**Ffurflen Asesiad Risg Cyffredinol / General Risk Assessment Form**

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| ***Adran*/Department** | Schools  | ***Rhif Asesu* / Assessment No:** |  |
| ***Adain* /Section** | Ysgol Gyfun Aberaeron | ***Dyddiad* /Date:** | 17/08/2021 |
| ***Asesydd*/Assessor:** |  | ***Swydd*/Position:** |  |
|  |
| *Gweithgaredd / Proses* Activity / ProcessFrom the 20th September 2021, the Operational Guidance for schools and settings will be withdrawn and replaced with the Decision Framework ([Local COVID-19 infection control decision framework for schools from autumn 2021 | GOV.WALES](https://gov.wales/sites/default/files/pdf-versions/2021/8/5/1630058044/local-covid-19-infection-control-decision-framework-schools-autumn-2021.pdf)). Ceredigion schools will aim to transition to this new framework by 13th September at the earliest and up until 20th September.Schools will be reopening to pupils from the 3rd September, allowing a transition period from the previous ways of COVID risk management to the newer ways of working in line with the Decision Framework. Hywel Dda Health Board have recently deemed the risk level at Moderate and it would be appropriate to include Moderate mitigating actions within this risk assessment. This is subject to change with any change discussed between Local Authority, Public Health Wales and Local Health Board, and ratified by the Incident Management Team (IMT).Staff identified as part of the Workforce Self-Assessment needing an appendix B in place should have these documents reviewed and regularly monitored.The guidance for expectant mothers remain in place, and they are expected to work from home from 28 weeks. This will be reviewed on 31.10.2021.Schools will need to ensure that they are complying with their security plans and that any changes to the site layout as a result of Covid-19 compliance and control measures to mitigate risks of potential cross-contamination or transmission of infection do not negatively impact on security plans.Ceredigion County Council recognise the risks posed by Coronavirus (COVID-19) including the new variant and its transmissibility rates to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided within this Risk Assessment.Ceredigion County Council will * ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils
* share this Risk Assessment and its findings with employees, school staff, governors and parents and consult on its contents
* continue to comply with all relevant Health and Safety Legislation
 | *Nifer a Phobl mewn Perygl*Number & Persons at Risk |
|  |  | *Gweithwyr*Employees | *Eraill*Others | *Disgyblion*Pupils |
|  | 1 |[ ] [ ] [ ]
|  | 2-5 |[ ] [ ] [ ]
|  | 6-9 |[ ] [ ] [ ]
|  | 10+ |[x] [x] [x]
|  |  |
|  |[x]  *Gweithiwr* / Employee  |[ ]  *Gweithiwr unigol* /Lone Worker |
|  |[ ]  *Yn trin arian* /Handles Money |[x]  *Contractwr* /Contractor |
|  |[ ]  *Oriau anghymdeithasol*Unsociable hours |[x]  *Ymweld â safle* /Visit Premises |
|  |[x]  *Delio â’r cyhoedd/*Deal with the public |[ ]  *Staff ifanc sy’n agored i niwed /*Young vulnerable staff |
|  |[ ]  *Person Ifanc* /Young Person |[ ]  *Cyhoedd/Client* /Public / Client |
|  |[x]  *Disgybl Ysgol Babanod* /Infant School pupil |[x]  *Disgybl Ysgol Gynradd* /Primary School Pupil |
|  |[x]  *Disgybl Ysgol Uwchradd* /Secondary School Pupil |  |  |
|  |  |
| *Perygl sy'n Ymwneud â'r Gweithgaredd / Proses* Hazard Involved In the Activity / Process |
| * Transmission of COVID-19 within the School community/setting
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| *Mesurau / Rheolaethau Diogelwch Presennol* Existing Safety Measures / Controls |
| **General safety control measures****Nobody with the recognised Covid symptoms (recent persistent cough, fever or recent loss of taste and/ or smell) is permitted to attend the school site.** **If anyone has been asked to self-isolate by contact tracing, they must stay home and await instructions on testing procedures etc. and inform their head teacher.** **If any member of staff becomes unwell with suspected symptoms, they must inform their head teacher in the safest way possible and return home. They must then contact 119 or follow this link to request a PCR test** [**https://www.gov.uk/get-coronavirus-test**](https://www.gov.uk/get-coronavirus-test)**1. Access and Capacity**Parent drop-off/collectionIt is only essential reasons that a parent should enter school grounds for the shortest time necessary e.g. to collect an unwell student. If there is a valid reason, then parents will be expected to wear a mask to enter. Parents do not have to wear a mask outside and are to be reminded and encouraged not to congregate at school gates and to minimise potential for contact and contamination.Traffic flowIn larger/more populated Schools, or where flow may be restricted, one-way traffic flows and/or zoned areas may be necessary, especially in communal areas or between lessons e.g. hallways/corridors. These should be marked using signage, tape etc. Some Schools may choose to keep designated entrance and exit points to manage the traffic flow.**2. Personal space within the school establishment**Respecting people’s personal space2 Metre Social Distancing is no longer a legal requirement; it is still a reasonable and important measure to respect others’ personal space. This will reduce the spread of infection and provide reassurance to those who feel anxious about returning to school and being around many people.Contact groupsTo remain in place until 13.09.2021 during transition from Operational Guidance to the Decision Framework.ClassroomAll (Secondary) Schools to keep seating plans as this will assist, warn and inform in the event of a positive case. After the 13.09.2021, KS2 and secondary schools can choose grouped seating if they prefer. Foundation Phase classrooms can continue with grouped arrangements.Face coverings will not be required for staff or learners in the classroom, unless undertaking prolonged close contact with an individual. If individuals would prefer to wear face coverings and/or visors for personal reassurance, they are encouraged to do so.Lunch/ break times* Dividing and table top screens will no longer be used in dining areas
* In theory, zoning of pupils and staff is no longer a formal requirement. However, for larger schools it is reasonable to group classes into different areas indoors and outdoors to reduce the amount of contacts affected and the impact of enhanced cleaning in the event of a positive Covid-19 case in the school.
* Pupils and staff will continue to be encouraged to bring their own water bottles to refill during the day

