

<b>AREA / ACTIVITY / TASK BEING ASSESSED:</b>		<b>September Opening of Schools and Early Years Settings with Full Pupil Numbers During Covid-19 Pandemic</b>	
<b>DEPARTMENT:</b>		Education & Children Services	
<b>SERVICE:</b>		Schools and Early Year Settings	
<b>REFERENCE NO.</b>	<b>VERSION</b>	<b>DATE OF ASSESSMENT</b>	<b>DATE OF NEXT REVIEW</b>
	02	16/09/2020	16/12/2020
<b>Description of operations and scope of assessment:</b>		Generic risk assessment for Carmarthenshire County Council Schools and Early Years settings to Open for Autumn Term 2020 during Covid-19 Pandemic	
<ul style="list-style-type: none"> <li>• Activities,</li> <li>• Environment(s)</li> <li>• Equipment, materials etc.</li> </ul>		Individual schools and early years settings will have to determine if they can comply with the control measures contained in this document and amend their current arrangements as appropriate	
<b>Location of assessment</b>		All Schools and Early Year Settings	
<b>Legislation / Management standards</b>		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	
<b>Other relevant safety documentation (if applicable):</b>		<b>TITLE</b>	<b>REFERENCE NO.</b>
		<a href="https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19">https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19</a>	Version 3
		<a href="#">Guide to Educational Settings - Covid 19 Planning Guide for Primary Schools</a>	
		<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>	
		<a href="https://gov.wales/guidance-supporting-vulnerable-and-disadvantaged-learners">https://gov.wales/guidance-supporting-vulnerable-and-disadvantaged-learners</a>	
<b>Name of Risk Assessor(s)</b>		<b>Job Title:</b>	<b>Signature(s) of Risk Assessor(s)</b>
Gareth Morgans		Director of Education & Children Services	<i>Gareth Morgans</i>
Simon Davies		Head of Access to Education	
Eddie Cummings		Senior Business Partner (Working Safely)	E Cummings

Public Health Wales Advice to Minimise COVID-19 risks

# RISK ASSESSMENT

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

Schools and educational settings should ensure that they implement 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 learners and staff.

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

**Head teachers should amend the contents of this generic risk assessment to create a bespoke version for their schools that includes the specific procedures, practices and management arrangements that are in place in their school. This should be signed off by the Head teacher and Chair of Governors**

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments by building on the learning to date and the practices they have already developed. This will enable them, to consider the additional risks and control measures to put in place for a return to full capacity in the autumn term.

Essential measures include:

- Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.
- Minimise contact between individuals wherever possible. For younger learners the emphasis will be on separating groups, and for older learners it will be on distancing
- How contacts are reduced will depend on the school's circumstances and should include:
  - grouping learners together in discreet contact groups
  - avoiding contact between groups as much as possible
  - arranging classrooms with forward facing desks, recognising this may not be possible or appropriate in all schools/settings
  - staff maintaining distance from learners and other staff as much as possible
- Cleaning hands thoroughly more often than usual via handwashing or the use of hand sanitisers.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Ensure good ventilation is available in all indoor areas
- Continue enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and disinfectants.
- 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.

Schools and settings, working with their local authority health and safety adviser and trade unions, should also review and update their wider risk assessments and consider the need for relevant revised controls considering the implications of COVID-19.

Head teachers and managers of support services including Transportation, Catering and Cleaning should 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.**

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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, and schools and settings must consider how to implement this. Schools and settings must 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. Schools must consider how to best implement this and do everything possible within their 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 to apply is to reduce the number of contacts between learners and staff. This can be achieved through keeping groups separate 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 (especially at secondary schools).

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 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 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 contact groups 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 contact groups brings a number of educational and operational challenges which restricts 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 the autumn term for the resumption of the full range of curriculum subjects, schools may need to change the emphasis on contact groups, increasing the size of the groups, but staying within their system of controls and building into their risk-assessments.

In secondary schools, particularly in the older age groups at Key Stages 4 and 5, the contact groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and for learners to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in the younger years at secondary (Key Stage 3), schools may be able to implement smaller groups 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 contact groups. Whatever the size of the group, they should be kept apart from other groups where possible and those age

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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. Some schools may keep learners in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care, and transport. Siblings may also be in different groups. Making efforts to keep these groups at least partially separate and minimising contacts between learners will still offer public health benefits as it reduces the network of possible direct transmission.



All teachers and staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, 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 needed to enable a full educational offer.

Where mixing between groups cannot be avoided, schools and practitioners should run the approach to risk estimation and management process to reduce the risk of transmission between contact groups.



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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.	<b>Parents and children waiting at school gates to drop off and collect pupils</b>	<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>		<p>1.1 Pupils to arrive at school in pre-determined class, year group, half year group etc. contact groups</p> <p>1.2 Continue to stagger school start times to limit numbers arriving at the school at the same time if practical</p> <p>1.3 Schools should 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 contact groups arrive</p> <p>1.4 Keep school gates open to avoid congestion</p> <p>1.5 Use separate entrance and exit gates for pupil groups and parents if practical</p> <p>1.6 Parents should be requested that only one person is present to drop off / collect pupils</p> <p>1.7 Information regarding changes to school arrangements to be provided to parents prior to the school re-opening for Autumn Term</p>	



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2.	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>		<p>2.1 Continue to stagger school start times to limit numbers arriving at the school at the same time if practical</p> <p>2.2 Pupils to arrive at school in pre-determined class, year group, half year group etc. contact groups</p> <p>2.3 Handover to continue to take place in playgrounds rather than inside school buildings wherever possible</p> <p>2.4 Use separate collection/drop offs points for pupil groups</p> <p>2.5 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>2.6 Staff are to maintain 2m between themselves and other staff</p> <p>2.7 All staff involved in handover of pupils to be briefed on the arrangements for the dropping off and collection of pupils</p> <p>2.8 Information regarding changes to school arrangements to be provided to parents prior to the school re-opening for Autumn Term</p> <p>2.9 SLT to monitor compliance as appropriate</p>	

