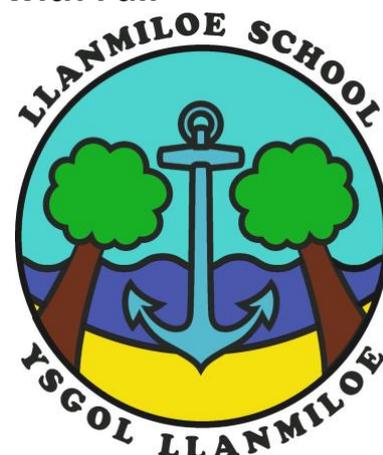


# Llanmiloe School Risk Assessment -Version 2

**September Opening of Schools and Early Years Settings with Full Pupil Numbers During Covid-19 Pandemic**





# LLANMILOE SCHOOL RISK ASSESSMENT

<b>AREA / ACTIVITY / TASK BEING ASSESSED:</b>	<b>September Opening of Schools and Early Years Settings with Full Pupil Numbers During Covid-19 Pandemic</b>		
<b>DEPARTMENT:</b>	<b>Education &amp; Children Services</b>		
<b>SERVICE:</b>	<b>Schools and Early Year Settings</b>		
<b>SCHOOL:</b>	<b>Ysgol Gymunedol Llanmiloe Community School</b>		
<b>REFERENCE NO.</b>	<b>VERSION</b>	<b>DATE OF ASSESSMENT</b>	<b>DATE OF NEXT REVIEW</b>
	02	16/09/2020	16/12/2020
<b>Description of operations and scope of assessment:</b> <ul style="list-style-type: none"> <li>Activities,</li> <li>Environment(s)</li> <li>Equipment, materials etc.</li> </ul>	<p>A generic risk assessment for Carmarthenshire County Council Schools and Early Years settings to Open for Autumn Term 2020 during Covid-19 Pandemic that has been amended to become a bespoke version for the School.</p> <p>Llanmiloe school has determined if we can comply with the control measures contained in this document and have amended our current arrangements as appropriate</p>		
<b>Location of assessment</b>	All Schools and Early Year Settings		
<b>Legislation / Management standards</b>	<p>Health and Safety at Work Act 1974            Management of Health and Safety at Work Regulations 1999            Regulatory Reform (Fire Safety) Order 2005            The Health and Safety (First Aid) Regulations 1981            The Workplace (Health, Safety and Welfare) Regulations 1992            Health Protection (Coronavirus, Restrictions) (England) Regulations 2020</p>		
<b>Other relevant safety documentation (if applicable):</b> <ul style="list-style-type: none"> <li>Risk Assessments,</li> <li>Safe Systems of Work,</li> <li>Procedures,</li> <li>Guidance etc.</li> </ul>	<b>TITLE</b>	<b>REFERENCE NO.</b>	
	<a href="https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19">https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19</a>	Version 3	
	<a href="#">Guide to Educational Settings – Covid 19 Planning Guide for Primary Schools</a>		
	<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>		
	<a href="https://gov.wales/guidance-supporting-vulnerable-and-disadvantaged-learners">https://gov.wales/guidance-supporting-vulnerable-and-disadvantaged-learners</a>		
<b>Name of Risk Assessor(s)</b>	<b>Job Title:</b>	<b>Signature(s) of Risk Assessor(s)</b>	
Gareth Morgans	Director of Education & Children Services	Gareth Morgans	
Simon Davies	Head of Access to Education		
Eddie Cummings	Senior Business Partner (Working Safely)	<i>E Cummings</i>	
Jayne Phillips	Headteacher		
Jamie Rugg	Chair of Governing Body		



# LLANMILOE SCHOOL RISK ASSESSMENT

## Llanmiloe's use of the Public Health Wales Advice to Minimise COVID-19 risks

Employers, schools, and settings must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures.

At Llanmiloe School we must ensure that we have implemented sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level, but do not negatively impact the well-being of our learners and staff.

By implementing and maintaining the management arrangements in this risk assessment and any supplementary advice from Education & Children Services Llanmiloe School will meet these duties.

**Our Head teacher has amended the contents of the generic risk assessment to create a bespoke version for our schools that includes the specific procedures, practices and management arrangements that are in place at Llanmiloe School. This has been signed off by the Head teacher and Chair of Governors.**

As part of our planning for full return in the autumn term, it was and continues to be a legal requirement that schools should revisit and update their risk assessments by building on the learning to date and the practices already developed. This review enabled us to consider the additional risks and control measures we needed to put in place for a return to full capacity in the Autumn term.

Essential measures include:

- Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.
- Minimise contact between individuals wherever possible. For younger learners the emphasis will be on separating groups, and for older learners it will be on distancing
- How contacts are reduced will depend on the school's circumstances and should include:
  - grouping learners together in discreet 'bubbles'
  - avoiding contact between bubbles as much as possible
  - arranging classrooms with forward facing desks, recognising this may not be possible or appropriate in all schools/settings
  - staff maintaining distance from learners and other staff as much as possible
- Cleaning hands thoroughly more often than usual via handwashing or the use of hand sanitisers.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Ensure good ventilation is available in all indoor areas
- Continue enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and disinfectants.
- Active engagement with Test, Trace, Protect arrangements
- Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following local health protection team advice.

Llanmiloe School along with the local authority health and safety adviser and trade unions, will also review and update their wider risk assessments and consider the need for relevant revised controls considering the implications of COVID-19.

Our Head teacher and the managers of support services including Transportation, Catering and Cleaning will share the contents of this risk assessment with their staff and ensure all staff understand their roles and responsibilities.



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## **Minimise contact between individuals and maintain social distancing wherever possible.**

The latest published [evidence](#) in relation to the transmissibility in learners under the age of 12 seems to be particularly low. Children under the age of 18 make up 22 to 25 per cent of the population, but consistently make up <2% of the total COVID-19 caseload in every country. Minimising contacts and mixing between people reduces transmission of COVID-19. This is important in all contexts, and schools and settings must consider how to implement this. Schools and settings must do everything possible to minimise contacts and mixing.

## **Minimising contacts and social distancing**

We know that minimising contacts and mixing between people reduces transmission of COVID-19. Llanmiloe School must consider how to best implement this and do everything possible within our own context to minimise contacts and mixing while delivering a broad and balanced curriculum. It is acknowledged, however, that schools will have constraints relating to buildings and staffing resources and an element of flexibility may be needed.

The overarching principle to apply is to reduce the number of contacts between learners and staff. This can be achieved through keeping groups separate using 'Bubbles' and through [maintaining distance between individuals](#). Both measures will help, but the balance between them will change depending on the:

- learners' ability to distance to minimise their contacts
- layout of the school
- feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary schools).

It is likely that for younger learners the emphasis will be on separating groups, and for older learners it will be on social distancing. For learners old enough, they should be supported to maintain distance and not touch staff where possible.

## **How to group learners**

Consistent groups or 'bubbles' help reduce the risk of transmission by limiting the number of learners and staff in contact with each other to only those within the group. It is accepted that learners and especially the youngest learners, may not be able to socially distance from staff or from each other and consistent groups provide an additional protective measure. Maintaining distinct bubbles - 'bubbles' that do not mix makes it quicker and easier, in the event of a positive case, to identify those who may need to self-isolate and to keep that number as low as possible.

The use of small bubbles – 'bubbles' brings a number of educational and operational challenges which can restrict the normal operation of schools. This is the case in both primary and secondary schools but is particularly difficult in secondary schools.

However, given the decrease in the prevalence of COVID-19 and the plan for the autumn term for the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles, increasing the size of the groups, but staying within their system of controls and building into their risk-assessments.

At primary school, and in the younger years at secondary (Key Stage 3), schools may be able to implement smaller groups or 'bubbles' the size of a full class. If that can be achieved, it is recommended, as this will



## LLANMILOE SCHOOL RISK ASSESSMENT

help to reduce the number of people who could be asked to isolate should someone in a group become ill with symptoms of, or test positive for COVID-19.

Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement a year group (or half year group) sized bubbles. Whatever the size of the group, they should be kept apart from other groups where possible and those age 11+ should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups, the other measures from the system of controls become even more important; to minimise transmission risks and to minimise the numbers of learners and staff who may need to self-isolate. We recognise that younger learners will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

Both the approaches of separating groups and maintaining distance are not 'all-or nothing' options and will still bring benefits even if implemented partially. At Llanmiloe school we will endeavour to keep our learners in their class bubbles for the majority of the classroom time, but also allow mixing into wider groups for specialist intervention work, afterschool care, and transport. Some siblings will also be in different bubbles. Making efforts to keep the bubbles at least partially separate and minimising contacts between learners still offers public health benefits as it reduces the network of possible direct transmission.

All teachers and staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable if required. Where staff need to move between classes and year groups, they should try and keep their distance from learners and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger learners and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.

Where mixing between groups cannot be avoided, Llanmiloe School and its practitioners will run the approach to risk estimation and management process to reduce the risk of transmission between bubbles.

