

COVID-19: BGCBC School Risk Assessment

This template should be adapted for individual school premises <https://gov.wales/taking-reasonable-measures-minimise-risk-exposure-coronavirus-workplaces-and-premises-open-public#section-40071>

At alert level zero, schools and settings working with their local authorities must:

- take [reasonable measures](#) to protect learners, staff and others from COVID-19 within their premises;
- follow the requirements of the [Management of Health and Safety in the Workplace Regulations 1999](#);
- continue to carry out specific COVID-19 risk assessments for their buildings and events and activities, building on their learning to date and practices they have already developed during the pandemic;
- follow the system of control set out in this guidance;
- follow the local testing and infection control framework, taking account of local risk levels and advice from public health officials.

This has been written in reference to **Alert level 0: guidance for employers, businesses and organisations**

<https://gov.wales/alert-level-0-guidance-employers-businesses-and-organisations>

School	ALC – Secondary Campus, Tillery St Campus, Roseheyworth Rd Campus, Six Bells Campus
Person undertaking the risk assessment	Business Manager
Date of Assessment	16.9.2021
Next Review Date	Reviewed in line with the alert level and WG/LA Guidance

Risk Rating Calculation Key

The following scoring (severity x likelihood = risk rating) is for use when assessing the risks of reopening schools during the COVID-19 pandemic.

Severity	
Fatality	5
Major injury	4
Medical injury	3
Minor injury	2
Insignificant injury	1

Likelihood	
Imminent	5
Very Likely	4
Likely	3
Not Likely	2
Remote	1

RISK RATING	
High Risk Unacceptable stop activity and make immediate improvements	16 - 25
Medium Risk Look to improve within a specified timescale where reasonably practicable	11 - 15
Low Risk No further action, but ensure controls maintained and look to improve at next review.	6 - 10
Insignificant No further action	0 - 5

Guidance

1. Identify the persons at risk and the significant hazards.
2. Calculate an initial risk rating (RR) without controls for the activity.
3. Identify risk control measures that reduce the risks to an acceptable level.
4. Calculate a revised RR – assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)

This risk assessment template can be adapted by each school for all risk levels and is colour coded. Low risk or green measures are core measures to be adopted at all times but some will need to be changed if at one of the other risk levels. Schools can add other site specific measures where needed.

National Risk Rating
Level of Risk
Low
Moderate
High
Very High

Hazard	People at risk	Risk Level Before Control			Existing Controls/Further Controls	Risk Level After Control		
		S	L	RR		S	L	RR
Spread of Covid 19 via contaminated air	All persons at risk of contracting Covid 19	4	3	12	<p>Natural Ventilation</p> <p>Windows and doors (as long as they are not fire doors and where it is safe to do so) should be opened to ventilate to room.</p> <p>In colder weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)</p> <p>Mechanical Ventilation</p> <p>Air handling units should be set to maximise fresh outdoor air and not recirculation. Systems should be maintained to ensure efficiency.</p> <p>Fans to be removed from poorly ventilated areas</p> <p>Carbon Dioxide Monitoring</p> <p>Consider the use of CO₂ monitors to identify areas where there may be challenges in ensuring adequate ventilation</p> <p>Use of Face Coverings by Pupils</p> <p>Face coverings are not routinely recommended, but may be worn by secondary learners anywhere on the school site should they wish to do so.</p>	4	2	8

				<p>Face masks are to be stored appropriately e.g. in bags and not left on desks, when not being worn e.g. when eating or in class.</p> <p>Face coverings continue to be recommended on school transport.</p>		
				<p>Face coverings may be worn by secondary learners when moving around indoor communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained.</p> <p>Face coverings continue to be recommended on school transport.</p>		
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				<p>Face coverings should be worn by secondary learners in all indoor areas, including classrooms, where physical distance cannot be maintained.</p> <p>Face coverings continue to be recommended on school transport.</p>		
				<p>Use of Face Coverings by staff and visitors</p> <p>Face coverings are not routinely recommended, but may be worn by staff/visitors anywhere on the school or setting site should they wish to do so.</p> <p>Face coverings should be worn on school transport.</p>		
				<p>Face coverings may be worn by staff in all schools and settings when moving around communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained.</p> <p>Visitors encouraged to wear a face covering where necessary</p>		