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3.	Pupils using cloakroom or lockers	Pupils Pupils congregating in confined areas with associated lack of social distancing	School are currently operating staggered start and finish times to minimise numbers at school gates  Signage in place to remind pupils of the need to maintain social distancing  Floor markings in areas where hand overs take place to indicate 2m distances		3.1 Continue to stagger school start times to limit numbers arriving at the school at the same time and prevent the mixing of contact groups if practical 3.2 Provide separate cloakroom facilities for different contact groups 3.3 Discourage pupils from bringing personal items into School other than items for wellbeing, welfare and to support learning	

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4.	<b>Social distancing in classrooms</b>	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		<p>4.1 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>4.2 Current WP guidance has removed the requirement for pupils to social distance while seated at desks/tables</p> <p>4.3 Desks/tables to be arranged so that pupils are seated side by side and facing forward rather than in pods that will encourage pupils to sit in face to face arrangements</p> <p>4.4 Teaching and support staff to minimum distance of 2m from pupils when teaching - use floor markings to indicate safe distances</p> <p>4.5 Teaching and support staff should assess and redesign lessons that require close/physical contact with pupils</p> <p>4.5 Teaching and support staff to maintain 2m distance from each other and other adults at all times</p> <p>4.8 Staff to explain reason for new arrangements with pupils</p> <p>4.9 Verbal reminders for children to maintain distances</p>	





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5.	<p><b>Cross infection in classrooms</b></p>	<p>Staff - Pupils Cross infection via:</p> <ul style="list-style-type: none"> <li>• hard surfaces</li> <li>• equipment</li> <li>• toys</li> <li>• pens/pencils/glue sticks</li> <li>• books</li> <li>• I Pads</li> <li>• Laptops</li> <li>• Hand contact surfaces</li> </ul> <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 on each occupied desk or zip lock bags with pupil's name</p> <p>Soft toys removed</p>		<p>5.1 Pupils should remain in their designated contact groups and where possible be taught in a single classroom at all times and teaching staff 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>5.2 There should be no mixing of pupils from different contact groups</p> <p>5.3 Where pupils have to move between classrooms for specialist subjects they should remain in their contact groups for these lessons</p> <p>5.4 Equipment etc should not be transferred between classrooms or contact groups wherever possible. If this cannot be avoided it should be cleaned/sanitised between different contact groups using Antibacterial cleaning wipes. This includes IT equipment.</p> <p>5.5 Head teachers should follow "FP Guidance for Re Opening Schools regarding the use and cleaning of small items of play equipment</p> <p>5.6 Staff should clean their desk and all equipment on entering a classroom</p> <p>5.7 All classrooms should be well ventilated using natural ventilation (opening windows) during the school day</p> <p>5.8. 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"> <li>• desks and chairs</li> <li>• doors and handles</li> <li>• sinks,</li> </ul>	



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6.	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> <p>Arrangements for schools to order and receive sufficient supplies of hand sanitiser, paper towels in place</p> <p>Age appropriate notices and</p>		<p>6.1 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"> <li>• entering the school at the start of the day</li> <li>• returning to class from break</li> <li>• before and after lunch</li> <li>• before and after using shared equipment</li> <li>• before and after sports/PE/Games</li> </ul> <p>6.2 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>6.3 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>6.4 Parents should be asked to provide tissues for them children</p> <p>6.5 Ensure that the bins are emptied throughout the day</p> <p>6.6 School should provide supplies of tissues where pupils do not have their own</p> <p>6.7 Pupils should be encouraged not to touch their mouth eyes and nose</p> <p>6.8 Schools should continue to encourage young children to learn and practise these habits through games, songs and repetition. In particular pupils who have not been in school prior to the start of Autumn Term</p> <p>6.9 Schools should review the availability and location of hand</p>	



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7.	<p><b>Movement of staff, pupils, and visitors through school</b></p>	<p>Staff, pupils, and visitors</p> <p>Cross infection where width of corridors prevents users maintaining 2m social distancing while moving through school including:</p> <ul style="list-style-type: none"> <li>• to and from lessons</li> <li>• to and from breaks</li> </ul> <p>Cross infection where configuration of school creates “pinch points” as pupils and staff move around the school</p>	<p>Floor graphics in place to direct staff and pupils around one-way routes</p> <p>Designated entrances and exits in place</p> <p>Signage to remind pupils and staff of social distancing and one-way routes in place</p>		<p>7.1 Pupils to remain in same class for all lessons wherever possible and teaching staff to move classes rather than pupils</p> <p>7.2 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 contact groups</p> <p>7.3 Continue to stagger school start times to limit numbers using corridors at the start and end of day</p> <p>7.4 Create one-way system to control movement through school - route to be signed and floor markings used to identify routes</p> <p>7.5 Pupils and staff to access and leave classrooms via external doors where possible to minimise traffic in corridors</p> <p>7.6 Stagger break times and lunch times to limit numbers using corridors by allowing pupils to travel in contact groups</p> <p>7.7 Visitors should be accompanied through school at all times and informed of the requirement to maintain 2m distance at all times</p> <p>7.8 Staff and visitors are to wear face coverings in corridors and public areas at all times in secondary schools and in primary schools where 2m social distancing is not possible or cannot be maintained</p>	



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8.	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		<p>8.1 Head teachers to explain rationale and limits on numbers to all staff who have not been in school prior to opening for Autumn Term</p> <p>8.4 Medical emergencies or issues around dignity may mean that limits on numbers in toilets can be compromised if judged appropriate</p>	