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
1.	<b>Parents and children waiting at school gates to drop off and collect pupils</b>	<p>Parents Pupils</p> <p>Lack of social distancing caused by large numbers of parents and pupils congregating at school gates during drop off and collection times</p>	<p>School are currently operating staggered start and finish times to minimise numbers at school gates</p> <p>Signage in place to remind parents of the need to maintain social distancing</p> <p>Signage in place to indicate exit/entrance, and one-way routes in and around schools</p>	<b>MEDIUM</b>	<p><b>1.1</b> Pupils to arrive at school and enter using the pre-determined class bubbles entrances.</p> <p><b>1.2</b> School to stagger start times to limit numbers with pupils arriving at the school using a natural stagger from 8am - 8.45am – this to be monitored as the term progresses.</p> <p><b>1.3</b> The School will implement designated times if needed and allow sufficient times between each group of pupils arriving at school to allow time for the and the parent to handover the children to leave the school before the bubbles arrive</p> <p><b>1.4</b> Keep school gates open to avoid congestion</p> <p><b>1.5</b> Use separate entrance and exit gates for pedestrians and pupils travelling by car.</p> <p><b>1.6</b> Parents should be requested that only one person is present to drop off /collect pupils – frequent reminders will be sent if this is not adhered to. Additional parents will be asked to leave the site if reminders do not improve the situation.</p> <p><b>1.7</b> Information regarding changes to school arrangements to be provided to parents prior to the school re-opening for Autumn Term and through regular reminders in newsletters</p>	<b>LOW</b>
2.	<b>Parents queuing to drop off children in morning and collecting in afternoon</b>	<p>Parents Staff Pupils</p> <p>Lack of social distancing at schools by large numbers of parents and pupils congregating to handover pupils inside the school building during drop off and collection times</p>	<p>School are currently operating staggered start and finish times to minimise numbers at school gates</p> <p>Signage in place to remind parents of the need to maintain social distancing</p> <p>Floor markings in areas where hand overs take place to indicate 2m distances</p>	<b>MEDIUM</b>	<p><b>2.1</b> School to stagger start times to limit numbers with pupils arriving at the school using a natural stagger from 8am - 8.45am – this to be monitored as the term progresses.</p> <p><b>2.2</b> Pupils to arrive at school and head for their pre-determined class bubbles entrance to wash/sanitise hands.</p> <p><b>2.3</b> Handover to continue to take place in playgrounds rather than inside school buildings wherever possible</p> <p><b>2.4</b> Use separate collection/drop offs points for pupil groups</p> <p><b>2.5</b> Parent to remain 2m from handover point and to remain there until the child is called forward by staff – use floor markings to indicate waiting point</p> <p><b>2.6</b> Staff are to maintain 2m between themselves and other staff</p> <p><b>2.7</b> All staff involved in handover of pupils to be briefed on the arrangements for the dropping off and collection of pupils</p>	<b>LOW</b>



# LLANMILOE SCHOOL RISK ASSESSMENT

Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
			SLTs monitoring arrangements		<p><b>2.8</b> Information regarding changes to school arrangements to be provided to parents prior to the school re-opening for Autumn Term</p> <p><b>2.9</b> SLT to monitor compliance as appropriate and reminders to be sent via email, website and Facebook if required.</p>	
3.	<b>Pupils using cloakroom or lockers</b>	<p>Pupils</p> <p>Pupils congregating in confined areas with associated lack of social distancing</p>	<p>School are currently operating staggered start and finish times to minimise numbers at school gates</p> <p>Signage in place to remind pupils of the need to maintain social distancing</p> <p>Floor markings in areas where hand overs take place to indicate 2m distances</p>	<b>MEDIUM</b>	<p><b>3.1</b> Continue the natural stagger of school start times with breakfast club to limit numbers arriving at the school at the same time and prevent the mixing of bubbles.</p> <p><b>3.2</b> Provide separate cloakroom facilities for different bubbles</p> <p><b>3.3</b> Discourage pupils from bringing personal items into School other than items for wellbeing, welfare and to support learning</p>	<b>LOW</b>
4.	<b>Social distancing in classrooms</b>	<p>Staff</p> <p>Pupils</p> <p>The cognitive and mental immaturity of younger pupils may result in challenges for staff to maintain the understanding and compliance of pupils in observing 2m social distancing at all times</p>	<p>Signage in place to remind pupils of the need to maintain social distancing</p> <p>Desks/tables arranged to maintain 2m separation between pupils and staff</p>	<b>MEDIUM</b>	<p><b>4.1</b> There is high scientific confidence that children have less severe symptoms than adults if they contract coronavirus and are less likely to transmit infection</p> <p><b>4.2</b> Current WP guidance has removed the requirement for pupils to social distance while seated at desks/tables</p> <p><b>4.3</b> Desks/tables to be arranged so that pupils are seated side by side and facing forward rather than in groups that will encourage pupils to sit in face to face where appropriate.</p> <p><b>4.4</b> Teaching and support staff to minimum distance of 2m from pupils when teaching - use floor markings to indicate safe distances</p> <p><b>4.5</b> Teaching and support staff should assess and redesign lessons that require close/physical contact with pupils</p>	<b>LOW</b>



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					<p><b>4.6</b> Teaching and support staff to maintain 2m distance from each other and other adults at all times</p> <p><b>4.7</b> Staff to wear face shields in classrooms to provide additional barrier if 2m social distance is not possible.</p> <p><b>4.8</b> Staff to explain reason for new arrangements with pupils</p> <p><b>4.9</b> Verbal reminders for children to maintain distances</p>	
5.	<b>Cross infection in classrooms</b>	<p>Staff - Pupils</p> <p>Cross infection via:</p> <ul style="list-style-type: none"> <li>• hard surfaces</li> <li>• equipment</li> <li>• toys</li> <li>• pens/pencils/glue sticks</li> <li>• books</li> <li>• I Pads</li> <li>• Laptops</li> <li>• Hand contact surfaces</li> </ul> <p>Coronavirus can survive on plastic and stainless-steel surfaces for up to 72 hours</p>	<p>Items that are not easily washable or wipeable have been removed from classrooms (e.g. soft toys, items with multiple small parts)</p> <p>Individual packs of pens, pencils, glue sticks etc, have been made up for use by individual pupils.</p> <p>Staff to monitor that these are not being shared. E.g. individual pen pots or cups with pupil's name on each occupied desk or zip lock bags with pupil's name</p> <p>Soft toys removed from classrooms</p>	<b>MEDIUM</b>	<p><b>5.1</b> Pupils should remain in their designated bubbles and where possible be taught in a single classroom at all times and teaching staff should move between classes rather than pupils. It is recognised that this is not always possible and where this cannot be avoided, pupils should clean their desks before and after use</p> <p><b>5.2</b> There should be no mixing of pupils from different bubbles</p> <p><b>5.3</b> Where pupils have to move between classrooms for specialist intervention/subjects they should remain in their bubbles for these lessons</p> <p><b>5.4</b> Equipment etc should not be transferred between classrooms or bubbles wherever possible. If this cannot be avoided it should be cleaned/sanitised between different bubbles using Antibacterial cleaning wipes. This includes IT equipment.</p> <p><b>5.5</b> Head teachers should follow "FP Guidance for Re Opening Schools regarding the use and cleaning of small items of play equipment</p> <p><b>5.6</b> Staff should clean their desk and all equipment on entering a classroom</p> <p><b>5.7</b> All classrooms should be well ventilated using natural ventilation (opening windows) during the school day</p> <p><b>5.8.</b> Effective cleaning regimes to be in place during the school day to include cleaning of all hand contact surfaces and all shared items including:</p> <ul style="list-style-type: none"> <li>• desks and chairs</li> </ul>	<b>LOW</b>



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Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
			Cleaning procedures in place for small toys and play items		<ul style="list-style-type: none"> <li>doors and handles</li> <li>sinks,</li> <li>toilets</li> <li>light switches</li> <li>bannisters – handrails</li> </ul> 5.9 Cleaning support should be co-ordinated with <a href="#">Caryl Williams</a>	
6.	<b>Personal Hygiene</b>	Staff Pupils Visitors  Cross infection in classrooms through coughing and sneezing or poor personal hygiene practices	Enhanced arrangements for hand washing facilities available at all schools including mobile hand wash stations  Sanitising stations and wall mounted sanitising units set up at entrances to schools, classrooms, sports halls, and dining rooms  Sanitising stations set up in classrooms  Arrangements for schools to order and receive sufficient supplies of hand sanitiser, paper towels in place	<b>MEDIUM</b>	6.1 Staff and pupils are to wash their hands frequently with soap and water for 20 seconds and dry thoroughly. In particular when <ul style="list-style-type: none"> <li>entering the school at the start of the day</li> <li>returning to class from break</li> <li>before and after lunch</li> <li>before and after using shared equipment</li> <li>before and after sports/PE/Games</li> </ul> 6.2 Hand sanitiser should be used if handwashing is not practicable due to time constraints – particularly at the start of the school day or in inclement weather 6.3 Staff and pupils are to use a tissue or elbow to cough or sneeze and use foot operated pedal bins for tissue waste ('catch it, bin it, kill it') 6.4 Parents should be asked to provide tissues for them children 6.5 Ensure that the bins are emptied throughout the day 6.6 School should provide supplies of tissues where pupils do not have their own 6.7 Pupils should be encouraged not to touch their mouth eyes and nose 6.8 Schools should continue to encourage young children to learn and practise these habits through games, songs and repetition. In particular pupils who have not been in school prior to the start of Autumn Term	<b>LOW</b>



