

Appendix 1 – Risk Assessment Form

HEALTH AND SAFETY RISK ASSESSMENT FORM

TORFAEN
COUNTY
BOROUGH



BWRDEISTREF
SIROL
TORFAEN

RISK ASSESSMENT FOR: The Return of All Pupils to School in September, 2020, whilst complying with national guidelines to try prevent the transmission of COVID 19

N.B. Due to the nature of the virus it is impossible to eliminate all risk. This risk assessment attempts to set out the measures that have been taken to ensure that staff, pupils and parents are as safe as possible.

ASSESSMENT UNDERTAKEN BY: Corporate Health and Safety Team and (Head Teacher)

DATE OF ASSESSMENT: August , 2021

REVIEW DATE: October half-term, 2021 or sooner if circumstances with COVID 19 change, or circumstances at the School change

This risk assessment needs to be read in conjunction with the COVID 19 risk assessment that was issued to schools in June, 2020

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
<p>Following the lockdown due to COVID 19, Welsh Government announced that all pupils are to return to School in September, 2020. The LA, Schools and Governing Bodies have to ensure measures are in place to keep pupils, members of staff and contractors to site as safe as possible, at the same time as trying to prevent the transmission of COVID 19 as far as is reasonably practicable</p> <p>The risk assessment below outlines the additional measures that West Monmouth School is taking in readiness to open its doors to all pupils in September, 2020, with the emphasis on younger learners being kept in separate groupings, and encouraging and promoting older learners to adhere to social distancing requirements. This risk assessment should be read in conjunction with the risk assessment that was carried out in June, 2020, when the school opened and offered pupils the opportunity to “check in, catch up and prepare”</p>						
Arrival at School - staff	Many staff arriving at the same time could lead to breaches of social distancing.	Signage has been displayed on the gates and around the school to remind adults to maintain a 2m distance from each other at all times All staff to be in School by 8.15 am Staff must ensure they socially distance from other staff when they are arriving and parking their		Site team led by ML All staff	1 st Sept Daily from 1 st Sept.	

		<p>entrance Yr. 10 – Main gate & tech. entrance Yr. 11 – Back gate & Science block (parents and pupils informed of these via social media prior to start of term)</p> <p>Pupils will be met at year group entrance points by head of learning and/or a member of SLT. They will be required to hand sanitise on entry to school. Pupils will remain outside until directed to form rooms.</p> <p>Any pupils arriving late for school after 8.25 will be required to report to the main office. They will be admitted to school and required to hand sanitise on entry. They will then be directed to the appropriate rooms.</p>		<p>HoLs SLT</p> <p>Receptionist</p>	<p>Daily from 6th Sept.</p> <p>"</p>	
<p>Arrangements in place in the Classroom Setting</p>	<p>Pupils, staff and parents may come into contact with someone who is infected with COVID 19</p>	<p>All pupils will follow a normal timetable and will move around the school to access specialist teaching rooms and facilities. Tools and equipment will be sanitised between each class using anti-viral wipes.</p> <p>When moving around the school, pupils and staff will wear face coverings and will follow one-way systems. Form Tutors and teaching staff will help pupils to identify appropriate routes between classes.</p>		<p>Timetables compiled by LM.</p> <p>Teaching staff</p>	<p>2nd Sept.</p> <p>Daily from Sept.</p>	

		<p>Teachers will explain the rules around social distancing, handwashing, the layout of the classroom and the use of resources to the children. Children will be reminded to socially distance from adults where possible.</p> <p>Teachers will also explain the guidance around coughing into your elbow and Catch it, Bin it, Kill it.</p> <p>Windows and doors will be opened wherever possible to allow fresh air to come into classes. As temperatures fall, a balance between ventilatilation and ambient temperature will need to be achieved.</p> <p>Classroom layouts will be altered to ensure that all pupils are facing forward.</p>		<p>Teaching staff</p> <p>GC to update PP</p> <p>Managed by teaching staff</p>	<p>2nd Sept.</p> <p>Daily from 22nd June.</p> <p>Daily from 2nd Sept.</p>	
Uniform & Equipment	Infection could be passed between pupils via equipment and resources.	<p>Full school uniform will be required for all pupils every day upon return.</p> <p>PE changing rooms will be reinstated.</p> <p>Pupils must bring a bag and equipment to school each day as equipment cannot be shared in school. This should include: pen, pencil, ruler, calculator and glue stick.</p>		<p>Pupils & parents</p> <p>As above</p> <p>As above</p>	<p>Daily from 4th Sept.</p> <p>As above</p> <p>As above</p>	