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9.	Lunch times	<p>Staff - pupils - Catering staff - Supervisors :</p> <p>Queuing for meals Catering staff serving food Clearing tables Supervising pupils Assisting with meals</p>	School meals have not been provided during Summer Term		<p>9.1 Handwash stations and sanitising units to be sited at the entrance and exit to dining rooms (handwash stations in secondary schools only). Property Services have assessed and fitted sanitising and handwash units in Summer holidays.</p> <p>9.2 Secondary schools to operate a “Grab and Go” or “Grab And Deliver” system for school meals until 14/09/20<sup>th</sup></p> <p>9.3 Pupils should remain in their contact groups wherever possible for all meals. It is recognised that larger “lunch time contact groups” may need to be created where it is impractical to feed smaller contact groups within the allocated lunch time period</p> <p>9.4 Stagger mealtimes to limit numbers in dining room</p> <p>9.5 Create separate entrances and exits to dining room</p> <p>9.6 Meals are to be consumed outside wherever possible or in classrooms in the event of inclement weather</p> <p>9.7 In primary schools where hot meals are served, pupils to clear plates and cutlery themselves</p> <p>9.8 Dining room/catering staff to clean tables and contact surfaces between contact groups</p> <p>9.9 Set up multiple areas to scrape plates and stack dirty crockery etc., to avoid congestion</p> <p>9.10 Catering Department to consider the use of disposables</p> <p>9.11 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>	



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10.	Play times/breaks	<p>Supervising staff Pupils</p> <p>Size and/or configuration of play area prevents or restricts ability to maintain social distancing during play and break times</p> <p>Mixing of different class/year groups</p> <p>Games that encourage close physical contact</p>	<p>Staggered break times to prevent the mixing of class or year bubbles</p> <p>Use of separate play areas for classes or year groups</p>		<p>10.1 Continue to stagger break times to minimise mixing of contact groups in playground at same time</p> <p>10.2 Pupils should remain in their contact groups</p> <p>10.3 Where possible use separate entrances and exits for pupils to access playground(s) or access directly from classroom</p> <p>10.4 Where ball games or games involving equipment are played, pupils should clean the equipment after use and wash/sanitise their hands</p> <p>10.5 Where possible arrange the playground into “zones” to prevent overcrowding or mixing of contact groups</p> <p>10.6 Supervisors to maintain 2m distance from other staff while maintaining effective lines of sight and preventing access to hazardous areas</p> <p>10.7 Floor markings to indicate 2m distance for pupils queuing to re-enter school</p> <p>10.8 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)</p> <p>10.9 staff are to wash/sanitise their hands immediately after all contact with pupils</p>	

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11.1.	<p>School gatherings including:</p> <ul style="list-style-type: none"> <li>school plays</li> <li>assemblies</li> <li>parents' evenings</li> <li>staff meetings</li> </ul>	<p>Staff Pupils Visitors</p> <p>Difficulty in maintaining social distancing where pupils and staff are together in confined areas</p>	<p>Schools have stopped all activities that bring pupils and staff together in large groups</p>		<p><b>11.1</b> All events and activities that require the whole school or mixed contact groups to gather should be suspended until the current restrictions are lifted unless pupils/staff can be accommodated in a room large enough to accommodate single contact groups while maintaining social distancing</p> <p><b>11.2</b> All rooms used for this purpose should be well ventilated (windows opened) and cleaned before being reused for other activities and between contact groups</p> <p><b>11.3</b> The cleaning between contact groups should be managed by school staff</p>	

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1 2.	Sports/ PE lessons	<p>Staff Pupils</p> <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>	Nil in current circumstances as PE and sports have been suspended		<p>12.1 Pupils should only take part in PE and sports in their contact groups</p> <p>12.2 PE activities to be assessed and activities that encourage or require close physical contact between pupils and/or staff should be discontinued or modified to maintain social distancing e.g. football, or rugby</p> <p>12.3 Activities should take place outdoors wherever possible</p> <p>12.4 Changing rooms if used should be cleaned between contact groups by school staff</p> <p>12.5 Equipment used for PE and sport should be cleaned between pupil contact groups by pupils/school staff</p> <p>12.6 Pupils and staff to wash/sanitise hands before and after PE and sports activities</p> <p>12.7 Guidance from AFPE and Sports Governing Bodies e.g. WRU, FAW etc will be reviewed and guidance updated as appropriate</p>	




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13.	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>		<p><b>13.1</b> All schools who have pupils that require support with intimate care should have an up to date Intimate/Personal Care Policy</p> <p><b>13.2</b> 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><b>13.3</b> Head teachers/ALNCOs are to ensure staff fully understand and follow the requirements of the school's Intimate/Personal Care Policy</p> <p><b>13.4</b> PPE as specified in the school's Intimate Care Policy must be provided and worn at all times when providing personal care</p> <p><b>13.5</b> 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><b>13.6</b> If providing personal/intimate care to a pupil who has symptoms of Coronavirus, staff must wear:</p> <ul style="list-style-type: none"> <li>• disposable gloves</li> <li>• a disposable apron</li> <li>• a fluid-resistant surgical face mask</li> </ul> <p><b>13.7</b> 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. The supply and cleaning of these items will be the responsibility of the individual member of staff.</p> <p><b>13.8</b> This will be kept under review and amended as</p>	



