



COVID 19 SCHOOL RISK ASSESSMENT September 2021

The school will follow Welsh Government and Local Authority Risk Assessment. However, we are maintaining the zoning of students and ensuring that all remain on site whilst the numbers are rising (Sept 2021). We will continue to review.

Site Management Checklist:



| Site issue | | Yes/No | Further Action |
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| 1 | Gas Boiler/Heating systems - Serviced/Inspected by a competent person? | Yes | |
| 2 | Fire Protection Systems – Alarms & Emergency Lighting maintained quarterly by Contractor? Fire protection systems are also checked by management. | Yes | |
| 3 | Sprinkler Systems inspected/maintained by a Contractor? (as per frequency set out by the system) | Yes | |
| 4 | Fire Extinguishers (FFE) – Have they been serviced annually by a competent person? Inspect FFE for any damage/discharged or removed units. | Yes | |
| 5 | Fire Evacuation Procedures/Drills – Have any fire evacuation arrangements been revised to take account of revised site layouts/personnel? | Yes | <p>Inform staff, student and visitors of new arrangements. Update all fire notices</p> <p>Training session on March 12 and March 15th, 2021</p> <p>New Year 7 to be trained in September</p> |
| 6 | Legionella – Low use systems flushed/temperatures monitored by management and maintained by Contractors? | Yes | |
| 7 | LEV Units (in D&T) – have they been inspected by a competent person? (required annually). | Yes | |



For further information on the building contact the **Councils**

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| 8 | Traffic Management – Review arrangements to account for social distancing and supervision/increase in private vehicles? | Yes | Update RA accordingly |
| 9 | First Aid – Do you have adequate no’s of first aiders in view of possible staff shortages or alternative layout of the site? | Yes | Yes – details included in Business Continuity Plan |
| 10 | Lifting Equipment (e.g. lift hoists) have they been inspected by a competent person? | Yes | |
| 11 | Arrangements are in place for dealing with contractors when they arrive on site? | Yes | Arrangements for signing in are established. (training for all staff: March 12 th – March 15 th , 2021 |
| 12 | Kitchen areas may have been unused since the start of the pandemic. Have the relevant statutory inspections and regular maintenance requirements been considered? (for example extraction units) | Yes | Responsibility of catering services not school. |

statutory inspections in relation to **Corporate Maintenance Section.**



COVID 19 Risk Assessment

Subject: COVID 19 School Premises Risk Assessment **Date of Assessment:** September 6th, 2021

Assessor: Jennifer Ford– Headteacher, Mr Stuart Rogers Business and Facilities Manager

School Name: Treorchy Comprehensive School

| Hazard | People at Risk | Existing Control / New Controls | Additional Comments/Control Measures – School Specific |
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| 1. Students and staff have adjusted to return from 15 th March 2021 | All Persons | <ul style="list-style-type: none"> • The school was open and operating a Hub and a Complex Needs Unit. We followed the Business Continuity Plan. • Support measures put in place for individual staff and students • Students reintroduced to school according to WE and LA guidance. • Phased return from 15th March – 26th March. All staff had induction session; all students had induction period. | <ul style="list-style-type: none"> • Appropriate information issued to parents/carers. • Update handbook and distribute to staff on former re-opening of school. |
| 2. Staffing capacity was reduced due to Covid-19 related factors and the fact that many staff had ongoing childcare needs. (Related to restrictions) | All Persons | <ul style="list-style-type: none"> • Staff who are clinically vulnerable were assessed and suitable measures put in place to manage the risk e.g. ensure extra care is taken in observing social distancing, home working etc • Daily review of staffing levels in place, including those in key roles to ensure the safe supervision and operation of the school • In the event of being unwell, staff must telephone the staff absence line and their line manager by 7am on the morning, following usual protocols. | <ul style="list-style-type: none"> • SMT communicate protocols to all parents, pupils and staff. • SMT/staff to supervise/monitor compliance with one way systems and social distancing. • Induction for all staff on new plan for return (Friday 12th March and Monday 15th March) |