		<p>A small supply of essential equipment will be available in classrooms for pupils who do not have it.</p> <p>Each class will be provided with Antiviral wipes to be used to sanitise any shared equipment.</p> <p>Passing things between pupils and staff should be kept to a minimum. When marking books, staff should follow rigorous hand-sanitising routines.</p>		<p>Site staff</p> <p>Managed by teaching staff.</p>	<p>6th Sept.</p> <p>From 6th Sept.</p>	
Toilets	<p>Whilst using the toilet pupils and staff may come into contact with someone who is infected with COVID 19</p>	<p>Pupils will be able to use nearest available toilets and will be encouraged to do so at break and lunchtimes rather than lesson times.</p> <p>Pupils will be required to hand sanitise before entering the toilets and reminded to wash their hands thoroughly after use.</p> <p>Facilities will be cleaned frequently throughout the day.</p> <p>Staff will be encouraged to use the same toilet each time and to not go between toilets to minimise contamination risk.</p>		<p>Teaching staff</p> <p>Site staff</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>All staff</p>	<p>Daily from 6th Sept.</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p>	

Break and lunch times	There may be mixing between bubbles and cohorts during unstructured times.	<p>The local authority will be providing normal catering facilities.</p> <p>There will be staggered lunch slots with access to the canteen for pupils in different year groups.</p> <p>There will be a mid-morning break for all pupils when snacks can be collected either from canteen (KS3) or Quad servery (KS4)</p> <p>All pupils should bring a bottle of water each day but water fountains will be reinstated.</p> <p>At break and lunch times pupils will be outside wherever possible with different year groups restricted to certain areas in order to prevent mixing: Break: Yr. 7 , 8, 9– MUGA , Back Field, 4G Yr. 10 - Terrace Yr. 11 – Quad Lunch: All pupils on lunch will be contained in the Haberdashers areas ie canteen, MUGA, back field and 4G.</p> <p>In the event of wet weather at lunch, the gym, quad and sportshall areas will be used to house pupils in year groups.</p>		Pupils & parents	Daily from 6 th Sept.	
				Timetables produced by LM	2nd Sept.	
				Pupils & parents	Daily from 2 ND Sept.	
				HoLs	Daily	
				Pupils & parents	As above	
				Duty staff	As above	

Learning	<p>Some learning activities may lead to increased movement and breaching of social distancing rules.</p> <p>Pupil attainment may be negatively impacted by 'lost learning'</p>	<p>All pupils will have access to the full curriculum and will access specialist facilities and resources.</p> <p>Key stage 4 schemes of learning will be adapted to account for changes made to content and exam requirements by the exam. Boards.</p> <p>Teachers will assess impact of closures on pupils' learning and adapt schemes of learning accordingly. Intervention resources will be targeted as required.</p> <p>We will continue to ensure all pupils are prepared for online learning in case there are any future lockdowns.</p>		<p>Teaching staff</p> <p>As above</p> <p>Teaching staff</p> <p>Teaching staff led by RH & DG</p>	<p>Daily from 6th Sept.</p> <p>When WJEC confirms assessment requirements.</p> <p>2nd Sept.</p> <p>Ongoing</p>	
Reception/Office Area/Visitors to School	The office staff could be exposed to the virus	<p>Office areas to be rearranged to ensure social distancing is maintained for all staff.</p> <p>There is a screen across the office that separates the staff from people standing in the Reception area. Visitors to Reception will be kept to an absolute minimum – all contractors have to arrange an appointment with the office.</p> <p>There will be clear signage that reminds people not to enter the reception area unless told to do so. One person at a time and by appointment only.</p>		<p>Site staff</p> <p>ML & MB to liaise with contractors</p> <p>Site staff.</p>	<p>2nd Sept.</p> <p>Daily – ongoing</p> <p>2nd Sept.</p>	