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14.	High risk or vulnerable staff	Staff Those in the “ <i>extremely vulnerable</i> ” and “ <i>at increased risk of severe illness</i> ”	Staff and pupils who are classed as extremely vulnerable have previously been shielding and not attending school		<p>14.1 All staff in the extremely vulnerable category who have previously received a shielding letter from the Chief Medical Officer for Wales or are concerned about returning to school should complete the Individual Risk Assessment and discuss the results with their head teacher: <a href="https://ourpeople.carmarthenshire.gov.wales/our-people/coronavirus-guidance/safe-working-practices-during-covid-19/individual-risk-assessment/">https://ourpeople.carmarthenshire.gov.wales/our-people/coronavirus-guidance/safe-working-practices-during-covid-19/individual-risk-assessment/</a></p> <p>14.2 Where the outcome of the risk assessment indicates that a member of staff is at a higher risk when returning to school Head teachers and staff should discuss the specific local arrangements in place to keep them safe. These will include:</p> <ul style="list-style-type: none"> <li>• maintaining 2m social distancing</li> <li>• hand hygiene</li> <li>• cleaning</li> <li>• wearing of face coverings in communal areas</li> </ul> <p>14.3 Where appropriate risk controls measures cannot be maintained or staff still feel that their safety is at risk, head teachers should contact HR, Occupational Health or Health and Safety for further advice</p> <p>14.4 Head teachers should keep a record of all meetings</p>	



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Item index	Identifying 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)
15.	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"> <li>• A new continuous cough</li> <li>• A high temperature</li> <li>• Loss of taste or smell</li> <li>• Tested positive for Covid 19 in the past tendays</li> <li>• Live in a household with someone who has symptoms or have tested positive in previous 14 days</li> <li>• Anyone in the househo</li> </ul>	<p>TTP guidance Version 2 September 2020 made available to all schools on 17<sup>th</sup> September</p> <p>Infection Control (Version 5) Made available to school</p>		<p><b>15.1</b> 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><b>15.2</b> 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><b>15.3</b> Staff who develop symptoms outside of school hours are to stay away from school and inform their head teacher immediately</p> <p><b>15.4</b> 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><b>15.5</b> CCC to communicate requirements of TTP to all parents.</p> <p><b>15.6</b> Head teachers to ensure all staff understand their roles and responsibilities in the TTP process</p> <p><b>15.7</b> 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><b>15.8</b> Schools should follow current Welsh Government advice that it is not necessary to test pupils' temperatures.</p>	



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Item index	Identifying 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	Staff Rooms	Staff The size, configuration or fittings and furniture in staff rooms may make social distancing difficult to implement and maintain	Staff rooms have been assessed for suitability and maximum capacity  Signage is in place to identify the maximum number of staff who can use the staff room at any one time  Notices displayed in appropriate areas to remind staff of the importance of personal hygiene and social distancing  Hand wash/sanitising facilities in place		<p><b>16.1</b> 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><b>16.2</b> Head teachers may need to restrict the number of staff accessing staff rooms at any time. This may also be commensurate with keeping staff and pupils in their contact groups.</p> <p><b>16.3</b> Head teachers may want to utilise larger rooms as a staff that will allow for social distancing or to hold staff meeting</p> <p><b>16.4</b> Staff encouraged to clean hand contact surfaces such as:</p> <ul style="list-style-type: none"> <li>• fridge handles</li> <li>• microwave handles</li> <li>• cupboard handles</li> <li>• kettle handles</li> <li>• toaster handles</li> </ul> <p><b>16.5</b> Head teachers to discuss these arrangements with staff, in particular those who have not been in school prior to start of Autumn Term</p> <p><b>16.6</b> Head teachers and SLTs are to actively monitor that staff are maintaining 2m social distancing at all times</p>	



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Item index	Identifying 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)
17	Administrative, reception areas and waiting rooms	<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> <p>Signage in place to require visitors to sanitise hands and maintain 2m distance from staff and others</p>		<p>17.1 Head teacher should assess all reception, administration and waiting rooms to ensure 2m social distancing can be maintained at all times and handwashing or sanitising stations are in place for visitors</p> <p>17.2 All rooms/areas where this is not possible should be closed and alternate arrangements put in place</p> <p>17.3 Where administrative staff share offices, head teachers should consider if staff can work from home to reduce numbers of staff in offices</p> <p>17.4 Head teachers to identify if administrative staff can share duties and attend school at different times to limit numbers</p> <p>17.5 Where this is not possible then offices should be arranged where staff are seated a minimum of 2m apart and desks positioned so they are not facing each other or as a last resort, Perspex screens fitted to separate staff</p> <p>17.6 Windows should be left open where possible to provide good ventilation</p> <p>17.7 Fans and fan heaters should not be used in classrooms or other enclosed spaces</p> <p>17.8 Where staff are required to interact with visitors, pupils etc. glass partitions (if in place) should be kept closed</p> <p>17.9 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>	



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Item index	Identifying 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)
18.	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>	<p>Head teachers have appropriate cover in place for numbers of pupils and staff attending during Summer Term</p>		<p><b>18.1</b> Head teachers to ensure that sufficient numbers of competent and/or qualified staff are available to fulfil the following roles when the school reopens for Autumn Term with increased pupil numbers</p> <ul style="list-style-type: none"> <li>• Paediatric First Aiders</li> <li>• Playground supervisors</li> <li>• Fire wardens</li> <li>• Daily safety checks (fire, water, security)</li> <li>• On site traffic management (if appropriate)</li> <li>• Specialist support for SEND pupils (manual handling, Proact Scip, PBM etc.)</li> </ul> <p><b>18.2</b> If there are insufficient numbers of competent and/or qualified staff to fulfil these roles, head teachers should contact <a href="#">Aneirin Thomas</a> immediately</p> <p><b>18.3</b> Head teachers to review Fire Evacuation plans to be to reflect possible amendments to staffing levels.</p> <p><b>18.4</b> Head teachers to contact <a href="#">Eddie Cummings</a> to discuss training needs for staff</p>	