Assemblies/ whole school gatherings* Avoid large groups of staff and pupils assembling in the same indoor space. Where assemblies are being held consider:
* Is it possible to hold a virtual assembly?
* Dividing assemblies into single year or key stage (dependent on size of cohorts)
* Weather permitting, consider use of outdoor covered spaces for gatherings

ToiletsIf toilets can continue to be designated to particular groups then this should continue. If this is not practicable, the mitigating actions of sanitising before entering the toilet and hand washing before exiting should be actionedStaff roomsTo maintain physical distancing as much as is possible, additional appropriate facilities (e.g. kettle) should be provided to reduce congregation in particular areas.Outdoor areas* Carrying out learning and play activities in outdoor spaces is still an important control measure
* Utilise existing canopies/ pagodas for lessons outdoors and for sporting activities in inclement weather

Educational visits (day and residential)* Currently, educational visits may go ahead providing a thorough and specific risk assessment have been written. This situation may change in the event of a rise in local infection rates.
* These risk assessments will need to be forwarded to Mererid.Watson2@ceredigion.gov.uk for approval and sign off before permission is granted to go ahead.
* They will then need to be logged on the EVOLVE system as necessary – training will be available during September

Sports activities (including swimming pools and leisure centres)* Outdoors sports activities are low risk and should be the first option
* Transport requirements: Including hand sanitising on entry/ exit, use of face coverings for 11 years and older. Request transport provider’s risk assessment for sign off Healthandsafety@ceredigion.gov.uk
* For privately owned swimming pools, request copy of their risk assessment for sign off Healthandsafety@ceredigion.gov.uk
* Secondary aged pupils will be required to wear masks in changing rooms in schools, swimming pools and Leisure centres
* Windows need to be open enough to allow air changes, but not impact on pupil’s safeguarding
* No sharing of water bottles
* Access to hand sanitiser required before and after activities
* Toilet access needs to be considered including handwashing facilities and ventilation
* Limit group numbers participating in indoor sports activities or dividing into zones
* Stagger groups accessing the changing rooms