		<p>There will be regular cleaning of all contact points by cleaners and caretaker.</p> <p>Visitors will be required to use the alcohol sanitiser upon entering the school.</p> <p>Bursar to undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance. They will ensure that any areas presenting increased risk to students and/or staff are isolated.</p> <p>All outdoor building maintenance to be coordinated with the bursar so that segregation from students and staff can be ensured (e.g. grass cutting);</p> <p>All contractors to report to reception prior to the start of any work, which is separate to student entrance.</p>		<p>Site staff.</p> <p>Reception staff.</p> <p>EJ & ML</p> <p>ML & MB</p> <p>As above</p>	<p>Daily from 2nd Sept.</p> <p>As above.</p> <p>As above.</p> <p>As above</p> <p>As above</p>	
Staffroom	A communal area could be a cause of spreading the virus	<p>Staff will be reminded to follow hand sanitising and social distancing guidelines when using the staffroom. Staff must not share cups or cutlery and should try to bring their own or wash up the utensils in hot soapy water as soon as they have been used.</p>		All staff	Daily from 2 nd Sept.	

		<p>Staff must not make food or drinks for other staff.</p> <p>Staff need to make sure that they clean all contact points after use and use an anti-bacterial wipe to touch contact points where possible.</p> <p>Contact points in the staffroom will be regularly cleaned.</p> <p>Handwashing and antibacterial soap will be available at all times in the staffroom.</p>		<p>As above</p> <p>As above</p> <p>As above</p> <p>Site staff</p>	<p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p>	
Children with specific medical needs and physical difficulties.	Meeting medical and physical needs may pose transmission risk.	<p>Needs of individual pupils are fully risk-assessed in line with guidance.</p> <p>Appropriate PPE is provided to pupils' key workers.</p> <p>Staff receive all necessary training including updates in manual handling and safe use of PPE.</p>		<p>KW & CH</p> <p>As above</p> <p>As above</p>	<p>2nd Sept.</p> <p>As above</p> <p>As above</p>	
Immunisation Programmes	Pupils have missed out on scheduled immunisations posing potential risks to future health.	<p>Liaise with public health services to catch-up on missed sessions.</p> <p>Liaise with public health services to facilitate any flu vaccination programmes.</p>		<p>CH</p> <p>CH</p>	<p>Tbc</p> <p>Tbc</p>	

Discipline	Normal school disciplinary processes could lead to mixing of bubbles and breaches of social distancing guidelines.	<p>Any poor behaviour will be dealt with via our normal discipline policy. Any duty staff member called to deal with an incident will abide by 2m social distancing.</p> <p>Any pupil deliberately breaching social distancing or hygiene rules will receive a warning in the first instance which will be recorded on Classcharts. A second breach during the day will result in the pupil being removed from their class and parents being called to take them home. They may then be banned from attending on subsequent days also.</p> <p>In line with school policy, a pupil repeatedly disrupting learning may be removed to the internal exclusion room to work for a period of time. This room will be arranged to allow for appropriate social distancing to mitigate the mixing of bubbles.</p> <p>Physical restraint may need to be used as a last resort in line with the school's current positive handling policy and individual positive handling plans.</p> <p>Where restraint has to be carried out with a non-symptomatic child, staff will need to wear their usual PPE according to the risk assessment for that child. With a symptomatic child</p>		All staff As above GC & JM Trained staff	Daily from 6 th Sept. As above 4 th Sept.	
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		PPE should be worn as appropriate.				
Meeting the Personal Care needs of individual pupils.	Close contact with could pose a transmission risk to both pupil and staff member.	<p>Appropriate PPE to be made available to relevant staff.</p> <p>Staff to receive training on how to put on and take off PPE and posters should be displayed as reminders.</p> <p>Regular cleaning of changing area.</p> <p>Handwashing and anti bac products to be available at all times.</p> <p>Handwashing is important after each procedure. Staff not to touch their faces until they have washed their hands.</p>		<p>KW & CH</p> <p>Site staff</p> <p>Relevant staff</p>	<p>6th Sept.</p> <p>Daily from 6th Sept.</p> <p>As above</p>	
Hygiene	Surfaces could be a cause of spreading the virus	<p>All areas of the school will be cleaned thoroughly each day in line with latest national guidelines.</p> <p>Frequent touch areas will be cleaned regularly throughout the day.</p> <p>Pupils will be required to hand-sanitise on arrival at school and throughout the day – supplies will be available in every classroom.</p> <p>Where specialised equipment needs to be used (e.g. Science, IT & DT) this will be sanitised between uses and /or 72 hour quarantines will be observed.</p>		<p>Site staff</p> <p>As above</p> <p>All staff</p> <p>Technicians & teaching staff</p>	<p>Daily from 2nd Sept.</p> <p>As above</p> <p>As above</p> <p>As above</p>	

