**Ffurflen Asesiad Risg Ysgolion / School Risk Assessment Form**

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| ***Adran*/Department** | | | Schools | | | | | | ***Rhif Asesu* / Assessment No:** | | | | | | |  | | | | | | | |
| ***Adain* /Section** | | | Ysgol Gyfun Aberaeron | | | | | | ***Dyddiad* /Date:** | | | | | | | 14/04/2022 | | | | | | | |
| ***Asesydd*/Assessor:** | | |  | | | | | | ***Swydd*/Position:** | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| *Gweithgaredd / Proses*  Activity / Process  From the 25th April 2022, schools will implement the Local Decision Framework risk assessment process.  The risk assessment from this date is based on the ‘low’ range of the framework, though this will need to be kept under review by the LA and by each individual school. If Covid cases increase in the school or patterns are identified that cause concern, the Head teacher must inform the LA to consider if the risk level needs to be escalated from the ‘low’ status and additional control measures put in place.  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 site security plans or procedures.  Ceredigion County Council recognise the risks posed by Coronavirus (COVID-19) including any new variants and their 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 | |
|  | | | | | | | | | | | | | | |
|  | | | *Gweithiwr* /  Employee | | | | | | |  | *Gweithiwr unigol* /  Lone Worker | | | |
|  | | | *Yn trin arian* /  Handles Money | | | | | | |  | *Contractwr* /  Contractor | | | |
|  | | | *Oriau anghymdeithasol*  Unsociable hours | | | | | | |  | *Ymweld â safle* /  Visit Premises | | | |
|  | | | *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 | | | |
|  | | | *Disgybl Ysgol Babanod* /  Infant School pupil | | | | | | |  | *Disgybl Ysgol Gynradd* /  Primary School Pupil | | | |
|  | | | *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 | | | | | | | | | | | | | | | | | | | | | | | |
| *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) should attend the school site. * **Testing and self-isolation:** Children, young people and staff who have tested positive for Covid should self-isolate for 5 days, in line with national guidance   <https://gov.wales/get-tested-coronavirus-covid-19>. Pupils/staff who are symptomatic should not attend school and can source LFD tests from the community. The school can also provide these if they have plenty in stock.  A positive LFD will lead to self isolation for at least 5 days. Two negative tests will be needed on day 5 and 6 before returning. Pupils/staff with a high temperature should not return unless they have been symptom free for 48 hours. * Staff working in ALN Units will receive a PCR test if they are symptomatic – these can be arranged through contacting [COVIDPCRTesting.HDD@wales.nhs.uk](mailto:COVIDPCRTesting.HDD@wales.nhs.uk) or phone 01267 283 201. For the time being, ALN unit staff should continue to do daily LFD tests for a period after Easter; this will continue to be reviewed in line with community transmission levels. * Schools are advised that there is no need to continue taking pupil temperatures, but staff should be vigilant to any pupils presenting with Covid symptoms. * The 'Warn' and 'Warn and Inform' letters have been updated by the Government and the most recent templates have been sent out to schools. These should be shared with parents/guardians in the primary sector and ALN Units if there is one case of Covid (Warn) and more than one (Warn and Inform) in a particular class   **1. Access and Capacity**  Parent drop-off/collection  It is only essential reasons that a parent should enter school grounds for the shortest time necessary e.g. to collect an unwell pupil. Parents are to be reminded and encouraged not to congregate at school gates to minimise potential for contact and contamination.  **2. Personal space within the school establishment**  Respecting people’s personal space  2 Metre Social Distancing is no longer a legal requirement; it is still a reasonable and important measure to respect others’ personal space wherever possible. This will reduce the spread of infection and provide reassurance to those who feel anxious about being around many people.  Outdoor areas   * Carrying out learning and play activities in outdoor spaces is still an important control measure and should be considered at every opportunity * Utilise existing canopies/ pagodas for lessons outdoors and for sporting activities in inclement weather   Educational visits (day and residential)   * Currently, educational visits (including residential) may go ahead provided suitable risk assessments 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](mailto: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.   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](mailto:Healthandsafety@ceredigion.gov.uk) * For privately owned swimming pools, request copy of their risk assessment for sign off [Healthandsafety@ceredigion.gov.uk](mailto:Healthandsafety@ceredigion.gov.uk) * Windows need to be open enough to allow air changes, but should not impact on pupil’s or schools safeguarding policies and procedures * No sharing of water bottles * Access to hand sanitiser required before and after activities * Consider limiting/ reducing larger numbers participating in indoor sports activities or dividing into zones * Stagger groups accessing the changing rooms * Inter school sport activities can go ahead.   Site visitors   * **Visiting contractors** must continue to agree a time and date for visiting as standard for infection control and safeguarding reasons. * **Visiting professionals** can continue to attend at an agreed time and date**.** * **Governors** will be able to meet face to face but the Governor clerking will remain virtual as a pilot for the Summer term. Any other face to face meetings or activities at the school will be at the discretion of the Head teacher. Virtual arrangements should always be considered as standard.   Breakfast and after school clubs   * May continue as usual, but will be subject to review in the event of an increase in Covid-19 numbers.   School concerts and festivals   * Will be up to the discretion of the Head teacher whilst schools are following the ‘low’ risk status. * Any events must follow the infection prevention and control guidance listed below   **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.  Use of face coverings/ masks   * Although no longer a legal or policy requirement, some employees or learners may wish to continue wearing face coverings/ masks or protective visors. This may include those deemed as vulnerable, expectant mothers or those within the ALN units.   Hand Hygiene   * Handwashing continues to play a vital part in the prevention and control of most infectious diseases. Handwashing facilities need to include liquid soap and disposable paper towels and bins. * 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.   Effective cleaning   * Suitable 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. * 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   Ventilation   * This remains one of the most important control measures to reduce transmission of many infectious diseases. * 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.     Isolation rooms   * Isolation rooms/ spaces will continue to be in place. These will need access to 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 chlorine-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 | | | | | | | | | | | | | | | | | | | | | | | |
| ***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 within school transmission of covid happens at school | | | | | | | | | | 3 | | | | x | | | 3 | | | | = | | 9 |
| That within school transmission of infectious diseases happens at school | | | | | | | | | | 3 | | | | x | | | 3 | | | | = | | 9 |
| Pupil absences due to covid during examinations | | | | | | | | | | 3 | | | | x | | | 3 | | | | = | | 9 |
| Staff absences due to covid leading to loss of teaching time and pressure on remaining staff in school | | | | | | | | | | 3 | | | | x | | | 3 | | | | = | | 9 |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **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 5* /  Additional controls required to reduce risk(s) below risk rating of 5 | | | | | | | | | | | | | | | | | | | | | | | |
| The Incident Management Team maintains the responsibility to review control measures in response to escalating the school’s situations 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.  At Aberaeron, we will review absence rates due to Covid and respond accordingly, seeking advice from the LA when needed. | | | | | | | | | | | | | | | | | | | | | | | |
| *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. | | | | | |  | | | | | | | | | | | | | | | | | |