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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)
19.	Provision of qualified first aiders in the event of staff shortages	Staff - Pupils - Visitors  Sickness absence, shielding, self-isolation or lapse in First Aid qualifications mean that head teachers do not have sufficient numbers of qualified First Aiders	HSE have extended existing first aid qualification that expired from end of March <a href="https://www.hse.gov.uk/coronaviruses/first-aid-and-medicals/first-aid-certificate-coronaviruses.htm">https://www.hse.gov.uk/coronaviruses/first-aid-and-medicals/first-aid-certificate-coronaviruses.htm</a>		<p><b>19.1</b> Head teacher to monitor availability of qualified first aiders (daily/weekly) and apply for places on the First Aid courses available in September where there are gaps in provision</p> <p><b>19.2</b> A minimum of one Paediatric First Aider must be available where there are pupils aged four or under</p> <p><b>19.3</b> First Aiders to be informed of new guidance regarding mouth to mouth ventilation</p> <p><b>19.4</b> Head teachers to ensure appropriate PPE is available for first aiders (disposable gloves and aprons)</p> <p><b>19.4</b> Head teachers and First aiders should be 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><b>19.5</b> Head teachers should not allow staff to transport casualties to hospital without the permission or advice of the emergency services</p>	

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Item index	Identifying 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)
20.	Pupils, staff, or visitors who develop symptoms of Corona virus	<p>Staff Pupils</p> <p>Cross infection between pupils and staff if symptomatic pupils are not supported effectively and efficiently</p> <p>These symptoms include:</p> <ul style="list-style-type: none"> <li>• A new continuous cough</li> <li>• A high temperature</li> <li>• Loss of taste or smell</li> <li>• Tested positive for Covid 19 in the past seven days</li> <li>• Live in a household with someone who has symptoms or have tested positive in previous 14</li> </ul>	<p>Infection Control Guidance Ver.5 issued by Education &amp; Children Services</p> <p>Test Trace Protect Operational Guidance (Version 2 - September 2020) issued by Education &amp; Children Services</p>		<p><b>20.1</b> Head teacher to be familiar with the Infection Control guidance (Version 5) and Test Trace Protect Operational Guidance (Version 2 - September 2020) that has been made available to schools via Teams and apply the appropriate procedure, including TTP requirements if a pupil displays symptoms</p> <p><b>20.2</b> 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</p> <p><b>20.3</b> A copy of the TTP Operational Guidance Version 2 September 2020 should be made available to all staff</p> <p><b>20.4</b> 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 <a href="mailto:TTP@deltawellbeing.org.uk">TTP@deltawellbeing.org.uk</a></p> <p><b>20.5</b> 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><b>20.6</b> Head teachers are to collate the information detailed at appendix 2 of the operational guidance to pass onto Delta Wellbeing</p> <p><b>20.7</b> 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</p>	





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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)
21.1.	Supply teachers, Peripatetic teachers, and/or other temporary staff	Staff Pupils Movement of temporary staff between classes	Existing school safety procedures		<p>21.1 For practical reasons it is expected that temporary staff can move between schools</p> <p>21.2 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>21.3 Head teachers are to ensure that all temporary staff are made aware of their roles and responsibilities regarding Infection Control and TTP procedures</p>	



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Item index	Identifying 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.	Cleaning	<p>Staff 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  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></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>		<p>22.1 Schools are to liaise with Cleaning Services to ensure appropriate cleaning regimes are in place for all schools and specialist settings.</p> <p>22.2 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>22.3 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>22.4 Concerns with cleaning procedures, staffing etc. are to be raised with the <a href="#">Cleaning Services manager</a> immediately</p>	



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Item index	Identifying 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)
23.	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"> <li>• Visits by appointment only</li> <li>• 2m distancing in receptions</li> <li>• Perspex screen in reception areas</li> <li>• Handwash and sanitising stations</li> </ul>		<p>23.1 Head teachers are to ensure that all staff are fully informed of the safe arrangements for managing visitors. In particular staff who have not been in school prior to the start of Autumn Term</p> <p>23.2 Visitors including parents should be discouraged from attending the school unless essential for a pupil's education, safety, wellbeing, or health</p> <p>23.3 Where possible, meetings should be conducted via telephone, Skype, Microsoft Teams, Zoom etc.</p> <p>23.4 Contractors should be asked to attend outside of school hours wherever possible</p> <p>23.5 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>23.6 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>23.7 Visitors are required to wear face coverings in all areas of the school except classrooms</p> <p>23.8 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>23.9 All windows should be opened to maintain good</p>	



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Item index	Identifying 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)
24.	<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>	<p>Failure of contractors to adhere to social distancing and personal hygiene procedures</p>	<p>All LA appointed contractors have been vetted and have had appropriate Coronavirus safety training</p>		<p>24.1 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>24.2 Where possible works should be scheduled for times when the school is unoccupied.</p> <p>24.3 On arrival the procedures in 23.3 &amp; 23.4 above should be followed at all times.</p> <p>24.4 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>24.5 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>24.7 All concerns with the activities/actions of contractors should be raised immediately with Property - 01267 225819 and Simon Davies informed</p> <p>24.8 If necessary, head teachers should request contractors to stop work immediately (if it can be done safely)</p> <p>24.9 Contractors are required to wear face coverings in all indoor public areas of the school unless they are exempt or have a reasonable excuse</p>	