		<p>Lidded bins and tissues will be available in every classroom.</p> <p>Pupils will be reminded frequently of hygiene routines in place.</p> <p>Staff will vacate the premises as soon as possible at the end of the day to allow for a thorough daily clean.</p> <p>Cleaners will have received training on what chemicals to use, what and how to clean.</p> <p>All tissues and wipes used are to be disposed of in the appropriate way, as per normal practise (with all contents of bins disposed regularly throughout the day)</p> <p>Pupils and staff (excluding those with recognised medical difficulties) will be required to wear a face mask in corridors where there could be congestion.</p> <p>Staff may remove masks when teaching if they are able to maintain 2m distancing. Visors may be used but are not an acceptable alternative to a 3 ply mask.</p> <p>Masks are not required in outdoor areas.</p>		<p>Site staff</p> <p>All staff</p> <p>All staff</p> <p>Led by ML</p> <p>Site staff</p> <p>All staff</p> <p>All staff and pupils.</p>	<p>As above</p> <p>Daily from 2nd Sept.</p> <p>As above</p> <p>2nd Sept.</p> <p>Daily.</p> <p>Daily from 2nd Sept.</p> <p>As above.</p>	
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End of School Day	The end of the school day needs to be managed to ensure social distancing is observed.	Departures will no longer be staggered but classes will be directed to nearest exits: Haberdashers & N Block – top gate Science & PE – Back gate W Block – Main gate		All staff	Daily from 2 nd Sept.	
Extra-curricular activities	EC activities could lead to increased contacts and therefore risk of transmission.	These will be risk-assessed on a case-by-case basis. Most will be able to go ahead providing that: <ul style="list-style-type: none"> - Social distancing is maintained as in normal lessons - All necessary hygiene and supervision measures are in place. 		Teaching staff led by SLT	From w/c 6 th Sept.	
Testing	Asymptomatic cases of COVID 19 are undetected leading to increased transmission.	<ul style="list-style-type: none"> - All staff will be provided with twice weekly lateral flow testing on a voluntary basis - All pupils will be provided with twice weekly lateral flow testing on a voluntary basis - Parents and staff will be required to inform school (L.Collier) immediately of a positive LFT. The same self-isolation and Track&Trace procedures as outlined below will then be followed pending the outcome of a more accurate PCR test. 		L.Collier Pupils / Parents Staff / Parents L.collier EJ	Ongoing	