Inter School sport activitiesEach event must have its own risk assessment which reflects both the home and away School situation with regard to their Framework status at the time of the match.Considerations should include, but not limited to:* + mutually sharing each Schools risk assessment for the activity
	+ travelling arrangements
	+ changing facilities arrangements
	+ welfare facilities arrangements
	+ hygiene and cleaning expectations

Site visitors* **Supply staff:** are recommended to undertake regular LFT tests (twice weekly if employed on a regular basis) the results will need to be uploaded onto the Government website: <https://www.gov.uk/report-covid19-result> and the confirmation email sent to the head teacher
* **Visiting contractors:** Must agree a time and date to visit**.** Where possible, indoor visits should be arranged outside School hours. The contractor will need to sign in with their name and contact details and confirm they and their household are symptom free and they are not required to self-isolate. Contractors requiring access to the inside of the school must wear a face covering and sanitise their hands on entering and on leaving.
* **Visiting health/ support professionals and other Council staff:** May attend at an agreed time and date (unless it is deemed an emergency/ urgent) will need to wear a face covering (unless it negatively impacts communication), sanitise their hands on entry and exit and sign in with name and contact details. The School will have a designated risk assessed location for outside agency meetings to be held. Outdoor space may also be utilised if deemed appropriate.

Where possible, meetings should continue to be held virtually.Breakfast clubs & after school clubs* Busier clubs to maintain zone areas or split numbers between groups to avoid overcrowding

Parent evenings/ open evenings* Establish if ‘school cloud’ can continue to be used as a virtual option. If not;
* Introduce an appointment system with times, contact details etc.
* Maintain the use of masks, signage to remind visiting parents to sanitise their hands on entry and on leaving

School concerts and festivals (during low risk levels only)* Each event will need an individual risk assessment to be signed off by Healthandsafety@ceredigion.gov.uk
* Is it possible to provide additional dates to reduce the numbers attending whilst providing fair access?
* Booking system in place
* Is it possible to break down event attendance into year groups?
* Is there the potential to use a different venue?
* Consider toilet provision (additional cleaning, ventilation)
* Identify entry and exit pinch points
* If refreshments are provided, what risk control measures are in place? (single use containers, bins, in house provision of food/ drink etc.)

**3. Infection Control, Cleaning and Hygiene Arrangements**Respiratory Hygiene: **‘Catch it, Bin it, Kill it, Wash hands’.** Guidance and signage needs to be displayed reminding everyone that if they need to cough or sneeze, do so into a tissue, bin the tissue and immediately wash their hands or use alcohol based hand sanitiser for at least 20 seconds. Lidded bins will also need to placed in communal areas and class rooms to ensure there is sufficient access.Masks – Secondary PupilsThese will remain necessary on School transport and in busy areas such as lunch queues or in the event of close contact support/work. It will also be necessary they’re worn in changing rooms due to the close nature of those facilities.Masks – AdultsStaff should wear a mask on school transport, in busy areas or in the event of close contact support/work. Masks should be changed regularly e.g. every 2-4 hours (depending on activity level and age group of pupils supporting), at lunchtime or if they become damp.Visitors entering school buildings (contractors, CCC employees) are requested to wear face coverings within the school building.Visiting health/ social care professionals will be required to wear a face covering while travelling through the School but they do not have to wear face coverings whilst undertaking work if it impedes communication with vulnerable/at risk learners or staff.VisorsSome staff may choose to wear a visor, but it must be noted that these are not an equivalent replacement for masks, as they do not offer the same protection from the inhalation of aerosol particles. The purpose of the visor is to protect the wearer from large aerosol droplets and spray.Hand HygieneHandwashing facilities need to include liquid soap and disposable paper towels. Signage on correct handwashing procedures needs to be displayed near basins and near sanitising stations. Everyone needs to be reminded how important correct and frequent handwashing throughout the school day is to reducing the risk of infection.Cleaning* High standards of cleaning throughout the school must be maintained to reduce the risk of cross infection/ cross contamination.
* Toilets will continue to be cleaned following the usual pre-Covid-19 cleaning regime. Consider if secondary age pupils could use disinfectant wipes provided to wipe down after themselves
* Shared equipment/toys/resources should still be cleaned in between different contact groups/cohorts of children.
* High-contact points should still be cleaned as necessary throughout the day e.g. change of occupancy. Secondary aged pupils will be able to follow instruction and guidance to carry this out as required. Examples of high-contact points include but not restricted to:
	+ desktops
	+ chairs
	+ light switches
	+ computer equipment

