

|             |                            |                              |   |             |            |
|-------------|----------------------------|------------------------------|---|-------------|------------|
| Directorate | EDUCATION AND YOUTH        | Activity (Brief Description) | SCHOOLS COVID RISK ASSESSMENT (ALERT LEVEL 2) |             |            |
| Service     | SCHOOLS                    | People at Risk               | STAFF, PUPILS, VISITORS                       |             |            |
| Location    | Ysgol Gymraeg Mornant      | Date                         | January 2022                                  | Review Date | March 2022 |
| Assessor    | Bethan Jones - Headteacher | Issue Number                 | 1   |             |            |

| Item No | Hazard and Effects<br>(NOT AN EXHAUSTIVE LIST)  | Control Measures<br>(ALERT LEVEL 0)<br>(‘Risk’)   | RISK RATING<br>(With controls)<br>Low | Additional Control Measures<br>[Dependant on Alert Level applicable at time] |                                  |                                       | RISK RATING<br>(With additional Control measures)<br>Low/Med/High |
|---------|---|---|---------------------------------------|--|----------------------------------|---------------------------------------|---|
|         |   |   |                                       | (ALERT LEVEL 2)<br>(‘Moderate Risk’)   | (ALERT LEVEL 3)<br>(‘High Risk’) | (ALERT LEVEL 4)<br>(‘Very High Risk’) |   |
| 1.      | Accommodation Function<br><br>Caretaker to ensure all the necessary health and safety checks have been undertaken eg legionnaires disease, fire alarm testing and emergency lighting testing. | Following WG guidance recognises that it is not practicable to expect learners to physical distance from each other but will continue to keep KS2 and Foundation Phase separate eg separate lunch time sittings and separate on the school yard.<br><br>Continuing to maintain a safe distance between people whilst inside and reducing the amount of time they are in face to face contact to lower risk of transmission. | Low                                   | All checks completed (Jan 2022)<br><br>Control measures continue             |                                  |                                       |   |

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|         |   | <p>Outside learning to continue as much as possible eg in the lean too and forest schools.</p> <p>Continue to have separate toilets for KS2 and Foundation Phase.</p> <p>Caretaker to ensure all the necessary health and safety checks have been undertaken eg legionnaires disease, fire alarm testing and emergency lighting testing.</p> | Low                                   |  |                                  |                                       |   |
| 2.      | <p><b>Transmission of Covid 19 due to close contact</b><br/><i>(Transport, Access to Site and Car Park)</i></p> | <p>Separate gates to enter the school. Staff to meet the children at the specified gates, no entry for parents. Breakfast club pupil will be dropped off/picked up by the main school gate.</p>  | Low                                   | Control measures continue  |                                  |                                       |   |

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|         |  | School Bus Transport<br>Children travelling on the school bus a seating plan will be followed. Children will sit with their oldest sibling.<br>Foundation Phase at the front of the bus and KS2 at the back.                                 | Low                                   |  |                                  |                                       |   |
| 3.      | <b>Transmission of Covid 19 due to close contact</b><br><i>(Arrival at school)</i>   | Staff and learners instructed not to attend school if self-isolating or experiencing symptoms of COVID.<br><br>Staff and older learners to continue to undertake three weekly LFD testing until further advised by Welsh Government/FCC DMT. | Low                                   |  |                                  |                                       |   |
| 4.      | <b>Transmission of Covid 19 due to close contact</b><br><i>(During the school day i.e. travel around school, arrival at class, arrangements for breaks, departure, etc.)</i> | Ventilation<br>All windows are opened.<br>Outside learning   | Low                                   | Control measures continue  |                                  |                                       |   |

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|         |  | Respiratory and Hand Hygiene<br><br>Pupils to wash their hands with soap and water for 20 seconds – on arrival to school, before handling food, before and after handling objects and equipment, at the end of the day.  |                                       | Control measures continue  |                                  |                                       |   |
|         |  | Staff and learners instructed in the safe use of face coverings (donning, doffing, maintenance and disposal)<br><br>Should staffing become an issue due to shortage of supply staff and dangerous levels of pupil teacher ratio, it will become necessary to close classes, merge classes or if a 1:1 support is ill and no one is available to offer alternative support, request that the pupil remains at home until alternative support can be |                                       | Control measures continue  |                                  |                                       |   |