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Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
			<p>Age appropriate notices and posters are in place to encourage good hygiene practices.</p> <p>Signage to remind visitors to wash/sanitise hands in place</p>		<p><b>6.9</b> Schools should review the availability and location of hand wash and sanitising stations and if required, increase the numbers available to pupils and staff prior to opening for Autumn Term. In particular where new entrances or routes through school will be used from September</p> <p><b>6.10</b> Schools are to place orders for hand sanitisers, cleaning materials and pedal bins via <a href="#">PPE General</a></p>	
7.	<b>Movement of staff, pupils, and visitors through school</b>	<p>Staff, pupils, and visitors</p> <p>Cross infection where width of corridors prevents users maintaining 2m social distancing while moving through school including:</p> <ul style="list-style-type: none"> <li>to and from lessons</li> <li>to and from breaks</li> </ul> <p>Cross infection where configuration of school creates “pinch points” as pupils and staff move around the school</p>	<p>Floor graphics in place to direct staff and pupils around one-way routes</p> <p>Designated entrances and exits in place</p> <p>Signage to remind pupils and staff of social distancing and one-way routes in place</p>	<b>MEDIUM</b>	<p><b>7.1</b> Pupils to remain in same class for all lessons wherever possible and teaching staff to move classes rather than pupils</p> <p><b>7.2</b> Where pupils have to move to attend specialist subjects they should follow designated one-way routes and avoid areas where there are pupils from other bubbles</p> <p><b>7.3</b> Pupils and staff to access and leave classrooms via external doors where possible to minimise traffic in corridors</p> <p><b>7.4</b> Stagger break times and lunch times to limit numbers using corridors by allowing pupils to travel in contact groups</p> <p><b>7.5</b> Visitors should be accompanied through school at all times and informed of the requirement to maintain 2m distance at all times</p> <p><b>7.6</b> Staff and visitors are to wear face coverings in corridors and public areas at all times in secondary schools and in primary schools where 2m social distancing is not possible or cannot be maintained</p>	<b>LOW</b>
8.	<b>Staff, or visitors are using toilets in schools</b>	<p>Cross infection where size of toilets prevents adult users maintaining 2m social distancing while using toilets</p>	<p>All toilets have been assessed and marked with information on maximum capacity</p>	<b>MEDIUM</b>	<p><b>8.1</b> Head teachers to explain rationale and limits on numbers to all staff who have not been in school prior to opening for Autumn Term</p> <p><b>8.4</b> Medical emergencies or issues around dignity may mean that limits on numbers in toilets can be compromised if judged appropriate</p>	<b>LOW</b>



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Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
9.	<b>Lunch times</b>	<p>Staff – pupils – Catering staff – Supervisors:</p> <p>Queuing for meals Catering staff serving food Clearing tables Supervising pupils Assisting with meals</p>	School meals have not been provided during Summer Term	<b>HIGH</b>	<p><b>9.1</b> Handwash stations and sanitising units to be sited at the entrance and exit to dining rooms (handwash stations in secondary schools only). Property Services have assessed and fitted sanitising and handwash units in Summer holidays.</p> <p><b>9.2</b> Pupils should remain in their bubbles wherever possible for all meals. It is recognised that larger “lunch time bubbles” may need to be created where it is impractical to feed smaller bubbles within the allocated lunch time period</p> <p><b>9.3</b> Stagger mealtimes to limit numbers in dining room</p> <p><b>9.4</b> Create separate entrances and exits to dining room</p> <p><b>9.5</b> Meals are to be consumed outside wherever possible</p> <p><b>9.6</b> In primary schools where hot meals are served, pupils to clear plates and cutlery themselves</p> <p><b>9.7</b> Dining room/catering staff to clean tables and contact surfaces between bubbles- folding away table used and using next set of tables for the next bubble.</p> <p><b>9.8</b> Set up multiple areas to scrape plates and stack dirty crockery etc., to avoid congestion</p> <p><b>9.9</b> Catering Department to consider the use of disposables</p> <p><b>9.10</b> Floor markings to indicate 2m distance for pupils queuing to collect meals - this may also require physical barriers (airport style) if numbers are large</p> <p><b>9.11</b> Staff to maintain 2m distance between pupils and other staff when supervising pupils</p> <p><b>9.12</b> Perspex barriers may be required if height of servery is below head height of serving staff</p> <p><b>9.13</b> Tables and seats to be sanitised using appropriate cleaning methods and equipment between sittings.</p> <p><b>9.14</b> <a href="#">PPE General</a> to be contacted for:</p> <ul style="list-style-type: none"> <li>• supply of cleaning equipment &amp; PPE</li> <li>• relevant notices and posters</li> <li>• staff training</li> </ul> <p><b>9.15</b> Cleaning Services Manager <a href="#">Caryl Williams</a> to be contacted for: cleaning advice</p>	<b>LOW</b>



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Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
					<ul style="list-style-type: none"> <li>cleaning training</li> <li>PPE for Cleaners</li> </ul> <p><b>9.16</b> Catering staff to wear face coverings in primary schools where 2m distancing cannot be maintained</p> <p><b>9.17</b> To maintain the designated table for each sitting pupils from the same bubble will sit "face to face" to maximise.</p>	
10.	<b>Play times/breaks</b>	<p>Supervising staff</p> <p>Pupils</p> <p>Size and/or configuration of play area prevents or restricts ability to maintain social distancing during play and break times</p> <p>Mixing of different class/year groups</p> <p>Games that encourage close physical contact</p>	<p>Staggered break times to prevent the mixing of class or year bubbles</p> <p>Use of separate play areas for classes or year groups</p>	<b>MEDIUM</b>	<p><b>10.1</b> Continue to stagger break times to minimise mixing of bubbles in playground at same time</p> <p><b>10.2</b> Pupils should remain in their bubbles</p> <p><b>10.3</b> Use separate entrances and exits for pupils to access playground(s) or access directly from classroom</p> <p><b>10.4</b> Where ball games or games involving equipment are played, pupils should clean the equipment after use and wash/sanitise their hands</p> <p><b>10.5</b> Supervisors to maintain 2m distance from other staff while maintaining effective lines of sight and preventing access to hazardous areas</p> <p><b>10.6</b> Floor markings to indicate 2m distance for pupils queuing to re-enter school</p> <p><b>10.7</b> Staff to use good judgement about whether to physically intervene to prevent pupils fighting or absconding (this will require a balanced judgement on an immediate risk of injury versus a risk of infection)</p> <p><b>10.8</b> staff are to wash/sanitise their hands immediately after all contact with pupils</p>	<b>LOW</b>
11.	<b>School gatherings including: school plays assemblies parents' evenings staff meetings</b>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Difficulty in maintaining social distancing where pupils and staff are together in confined areas</p>	<p>Schools have stopped all activities that bring pupils and staff together in large groups</p>	<b>HIGH</b>	<p><b>11.1</b> All events and activities that require the whole school or mixed bubbles to gather should be suspended until the current restrictions are lifted unless pupils/staff can be accommodated in a room large enough to accommodate single bubbles while maintaining social distancing</p> <p><b>11.2</b> All rooms used for this purpose should be well ventilated (windows opened) and cleaned before being reused for other activities and between bubbles</p>	<b>LOW</b>



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					11.3 The cleaning between bubbles should be managed by school staff	
12.	<b>Sports/PE lessons</b>	<p>Staff Pupils</p> <p>Difficulty in maintaining 2m social distancing where groups of pupils and staff are together in confined areas such as changing rooms and showers</p> <p>Games that encourage close physical contact</p>	<p>Nil in current circumstances as PE and sports have been suspended</p>	<b>MEDIUM</b>	<p>12.1 Pupils should only take part in PE and sports in their bubbles</p> <p>12.2 PE activities to be assessed and activities that encourage or require close physical contact between pupils and/or staff should be discontinued or modified to maintain social distancing e.g. football, or rugby</p> <p>12.3 Activities should take place outdoors wherever possible</p> <p>12.4 All PE sessions will happen in the afternoon sessions and all children should come to school in their kit to avoid changing at school.</p> <p>12.5 Equipment used for PE and sport should be cleaned between pupil bubbles by pupils/school staff</p> <p>12.6 Pupils and staff to wash/sanitise hands before and after PE and sports activities</p> <p>12.7 Guidance from AFPE and Sports Governing Bodies e.g. WRU, FAW etc will be reviewed and guidance updated as appropriate</p>	<b>LOW</b>
13.	<b>Providing personal/intimate care</b>	<p>Staff Pupils</p>	<p>School's Intimate /Personal Care Policy</p> <p>WHO's assessment that children present a low risk of transfer of infection</p> <p>Arrangements in place for schools to order and receive sufficient supplies of PPE based on risk assessment</p>	<b>MEDIUM</b>	<p>13.1 All schools who have pupils that require support with intimate care should have an up to date Intimate/Personal Care Policy</p> <p>13.2 All staff involved in providing personal or intimate care are to be made aware of the contents of the school's Intimate/Personal Care Policy</p> <p>13.3 Head teachers/ALNCOs are to ensure staff fully understand and follow the requirements of the school's Intimate/Personal Care Policy</p> <p>13.4 PPE as specified in the school's Intimate Care Policy must be provided and worn at all times when providing personal care</p> <p>13.5 Face masks are not required when undertaking this</p>	