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| <p>However, WG has now issued operational guidance, prioritising examination years and checks in for other students to return to school before Easter.</p> | | <ul style="list-style-type: none"> • Staff unable to attend work because members of their household have symptoms or (children in particular) required to self-isolate. • Welsh teachers who spend majority of time teaching in cluster Primaries be deployed to undertake duties at Treorchy Comprehensive School. • All staff given detailed Training on Back to Work plans on March 12th/15th | |
| <p>3. Following updated national and local guidance all students start and end at same time</p> | <p>All Persons</p> | <ul style="list-style-type: none"> • We will maintain the one-way system • The 'keep left' rule will be reinforced. • Staff and pupils will be briefed, and signage will be provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings will still be visible | <ul style="list-style-type: none"> • Main and back entrances will be used for access to site. Both entrances will be supervised at the start and end of the school day • Students will be reminded of their responsibility to enter and leave the school site in an orderly manner |
| <p>4. Visitors including parents/ carers at School Drop off/Pick up could challenge Infection control</p> | <p>All Persons</p> | <ul style="list-style-type: none"> • Visitors will not be permitted on site without permission. Vehicle and pedestrian school gates will remain closed during the school day and a telephone number left on the gate for emergency access. • Visitors complete a Risk Assessment, prior to visit, wherever possible. • As stated in letter to parents/ carers, parents/ carers must make appointment if they wish to visit the school site for any reason • Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens. • Arrival and departure times for buses agreed. • Effective liaison with bus companies in place | <ul style="list-style-type: none"> • SMT to re-communicate protocols to all parents, students and staff • Dedicated phone number displayed on school gate • SMT/staff supervising main and back entrances at the start and end of school day • Letter to staff and Pupils/Parents will be sent out following WE guidance. • Visitors Risk Assessment in place. |



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| | | <ul style="list-style-type: none"> • Parent/carer pick up protocols have been developed if required to minimise adult to adult contact and avoid gatherings (signs in place). • Parents told not to drop off or pick up on school site. • Parents / carers instructed not to attend school if symptomatic • Hand washing/hand sanitiser available in all blocks for children to use on arrival to school. | |
| 5. Circulation Routes need to be followed to support Infection control | All Persons | <ul style="list-style-type: none"> • Implementing a one-way system where this is needed inside and outside buildings • Floor markings and signage remains in place • Doors kept open (where safe to do so i.e. Fire Doors will remain closed where required) to reduce physical contact. • Break/ lunch times will be staggered to prevent large numbers moving around the premises at the same time. | <ul style="list-style-type: none"> • SMT to communicate protocols to all parents, pupils and staff • SMT/staff to supervise/monitor compliance with one way systems • Letter to staff and Parents written following WG/LA guidance (Sept 3rd 21) • New Staff Rota in place for break and lunchtime. All duty staff continue to wear High Viz. |
| 6. Classroom/Teaching Environment | All Persons | <ul style="list-style-type: none"> • 2 metre distance floor marking between teacher area and students remain in place • Windows and doors open to increase ventilation; This WILL remain TO ENSURE SCHOOL IS AS VENTILATED AS POSSIBLE • Entry and Exit will enable social distancing. In some cases entry and exit will be via a one way system and in other classrooms will have exclusive use of external doors. • The use of outdoor space utilised wherever possible. | <ul style="list-style-type: none"> • SMT to communicate protocols to all parents, students and staff • SMT/staff to supervise/monitor compliance with entry and exits points one way systems • March Induction made explicit all health and safety changes, including new floor markings in |