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|         |  | arranged asap.   |                                       |   |   |  |   |
|         |  | <p>Close interactions between staff and learners reduced /minimised at all times where possible.</p> <p>Foundation Phase teacher has a mobile screen between herself and children.</p> |                                       | <p>Close interactions between staff and learners reduced /minimised at all times where possible.</p> <p>No large group gatherings such as assemblies held.</p> <p>Use of one way systems</p> <p>Consistent seating plans adopted (where possible)</p> <p>Outdoor spaces used when possible.</p> | <p>Close interactions between staff and learners reduced /minimised at all times where possible.</p> <p>No large group gatherings such as assemblies held.</p> <p>Use of one way systems</p> <p>Consistent seating plans adopted (where possible)</p> <p>Outdoor spaces used when possible.</p> <p>Floor signage displayed.</p> | <p>Close interactions between learners reduced to the lowest practical level. i.e.</p> <p>No large group gatherings such as assemblies held.</p> <p>Use of one way systems</p> <p>Consistent seating plans adopted (where possible)</p> <p>Outdoor spaces used when possible.</p> <p>Floor signage displayed.</p> <p>Learners grouped together into contact groups.</p> <p>After school / breakfast provision put on temporary hold.</p> <p>Team sports put on temporary hold.</p> |   |
|         |  | Physical distancing in indoor communal areas outside of the classroom (e.g. corridors)   |                                       | Physical distancing in indoor communal areas outside of the classroom (e.g. corridors)  | Physical distancing in indoor communal areas outside of the classroom (e.g. corridors) encouraged at all times  | Physical distancing in indoor communal areas outside of the classroom (e.g. corridors)   |   |

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|         |  | encouraged at all times where possible.   |                                       | encouraged at all times where possible.<br>Physical distancing in place in classrooms (depending on room capacity and risk assessment),   | where possible.<br>Physical distancing and seating plans in place in classrooms.<br><i>(This may include forward facing desks depending on room capacity and risk assessment).</i>           | encouraged at all times where possible.<br>Physical distancing and seating plans in place in classrooms.<br><i>(This may include forward facing desks depending on room capacity and risk assessment),</i> |   |
|         |  | Staff to continue with LFD testing three times a week.<br>Testing available for contacts of confirmed positive cases. |                                       | Targeted/ focused testing used where there are local risks identified by IMT.<br>Testing available for contacts of confirmed positive cases.  | Twice weekly LFD testing available for staff and secondary learners to help identify and isolate<br>Asymptomatic cases as soon as possible.  | Twice weekly LFD testing available and strongly encouraged for staff and secondary learners to help identify and isolate asymptomatic cases as soon as possible.   |   |
|         |  | Face coverings are not routinely recommended, but may be worn by staff and visitors.                                  |                                       | Face coverings are not routinely recommended, but may be worn by secondary aged learners anywhere on the school site and in particular when moving around indoor communal areas outside of the classroom, such as | Face coverings should be worn by secondary aged learners when moving around indoor communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained. | Face coverings should be worn by secondary aged learners in all indoor areas, including classrooms, where physical distance cannot be maintained.  |   |

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|         |   |   |                                       | corridors. By staff and also when teaching id they cannot guarantee a 2m social distance.  |  |  |   |
|         |   | Face coverings are not routinely recommended, but may be worn by staff and visitors anywhere on the school site should they wish to do so.  |                                       | Face coverings may be worn by staff and visitors in schools when moving around Communal areas outside of the classroom, such as corridors. | Face coverings should be worn by staff and visitors in schools when moving around indoor communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained. | Face coverings should be worn by staff and visitors in all indoor areas, including classrooms, where physical distance cannot be maintained. |   |
| 5.      | <b>Risk assessing vulnerable staff and learners at increased risk</b><br><i>(Vulnerable to catching Covid-19 (ECV/ BAME/Expectant Mothers and/or due to lack of school contact)</i> | One member of staff clinically vulnerable because of asthma.<br>Appropriate forms will be completed and plans modified should it be deemed necessary.   | Low                                   | Same measures continue   |  |  |   |
| 6.      | <b>Display of symptoms in school</b><br><i>(Employees, Learners, Parents / Carers)</i>  | Schools and settings have clear procedures if learners or staff begin to show symptoms on site. Those showing symptoms will be kept separate until they can be collected and taken home. Anyone displaying symptoms should stay at home for | Low                                   |  |  |  |   |

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|         |   | 7 days. WG guidance will be followed.  |                                       |  |                                  |                                       |   |
| 7.      | <b>Personal Protective Equipment (PPE)</b><br><i>(Access, availability, selection and use etc.)</i> | Guidance to be followed regarding PPE. This will include face masks, apron and gloves.<br><br>Double bagging for waste.<br><br>Ensure waste bins are emptied daily.<br><br>PPE available in all rooms and regularly checked and replenished. | Low                                   | Equipment was checked and staff reminded Jan 2022  |                                  |                                       |   |
| 8.      | <b>Cleaning arrangements</b><br><i>(Inadequate cleaning, no formal cleaning regimes, etc.)</i>      | An enhanced cleaning schedule in place.<br><br>Tables regularly cleaned throughout the day. Caretakers hours increased to clean the toilets during the day.  | Low                                   | 20 minutes a day extra to clean toilets lunch time.  |                                  |                                       |   |
| 9.      | <b>Group Activities/ Physical Education</b>   | All PE lessons are carried out outside on the field. No invasion games, individual/non-contact sports only.<br><br>All sports equipment to be wiped down prior to next lesson.   | Low                                   | All PE lessons continue as normal within the guidance. Games can continue and swimming. However , an additional risk assessment has determined swimming will be postponed this term. |                                  |                                       |   |