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					<p>activity <b>unless the pupil is displaying symptoms of Coronavirus and is awaiting collection from the isolation room.</b></p> <p><b>13.6</b> If providing personal/intimate care to a pupil who has symptoms of Coronavirus, staff must wear:</p> <ul style="list-style-type: none"> <li>• disposable gloves</li> <li>• a disposable apron</li> <li>• a fluid-resistant surgical face mask</li> </ul> <p><b>13.7</b> If staff chose to wear face masks or face coverings through personal choice, they should be allowed to do so if it does not compromise communication with pupils. The supply and cleaning of these items will be the responsibility of the individual member of staff.</p> <p><b>13.8</b> This will be kept under review and amended as required</p> <p><b>13.9</b> All PPE worn in 13.6 above must be disposed of in double black bags. These must be labelled and segregated from normal waste for 72 hours before disposal</p> <p><b>13.10</b> Staff must have ready access handwashing facilities every time they carry out personal care. The use of hand sanitisers are not sufficient to clean hands after providing personal care.</p> <p><b>13.11</b> PPE can be ordered via <a href="#">PPE General</a> subject to a risk assessment</p> <p><b>13.12</b> All staff who are required to wear any level of PPE must receive training in the safe donning, doffing and disposal. Head teachers should contact <a href="#">Eddie Cummings</a> for support with training</p>	



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14.	<b>High risk or vulnerable staff</b>	<p>Staff</p> <p>Those in the “<i>extremely vulnerable</i>” and “<i>at increased risk of severe illness</i>”</p>	Staff and pupils who are classed as extremely vulnerable have previously been shielding and not attending school	<b>HIGH</b>	<p><b>14.1</b> All staff in the extremely vulnerable category who have previously received a shielding letter from the Chief Medical Officer for Wales or are concerned about returning to school should complete the Individual Risk Assessment and discuss the results with their head teacher/Chair of Governing body and ESA (if it involves the Headteacher):  <a href="https://ourpeople.carmarthenshire.gov.wales/our-people/coronavirus-guidance/safe-working-practices-during-covid-19/individual-risk-assessment/">https://ourpeople.carmarthenshire.gov.wales/our-people/coronavirus-guidance/safe-working-practices-during-covid-19/individual-risk-assessment/</a></p> <p><b>14.2</b> Where the outcome of the risk assessment indicates that a member of staff is at a higher risk when returning to school Head teachers and staff should discuss the specific local arrangements in place to keep them safe. These will include:</p> <ul style="list-style-type: none"> <li>• maintaining 2m social distancing</li> <li>• hand hygiene</li> <li>• cleaning</li> <li>• wearing of face coverings in communal areas</li> </ul> <p><b>14.3</b> Where appropriate risk controls measures cannot be maintained or staff still feel that their safety is at risk, head teachers should contact HR, Occupational Health or Health and Safety for further advice</p> <p><b>14.4</b> Head teachers should keep a record of all meetings</p>	<b>LOW</b>
15.	<b>Symptomatic pupils, staff or visitors coming into schools</b>	<p>Pupils Visitors Staff</p> <p>Anyone with symptoms of Coronavirus entering school premises and infecting others:</p> <ul style="list-style-type: none"> <li>• A new continuous cough</li> <li>• A high temperature</li> </ul>	<p>TTP guidance Version 2 September 2020 made available to all schools on 17<sup>th</sup> September</p> <p>Infection Control (Version 5) Made available to school</p>		<p><b>15.1</b> Head teachers must ensure that pupils, staff, and visitors who have symptoms or has tested positive for Covid-19, or has someone in their household who has symptoms or has tested positive for Covid-19 do not enter school settings</p> <p><b>15.2</b> Daily Health Assessments will be replaced with an agreement between schools and parents that they will not allow symptomatic pupils or pupils who have been required to be isolated via TTP instructions to attend school</p> <p><b>15.3</b> Staff who develop symptoms outside of school hours are</p>	<b>MEDIUM</b>



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		<ul style="list-style-type: none"> <li>Loss of taste or smell</li> <li>Tested positive for Covid 19 in the past tendays</li> <li>Live in a household with someone who has symptoms or have tested positive in previous 14 days</li> <li>Anyone in the household who is required to self-isolate via TTP</li> </ul>			<p>to stay away from school and inform their head teacher immediately</p> <p><b>15.4</b> Head teachers are to follow Infection Control and TTP protocols in the event of a pupil or member of staff becoming symptomatic outside of school hours see Section 20 below</p> <p><b>15.5</b> CCC to communicate requirements of TTP to all parents.</p> <p><b>15.6</b> Head teachers to ensure all staff understand their roles and responsibilities in the TTP process</p> <p><b>15.7</b> All visitors to school are to be asked if they have symptoms of Coronavirus or should they be self-isolating. They should not be allowed into school if they answer yes to any of the above.</p> <p><b>15.8</b> Schools should follow current Welsh Government advice that it is not necessary to test pupils' temperatures.</p>	
16	Staff Rooms	<p>Staff</p> <p>The size, configuration or fittings and furniture in staff rooms may make social distancing difficult to implement and maintain</p>	<p>Staff rooms have been assessed for suitability and maximum capacity</p> <p>Signage is in place to identify the maximum number of staff who can use the staff room at any one time</p> <p>Notices displayed in appropriate areas to remind staff of the importance of personal hygiene and social distancing</p>	MEDIUM	<p><b>16.1</b> Head teacher should continue to assess all staff rooms and other rooms used by staff for welfare or wellbeing to ensure 2m social distancing can be maintained</p> <p><b>16.2</b> The number of staff allowed in the staff at any one time is restricted to 1 if anyone is at photocopier and 2 if at sink and on the phone. This may also be commensurate with keeping staff and pupils in their bubbles.</p> <p><b>16.3</b> The hall, as a larger room, will be utilised as a staff to allow for social distancing or to hold staff meetings if not online.</p> <p><b>16.4</b> Staff encouraged to clean hand contact surfaces such as:</p> <ul style="list-style-type: none"> <li>fridge handles</li> <li>microwave handles</li> <li>cupboard handles</li> <li>kettle handles</li> <li>toaster handles</li> </ul> <p><b>16.5</b> Head teachers to discuss these arrangements with staff, in particular those who have not been in school prior to start of Autumn Term</p>	LOW



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			Hand wash/sanitising facilities in place		<b>16.6 Head teachers and SLTs are to actively monitor that staff are maintaining 2m social distancing at all times</b>	
<b>17</b>	<b>Administrative and reception areas</b>	<p>Staff Pupils Visitors</p> <p>The size, configuration or fittings and furniture in administrative areas, reception areas, and waiting rooms may make social distancing difficult to implement and maintain</p>	<p>Visitors to school are by appointment only to control visitor numbers</p> <p>Reception areas have been assessed by Property and where required, Perspex screens have been installed to provide a physical barrier between reception staff and visitors</p> <p>Sanitising stations in all reception areas</p> <p>Signage in place to require visitors to sanitise hands and maintain 2m distance from staff and others</p>	<b>MEDIUM</b>	<p><b>17.1</b> Head teacher should assess all reception, administration rooms to ensure 2m social distancing can be maintained at all times and handwashing or sanitising stations are in place for visitors</p> <p><b>17.2</b> All rooms/areas where this is not possible should be closed and alternate arrangements put in place</p> <p><b>17.3</b> Where administrative staff share offices, it has been considered if staff can work from home to reduce numbers of staff in offices - 1 admin officer is currently working from another school as her base.</p> <p><b>17.4</b> Head teachers to identify if administrative staff can share duties and attend school at different times to limit numbers</p> <p><b>17.6</b> Windows should be left open where possible to provide good ventilation</p> <p><b>17.7</b> Fans and fan heaters should not be used in classrooms or other enclosed spaces</p> <p><b>17.8</b> Where staff are required to interact with visitors then face masks and shields should be worn.</p> <p><b>17.9</b> Where glass partitions are not fitted, head teachers should contact Property to install appropriate Perspex screens as a high priority if not already in place</p> <p><b>17.10</b> Until Perspex screens are fitted, staff should retreat 2m from the "hatch" when speaking to visitors or pupils</p> <p><b>17.11</b> As neither of these options are practical the receptions for visitors and parents has been closed and we are only accepting queries via telephone or emails (unless in an emergency or to collect an unwell child)</p> <p><b>17.12</b> Shared equipment (photo copiers, telephones etc) to be sanitised after use and 2m exclusion zone to be marked to maintain social distancing between users</p>	<b>LOW</b>



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					<p><b>17.13</b> Head teacher to ensure supply of appropriate cleaning/sanitising materials are available for administrative staff – <a href="#">Cleaning Services</a> and <a href="#">PPE General</a> can be contact for advice with cleaning and cleaning materials</p> <p><b>17.14</b> Head teachers are to ensure that all staff are fully informed of the safe arrangements for their administrative areas. In particular staff who have not been in school prior to the start of Autumn Term</p> <p><b>17.15</b> All visitors entering and using public areas of the school are required to wear face coverings</p> <p><b>17.16</b> Schools should have signage in place to inform visitors of these requirements and maintain a stock of face coverings that can be provided to visitors if required</p>	
18.	Staffing levels	<p>Staff Pupils</p> <p>Sickness absence, shielding, self-isolation or other causes of absence mean that head teachers do not have available staff in safety critical roles</p>	Head teachers have appropriate cover in place for numbers of pupils and staff attending during Summer Term	<b>HIGH</b>	<p><b>18.1</b> Head teachers to ensure that sufficient numbers of competent and/or qualified staff are available to fulfil the following roles when the school reopens for Autumn Term with increased pupil numbers</p> <ul style="list-style-type: none"> <li>• Paediatric First Aiders</li> <li>• Playground supervisors</li> <li>• Fire wardens</li> <li>• Daily safety checks (fire, water, security)</li> <li>• On site traffic management (if appropriate)</li> <li>• Specialist support for SEND pupils (manual handling, Proact Scip, PBM etc.)</li> </ul> <p><b>18.2</b> If there are insufficient numbers of competent and/or qualified staff to fulfil these roles, head teachers should contact <a href="#">Aneirin Thomas</a> immediately</p> <p><b>18.3</b> Head teachers to review Fire Evacuation plans to be to reflect possible amendments to staffing levels.</p> <p><b>18.4</b> Head teachers to contact <a href="#">Eddie Cummings</a> to discuss training needs for staff</p>	<b>MEDIUM</b>