					<p>Face coverings should be worn on school transport.</p> <p>Face coverings should be worn by staff in all schools and settings when moving around indoor communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained.</p> <p>Face coverings should be worn by visitors.</p> <p>Face coverings should be worn on school transport</p> <p>Face coverings should be worn by staff in all schools and settings in all indoor areas, including classrooms, where physical distance cannot be maintained.</p> <p>Face coverings should be worn by visitors.</p> <p>Face coverings should be worn on school transport.</p>			
Staff/Pupil member falling ill during the day	Staff and pupils	4	3	12	<p>All staff and pupils to be made vigilant of the symptoms of COVID-19 and watch for those symptoms e.g. high temperature, loss of smell or taste and/or new continuous cough.</p> <p>Any equipment that a symptomatic individual has been in contact with must be withdrawn from circulation and thoroughly cleaned and disinfected or quarantined for 72 hours in a secure location.</p> <p>Any areas used by the symptomatic person should be closed with physical barriers and signage and subject to cleaning before being used by others.</p>	4	2	8

				<p>If a staff member becomes ill</p> <p>If a staff member becomes symptomatic during the working day they leave the premises safely and should get a test as soon as possible, and self-isolate until the outcome of the test, if the test is negative they can leave self-isolation further guidance is available; https://gov.wales/contact-tracing-your-questions</p> <p>Symptomatic staff, or those contacted by the 'track and trace' service, to notify the Head Teacher of their absence and requirement to self-isolate.</p> <hr/> <p>If a pupil becomes ill</p> <p>A symptomatic pupil should be taken into an identified isolation room with windows ideally opened for ventilation purpose. Exercise physical distancing from the symptomatic person, wherever possible to prevent the spread of the infection.</p> <p>Instruct all staff that where a member of staff has to provide direct personal care to a symptomatic person that a clinical fluid-resistant mask, gloves and apron must be worn. Parent or guardian to be informed to pick pupil or nearest external door in order to ensure all primary exit routes are not potentially contaminated. The parent should be advised to take the pupil for a test as soon as possible, and self-isolate until the outcome of the test, if the test is negative they can leave self-isolation further guidance is available; https://gov.wales/contact-tracing-your-questions</p> <p>Ensure that staff who wear PPE as part of their role know how to dispose of it safely, including the requirement to double bag or keep for 72hrs before disposal.</p>		
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					<p>Multiple Cases If there is more than one case of Covid 19 in the school then the school will liaise with TTP and nominate a single point of contact for liaison</p>			
Transmission of Covid 19 in staff welfare facilities and other settings	Staff	4	3	12	<p>Physical distancing is to be kept between staff in welfare facilities and other settings as far as practicable.</p> <p>Encourage staff to take breaks in classrooms or rotate use of staff rooms to minimise movement and support physical distancing.</p>	4	2	8
Transmission of Covid 19 on school transport	Pupils/staff	4	3	12	<p>Face coverings are recommended on school transport for Year 7 and above and advisory for younger pupils.</p> <p>Staff should wear face covering on transport.</p>	4	2	8
Asymptomatic Cases of Covid 19	Staff, visitors, pupils, contractors, parents	4	3	12	<p>Lateral Flow Device Testing is to be encouraged and made available for contacts of confirmed cases. Those participating will provided with clear instructions on use of lateral flow tests Agreed days for testing to take place communicated to staff Clear process set out for lateral flow test result including:</p> <ul style="list-style-type: none"> • Tests to be taken before attending school • Reporting the test result online • If positive not attending school or setting. Immediately self-isolating along with all household members. • Booking a follow up PCR test though the online booking system • Follow up PCR test to take place within 24hrs of positive lateral flow test • Notify school of positive result 	4	2	8