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| 10.     | <b>Visitors/ contractors on site</b>            | <p>Any visitor (including parent) or contractor entering the school building e.g. to visit the office/reception or attend a meeting, should wear a face covering. Visitors to carry out an LFD prior to visiting the school</p> <p>Parents and carers have also been reminded of the benefits of wearing face coverings when they are at the school gate.</p> <p>Any parents invited to the outside Forest School area will be asked to adhere to current guidelines- wear a mask and ensure social distancing.</p> <p>Only small groups will be invited at any one time.</p> <p>Visits are by appointment only.</p> | Low                                   | Continue   |                                  |                                       |   |
| 11.     | <b>Educational Visits (including Transport)</b> | No Educational Visits have been re-started as  |                                       |  |                                  |                                       |   |

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|         |   | yet.   |                                       |  |                                  |                                       |   |
| 12.     | <b>Communication</b><br>(With staff, learners, parents, carers, etc.) | Information to parents is sent out via e-mail or Seesaw.<br><br>If there is a positive case, parents are informed with a standard letter supply by the LA. |                                       |  |                                  |                                       |   |

**FURTHER ACTION REQUIRED TO REDUCE RISKS TO ACCEPTABLE LEVEL**

| Item No                                 | Further action necessary to control risk | Action By             | Date Completed | RESIDUAL RISK<br>(with further controls)<br>High/Medium/Low |
|---|--|-----------------------|----------------|---|
|   |  |                       |                |   |
|   |  |                       |                |   |
|   |  |                       |                |   |
|   |  |                       |                |   |
|   |  |                       |                |   |
| <b>Assessor(s) Signature(s):</b>        |  | <b>Managers Name:</b> |                | <b>Managers Signature:</b>                                  |
| <b>Other relevant Risk Assessments:</b> |  |                       |                |   |

**RISK RANKING MATRIX**  
**(RISK RANKING = SEVERITY X LIKELIHOOD)**

|  |                 |   |  |   |
|--|-----------------|---|--|---|
| <p><b>High (3)</b><br/>Death, Major injury or work related illness, permanent harm or disability</p>   | <b>Severity</b> | <b>3</b>  | <b>6</b>   | <b>9</b>  |
| <p><b>Medium (2)</b><br/>Injuries or work related illness where people are unable to undertake their normal work for more than 3 days; semi-permanent harm or injury</p> |                 | <b>2</b>  | <b>4</b>   | <b>6</b>  |
| <p><b>Low(1)</b><br/>All other minor injuries – first aid treatment with no permanent harm – minor cuts and bruises</p>  |                 | <b>1</b>  | <b>2</b>   | <b>3</b>  |
|  |                 | <b>Likelihood</b>   |  |   |
|  |                 | <p align="center"><b>Low (1)</b><br/>Where harm is unlikely to occur under normal circumstances.<br/>Low expectation of occurrence</p> <p align="center">- And –</p> <p align="center">there is full compliance with relevant Health and Safety legislation</p> | <p align="center"><b>Medium (2)</b><br/>Where harm is likely to occur in time.</p> <p align="center">- Or -</p> <p align="center">Exposure to the hazard exists intermittently or hazardous event occurs occasionally</p> <p align="center">- And / Or –</p> <p align="center">not fully compliant with relevant Health and Safety legislation</p> | <p align="center"><b>High (3)</b><br/>Where the hazard is likely to occur imminently or in the very short term.</p> <p align="center">- Or -</p> <p align="center">Exposure is permanent or occurs frequently.</p> <p align="center">- Or -</p> <p align="center">Much evidence of previous harm</p> <p align="center">- And / Or –</p> <p align="center">Major non-compliances with relevant Health and Safety legislation</p> |
| <b>OUTCOME / REQUIRED ACTION (Severity x Likelihood “score”)</b>   |                 |   |  |   |
|  |                 | <b>HIGH (6-9)</b>   | <b>MEDIUM (3-4)</b>  | <b>LOW (1-2)</b>  |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | <b>Immediate action is required to control the risk before any further activity.</b> | <b>Work may proceed if additional control measures are implemented within strict timescales. These measures must be proportionate to the potential consequences.</b> | <b>Work can proceed – no significant action is required other than monitoring that things do not change and that existing measures are being monitored and maintained.</b> |
|--|--|--|--|--|