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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)
25.	Supporting pupils with ALNs in Mainstream Schools, Specialist Settings and 0-3 provision	<p>Staff - Pupils</p> <p>Where social distancing is difficult to maintain due to:</p> <ul style="list-style-type: none"> <li>• Behavioural issues</li> <li>• Cognitive abilities</li> <li>• Personal care</li> <li>• Medical interventions</li> <li>• First Aid</li> <li>• Support with moving and handling</li> </ul> <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>		<p>25.1 Head teachers/ALNCO's are to ensure all staff working with ALN pupils must hold the relevant competencies, specialist training and qualifications required to work with an <b>individual pupil</b></p> <p>25.2 Up to date risk assessments and associated Care and Behavioural must be in place for each ALN pupil</p> <p>25.3 Staff must have access to all relevant documentation and information for the pupils they are supporting</p> <p>25.4 Head teachers/ALNCO's are to contact LA for advice If these are not available or up to date</p> <p>25.5 Staff should not use manual handling equipment or attempt to lift pupils unless they have been trained in the correct techniques and safe use of equipment</p> <p>25.6 <a href="#">Eddie Cummings</a> should be contacted for advice with moving and handling training</p> <p>25.7 PPE as identified in the pupil's risk assessment/care plan to be worn when required and disposed of after use</p> <p>25.8 Staff undertaking medical interventions (e.g. nasogastric (NG) feeding through the nose or PEG (percutaneous Endoscopic gastrostomy) or ASPs with pupils must be fully trained to carry out these activities and be aware of the procedures to manage any increased risks of infection resulting from Covid -19</p> <p>25.9 The following PPE is to be supplied by the school and must be worn by all staff who support pupils who have been identified as requiring these interventions in 25.8:</p> <ul style="list-style-type: none"> <li>• Disposable gloves</li> </ul>	



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Item index	Identifying 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)
26.	Supporting pupils with behavioural needs who can exhibit violent or aggressive behaviours including spitting	<p>Staff - Pupils</p> <p>Where physical contact is probable due the pupil's behaviour including:</p> <ul style="list-style-type: none"> <li>• Spitting</li> <li>• Hitting</li> <li>• Scratching</li> <li>• Hair pulling</li> <li>• Grabbing</li> <li>• Pushing</li> <li>• Intentional touching</li> </ul>	<p>ALN pupils have Care and Behaviour Plans in place</p> <p>Specialist staff training in place for all staff who support ALN 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><b>26.1</b> Head teachers should ensure pupils with symptoms of Coronavirus are not admitted to their schools or specialist settings via Parent/School Agreements</p> <p><b>26.2</b> Head teachers/ALNCO's are to ensure all staff working with ALN pupils have the relevant and current competencies, specialist training and qualifications required to work with an <b>individual pupil</b></p> <p><b>26.3</b> Up to date risk assessments and associated Care and Behavioural Plans must be in place for each ALN pupil</p> <p><b>26.4</b> Staff must have access to all relevant documentation and information for the pupils they are supporting and follow the appropriate management arrangements</p> <p><b>26.5</b> If these are not available or up to date, Head teachers and ALNCO's are to contact LA for advice</p> <p><b>26.6</b> PPE as identified in the pupil's risk assessment/care plan is to be worn when required and disposed of after use</p> <p><b>26.7</b> 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"> <li>• Disposable gloves</li> <li>• Disposable aprons</li> <li>• Reusable face visor</li> </ul> <p><b>26.8</b> Face visors must not be shared between staff and should be cleaned between use</p> <p><b>26.9</b> Where pupils' spitting is</p>	

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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)
27	<b>Out of Hours Emergencies</b>	<p>School Premises</p> <p>Anyone attending after school activities</p> <p>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</p>	Schools maintain list of key holders		<p><b>27.1</b> Head teacher to check their school's list of keyholders is accurate and everyone on the list is aware of their roles and responsibilities.</p> <p><b>27.2</b> Develop a contingency plan for other staff to take on these roles in the event that the existing Key Holders are unavailable</p> <p><b>27.1</b> Roles and responsibilities and appropriate procedures should be documented (including all emergency contact details) and made available to all key holders</p>	

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Item index	Identifying 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)
28	Anxiety at returning to school	<p>Staff Pupils Parents Governors Local Councillors</p> <p>Anxiety about returning to school after significant absence</p> <p>Confidence in management arrangements to safeguard pupils and staff</p>	<p>Many staff have worked in Hubs or have returned to school during the three weeks of Summer Term</p> <p>Welsh Government has developed a <a href="#">Workforce Risk Assessment Tool</a> for staff and line managers to identify individual risk levels for staff</p>		<p><b>28.1</b> Head teachers are to ensure every member of staff fully understands how risks are being managed in their school along with staff's roles and responsibilities. In particular staff who have not been in school prior to the start of Autumn Term</p> <p><b>2.82</b> Head teachers should provide opportunities via meetings, staff briefings for staff to raise concerns.</p> <p><b>28.3</b> Head teachers to hold "one to one" meetings with all staff to discuss individual anxieties and concerns. The <a href="#">Individual Risk Assessment</a> should be used to support staff returning to school</p> <p><b>28.4</b> Head teachers should discuss the outcomes of these assessments with staff, in particular where their risk rating is high.</p> <p><b>28.5</b> In these cases head teachers and staff should identify aspects of their roles and responsibilities that increase their risk and agree measures to manage or reduce these risks</p> <p><b>28.6</b> Health &amp; Safety, HR and Occupational Health can support head teachers and staff</p> <p><b>28.7</b> Head teachers may want to consult with Trade Union Representatives regarding measures to provide reassurance to staff</p> <p><b>28.8</b> Education &amp; Children Services "Staff and Pupil wellbeing Equality and Inclusion" Group have developed a suite of interventions and guidance to support staff and pupils returning to school, including</p> <ul style="list-style-type: none"> <li>• "Back to School</li> </ul>	







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29	Increased risk of aggressive behaviour towards school staff from parents or others	<p>Teaching staff Administrative staff Site Manager/ Caretaker</p> <p>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.</p> <p>This can be face to face, via telephone or social media</p>	Managing Personal Safety Toolkit available for all head teachers		<p>29.1 Head teachers are to adopt a “zero tolerance” to aggressive or abusive behaviour towards all school staff</p> <p>29.2 Head teachers to use the “Managing Personal Safety Toolkit” to identify, assess and manage incidents involving aggressive or abusive behaviour towards their staff</p> <p>29.3 All incidents involving aggressive behaviour to be reported to LA via Incident Reporting procedures and where appropriate the police</p> <p>29.4 Staff are to be informed of the requirement to report all incidents to the school management team</p> <p>29.5 Staff are to be informed of the support available if they in receipt of this behaviour</p> <p>29.6 LA’s Health and Safety Advisors to monitor incident reports and contact appropriate head teachers with advice and guidance</p>	