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19.	<b>Provision of qualified first aiders in the event of staff shortages</b>	Staff – Pupils - Visitors  Sickness absence, shielding, self-isolation or lapse in First Aid qualifications mean that head teachers do not have sufficient numbers of qualified First Aiders	HSE have extended existing first aid qualification that expired from end of March <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a>	<b>MEDIUM</b>	<b>19.1</b> Head teacher to monitor availability of qualified first aiders (daily/weekly) and apply for places on the First Aid courses available in September where there are gaps in provision <b>19.2</b> A minimum of one Paediatric First Aider will be available where there are pupils aged four or under <b>19.3</b> First Aiders to be informed of new guidance regarding mouth to mouth ventilation <b>19.4</b> Head teachers to ensure appropriate PPE is available for first aiders (disposable gloves and aprons) <b>19.4</b> Head teachers and First aiders are aware that responses from emergency services may be longer than usually expected and staff may have to support casualties for longer than usual <b>19.5</b> Head teachers should not allow staff to transport casualties to hospital without the permission or advice of the emergency services	<b>MEDIUM</b>
20.	<b>Pupils, staff, or visitors who develop symptoms of Coronavirus</b>	Staff Pupils  Cross infection between pupils and staff if symptomatic pupils are not supported effectively and efficiently  These symptoms include: <ul style="list-style-type: none"> <li>• A new continuous cough</li> <li>• A high temperature</li> </ul>	Infection Control Guidance Ver.5 issued by Education & Children Services  Test Trace Protect Operational Guidance (Version 2 – September 2020) issued by Education & Children Services	<b>HIGH</b>	<b>20.1</b> Head teacher is familiar with the Infection Control guidance (Version 5) and Test Trace Protect Operational Guidance (Version 2 – September 2020) that has been made available to schools via Teams and apply the appropriate procedure, including TTP requirements if a pupil displays symptoms <b>20.2</b> Head teachers are to ensure all staff understand their roles and responsibilities regarding infection control and TTP procedures in schools– in particular for those staff who will deputise in the absence of the head teacher- Mrs Julianna Bransden and Miss Sara Morgan (Safeguarding Deputies) <b>20.3</b> A copy of the TTP Operational Guidance Version 2 September 2020 has been made available to all staff <b>20.4</b> In addition to the infection control arrangements detailed in appendix 3 of the operational guidance, in the event of a	<b>MEDIUM</b>



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		<ul style="list-style-type: none"> <li>• Loss of taste or smell</li> <li>• Tested positive for Covid 19 in the past seven days</li> <li>• Live in a household with someone who has symptoms or have tested positive in previous 14 days</li> </ul>			<p>member of staff or pupil developing symptoms of Coronavirus, the head teacher is to report the details to Delta Wellbeing by calling 0300 333 2222 or emailing <a href="mailto:TTP@deltawellbeing.org.uk">TTP@deltawellbeing.org.uk</a></p> <p><b>20.5</b> It is the responsibility of the head teacher to report all instances of symptomatic staff even if where they do not have line management responsibilities for that person e.g. catering, cleaning</p> <p><b>20.6</b> <b>Head</b> teachers are to collate the information detailed at appendix 2 of the operational guidance to pass onto Delta Wellbeing</p> <p><b>20.7</b> If a pupil develops symptoms outside of school hours, it is the responsibility of parents/guardians to immediately report this to Delta Wellbeing – 0300 333 222 or email <a href="mailto:TTP@Deltawellbeing.org.uk">TTP@Deltawellbeing.org.uk</a>.</p> <p><b>20.8</b> If staff develop symptoms outside of school hours, it is their responsibility to immediately report this to Delta Wellbeing – 0300 333 222 or email <a href="mailto:TTP@Deltawellbeing.org.uk">TTP@Deltawellbeing.org.uk</a> and inform their head teacher.</p> <p><b>20.9</b> If a pupil or staff member receives a positive Covid-19 test result the TTP Team will contact the school to advise of the next steps to follow.</p> <p><b>20.10</b> Symptomatic pupils should be isolated from other pupils and their parents contacted to collect the pupil immediately</p> <p><b>20.11</b> Symptomatic pupils must not travel on dedicated school transport and should not be taken home by school staff</p> <p><b>20.12</b> Staff supporting pupils with suspected symptoms should maintain 2m distance wherever possible</p> <p><b>20.13</b> Where keeping 2m distance is not achievable, staff are to wear the following PPE:</p> <ul style="list-style-type: none"> <li>• Disposable aprons</li> <li>• Disposable gloves</li> <li>• Fluid-resistant surgical masks</li> </ul>	



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					<ul style="list-style-type: none"> <li>Eye protection should also be worn if there is a risk from coughing, spitting or vomit.</li> </ul> <p><b>20.14</b> All PPE worn by staff supporting a pupil with suspected symptoms are to be disposed of in double black bags, labelled and segregated from normal waste for 72 hours</p> <p><b>20.15</b> Staff should use their professional judgement to determine the level and type of support a pupil in isolation may require. Particularly in the case of younger children or ALN pupils who may be distressed.</p> <p><b>20.16</b> The room used to isolate the child should be locked after use and Cleaning Services contacted to discuss the period of closure before arranging the appropriate level of cleaning before bringing back into use</p> <p><b>20.17</b> Head teachers should follow the advice from National Deaf Children's Society if staff are wearing a Fluid-resistant surgical mask while supporting a pupil with hearing loss:  <a href="https://www.facebook.com/112180125505122/videos/3087775494640238">https://www.facebook.com/112180125505122/videos/3087775494640238</a> and  <a href="https://www.ndcs.org.uk/blog/the-impact-of-face-masks-on-deaf-children/">https://www.ndcs.org.uk/blog/the-impact-of-face-masks-on-deaf-children/</a></p>	
21.	Supply teachers, Peripatetic teachers, and/or other temporary staff	Staff Pupils  Movement of temporary staff between classes	Existing school safety procedures	<b>MEDIUM</b>	<p><b>21.1</b> For practical reasons it is expected that temporary staff can move between schools</p> <p><b>21.2</b> Head teachers are to ensure that all temporary staff are made aware of the specific management arrangements in their school on their first morning at the school including one-way routes, hand hygiene regimes, requirement for social distancing and cleaning regimes.</p> <p><b>21.3</b> Head teachers are to ensure that all temporary staff are made aware of their roles and responsibilities regarding Infection Control and TTP procedures</p>	<b>LOW</b>



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22.	<b>Cleaning</b>	<p>Staff Pupils</p> <p>Unavailability of trained cleaners in schools</p> <p>High risk touch surfaces not sanitised</p>	<p>Government cleaning guidelines being followed in schools <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Cleaning staff trained in appropriate techniques and correct use of cleaning chemicals</p> <p>Appropriate cleaning and sanitising chemicals assessed and in use by cleaning services</p>	<b>MEDIUM</b>	<p><b>22.1</b> Schools are to liaise with Cleaning Services to ensure appropriate cleaning regimes are in place for all schools and specialist settings.</p> <p><b>22.2</b> Cleaning Services will ensure all staff involved in cleaning activities in schools are trained in the correct use of cleaning chemicals and associated techniques</p> <p><b>22.3</b> In classrooms, offices, staff rooms etc. hand contact surfaces including handles, table-tops, light switches, computers, chair arms and any other equipment that is likely to have been regularly touched during the day should be sanitised with appropriate wipes by school staff</p> <p><b>22.4</b> Concerns with cleaning procedures, staffing etc. are to be raised with the <a href="#">Cleaning Services manager</a> immediately</p>	<b>LOW</b>
23.	<b>Visitors to Schools</b>	<p>Staff Pupils Visitors</p> <p>Visitors with Coronavirus entering school premises</p> <p>Failure to manage social distancing and hygiene</p>	<p>Schools have arrangements in place to manage visitors:</p> <ul style="list-style-type: none"> <li>• Visits by appointment only</li> <li>• 2m distancing in receptions</li> </ul>	<b>HIGH</b>	<p><b>23.1</b> Head teachers are to ensure that all staff are fully informed of the safe arrangements for managing visitors. In particular staff who have not been in school prior to the start of Autumn Term</p> <p><b>23.2</b> Visitors including parents should be discouraged from attending the school unless essential for a pupil's education, safety, wellbeing, or health</p> <p><b>23.3</b> Where possible, meetings should be conducted via telephone, Skype, Microsoft Teams, Zoom etc.</p>	<b>LOW</b>



