

COVID 19 Risk Assessment

Subject: COVID 19 School Premises Risk Assessment

Date of Assessment: August 27th

Assessor: Headteacher (HN)

School Name: Tonyrefail Community School (Both buildings – Enfys/ Primary & Copa/ Secondary)

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
School drop off/Pick up – Infection control	All Persons	<ul style="list-style-type: none"> • Parent/carer pick up and drop off protocols have been considered to minimise adult to adult contact and avoid gatherings e.g. at the school gates (signs and floor markings made available from RCT) • Arrangements in place to supervise pupils arriving/leaving on contracted transport to ensure social distancing. • Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible. • One parent encouraged to drop off/pick up. • Stagger drop off/collection times for contact groups. • Additional entrances/exits used to reduce gatherings at peak times where possible. • Parents/carers instructed not to attend school if symptomatic. • Secure bins are readily available for the safe disposal of facemask as required and systems for replacing lost face masks are in place. • Handwashing/hand sanitiser available at all entrances. 	<ul style="list-style-type: none"> ○ Different protocols for each building & separate arrangements for dropping off family groups from across phases. ○ Designated year group entrances/ exits. One way system – external areas. ○ Additional staff on duty to monitor & control. ○ Staggered start/ end times for early years to avoid congestion. Special arrangements for families with children indifferent classes. ○ One way system for dropping off & collection. ○ Pupil staff training re: safe use of masks, hand san etc ○ Hand san at all entrances – internal and external.
Circulation Routes – Infection control	All Persons	<ul style="list-style-type: none"> • Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system. • Floor markings and signage is provided to assist with social distancing. • Doors kept open to encourage ventilation and to reduce physical contact. (where safe to do so – and not compromising fire safety, you may need to 	<ul style="list-style-type: none"> ○ One way system in operation (both buildings). Single direction stairwells.

		<p>check the fire risk assessment to identify doors that can remain open).</p> <ul style="list-style-type: none"> • Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings. • Staff operating 'one foot in/ one foot out' method of monitoring exit & entrance of pupils. No queuing in corridors 	<ul style="list-style-type: none"> ○ Staggered breaks & lunches & allocated 'movement time' between lessons ○ Staff operating 'one foot in/ one foot out' method of monitoring exit & entrance of pupils. No queuing in corridors.
<p>Classroom/Teaching Environment – Infection control</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • For Welsh Government Guidance on control measures within the classroom for the various settings, use the link below: https://gov.wales/sites/default/files/publications/2020-07/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf • Pupils will stay in their class/group wherever it is possible throughout the day. • Where possible pupils use the same desk and resources each day. Resources are placed in individual trays/bags and only essential items are brought in from home. • The use of outdoor space is utilised wherever possible. • Rooms have been organised to encourage social distancing, tables and chairs arranged to enable sitting side to side facing forward and not face to face. • Early years settings that host more than one contact group in a single room should consider the physical means that can be used to separate each group e.g. utilise furniture or screens • Arrangements put in place to avoid mixing with other groups. • Unnecessary items have been removed from learning environments where there is space to store elsewhere. • Resources which are not easily washable or wipeable have been removed where possible • Arrangements in place for the use of the playground, including playground equipment. • Arrangements are also in place for social distancing in staff rooms and prep rooms. 	<ul style="list-style-type: none"> ○ Designated seating plan for each class – followed by all staff in KS4/5 lessons (tracked on classcharts) ○ All seating is forward facing. ○ E.g. Breaks and lunch are staggered with pupils contained in 'bubbles' ○ Adequate stocks of wipes/ sprays for wipeable surfaces. ○ Adjustments made to Estates team routines to accommodate cleaning and access to outdoor equipment. ○ Offices have been vacated/ reallocated to support social distancing in staffrooms/