Case of COVID 19	Risk of COVID 19 transmission amongst school population	<p>Staff, students, parents/carers to be informed of the symptoms of possible coronavirus infection, and are kept up-to-date with national guidance about the symptoms and guidance in relation to 'stay at home'</p> <p>Any student who displays signs of being unwell is immediately referred to the designated first aider (JP & MC) by telephone.</p> <p>Parents / carers will be contacted immediately to collect pupil from school.</p> <p>While waiting to be collected, children will be supervised in the medical room. Social distancing will be maintained and staff in contact will use PPE.</p> <p>The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen.</p> <p>Areas (including toilets) used by unwell students who need to go home are thoroughly cleaned once vacated;</p> <p>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the school's policy;</p>		<p>EJ</p> <p>JP</p> <p>SLT</p> <p>First Aider / SLT</p> <p>Site Staff</p> <p>First Aider</p>	<p>Prior to start of term and then updates as necessary.</p> <p>If suspected case occurs.</p>	
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		<p>If a member of staff or child displays symptoms of COVID-19 they must self- isolate for 7 days before returning to school.</p> <p>Testing is available for all staff and children. If the result is negative, staff and children can return to school before the 7 days is up.</p> <p>If a member of staff or child receives a positive test for COVID-19, all children and members of staff in that group may need to self-isolate for 14 days. Advice will be sought from LA and public health immediately.</p> <p>If a member of staff is diagnosed with COVID 19 as a result of being exposed during the work place this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents</p> <p>Ensure all students' emergency contact details are up-to-date, including alternative emergency contact details, where required.</p>		<p>Parents of child.</p> <p>LA</p> <p>EJ to liaise with LA and PH.</p> <p>EJ</p> <p>Form Tutors</p>	<p>Within 1st week of pupils' return (staggered)</p>	
Communication with Parents	Lack of familiarity / understanding	Regular briefings and notifications will be sent to parents to remind them that they must not send their		EJ	Prior to start of term and then as	

	of procedures leads to breaches of guidelines and increased transmission risks.	<p>children to school if they or anyone in their household has had symptoms of COVID 19 or if they have been told to self-isolate or if they have been in contact with someone who has Covid 19. Up to date guidance will be issued to staff and put on the school website.</p> <p>Letters will also include reminders about social distancing and hygiene etc.</p>			necessary.	
Vulnerable groups	Risk of COVID transmission to vulnerable staff and pupils.	<p>Students and/or staff who have been classed as 'shielding' owing to pre-existing medical conditions and have been advised, in writing, to undertake specific 'shielding' measures are now be able to return to School. However, they should be subject to additional control measures (such as provision of PPE, modification of roles .etc.) dependent on job role and risk level. These to be agreed prior to return to normal duties.</p> <p>Students and/or staff who live with someone who is clinically vulnerable (but not shielding), including those who are pregnant, should attend school.</p> <p>Where a student and/or member of staff lives in a household with someone who is 'shielding' (and have been advised, in writing, to</p>		EJ & DH	During P&P days	
				As above	As above	

		undertake specific 'shielding' measures), they should only attend if stringent social distancing can be adhered to, and the student and/or member of staff is able to understand and follow those instructions.				
Distance Learning	In the event of future lock down and closure, pupils will miss out on learning.	<p>Distance / Blended Learning expectations and guidance published to all staff and governors.</p> <p>Updated Homeworking Policy where applicable for all staff, especially those who are working remotely</p> <p>School to ensure that all teaching and relevant support staff have a school-issued device to support distance learning.</p> <p>Leaders to review the school Professional Learning Plan to include suitable training opportunities to support staff in preparing distance learning opportunities for pupils.</p> <p>Leaders and staff to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning.</p> <p>Leaders to ensure that all staff communicating with pupils and parents have a school or hwb email</p>		<p>RH</p> <p>EJ</p> <p>AD</p> <p>EJ, RH & DG</p> <p>Led by RH and DG</p> <p>AD</p>	<p>End of Sept 20.</p> <p>As above</p> <p>As above</p> <p>As needed</p> <p>Ongoing</p> <p>Ongoing</p>	

		<p>accounts.</p> <p>Leaders to set and implement clear expectations around the protocols for asynchronous and synchronous learning procedures. Ensure that all staff understand that they are expected to follow these for their own safeguarding.</p> <p>Ensure Staff working remotely have the necessary equipment and work environment to deliver distance learning.</p> <p>Line managers to maintain regular contact with staff who are working remotely.</p> <p>Schools to ensure that all pupils have access to equipment and resources necessary to engage in learning opportunities.</p> <p>School to maintain regular contact with parents to provide help and support so that they can support children with distance learning activities.</p>		<p>RH & CH</p> <p>Heads of faculty & ML.</p> <p>Line managers.</p> <p>Led by ML</p> <p>Led by SLT</p>	<p>End of Sept. 20</p> <p>As necessary.</p> <p>Weekly in event of closure.</p> <p>Ongoing</p> <p>In the event of closure</p>	
GCSE Results Day	Pupils coming into school to collect results	Pupils will be provided with appointment slots to collect results.		Led by SH and admin team.	12 th August	