VentilationThisremains one of the most important control measures to reduce virus transmission. Ensure windows are open (in winter, the windows need only to be open a little during class time for sufficient ventilation). Open windows and doors wide in between lessons/ cohorts to ensure full fresh air changes.* Indoor air recirculation systems should not be used at this time.
* Due to fresh air dispersing virus particles, outdoor activities, events and learning activities are lower risk than indoor activities.

Self-isolationUnder 18’s and adults with 2 vaccines exempt from self-isolation (will be valid 14 days after full course). All contacts will be asked to conduct a PCR test on days 2 and 8 by TTP. If deemed close contact, individuals will be encouraged to avoid vulnerable people.There may be occasions where Year 13 pupils who have reached the age of 18 and not in receipt of both vaccines may be required to self-isolate. 18 year old year 13 pupils should be encouraged to share their vaccination status with the schoolStaff should be encouraged to update their vaccination status on the Ceri self-service system. However there is no requirement on the individual to share personal health data.There is no longer a requirement for individuals to self-isolate if someone within their home is symptomatic and/or in receipt of a positive PCR. * Adults living in a Covid positive household are asked to inform the Head teacher and take additional precautions such as wearing a mask and maintaining physical distancing.
* Adults living in a Covid positive household and working with medically complex needs children may be asked not to come to work whilst more information is sought by health professionals.

Positive and symptomaticThese individuals must self-isolate for 10 days irrespective of vaccination status. A daily notification should be sent to School services via SchoolCovidSymptoms@ceredigion.gov.uk of any staff or pupils who have received a positive result. Symptomatic people with negative PCR cannot attend if they have a fever – to attend, they must have a negative PCR and normal range temperature (37.8°C) managed without medication for 48 hours.Lateral Flow Testing (LFT)Although this is not a mandatory requirement in schools, it is still regarded as an important control measure in identifying potential Covid-19 infection in people who are asymptomatic. People who have been infected with Covid-19 are not expected to do LFT’s for 90 days after receiving their positive PCR result.Currently, Welsh Government are still requesting staff and secondary pupils to continue with LFD twice weekly testing. In the event of any schools escalating to ‘high’ or ‘very high’ risk status, the Incident Management Team, guided by TTP & PHW may make the requirement a more formal arrangement for LFT testing for staff and secondary school learners.* Staff and pupils taking part in the LFT programme should self-test the night before attending School at the beginning of term, before returning to their usual twice-weekly testing timetable.
* Visiting contractors will continue to confirm a negative test taken within the last 24 hours (they could show or forward their confirmation email)
* Any staff or secondary school learners confirmed as contact of a positive case will need to undertake LFT or PCR on day 2 and day 8 if they’re a contact of a positive case
* Peripatetic, advisory staff and volunteers regularly working between schools will be required to undertake twice-weekly LFT tests.
* LFT tests will no longer be reported though the County’s web form, but directly to <https://www.gov.uk/report-covid19-result> . All results (positive, negative or void) must reported this way. A confirmation text and email will be sent to the individual. This email can be forwarded to the head teacher as confirmation of a negative result or to request a full PCR test through <https://www.gov.uk/get-coronavirus-test>
* A pictorial guidance document with links to a guidance video and reporting site is available on request.