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| | | <ul style="list-style-type: none"> • Unnecessary items have been removed from learning environments where there is space to store elsewhere as appropriate. • Hand sanitiser available for students and staff on entry and exit for every designated room assigned for use by pupils. • Staff and students given materials to clean down their work station and area after use | teaching areas, and ventilation changes |
| 7. Protocols for use of student and staff Toilets | All Persons | <ul style="list-style-type: none"> • Distancing for queuing has been introduced through floor markings • Signage is in place in each toilet to encourage adequate hand washing. • Adequate provision for handwashing is in place. • Toilets will remain open, be monitored and cleaned regularly throughout the school day. | <ul style="list-style-type: none"> • SMT communicate protocols to all parents, students and staff. • SMT/staff to supervise/monitor compliance with one way systems. |
| 8. Catering/ lunchtime Arrangements | All Persons | <ul style="list-style-type: none"> • Students must remain on site at all times. Pupils in year 7-11 are not allowed off site for lunch. KS5 pupils are permitted to leave school for the day when all of their lessons have been completed. • Break and lunch times will remain staggered. • Social distancing signage is in place around the school. • Supervision levels have increased • Children will continue to eat their lunch within their group • The Gym, Main Hall and Dining Rooms (x3) will be utilised for breaks and lunch. • Pupils store their packed lunches in their own bag. • Different groups mixing together is still avoided through staggered times and the use of multiple settings. • Hand sanitiser and/or hand washing facilities will be available for pupils and staff to use before and after eating their lunch. • Different entry and exit routes will be used at dinner times where more than one door is available. | <ul style="list-style-type: none"> • SMT communicate protocols to all parents, students and staff. • SMT/staff to supervise monitor lunch and breaktimes • SMT/ staff to monitor and ensure compliance with one way systems and social distancing • Signage in place • Staff informed of protocols, rules and expectations |



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| 9. Behaviours | All Persons | <ul style="list-style-type: none"> • Floor marking is clear in each teaching area to demark 2 metre distance between staff and students. • Large gatherings still avoided – will review. • Break times and lunch times are closely supervised. • The school’s behaviour policy has been revised to include compliance and this has been communicated to staff, pupils and parents. • Wherever possible outdoor learning will be encouraged/supported. | <ul style="list-style-type: none"> • Policy amendments agreed under schools covid 19 response policy. • Regular monitoring and support from SMT |
| 10. Staff rooms and offices do not allow for observation of social distancing guidelines | All Persons | <ul style="list-style-type: none"> • These rooms will not be used for multiple gatherings. | |
| 11. Thorough Cleaning and waste disposal procedures required to reduce the threat of infection | All Persons | <ul style="list-style-type: none"> • Bins will be positioned at both entrances to the school for disposal of face coverings when learners and staff who use them arrive at school • All high touch areas will be cleaned regularly throughout the school day. • A clear desk policy in place for all pupils and staff. Teachers are responsible for cleaning their own desk on arrival and departure from the classroom. • Tissues should be placed in a separate pedal-bin and disposed of safely. All rubbish will be removed daily. • If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed with other waste. • All classrooms and multi-user offices will be cleaned at least once a day | <ul style="list-style-type: none"> • SMT to communicate protocols to all parents, pupils and staff. • Staff given materials to clean down their work station after use • Letter to staff and Pupils/Parents |



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| <p>12. Students with underlying health issues or those who are shielding will be identified and measures put in place to protect them</p> | <p>All Persons</p> | <ul style="list-style-type: none"> • Toilets will be cleaned regularly throughout the school day • Parents have been asked to make the school aware of Students' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Schools have a regularly updated register of pupils with underlying health conditions. • All students with respiratory related health issues were contacted prior to their return on March 15th • Students who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account in risk assessments. | <ul style="list-style-type: none"> • Parents to complete health form if appropriate. (check) and include this |
| <p>13. Staff with underlying health issues or those who are shielding need to be identified and measures put in place to protect them</p> | <p>All Persons</p> | <ul style="list-style-type: none"> • All members of staff with underlying health issues and those within vulnerable groups have been instructed to make their condition or circumstances known to the school. Individual RA proforma sent to all staff on Sept 3rd, 2021 • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • A precautionary approach (including risk assessment) will be taken regarding pregnant women and those regarded as at increased risk due to underlying health conditions and other factors eg. BAME | <ul style="list-style-type: none"> • Risk Assessment followed and the school will follow WG guidance. |
| <p>14. Clear protocols needed to care for and reduce the</p> | <p>All Persons</p> | <ul style="list-style-type: none"> • All staff offered the twice weekly Lateral Flow Tests uptake. • All Students offered tests. Sept 3rd, 2021 | <ul style="list-style-type: none"> • Business Manager keeps a detailed record of all staff who receive the LFTs and masks. |