			shared offices
Pupil and Staff Toileting – Infection control		<ul style="list-style-type: none"> • Times are staggered where possible and consider the increased handwashing times that have been introduced. • Where possible, provide separate toilets for different contact groups. Where this is not possible, using hand sanitiser before entering the toilet and ensuring toilets are cleaned regularly. • Signage is in place in each toilet to encourage adequate hand washing takes place. • Similar arrangements are also in place for staff toilets. 	
Spread of COVID - 19/Social Distancing Infection Control (General)	All Persons	<ul style="list-style-type: none"> • Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety). • Where necessary, Corporate Estates have been consulted regarding safe use of mechanical ventilation systems. • Contact groups are kept apart where possible, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. • Movement of whole classes is avoided in Lower and middle school where possible. • Appropriate signage is in place throughout the setting. • Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation. 	
Staffing		<ul style="list-style-type: none"> • Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. Refer to the Council guidance ‘Update for Chairs of Governors, Headteachers, Managers & Staff – Shielding and Childcare Responsibilities’ & Staff COVID19 Risk Assessment Tool. • Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. 	<ul style="list-style-type: none"> ○ Room capacity numbers are clearly

<p>Catering/Lunchtime Arrangements – Infection control</p>	<ul style="list-style-type: none"> • The use of shared staff spaces and staff rooms is minimised. • Groups of children can eat packed lunch or school meals within their contact groups • Different groups mixing together during lunchtimes is avoided through staggered times with several sittings and/or use of additional areas and to help reduce queues. • Time/resource provision for cleaning surfaces between groups in the dining hall. • Hand sanitizer gel is provided for pupils and staff to use immediately before collecting their lunch. • Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff. • Additional meal collection points have been put in place to reduce queuing where necessary. • Alternative payment methods are being used to eliminate cash handling. • Tables and seating are moved apart to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating or placing screens. • A different entry and exit route are being used at dinner times where more than one door is available. 	<p>signposted on doors etc..</p> <ul style="list-style-type: none"> • Arrangements supported by RCT catering team – collaborative approach taken to maximise the space/ minimise time span of break/ lunch sessions. • 15 mins between sittings. Role of Lunchtime supervisors adapted to support • An additional 2 collection points established. • All seating forward facing
<p>Pupils/Staff displaying symptoms whilst at school</p>	<ul style="list-style-type: none"> • Arrangements in place to deal with pupil/staff who develop symptoms whilst at the setting – Follow the WG guidance • https://gov.wales/sites/default/files/publications/2020-07/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf • An isolation room is available for pupils/staff. 	<ul style="list-style-type: none"> • 4 isolation rooms established – across both buildings. • Staff trained in use of PPE etc.
<p>Cleaning/Waste Disposal</p>	<ul style="list-style-type: none"> • All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. • Enhanced cleaning regime in place across the setting. • Adequate cleaning supplies and facilities around the school are in place. • A Clear desk policy in place for all pupils and staff. 	<ul style="list-style-type: none"> ○ Additional cleaning staff have been deployed throughout the day

		<ul style="list-style-type: none"> Tissues should be placed in a separate waste bin and disposed of safely. All rubbish should be removed daily. If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is. 	
Personal Protective Equipment (PPE)		<ul style="list-style-type: none"> PPE is not required for routine class activities. PPE may be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19. For further guidance on PPE requirements we refer to the RCT Schools COVID 19 PPE Guidance Matrix and associated links within the document. 	
Visitors		<ul style="list-style-type: none"> Information about visitor arrangements is displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms. Handwashing/hand sanitiser available at all entrances. Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens. Where possible, visitors are signed in/out by the receptionist. A record should be kept of all visitors. 	<ul style="list-style-type: none"> All visits are by appointment only. Parents informed
Fire Safety		<ul style="list-style-type: none"> Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff. Procedures have been reviewed to include hygiene and distancing at assembly points. Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff). See link below for specific fire safety advice for specific advice during the outbreak. https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf 	<ul style="list-style-type: none"> Fire safety arrangements in place for start of term. These will be adapted following 'hand over of the external works – mid September.

Training		<ul style="list-style-type: none"> • Staff have been instructed on the nature of COVID-19 and its transmission. • The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff. • Any staff briefings are also conducted with social distancing considerations. 	

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

Position	Name	Signature	Date
Headteacher	<u>Heather Nicholas</u>		<u>27 August 2020</u>
Chair of Governors	<u>Graham Lewis</u>		<u>27 August 2020</u>