Isolation rooms * Isolation rooms will continue to be in place. These will need to be stocked with PPE (Fluid resistant surgical masks, disposable gloves and aprons and disposable visors. These rooms will need to be cleaned in between uses using virucidal disinfectant or Chlorite based cleaners.

**4. Roles and Responsibilities** Schools along with the LEA will ensure that sufficient staffing/ resources are in place to maintain * the security of the building and its occupants
* the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain high hygiene standards (including their replenishment)

Schools will ensure that sufficient numbers of * trained staff are in place to provide Emergency First Aid
* staff are in place to enable safe evacuation of the building in the event of emergency, cohort/ contact groups should avoid mixing at the fire assembly point where relevant
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| ***Y Risg(iau) Gweddilliol (Ar ôl mesurau rheoli)* / The Residual Risk(s) (After control measures)***Os nad oes rhai, ysgrifennwch “Rheolaethau yn ddigonol” isod. Os oes risgiau'n dal i fodoli, nodwch isod a graddiwch y risg(iau) gweddilliol.*If there are none, write “Controls adequate” below. If risks still exist, detail below and rate the residual risk(s) |
|  | **Tebygolrwydd****Likelihood** | **x** | **Difrifoldeb****Severity** | **=** | **Graddfa****Rating** |
| That Covid is transmitted to pupils whilst at school | 3 | x | 3 | = | 9 |
| That Covid is transmitted to staff whilst at school | 3 | x | 3 | = | 9 |
| That an individual pupil or pupil loses significant learning time during the year | 2 | x | 4 | = | 8 |
|  |  | x |  | = |  |
|  |
| **Tebygolrwydd****Likelihood** | **Difrifoldeb / Severity** | **Graddfa / Risk Rating** |
| 1 | *Prin*Rare | 1 | *Dibwys*Insignificant | 1-5 | *Y risg leiaf – Cynnal mesurau*Minimal risk – Maintain measures |
| 2 | *Annhebygol*Unlikely | 2 | *Bach*Minor | 6-10 | *Risg isel – Adolygu risgiau*Low risk – Review risks |
| 3 | *Posibl*Possible | 3 | *Cymedrol*Moderate | 11-15 | *Risg gymedrol – Rheolaethau ychwanegol mewn 12 mis*Moderate risk – Additional controls in 12 months |
| 4 | *Tebygol*Likely | 4 | *O bwys*Major | 16-25 | *Risg Uchel – Gweithredu rheolaeth ychwanegol ar unwaith* High Risk – Additional control implemented immediately |
| 5 | *Bron yn sicr*Almost certain | 5 | *Trychinebus*Catastrophic |  |  |
| **Gweithredu rheolaethau a monitro / Implementation of controls and monitoring***Mae angen rheolaethau ychwanegol i leihau risg(iau) islaw graddfa risg o 10* / Additional controls required to reduce risk(s) below risk rating of 10 |
| The Incident Management Team maintains the responsibility to review control measures in response to escalating the school’s situations to ‘High or Very High where required.Depending on transmission levels in the communities and the impact it has on nearby schools, individual school’s situation may change and the individual school’s risk assessment will need to be reviewed to reflect these changes. |
| *Cytunwyd ar reolaethau ychwanegol Ie / Na (Os Ie, manylwch ar y Camau i'w cymryd) /* Additional controls agreed Yes / No (If Yes, detail the Action to be taken) |
|  |
| *Dyddiad targed ar gyfer gweithredu* Target date for implementation | *Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol*Signature – Responsible Line Manager / Head Teacher |
| Cliciwch neu daro yma i deipio dyddiad. |  |
| **Adolygiad asesu / Assessment review** |
| *Dyddiad gweithredu*Date implemented: |  | *Rheolaethau yn Effeithiol*Controls Effective | *Ie / Na*Yes / No |
| *Sylwadau* / Comments: |
| *Dyddiad targed ar gyfer gweithredu* Target date for implementation | *Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol*Signature – Responsible Line Manager / Head Teacher |
| Cliciwch neu daro yma i deipio dyddiad. |  |