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| <p>impact of student / staff displaying symptoms</p> | | <ul style="list-style-type: none"> Any member of staff or student displaying any Covid 19 symptoms (new persistent cough, loss of taste/smell, high temperature, must not attend school. If they have a positive test they must comply with Track and Trace instruction. Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any student or staff displaying symptoms at school. A clear protocol has been developed for SMT members who respond to a case where a pupil has suspected covid-19 symptoms (see staff handbook) Students, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. Arrangements in place to deal with pupil/staff who develop symptoms whilst at the school. Isolation rooms are available A protocol has been created for use when responding to a situation where a pupil or staff member receives a confirmed positive case. | <ul style="list-style-type: none"> SMT to communicate protocols to all parents, students and staff. Staff monitoring levels by SMT Pupil Monitoring levels by SMT Complete all LA returns Letter to staff and Pupils/Parents <p>Staff handbook updated.</p> <p>'Protocol for dealing with a positive case' available for SMT use.</p> |
| <p>15. Personal Protective Equipment (PPE) and Testing Procedures offered to all staff.</p> | <p>All Persons</p> | <ul style="list-style-type: none"> All staff have now been offered the twice weekly Lateral Flow Tests All Students offered tests. PPE will be available to staff when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19. Hand sanitiser will be available to pupils and staff in addition to normal hand washing facilities. Guidance on getting tested has been published. | <ul style="list-style-type: none"> Surgical masks and LFTs offered to all staff Hand sanitiser to be supplied to individual teachers PPE available as necessary Follow LA & PHW advice and guidance |
| <p>16. Staff trained in new procedures to reduce the risks to health</p> | <p>All Persons</p> | <ul style="list-style-type: none"> Staff induction prior to returning to school (March 12th and March 15th) Fire safety and evacuation procedures explained to all staff. Staff Covid induction training sessions in place. | <ul style="list-style-type: none"> SMT/staff to supervise/monitor compliance with all rules, protocols and systems |



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| | | <ul style="list-style-type: none"> • Constructive behaviour management procedures communicated to staff. • Safeguarding and risk management policies updated and available to staff. • The risk assessment together with any COVID 19 control measures will be brought to the attention of all staff. • Staff briefings/meetings conducted virtually or with social distancing considerations – WILL be reviewed. | |
| 17. First Aid procedures must be understood by all | All Persons | <ul style="list-style-type: none"> • Normal first aid procedures are continuing. • PPE will be provided to all first aiders and others if required when dealing with an incident. • An adequate number of first aiders will be available throughout the school day. • PPE will be stored in reception and the three designated isolations room (block 1, 6 and 10) | <ul style="list-style-type: none"> • SMT to continually risk assess first aid provision |
| 18. Fire Safety procedures must be understood by all | All Persons | <ul style="list-style-type: none"> • Emergency evacuation procedures will adhere to social distancing, where possible. (see current fire evacuation + assembly points procedure) • Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff. • Procedures have been reviewed to include hygiene and distancing at assembly points, wherever possible. • All staff offered online Fire Safety Awareness training • All new fire safety arrangements and procedures will be communicated with all staff and pupils (including new pupils and staff on return to school in bespoke safety sessions) See link below for specific fire safety advice. | <ul style="list-style-type: none"> • SMT to communicate procedures to all pupils, staff and visitors • SMT/staff to ensure compliance • Update fire notices in all rooms |