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		practices of visitors with increased risk of infection	<ul style="list-style-type: none"> <li>• Perspex screen in reception areas</li> <li>• Handwash and sanitising stations</li> </ul>		<p><b>23.4</b> Contractors should be asked to attend outside of school hours wherever possible</p> <p><b>23.5</b> If the meeting/works are deemed essential and has to be held at the school then visitors are to be given an appointment time to arrive at reception and appropriate safety information for gaining entry to the school</p> <p><b>23.6</b> On arrival visitors should be admitted by the appropriate member of staff and asked to wash/sanitise their hands and advised of the procedures for social distancing in place in the school.</p> <p><b>23.7</b> Visitors are required to wear face coverings in all areas of the school except classrooms</p> <p><b>23.8</b> A designated room should be used for meetings that is of a sufficient size and configuration to accommodate the number of people required to attend the meeting and maintain 2m social distancing.</p> <p><b>23.9</b> All windows should be opened to maintain good ventilation</p> <p><b>23.10</b> The room should be laid out prior to the meeting with tables and chairs a minimum distance of 2m apart.</p> <p><b>23.11</b> Another room should be used If this cannot be achieved</p> <p><b>23.12</b> After the meeting has finished, the room should be closed and cleaned before being used again.</p> <p><b>23.13</b> The head teacher should confirm the room has been cleaned and is ready to be reused</p> <p><b>23.14</b> All instances of non- compliance with a school's procedures by staff from Carmarthenshire County Council (including contractors) should be reported to their Manager immediately and forwarded to Simon Davies</p> <p><b>23.15</b> Where there are instances of non- compliance with a school's procedures by parents, they will be written to with a reminder of what they are required to do and why it is important in managing the risk of Covid-19</p>	



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					23.16 Visitors are required to wear face coverings in all indoor public areas of the school unless they are exempt or have a reasonable excuse	
24.	<p><b>Contractors working on school sites:</b></p> <p><b>Maintenance Inspections</b></p> <p><b>Servicing</b></p> <p><b>Repairs</b></p> <p><b>Grounds maintenance</b></p> <p><b>Food deliveries</b></p> <p><b>Refuse collection</b></p>	Failure of contractors to adhere to social distancing and personal hygiene procedures	All LA appointed contractors have been vetted and have had appropriate Coronavirus safety training	<b>HIGH</b>	<p>24.1 Schools should contact Property Services via their usual arrangements to procure contractors for any works that are required during the current situation. This includes emergency – out of hours.</p> <p>24.2 Where possible works should be scheduled for times when the school is unoccupied.</p> <p>24.3 On arrival the procedures in 23.3 &amp; 23.4 above should be followed at all times.</p> <p>24.4 The head teacher should discuss their planned activities while on site and confirm that their activities are not likely to compromise social distancing measures or place staff or pupils at risk</p> <p>24.5 If work has to take place during school hours or other times when pupils are present, the head teacher should confirm with the contractors that they have appropriate measures in place to prevent contact with pupils or staff</p> <p>24.7 All concerns with the activities/actions of contractors should be raised immediately with Property - 01267 225819 and Simon Davies informed</p> <p>24.8 If necessary, head teachers should request contractors to stop work immediately (<b>if it can be done safely</b>)</p> <p>24.9 Contractors are required to wear face coverings in all indoor public areas of the school unless they are exempt or have a reasonable excuse</p>	<b>MEDIUM</b>
25.	<p><b>Supporting pupils with ALNs in Mainstream Schools,</b></p>	<p>Staff - Pupils</p> <p>Where social distancing is difficult to maintain due to:</p>	<p>ALN pupils have Care and Behaviour Plans in place</p> <p>Specialist staff training in place for all staff</p>	<b>MEDIUM</b>	<p>25.1 The Head teachers/ALNCO's will ensure all staff working with ALN pupils must hold the relevant competencies, specialist training and qualifications required to work with <b>an individual pupil</b></p> <p>25.2 Up to date risk assessments and associated Care and Behavioural Plans must be in place for each ALN pupil</p>	<b>LOW</b>

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		<ul style="list-style-type: none"> <li>Behavioural issues</li> <li>Cognitive abilities</li> <li>Personal care</li> <li>Medical interventions</li> <li>First Aid</li> <li>Support with moving and handling</li> </ul> <p>Where temporary staff are working with ALN pupils</p>	<p>who support ALN pupils</p> <p>Arrangements in place for schools to order and receive supplies of PPE based on risk assessment</p>		<p><b>25.3</b> Staff must have access to all relevant documentation and information for the pupils they are supporting</p> <p><b>25.4</b> Head teachers/ALNCO's are to contact LA for advice If these are not available or up to date</p> <p><b>25.5</b> PPE as identified in the pupil's risk assessment/care plan to be worn when required and disposed of after use</p> <p><b>25.06</b> All staff undertaking these interventions must undertake training in the safe donning, doffing and disposal of PPE Head teachers can contact <a href="#">Eddie Cummings</a> for advice with staff training</p> <p><b>25.07</b> All staff using FFP3 face masks must undertake face fit training – head teachers are to ensure this training is undertaken <a href="#">Eddie Cummings</a> can be contacted for support with training</p> <p><b>25.08</b> Staff should wash their hands after all interventions that result in physical contact with a pupil</p> <p><b>25.09</b> All PPE should be disposed of via school's policy</p>	
26.	<b>Supporting pupils with behavioural needs who can exhibit violent or aggressive behaviours including spitting</b>	<p>Staff - Pupils</p> <p>Where physical contact is probable due the pupil's behaviour including:</p> <ul style="list-style-type: none"> <li>Spitting</li> <li>Hitting</li> <li>Scratching</li> <li>Hair pulling</li> <li>Grabbing</li> <li>Pushing</li> <li>Intentional touching</li> </ul>	<p>ALN pupils have Care and Behaviour Plans in place</p> <p>Specialist staff training in place for all staff who support ALN pupils who exhibit aggressive behaviours</p> <p>WHO's assessment that children present a low risk of transfer of infection</p>	<b>MEDIUM</b>	<p><b>26.1</b> Head teachers should ensure pupils with symptoms of Coronavirus are not admitted to their schools or specialist settings via Parent/School Agreements</p> <p><b>26.2</b> Head teacher/ALNCO are to ensure all staff working with ALN pupils have the relevant and current competencies, specialist training and qualifications required to work with <b>an individual pupil</b></p> <p><b>26.3</b> Up to date risk assessments and associated Care and Behavioural Plans must be in place for each ALN pupil</p> <p><b>26.4</b> Staff must have access to all relevant documentation and information for the pupils they are supporting and follow the appropriate management arrangements</p> <p><b>26.5</b> If these are not available or up to date, Head teachers and ALNCO's are to contact LA for advice</p> <p><b>26.6</b> PPE as identified in the pupil's risk assessment/care plan is to be worn when required and disposed of after use</p>	<b>LOW</b>



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			<p>Arrangements for schools to order and receive sufficient supplies of PPE based on risk is in place</p>		<p><b>26.7</b> The following PPE should be supplied by the school and worn by all staff who support pupils who have been identified as having behaviours including spitting, licking, kissing, or dribbling:</p> <ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• Disposable aprons</li> <li>• Reusable face visor</li> </ul> <p><b>26.8</b> Face visors must not be shared between staff and should be cleaned between use</p> <p><b>26.9</b> Where pupils' spitting is an issue, staff should be allowed sufficient time to wash affected body areas and must have easy access to soap, hot and cold water and means of drying hands.</p> <p><b>26.10</b> If appropriate, staff should be allowed time and facilities to change their contaminated clothing and securely store contaminated clothing</p> <p><b>26.11</b> Staff should wash contaminated clothing using a normal wash at 60C or above</p> <p><b>26.12</b> Contaminated surfaces should be cleaned after every instance of spitting – consult <a href="#">Cleaning Services</a> for advice</p> <p><b>26.13</b> Staffing levels should be reviewed to facilitate time for appropriate personal hygiene practices</p> <p><b>26.14</b> Head teacher is to liaise <a href="#">PPE General</a> to ensure continuity of supply for PPE, hand sanitiser etc.</p> <p><b>27.15</b> If the risks associated with a pupil's violent or aggressive behaviour cannot be managed, head teachers should take advice on whether the school is the safest setting for the pupil, staff, and other pupils</p> <p><b>27.16</b> Head teachers/ALENCOS should contact <a href="#">Paul Williams</a> – EOTAS Manager for advice on managing aggressive behaviours and associated training</p>	