				<ul style="list-style-type: none"> • Inform their Manager/Head Teacher to allow results to be recorded on staff register as per local arrangements • Follow any advice and isolate in accordance with the advice given by the Track, Trace and Protect Team <p>School must clearly communicate to all those participating in lateral flow device testing that a negative test result does not remove the risk of transmission and that infection control measures must not be relaxed.</p> <p>Staff and pupils made aware that tests must be kept in a secure location, in a cool, dry environment and used at room temperature. Physical distancing arrangements in place for test collection.</p> <p>Staff and pupils reminded of the need to continue to self-isolate and book a test is they live with someone showing symptoms or who has tested positive for Covid 19. Staff must not participate for 90 days if their have received a positive PCR result Used tests must be put back in the packet and left for 72 hours before being disposed of as regular waste.</p> <p>Where there has been confirmed cases and risks identified by IMT testing is to be encouraged in a targeted and focussed manner with test kits made available for contacts.</p> <p>Twice weekly LFD testing encouraged for staff and secondary learners to help identify and isolate asymptomatic cases as soon as possible.</p> <p>Twice weekly LFD testing strongly encouraged for staff and secondary learners to help identify and isolate asymptomatic cases as soon as possible.</p>		
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<p>General physical distancing measures</p>	<p>Staff, visitors, pupils, contractors, parents</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>General</p> <p>Install prominent signage at entry point(s) that entry into school grounds of anyone who is symptomatic is to be denied access.</p> <p>Physical distancing is encouraged in indoor communal spaces outside of the classroom such as corridors.</p> <p>Implement arrangements aimed at reducing close interactions e.g. one way systems, not holding large group gatherings such as assemblies</p> <p>Reduce close interactions between learners to the lowest practical level such as introduction of contact groups, potentially pausing after school/breakfast clubs and team sports where necessary</p> <p>In the Classroom</p> <p>All staff to ideally maintain physical distancing from pupils but if this cannot be avoided due to the pupils age, needs etc. then staff should avoid face to face contact where possible and minimise time spent within 1 metre of any pupil. Refer to sections below on Personal Protective Equipment (PPE) for intimate care requirements.</p> <p>KS 2, 3 and 4 have forward facing desks except for areas where practical subjects are taking place. Foundation Phase have desks organised in groups.</p> <p>Physical distancing and group seating intervention in place in classrooms depending on room capacity and risk assessment, recognising that this may not</p>	<p>4</p>	<p>2</p>	<p>8</p>
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				<p>be possible with younger children or with learners that require one to one support</p>		
				<p>Physical distancing and seating plans such as forward facing desks if possible and consistent seating plans in place in classrooms depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support</p>		
				<p>Physical distancing and seating plans such as forward facing desks if possible and consistent seating plans in place in classrooms depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support. Learners and staff should stay within a contact groups where possible.</p>		
				<p>Entry and Exit</p> <p>Utilise multiple entry/exit points where possible to prevent congestion.</p> <p>Pupils, parents and guardians are notified on entry and exit point/s to be used and signage indicates this information.</p>		
				<p>Movement through the school</p> <p>Markers are present on floors to aid physical distancing.</p> <p>One-way system in place on the secondary campus and staggered activities for learners.</p> <p>Signage in place throughout the school.</p> <p>All staff to adhere to 2m distancing from others where possible, and keep duration of closer proximity to minimum (e.g. to pass in a circulation space) with poster reminders.</p>		