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| | | https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf click this link. | |
| 19. Management arrangements must be adapted to protect wellbeing of staff and students | All Persons | <ul style="list-style-type: none"> School policies and individual pupil risk assessments amended as necessary | <ul style="list-style-type: none"> SMT to communicate amendments and adjustments to all parents, pupils, staff and visitors. Staff wellbeing survey outcomes and actions shared with all staff |
| 20. Key stakeholders must be fully informed about changes to policies and procedures due to COVID-19 | All Persons | <ul style="list-style-type: none"> Communications strategies are in place for Staff, Students, Parents, Governors, Local authority Business Continuity Plan has been regularly reviewed and updated accordingly during January, February and March, 2021. All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school and stakeholders have been briefed as appropriate Regular conversations with CoG. | <ul style="list-style-type: none"> COVID19 policy addendums in place prior to reopening Appointments and Finance Committees have met and full Summer Term (2021) Report to Governing Body Distributed. Risk assessments signed off by CoG |
| 21. The continued prioritisation of vulnerable pupils | Vulnerable Pupils/Key Workers Pupils | <ul style="list-style-type: none"> Pastoral and ALN support is deployed wherever possible to support prioritised pupils following individual Risk Assessments Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds All students with respiratory issues contacted prior to their induction to school. | <ul style="list-style-type: none"> Reasonable endeavours made to meet statement requirements of pupils Regular contact pattern maintained for all pupils who are considered vulnerable. |
| 22. Pupils moving on to the next phase in their education may not feel prepared for the transition | All Persons | <ul style="list-style-type: none"> Regular communications with the parents of incoming pupils are in place, including letters and online information. Virtual tours of the school available for parents and students. Induction programmes for pupils returning to Year Groups 7,9 and 12 are in place | <ul style="list-style-type: none"> Year 11 and 13 transition days Online induction preparation delivered for year 6 and year 8 (March 2021) <p>See website for details.</p> |




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| 23. Working from home and mental health | All Persons | <ul style="list-style-type: none"> • Staff working from home due to self-isolation have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff are encouraged to consider their wellbeing and the wellbeing of others • Line managers are proactive in discussing wellbeing with the staff that they manage, including discussing their workload. • Staff have been signposted to useful websites and resources • Headteacher meets union reps on a fortnightly basis to raise any concerns • Staff Health and Safety committees meet regularly. • Staff wellbeing initiatives in place • Headteacher has regular communications with all staff • 2021 survey very positive. | <ul style="list-style-type: none"> • Microsoft Teams training updates to continue as required • Information available in staff handbook regarding how to seek support for self or others |
| 24. Student mental health is a priority. | All Persons | <ul style="list-style-type: none"> • Members of staff available to support students ' mental health issues. A key engagement strategy in place from January 2021. • There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. • Resources/websites provided to support mental health of pupils • Students provided with information on how to make self-referrals | <ul style="list-style-type: none"> • DSP and HoLS to be available to support pupils • Information in staff handbook on how to refer pupils for support |
| 25. Pupils and staff dealing with loss. | All Persons | <ul style="list-style-type: none"> • The school has access to trained staff and organisations who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. | <ul style="list-style-type: none"> • Line managers to provide support • Staff handbook to provide details of available support |



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| 26. Contractors on-site whilst school is in operation | All Persons | <ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work and so are set to continue. • An assessment carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Restricted vehicle access times to site provided to all contractors. | <ul style="list-style-type: none"> • SMT and staff to monitor situation |
| 27. Cost of addressing COVID-19 | All Persons | <ul style="list-style-type: none"> • Additional sources of income are under exploration. | <ul style="list-style-type: none"> • Finance Committee will be kept informed by HT |
| 28. Inform and encourage staff about using lateral Flow Tests (LFTs) | All persons | Follow WG + LA guidance Business Manager has record of all staff who have taken kits; each kits contains seven tests (3 weeks supply) | SMT to monitor LA to continue to supply more tests |

Signed Headteacher:  Date: 6th September, 2021

Signed Chair of Governors:  Date: 6th September 2021