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27	<b>Out of Hours Emergencies</b>	<p>School Premises</p> <p>Anyone attending after school activities</p> <p>Key holders being unavailable due to sickness absence, shielding, self-isolation or other causes of absence resulting in a failure or delay in calling/or facilitating entry to emergency services or Property Compliance</p>	Schools maintain list of key holders	LOW	<p><b>27.1</b> Head teacher to check school's list of keyholders is accurate and everyone on the list is aware of their roles and responsibilities.</p> <p><b>27.2</b> Develop a contingency plan for other staff to take on these roles in the event that the existing Key Holders are unavailable</p> <p><b>27.1</b> Roles and responsibilities and appropriate procedures should be documented (including all emergency contact details) and made available to all key holders</p>	LOW
28	<b>Anxiety at returning to school</b>	<p>Staff</p> <p>Pupils</p> <p>Parents</p> <p>Governors</p> <p>Local Councillors</p> <p>Anxiety about returning to school after significant absence</p> <p>Confidence in management arrangements to safeguard pupils and staff</p>	<p>Many staff have worked in Hubs or have returned to school during the three weeks of Summer Term</p> <p>Welsh Government has developed a <a href="#">Workforce Risk Assessment Tool</a> for staff and line managers to identify individual risk levels for staff</p>	HIGH	<p><b>28.1</b> Head teachers are to ensure every member of staff fully understands how risks are being managed in their school along with staff's roles and responsibilities. In particular staff who have not been in school prior to the start of Autumn Term</p> <p><b>2.82</b> Head teachers should provide opportunities via meetings, staff briefings for staff to raise concerns.</p> <p><b>28.3</b> Head teachers to hold "one to one" meetings with all staff to discuss individual anxieties and concerns. The <a href="#">Individual Risk Assessment</a> should be used to support staff returning to school</p> <p><b>28.4</b> Head teachers should discuss the outcomes of these assessments with staff, in particular where their risk rating is high.</p> <p><b>28.5</b> In these cases head teachers and staff should identify aspects of their roles and responsibilities that increase their risk and agree measures to manage or reduce these risks</p> <p><b>28.6</b> Health &amp; Safety, HR and Occupational Health can support head teachers and staff</p>	MEDIUM



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					<p><b>28.7</b> Head teachers may want to consult with Trade Union Representatives regarding measures to provide reassurance to staff</p> <p><b>28.8</b> Education &amp; Children Services “Staff and Pupil wellbeing Equality and Inclusion” Group have developed a suite of interventions and guidance to support staff and pupils returning to school, including</p> <ul style="list-style-type: none"> <li>• “Back to School Pack”</li> <li>• Managing Mental Health Training - Head teachers</li> <li>• Online Mental Health Awareness training</li> <li>• Personal Resilience training</li> <li>• Stress Management Workshops</li> </ul> <p><b>28.6</b> In addition, an <b>Employee Wellbeing Advice and Support Centre</b> has been developed by Occupational Health to provide additional wellbeing support to staff in response to the Covid-19 emergency. Employees can <a href="#">self-refer</a> via an online form stating the nature of the support they require and their preferred method of contact</p> <p><b>28.7</b> <a href="#">Sion Walker</a> or <a href="#">Gemma Seaman</a> can be contacted for advice regarding supporting staff wellbeing and training</p> <p><b>28.9</b> Head teachers and SLT’s should provide a “visible presence” around the school and be willing to engage with staff regarding safety concerns</p>	
29	<b>Increased risk of aggressive behaviour towards school staff from parents or others</b>	<p>Teaching staff</p> <p>Administrative staff</p> <p>Site Manager/Caretaker</p> <p>Aggressive behaviour from parents whose children cannot attend</p>	<p>Managing Personal Safety</p> <p>Toolkit available for all head teachers</p>	<b>MEDIUM</b>	<p><b>29.1</b> Head teachers are to adopt a “zero tolerance” to aggressive or abusive behaviour towards all school staff</p> <p><b>29.2</b> Head teachers to use the “Managing Personal Safety Toolkit” to identify, assess and manage incidents involving aggressive or abusive behaviour towards their staff</p> <p><b>29.3</b> All incidents involving aggressive behaviour to be reported to LA via Incident Reporting procedures and where appropriate the police</p>	<b>MEDIUM</b>



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		<p>school or disagree with the arrangements the school has in place. e.g. social distancing procedures, opening or closing times etc.</p> <p>This can be face to face, via telephone or social media</p>			<p><b>29.4</b> Staff are to be informed of the requirement to report all incidents to the school management team</p> <p><b>29.5</b> Staff are to be informed of the support available if they in receipt of this behaviour</p> <p><b>29.6</b> LA's Health and Safety Advisors to monitor incident reports and contact appropriate head teachers with advice and guidance</p>	
30.	<b>Practical lessons that may require pupils to work in groups or staff to come within the 2m distancing to support or assist pupils</b>	<p>Staff Pupils Teaching Assistants</p> <p>Lessons including:</p> <ul style="list-style-type: none"> <li>• Music</li> <li>• Science experiments</li> <li>• Art</li> <li>• Design &amp; technology</li> <li>• PE &amp; Sports</li> </ul>	Specialist guidance from CLEAPS, DATA etc. is available and should be followed at all times	<b>HIGH</b>	<p><b>30.1</b> A standalone risk assessment has been developed to manage practical based lessons.</p> <p><b>30.2</b> Head teachers, Heads of Department, teaching staff and pupils are to be made aware of and follow the guidance contained in this risk assessment</p> <p><b>30.3</b> Guidance from advisory groups including CLEAPS and DATA should be reviewed for updates and amendments in specialist subject areas</p>	<b>MEDIUM</b>
31	<b>Managing Fire Safety</b>	<p>Staff Pupils Visitors</p> <p>Staff and pupils in classrooms and unfamiliar areas of the school</p> <p>Staff and pupils unfamiliar with the</p>	<p>Fire Management Plan and School specific evacuation plan in place</p> <p>Head teachers attended Premises Responsible Persons training</p>	<b>HIGH</b>	<p><b>31.1</b> Head teacher to review Fire Management Plan and Evacuation Plan and discuss appropriate evacuation Arrangements routes with all staff. In particular staff who have not been in school prior to the Autumn Term</p> <p><b>31.2</b> Head teacher to carry out fire drill with all pupils and staff when school re opens. This may require multiple drill as pupils return to school</p> <p><b>31.3</b> Social distancing to be maintained at fire Assembly Points</p>	<b>MEDIUM</b>



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		location of manual call points  Staff and pupils unfamiliar with fire evacuation routes and assembly points  New routes into and through schools	Fire Awareness training undertaken with school staff		<b>31.4</b> Head teacher to monitor evacuation, record in Fire Management Plan and pass on information to staff <b>31.5</b> <a href="#">Property Compliance</a> should be contacted immediately if there are any concerns with a school's fire management arrangements - 01267 225866	
32	<b>Press and media interest</b>	Staff Pupils  Intrusive media interest may cause stress and anxiety for staff  Negative publicity for school or LA	LAs <a href="#">Media advice</a> available	<b>MEDIUM</b>	<b>32.1</b> Where schools are contacted by a member of the press, over the phone, or in person, they should be referred to LAs Marketing and Media Team. Email <a href="mailto:pressoffice@carmarthenshire.gov.uk">pressoffice@carmarthenshire.gov.uk</a> or call 01267 224900 (ext. 4900) <b>32.2</b> All staff including administrative staff should be informed of the procedure for dealing with media enquiries	<b>LOW</b>
33	<b>Transporting ALN pupils to and from school</b> <b>Currently N/A at Llanmiloe</b>	Staff Pupils Passenger Assistants  Difficulty with maintaining social distancing in the confines of taxis/minibuses  Managing challenging behaviour in the	Nil in current circumstances	<b>HIGH</b>	<b>33.1</b> Transport Network manager and vehicle operators to Review management arrangements currently in place to support PAs and pupils on school transport and will develop a risk assessment to include the management arrangements for this activity <b>33.2</b> Passenger assistants to be informed of appropriate arrangements for Social Distancing on school transport and to report all instances of non-compliance to schools and Transport Network Manager <b>33.3</b> Schools may need to allow more time for pupils to arrive at school as more buses are required to transport pupils arrangements for Social Distancing on school transport and to report all instances of non-compliance to schools	<b>MEDIUM</b>



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		confines of taxis/minibuses			and Transport Network Manager <b>33.4</b> Transport Network Manager to ensure appropriate PPE is available for all PAs <b>33.5</b> All incidents involving aggressive behaviour towards PAs to be recorded and reported to LA via Incident Reporting System <b>33.6</b> Where pupils display extremely challenging behaviour that present an increased risk to staff, the Network is to request a safety review with the school, social worker etc.	
34	<b>Social distancing when transporting pupils to school in buses</b>	Staff Pupils Passenger Assistants  Pupils failing to maintain appropriate social distancing measures implemented on school transport	Welsh Parliament guidance available and should be followed at all times	<b>MEDIUM</b>	<b>34.1</b> Transport Network manager and vehicle operators to develop management arrangements and liaise with schools and communicate these to schools <b>34.2</b> Passenger assistants to be informed of appropriate arrangements for Social Distancing on school transport <b>34.3</b> All instances of non-compliance are to be reported to the schools and Transport Network Manager <b>34.4</b> All reported deliberate breaches of social distancing to be reviewed and disciplinary action taken as appropriate	<b>MEDIUM</b>
35	<b>Lettings</b>	Failure to manage lettings resulting in visitors using school premises introducing an increased risk of transmission of Coronavirus.  Non contractual arrangements in place with Lettings regarding Covid Secure cleaning arrangements	Nil under the current situation	<b>HIGH</b>	<b>35.1</b> Head teachers should suspend all current Letting arrangements until guidance can be developed regarding cleaning arrangements etc. <b>35.2</b> Head teachers should contact <a href="#">Simon Davies</a> for further advice	<b>MEDIUM</b>