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30.	Practical lessons that may require pupils to work in groups or staff to come within the 2m distancing to support or assist pupils	Staff Pupils Teaching Assistants  Lessons including: <ul style="list-style-type: none"> <li>• Music</li> <li>• Science experiments</li> <li>• Art</li> <li>• Design &amp; technology</li> <li>• PE &amp; Sports</li> </ul>	Specialist guidance from CLEAPS, DATA etc. is available and should be followed at all times		30.1 A standalone risk assessment has been developed to manage practical based lessons. 30.2 Head teachers, Heads of Department, teaching staff and pupils are to be made aware of and follow the guidance contained in this risk assessment 30.3 Guidance from advisory groups including CLEAPS and DATA should be reviewed for updates and amendments in specialist subject areas	



# RISK ASSESSMENT

Item index	Identifying 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	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>		<p>31.1 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>31.2 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>31.3 Social distancing to be maintained at fire Assembly Points</p> <p>31.4 Head teacher to monitor evacuation, record in Fire Management Plan and pass on information to staff</p> <p>31.5 <a href="#">Property Compliance</a> should be contacted immediately if there are any concerns with a school's fire management arrangements - 01267 225866</p>	
32	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>	LAs <a href="#">Media advice</a> available		<p>32.1 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 <a href="mailto:pressoffice@carmarthenshire.gov.uk">pressoffice@carmarthenshire.gov.uk</a> 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>	



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333	Transporting ALN pupils to and from school	<p>Staff Pupils Passenger Assistants</p> <p>Difficulty with maintaining social distancing in the confines of taxis/ minibuses</p> <p>Managing challenging behaviour in the confines of taxis/ minibuses</p>	Nil in current circumstances		<p><b>33.1</b> 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> <p><b>33.2</b> 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><b>33.3</b> 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><b>33.4</b> Transport Network Manager to ensure appropriate PPE is available for all PAs</p> <p><b>33.5</b> All incidents involving aggressive behaviour towards PAs to be recorded and reported to LA via Incident Reporting System</p> <p><b>33.6</b> 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>	



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34	<b>Social distancing when transporting pupils to school in buses</b>	<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		<p><b>34.1</b> Transport Network manager and vehicle operators to develop management arrangements and liaise with schools and communicate these to schools</p> <p><b>34.2</b> Passenger assistants to be informed of appropriate arrangements for Social Distancing on school transport</p> <p><b>34.3</b> All instances of non-compliance are to be reported to the schools and Transport Network Manager</p> <p><b>34.4</b> All reported deliberate breaches of social distancing to be reviewed and disciplinary action taken as appropriate</p> <p><b>34.5</b> Pupils in secondary schools are required to wear 3 Ply face coverings while travelling on school transport. The exemptions to this requirement are detailed in Section 38 below</p>	



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35	Lettings	<p>Failure to manage lettings resulting in visitors using school premises introducing an increased risk of transmission of Coronavirus .</p> <p>Non contractual arrangements in place with Lettings regarding Covid Secure cleaning arrangements</p>	Nil under the current situation		<p>35.1 Head teachers should suspend all current Letting arrangements until guidance can be developed regarding cleaning arrangements etc.</p> <p>35.2 Head teachers should contact <a href="#">Simon Davies</a> for further advice</p>	

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Item index	Identifying 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)
36	School Trips and Educational Visits	Pupils - staff	All school trips are risk assessed and where appropriate, entered on the EVOLVE system		<p><b>36.1</b> Schools should follow the advice provided by OEAP when planning outdoor activities: <a href="https://oeapng.info/downloads/download-info/4-4k-coronavirus/">https://oeapng.info/downloads/download-info/4-4k-coronavirus/</a></p> <p><b>36.2</b> Welsh Government advice is that schools should not undertake overseas educational trips.</p> <p><b>36.3</b> 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><b>36.4</b> School should contact the activity venue(s) ahead of the trip to discuss their arrangements to manage the risk of infection</p> <p><b>36.5</b> Schools who have their own transport must ensure that as a minimum the following management arrangements are in place:</p> <ul style="list-style-type: none"> <li>• Driver to clean vehicle (in particular hand contact surfaces) before and after each journey using sanitising wipes</li> <li>• The seats immediately behind the driver to remain unoccupied at all times</li> <li>• 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</li> <li>• Children and adults should wash/sanitise their hands when getting on/off the vehicle</li> <li>• The driver and other adults</li> </ul>	

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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)
37	Use of hand dryers	Staff Pupils Visitors  Requirement of Welsh Government Guidance	None - New Requirement		37.1 Property have undertaken a survey of the number and location of all hand dryers in secondary schools and these have been decommissioned and replaced with paper towels dispensers and pedal bins for disposal	





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Item index	Identifying 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)
38	Wearing of Face Coverings in Schools	<p>Pupils and Staff accessing communal areas of Secondary Schools</p> <p>Including:</p> <ul style="list-style-type: none"> <li>• Corridors</li> <li>• Dining area when queuing for food</li> <li>• Common rooms</li> <li>• Libraries</li> <li>• Reception Areas</li> </ul>	None - new requirement		<p><b>38.1</b> All pupils and staff are required to wear 3-layer face coverings in communal areas of secondary schools (classrooms are not included in this requirement)</p> <p><b>38.2</b> Staff are required to wear 3-layer face coverings in communal areas of primary schools (classrooms are not included in this requirement)</p> <p><b>38.2</b> General exemptions and reasonable excuses from this requirement include:</p> <ul style="list-style-type: none"> <li>• A child under the age of 11</li> <li>• People who cannot put on, wear, or remove a face covering because of a physical or mental illness or impairment, or disability</li> <li>• Someone speaking to or helping anyone who relies on lip reading, clear sound or facial expressions to communicate</li> <li>• Someone acting to avoid harm or injury, or the risk of harm or injury, to themselves or others e.g. first aiders - including if it would negatively impact on your ability to exercise or participate in a strenuous activity</li> <li>• During physical activity</li> <li>• When eating or drinking</li> </ul> <p><b>38.3</b> It will a decision for head teachers as to whether a pupil is exempt from any requirement to wear face coverings. School Community Health Nurses can be contacted for advice</p> <p><b>38.4</b> 2 x re-usable face coverings will be provided per pupil and staff by PPE General</p>	



