken as appropriate</p>	MEDIUM
45	Lettings	Failure to manage lettings resulting in visitors using school premises introducing an increased risk of	Nil under the current situation	HIGH	<p>45.1 Head teachers should suspend all current Letting arrangements until guidance can be developed regarding cleaning arrangements etc.</p> <p>45.2 Head teachers should contact Simon Davies for further advice</p>	MEDIUM



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
		transmission of Coronavirus. Non contractual arrangements in place with Lettings regarding Covid Secure cleaning arrangements				
46	School Trips and Educational Visits	Pupils - staff	All school trips are risk assessed and where appropriate, entered on the EVOLVE system	MEDIUM	<p>46.1 Schools should follow the advice provided by OEAP when planning outdoor activities: https://oeapng.info/downloads/download-info/4-4k-coronavirus/</p> <p>46.2 Welsh Government advice is that schools should not undertake overseas educational trips.</p> <p>46.3 Schools should use transport operators contracted to CCC wherever possible and the trip teacher should contact the transport operator and be familiar with their control measures and communicate these to all staff and pupils on the trip</p> <p>46.4 School should contact the activity venue(s) ahead of the trip to discuss their arrangements to manage the risk of infection</p> <p>46.5 Schools who have their own transport must ensure that as a minimum the following management arrangement are in place:</p> <ul style="list-style-type: none"> • Driver to clean vehicle (in particular hand contact surfaces) before and after each journey using sanitising wipes • The seats immediately behind the driver to remain unoccupied at all times • The driver and other adults are to remain 2m apart at all times – this may involve the driver dismounting from the vehicle when children and other adults get on and off the minibus 	MEDIUM



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
					<ul style="list-style-type: none"> Children and adults should wash/sanitise their hands when getting on/off the vehicle The driver and other adults should carry and use hand sanitiser regularly during the journey and after all contact with children If a child/adult becomes ill at any time during the journey the trip leader should inform their line manager and the infection control and TTP procedures relevant for their settings followed In this event the vehicle will be put out of use and will require an enhanced clean – Cleaning services should be contacted for advice 	
47	Use of face coverings	<p>Staff – Pupils</p> <p>Cross infection if face coverings are not worn correctly or are handled improperly</p>	<p>All pupils and staff in secondary schools and some primary schools are issued with two reusable face coverings that comply with current WHO and Welsh Government standards</p> <p>Posters and notices in place to inform/remind staff and pupils of the requirement to wear face coverings</p> <p>Head teachers follow Welsh Government guidance on when and where face coverings</p>	MEDIUM	<p>47.1 Primary school head teachers are to review their arrangements for the wearing of face coverings, particularly in corridors and other communal areas (including staff rooms), where 2m physical distancing is difficult or cannot be maintained, or where they have closed classrooms or areas of their school.</p> <p>47.2 If head teachers are unsure of whether face coverings are required, they should contact Eddie Cummings or Adam Butler for advice</p> <p>47.3 New arrangements or changes must be communicated to staff immediately</p> <p>47.4 Head teachers in all schools are to monitor the wearing of face coverings for compliance and correct use</p> <p>47.5 To ensure pupils and staff are wearing and handling their face coverings correctly and safely, head teachers are to provide additional information on:</p>	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
			are to be worn in and around schools		<ul style="list-style-type: none"> • safe storage when not in use • the importance of changing face coverings when wet, soiled or discarding when damaged • the correct fitting and wearing of face coverings i.e. covering mouth and nose at all times • the need for regular laundering • not “fiddling” with them • the importance of handwashing/sanitising after donning/doffing and adjusting. <p>47.6 Appendix 1 of the guidance for schools placed on Porth and Head Teacher’s Teams Channel on 12th January 2021 provides the information to be communicated to all wearers of face coverings.</p>	
48	Use of ICT equipment by different Bubbles	Staff Pupils Possible cross infection between users	None – ICT rooms not used prior to September	MEDIUM	<p>48.1 Pupils to wash/sanitise hands on entering room</p> <p>48.2 Pupils to clean all ICT equipment with sanitising wipes before and after use. In particular:</p> <ul style="list-style-type: none"> • Keyboards • Mouse • Mouse mat • Desktop <p>48.3 Staff are to supervise the cleaning and correct poor practice or non-compliance</p> <p>48.4 Used wipes are to be placed in a pedal bin and pupils to wash/sanitise hands after cleaning</p> <p>48.5 Head teacher to ensure supplies of sanitising wipes are always available</p> <p>48.6 Sanitising wipes can be ordered via PPE General</p>	LOW
49	Use of electric fans in classrooms Currently N/A	Staff Pupils Increased the risk of transmission in the	None - new activity for this term	MEDIUM	<p>49.1 Fans and fan heaters are not to be used in classrooms and other enclosed areas of the school</p>	LOW