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36	School Trips and Educational Visits	Pupils - staff	All school trips are risk assessed and where appropriate, entered on the EVOLVE system	MEDIUM	<p><b>36.1</b> Schools should follow the advice provided by OEAP when planning outdoor activities:  <a href="https://oeapng.info/downloads/download-info/4-4k-coronavirus/">https://oeapng.info/downloads/download-info/4-4k-coronavirus/</a></p> <p><b>36.2</b> Welsh Government advice is that schools should not undertake overseas educational trips.</p> <p><b>36.3</b> Schools should use transport operators contracted to CCC wherever possible and the trip teacher should contact the transport operator and be familiar with their control measures and communicate these to all staff and pupils on the trip</p> <p><b>36.4</b> School should contact the activity venue(s) ahead of the trip to discuss their arrangements to manage the risk of infection</p> <p><b>36.5</b> Schools who have their own transport must ensure that as a minimum the following management arrangement are in place:</p> <ul style="list-style-type: none"> <li>• Driver to clean vehicle (in particular hand contact surfaces) before and after each journey using sanitising wipes</li> <li>• The seats immediately behind the driver to remain unoccupied at all times</li> <li>• The driver and other adults are to remain 2m apart at all times – this may involve the driver dismounting from the vehicle when children and other adults get on and off the minibus</li> <li>• Children and adults should wash/sanitise their hands when getting on/off the vehicle</li> <li>• The driver and other adults should carry and use hand sanitiser regularly during the journey and after all contact with children</li> <li>• If a child/adult becomes ill at any time during the journey the trip leader should inform their line manager and the infection control and TTP procedures relevant for their settings followed</li> </ul>	MEDIUM



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					<ul style="list-style-type: none"> <li>In this event the vehicle will be put out of use and will require an enhanced clean – Cleaning services should be contacted for advice</li> </ul>	
37	<b>Wearing of Face Coverings in Schools</b>	Pupils and Staff accessing communal areas of <b>Secondary Schools</b>  Including: <ul style="list-style-type: none"> <li>Corridors</li> <li>Dining area when queuing for food</li> <li>Common rooms</li> <li>Libraries</li> <li>Reception Areas</li> </ul>	None – new requirement	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li><b>38.1</b> Staff are required to wear 3-layer face coverings in communal areas of primary schools (classrooms are not included in this requirement)</li> <li><b>38.2</b> Staff will also be provided with reusable face shields to wear throughout the day – This will be in addition to the face coverings needed when the 2m social distance is not possible in communal areas.</li> <li><b>38.3</b> General exemptions and reasonable excuses from this requirement include:               <ul style="list-style-type: none"> <li>A child under the age of 11</li> <li>People who cannot put on, wear, or remove a face covering because of a physical or mental illness or impairment, or disability</li> <li>Someone speaking to or helping anyone who relies on lip reading, clear sound or facial expressions to communicate</li> <li>Someone acting to avoid harm or injury, or the risk of harm or injury, to themselves or others e.g. first aiders - including if it would negatively impact on your ability to exercise or participate in a strenuous activity</li> <li>During physical activity</li> <li>When eating or drinking</li> </ul> </li> <li><b>38.3</b> It will a decision for head teachers as to whether a pupil is exempt from any requirement to wear face coverings. School Community Health Nurses can be contacted for advice</li> <li><b>38.4</b> 2 x re-usable face coverings will be provided per staff by PPE General from 3<sup>rd</sup> September. Any schools who have not received their stocks can contact <a href="#">PPE General</a></li> <li><b>38.5</b> Schools are to encourage pupils and staff to wash/sanitise their hands after putting on or removing face coverings</li> </ul>	<b>LOW</b>



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					<p><b>38.6</b> Head teachers are to remind pupils and staff that the wearing of face coverings must not result in a relaxation of the requirement for enhanced handwashing/sanitising practices, maintaining 2m social distancing wherever possible and cleaning of hand touch surfaces.</p> <p><b>38.9</b> When face coverings are not being worn, they should be kept in waterproof bags or similar.</p> <p><b>38.10</b> <a href="#">Guidance</a> is available from LA</p>	
38	<b>Use of ICT equipment by different Bubbles</b>	<p>Staff Pupils</p> <p>Possible cross infection between users</p>	None – ICT rooms not used prior to September	<b>MEDIUM</b>	<p><b>39.1</b> Pupils to wash/sanitise hands on entering room</p> <p><b>39.2</b> Pupils to clean all ICT equipment with sanitising wipes before and after use. In particular:</p> <ul style="list-style-type: none"> <li>• Keyboards</li> <li>• Mouse</li> <li>• Mouse mat</li> <li>• Desktop</li> </ul> <p><b>39.3</b> Staff are to supervise the cleaning and correct poor practice or non-compliance</p> <p><b>39.4</b> Used wipes are to be placed in a pedal bin and pupils to wash/sanitise hands after cleaning</p> <p><b>39.5</b> Head teacher to ensure supplies of sanitising wipes are always available</p> <p><b>39.6</b> Sanitising wipes can be ordered via <a href="#">PPE General</a></p>	<b>LOW</b>
39	<b>Use of electric fans in classrooms</b> <b>Currently N/A at Llanmiloe</b>	<p>Staff Pupils</p> <p>Increased the risk of transmission in the event of an infected person being present</p>	None - new activity for this term	<b>MEDIUM</b>	<b>40.1</b> Fans and fan heaters are not to be used in classrooms and other enclosed areas of the school	<b>LOW</b>



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Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
40.	<b>Pupils who use public transport to and from school –</b> <b>Currently N/A at Llanmiloe</b>	Pupils  Potential infection of pupil and spread to other pupils, staff, or wider community due to public transport being an “uncontrolled environment”	None – new activity for this term	<b>HIGH</b>	<b>41.1</b> Pupils should be encouraged to sit by themselves (or with siblings) and distance themselves from other travellers where possible <b>41.2</b> Pupils over 11 are required to wear 3-layer face coverings while travelling on public transport. <b>41.3</b> All pupils should wash/sanitise their hands when putting on and taking off their face coverings and when entering school <b>41.4</b> When not being worn, face coverings should be kept in a waterproof bag	<b>MEDIUM</b>
41	<b>Expectant mothers returning to teaching and teaching support duties</b>	Expectant mothers beyond 28 weeks	Until 01 <sup>st</sup> September expectant mothers beyond 28 weeks would have been at home  CCC follow Welsh Government advice  CCC offer Occupational Health support and advice where required	<b>HIGH</b>	<b>42.1 Expectant</b> mothers beyond 28 weeks should work from home or in a non-public facing role in a Covid secure workplace where 2m social distancing can be maintained at all times <b>42.2</b> Where schools implement and maintain the above management arrangements, they should be considered to be “Covid secured” environments <b>42.3</b> Head teachers and returning expectant mothers should discuss the arrangements they are to follow while in school and identify any situations where they could be placed at risk of infection due to difficulties with maintaining 2m social distancing. These could include: <ul style="list-style-type: none"> <li>• Playground supervision duties</li> <li>• Dining room supervision duties</li> <li>• One to one support</li> <li>• Practical activities in lessons – D&amp;T, science, PE</li> <li>• Handover of pupils in morning and evening</li> <li>• Breakfast Clubs</li> <li>• Use of staff rooms</li> <li>• Administrative areas</li> <li>• Reception areas</li> <li>• Caretaking</li> </ul>	<b>MEDIUM</b>



# LLANMILOE SCHOOL RISK ASSESSMENT



Item index	Identify Hazard(s)	Who/What is likely to be harmed and how?	Current Control Measures	Risk Rating	Further actions required to reduce risk & person responsible for action	Residual risk(s)
					<p><b>42.4</b> Where any of these situations are identified, appropriate control measures (including avoiding these duties or roles) are to be agreed and implemented.</p> <p><b>42.5</b> Head teachers should contact HR or Occupational Health for advice if required</p>	
42	<b>Marking schoolbooks</b>	<p>Staff</p> <p>Transmission of infection from books during marking</p>	None – activity suspended during previous term	<b>LOW</b>	<p><b>43.1</b> As Covid 19 is primarily transmitted via respiratory routes there is little available evidence that it can be transmitted from books to people.</p> <p><b>43.2</b> Staff should avoid setting homework or other activities that require pupils to bring in work from home that requires marking or accessing wherever possible.</p> <p><b>43.3</b> Where this cannot be avoided, staff should consider if the work can be uploaded onto an electronic platform and marked/assessed remotely</p> <p><b>43.4</b> Where books have to be brought in from home to the classroom, they should be isolated for 72 hours (container marked up with time and date to indicate when they can be accessed by staff) before being marked</p> <p><b>43.5</b> Staff must wash their hands after marking books</p> <p><b>43.6</b> This guidance will be kept under review and updated as appropriate</p>	<b>LOW</b>



# LLANMILOE SCHOOL RISK ASSESSMENT





# LLANMILOE SCHOOL RISK ASSESSMENT



## MANAGEMENT ACTION PLAN

### AREA / ACTIVITY / TASK BEING ASSESSED:

### USE AND OPERATION OF CCC PREMISES DURING COVID-19 PANDEMIC

Further actions necessary to control or reduce risk	Action by	Priority for action based on level of residual risk	Target completion date	Actual completion date	Comments	Initials
1 Head teachers are to develop a bespoke version of this generic risk assessment that details the specific control measures and management arrangements relevant to their schools	Head Teacher	High	Prior to half Term	23/09/20	Generic risk assessment considered and developed to create bespoke version in line with the current control measures in place at Llanmiloe School. Review again after half term unless circumstances change or monitoring shows a need to review before this date.	JP
2						
3						
4						
5						