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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)
39	Use of ICT equipment by different Contact groups	Staff Pupils Possible cross infection between users	None - ICT rooms not used prior to September		<p>39.1 Pupils to wash/sanitise hands on entering ICT room</p> <p>39.2 Pupils to clean all ICT equipment with sanitising wipes before and after use. In particular:</p> <ul style="list-style-type: none"> <li>• Keyboards</li> <li>• Mouse</li> <li>• Mouse mat</li> <li>• Desktop</li> </ul> <p>39.3 ICT staff are to supervise the cleaning and correct poor practice or non-compliance</p> <p>39.4 Used wipes are to be placed in a pedal bin and pupils to wash/sanitise hands after cleaning</p> <p>39.5 Head of ICT Department/ head teacher to ensure supplies of sanitising wipes are always available</p> <p>39.6 Sanitising wipes can be ordered via <a href="#">PPE General</a></p>	
40	Use of electric fans in classrooms	Staff Pupils Increased the risk of transmission in the event of an infected person being present	None - new activity for this term		40.1 Fans and fan heaters are not to be used in classrooms and other enclosed areas of the 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.	Pupils who use public transport to and from school	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		41.1 Pupils should be encouraged to sit by themselves (or with siblings) and distance themselves from other travellers where possible 41.2 Pupils over 11 are required to wear 3-layer face coverings while travelling on public transport. 41.3 All pupils should wash/sanitise their hands when putting on and taking off their face coverings and when entering school 41.4 When not being worn, face coverings should be kept in a waterproof bag	



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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)
42	Expectant mothers returning to teaching and teaching support duties	Expectant mothers beyond 28 weeks	<p>Until 01<sup>st</sup> September expectant mothers beyond 28 weeks would have been at home</p> <p>CCC follow Welsh Government advice</p> <p>CCC offer Occupational Health support and advice where required</p>		<p><b>42.1</b> 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> <p><b>42.2</b> Where schools implement and maintain the above management arrangements, they should be considered to be “Covid secured” environments</p> <p><b>42.3</b> 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:</p> <ul style="list-style-type: none"> <li>• Playground supervision duties</li> <li>• Dining room supervision duties</li> <li>• One to one support</li> <li>• Practical activities in lessons - D&amp;T, science, PE</li> <li>• Handover of pupils in morning and evening</li> <li>• Breakfast Clubs</li> <li>• Use of staff rooms</li> <li>• Administrative areas</li> <li>• Reception areas</li> <li>• Caretaking</li> </ul> <p><b>42.4</b> Where any of these situations are identified, appropriate control measures (including avoiding these duties or roles) are to be agreed and implemented.</p> <p><b>42.5</b> Head teachers should contact HR or Occupational Health for advice if required</p>	

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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)
43	Marking school books	Staff Transmission of infection from books during marking	None - activity suspended during previous term		<p>43.1 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>43.2 Schools 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>43.3 Where this cannot be avoided, schools should consider if the work can be uploaded onto an electronic platform and marked/assessed remotely</p> <p>43.4 Where books have to be brought in from home to the classroom, they should be isolated for 72 hours (container marked up with time and date to indicate when they can be accessed by staff) before being marked</p> <p>43.5 Staff must wash their hands after marking books</p> <p>43.6 This guidance will be kept under review and updated as appropriate</p>	

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Item index	Identifying 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)
44	Use of school minibuses or other vehicles to transport pupils to sporting events, outings, activities etc	<p>Staff pupils</p> <p>Transmission of infection via:</p> <ul style="list-style-type: none"> <li>ineffective cleaning procedures</li> <li>Failure to maintain 2m social distancing</li> <li>Admitting symptomatic pupils or adults onto transport</li> </ul>	None - activity suspended during previous term		<p>44.1 Head teachers are to ensure that all school vehicles have an in-date MOT certificate, is fully serviced with all appropriate checks undertaken and recorded - this is particularly important for vehicles that have not been driven for significant periods</p> <p>44.2 Staff or pupils with symptoms of Covid-19 should not be allowed on school vehicles</p> <p>44.3 The following procedures must be every time the vehicle is used to transport pupils:</p> <ul style="list-style-type: none"> <li>The number of pupils and adults assessed to allow 2m social distancing between adults at all times</li> <li>Pupils should remain in their contact groups wherever possible</li> <li>Pupils and staff are to sanitise their hands before getting on/off all transport</li> <li>The seats immediately behind the driver to remain unoccupied at all times</li> <li>The driver and adult passengers/escorts are to remain 2m apart at all times - this may involve the driver dismounting from the vehicle when children and the escorts get on and off the minibus.</li> <li>If there are rear doors, then these should be used, and pupils fill up the seats from the rear first</li> <li>The driver and escort should carry and use hand sanitiser after all contact with children including if assisting pupils to fix seatbelts, fixing wheelchairs in position or handling pupils' possessions</li> <li>The driver is to clean the vehicle (in particular hand</li> </ul>	

# RISK ASSESSMENT

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			
2						
3						
4						

# RISK ASSESSMENT

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
5						