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
	at Llanmiloe	event of an infected person being present				
50	Pupils who use public transport to and from school – Currently N/A at Llanmiloe	Pupils Potential infection of pupil and spread to other pupils, staff, or wider community due to public transport being an “uncontrolled environment”	None – new activity for this term	HIGH	50.1 Pupils should be encouraged to sit by themselves (or with siblings) and distance themselves from other travellers where possible 50.2 Pupils over 11 are required to wear 3-layer face coverings while travelling on public transport. 50.3 All pupils should wash/sanitise their hands when putting on and taking off their face coverings and when entering school 50.4 When not being worn, face coverings should be kept in a waterproof bag	MEDIUM
51	Expectant mothers returning to teaching and teaching support duties	Expectant mothers beyond 28 weeks	Until 01 st September expectant mothers beyond 28 weeks would have been at home CCC follow Welsh Government advice CCC offer Occupational Health support and advice where required	HIGH	51.1 Expectant mothers beyond 28 weeks should work from home or in a non-public facing role in a Covid secure workplace where 2m social distancing can be maintained at all times 51.2 Where schools implement and maintain the above management arrangements, they should be considered to be “Covid secured” environments 51.3 Head teachers and returning expectant mothers should discuss the arrangements they are to follow while in school and identify any situations where they could be placed at risk of infection due to difficulties with maintaining 2m social distancing. These could include: <ul style="list-style-type: none"> • Playground supervision duties • Dining room supervision duties • One to one support • Practical activities in lessons – D&T, science, PE • Handover of pupils in morning and evening • Breakfast Clubs • Use of staff rooms • Administrative areas 	MEDIUM



LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
					<ul style="list-style-type: none"> • Reception areas • Caretaking <p>51.4 Where any of these situations are identified, appropriate control measures (including avoiding these duties or roles) are to be agreed and implemented.</p> <p>51.5 Head teachers should contact HR or Occupational Health for advice if required</p>	
52	Marking schoolbooks	Staff Transmission of infection from books during marking	None – activity suspended during previous term	LOW	<p>52.1 As Covid 19 is primarily transmitted via respiratory routes there is little available evidence that it can be transmitted from books to people.</p> <p>52.2 Staff should avoid setting homework or other activities that require pupils to bring in work from home that requires marking or accessing wherever possible.</p> <p>52.3 Where this cannot be avoided, staff should consider if the work can be uploaded onto an electronic platform and marked/assessed remotely</p> <p>52.4 Staff must wash their hands after marking books</p> <p>52.5 This guidance will be kept under review and updated as appropriate</p>	LOW



MANAGEMENT ACTION PLAN

MANAGEMENT ACTION PLAN							
AREA / ACTIVITY / TASK BEING ASSESSED:		USE AND OPERATION OF CCC PREMISES DURING COVID-19 PANDEMIC					
Further actions necessary to control or reduce risk	Action by	Priority for action based on level of residual risk	Target completion date	Actual completion date	Comments	Initials	
1	Head teachers are to develop a bespoke version of this generic risk assessment that details the specific control measures and management arrangements relevant to their schools	Head Teacher	High	Prior to half Term	23/09/20	V2 Generic risk assessment considered and developed to create bespoke version in line with the current control measures in place at Llanmiloe School. Review again after half term unless circumstances change or monitoring shows a need to review before this date.	JP
2	Head teachers to undertake a review of their current risk assessment and add appropriate guidance from this risk assessment and other available guidance	Head teacher	High	13 th February 2021	21/03/21		JP
3	Head teachers to arrange staff meeting to discuss new arrangements including ventilation, face coverings and hand hygiene	Head teacher	High	13 th February 2021 or when staff return to school	15/02/21		JP
4	Head teachers to discuss safe working arrangements with all staff identified as CEV	Head teacher	High	13 th February 2021 or when staff return to school	15/02/21		JP
5	Head teachers to review the location of hand washing/sanitising stations and relocate if required	Head teacher	High	18 th January 2021	20/02/21		JP
	Head teachers/ALNCOs to review their Intimate Care Policies and associated training and PPE provision	Head teacher	High	18 th January 2021	20/02/21		JP



LLANMILOE SCHOOL RISK ASSESSMENT

	Head teacher/ALNCOs to review their Individual Pupil Care and Behaviour Plans and associated training and PPE provision	Head teacher	High	18 th January 2021	20/02/21		JP
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