	<p>may lead to breaches in social distancing and thereby to the spread of contagion.</p>	<p>No more than 10 pupils will attend at any one time. Parents will be required to remain in their cars.</p> <p>Pupils will be required to hand sanitise on entry to the canteen. Staff handing out results will hand sanitise and PPE will be available to them if required.</p> <p>Careers officer will be available to speak to pupils if required. They will be provided with a face visor and 2m distancing will be maintained during all consultations.</p>				
Traffic congestion	<p>Increased numbers of parental drop-offs and pick-ups could cause congestion around school and present a risk to pupils crossing traffic to access parental cars.</p>	<p>Parents asked via parental briefing and Facebook page not to drop off / pick up at bus bay or on Blaendare Rd. but to find alternative locations.</p> <p>Increased staff duty presence at bus bay.</p> <p>Reminders to pupils about road safety and traffic awareness.</p>		<p>EJ – reminders as necessary</p> <p>SLT</p> <p>Duty staff</p>		
Governors Meetings.	<p>There is a transmission risk posed by the gathering of Governors</p>	<p>Consideration will be given as to whether meetings could be conducted virtually instead.</p>		<p>Headteacher & Chair of Governors.</p>		

	<p>at school for scheduled meetings.</p>	<p>Necessary meetings will be held in the main hall to allow for 2m social distancing.</p> <p>All governors will be required to hand sanitise on arrival at the meeting.</p> <p>Wherever possible, papers will be distributed electronically to avoid handing out paper copies.</p>				
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APPENDIX 2 - Risk Matrix

Likelihood

Taking into account the controls in place and their adequacy, how likely is it that such an incident could occur? Apply a score according to the following scale:

Level	Descriptor	Description
5	Almost Certain	Likely to occur on many occasions, a persistent issue (will occur on a daily basis).
4	Likely	Will probably occur but it is not a persistent issue (will occur on a monthly basis).
3	Possible	May occur occasionally (possibly on an annual basis).
2	Unlikely	Do not expect it to happen but it is possible (unlikely to occur over a shorter time scale 1-2 years, possibly over longer time scales).
1	Rare	Doubtful if it will ever occur (unlikely to occur even over a longer time scale).

Severity

Taking into account the controls in place and their adequacy, how severe would the consequences be of such an incident? Apply a score according to the following scale.

Level	Descriptor	Actual or Potential Impact on Individual(s)	Actual or Potential Impact on Authority
5	Catastrophic	Death or Permanent damage	HSE Investigation Litigation expected/certain
4	Major	Permanent injury or illness e.g. RIDDOR reportable injury/ill health retirement/redeployment	RIDDOR reportable Long term sickness Litigation expected/certain
3	Moderate	Semi permanent injury/damage or illness e.g. injury that takes up to 6-12 months to resolve or requires Occupational Health involvement/rehabilitation	RIDDOR reportable, Long term sickness, Litigation possible but not certain, High potential for complaint
2	Minor	Short-term injury/damage or illness e.g. injury or illness that has been resolved within one month	Minimal risk to the Council, Short term sickness, Litigation unlikely, Complaint possible
1	Insignificant	No injury or adverse outcome	No risk to the Council, Unlikely to cause complaint, Litigation risk remote

Risk Score/Action to be taken

LIKELIHOOD	SEVERITY					ACTION
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	
1 – Rare	1	2	3	4	5	No immediate
2 – Unlikely	2	4	6	8	10	Action within 3-6 months
3 – Possible	3	6	9	12	15	Urgent action
4 – Likely	4	8	12	16	20	
5 – Almost Certain		10	15	20	25	