				<p>Hold open (e.g. by use of a door wedge) doors that are not designated as a fire door where possible to minimise hand contact with door handles. This is not applicable to toilet facilities.</p>		
				<p>Breaks etc Staggered lunch times are in place across the primary campuses.</p> <p>Staggered break and lunchtimes remain in place on the secondary campus.</p> <p>Have breaks outside where possible.</p>		
				<p>Visitors/Contractors/Parents</p> <p>Notify visitors/contractors and others of the school specific controls e.g. one way systems, importance of maintaining physical distancing and follow hygiene requirements prior to and on their arrival.</p> <p>Visitors restricted and visits managed to minimise contacts.</p> <p>Visitors to wash their hands on entry into the school or apply hand sanitiser.</p> <p>Record of visits must be kept for test and trace purposes for 28 days minimum.</p>		
				<p>Use of Lifts</p> <p>Restrict use of lifts. Install signage to remind people to maintain physical distancing.</p>		

<p>Transmission of Covid 19 due to poor hygiene</p>	<p>Staff and pupils</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>General Hand washing must take place on arrival and at regular intervals during the day and be re-enforced into routines.</p> <p>For example, before and after snacks/meals/use of toilet/outside play/after handling objects that may have been handled by others/after physical contact/after blowing nose/coughing/sneezing.</p> <hr/> <p>Availability of Handwashing/Sanitiser</p> <p>Ensure adequate availability of hand sanitiser and soap, warm water and paper towels/hand dryers in all toilets and other areas used for handwashing/sanitising.</p> <p>Hand sanitiser available on staff entry points in to school. Hand sanitiser stations to be identified carefully to avoid misuse by pupils.</p> <hr/> <p>Information</p> <p>Staff to ensure that pupils are familiar with the correct hand washing techniques. Signage and posters located in toilets and classrooms. Use signage and posters where necessary.</p> <p>Staff to maintain procedures daily and remind pupils</p> <p>Staff to demonstrate good handwashing techniques to pupils and supervise younger children with handwashing, where required.</p> <hr/> <p>Disposal of Contaminated materials</p> <p>Remind staff and pupils to “Catch-it, kill-it, bin-it” (age appropriate) and to cough or sneeze into their elbow if a tissue is not available, and to place used tissues into the designated refuse bin, then immediately wash their hands.</p>	<p>4</p>	<p>2</p>	<p>8</p>
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Transmission of Covid 19 through contaminated surfaces	Pupils and staff	4	3	12	<p>Instruct staff and pupils not to share food/ snacks/ drinks/ cups/ bottles/ utensils.</p> <p>Minimise the use of shared equipment</p> <p>Shared equipment to be cleaned between lessons</p> <p>Avoid use of difficult to clean items such as sand and change water between groups for water play.</p>	4	2	8
Cleaning regimes	Staff, visitors, pupils, contractors, parents	4	3	12	Cleaning will be undertaken at the start and the end of the day with additional cleaning as required due to Covid 19 cases	4	2	8
Lack of physical distancing in offices	Staff, visitors, pupils	4	3	12	Office staff desks repositioned to maintain physical distancing. Screens can be used where there is the possibility of high contact frequency such as reception areas Staff working from home as necessary.	4	2	8
Positive Case of Covid 19	Staff, visitors, pupils	4	3	12	<p>General</p> <p>Following the confirmation of a positive case of Covid19 the majority of learners in the class/setting will not be identified as close contacts. Instead the school may be advised to take a warn and inform approach to update parents and staff on the situation and what they need to do, based on Test, Trace, protect (TTP) advice.</p> <p>This warn and inform approach would reinforce key messages about the risk to others from COVID-19 and what can be done to minimise this risk, having a low threshold for seeking a test even with mild symptoms, and avoiding contact with vulnerable family and friends in the short-term.</p>	4	2	8

					<p>It is good practice to identify a single liaison contact at a school for TTP.</p> <p>Tracing Requirements for Staff Information of contacts of the member of staff will need to be provided by the School to (TTP)</p> <p>Tracing Requirements for Older Pupils Information of contacts of the pupil will need to be provided by the School to Test, Trace, protect(TTP) with regard to close contacts, friendship groups</p> <p>Tracing Requirements for Younger Pupils The focus of contact tracing will be on close friendship groups and any community contacts</p>			
Transmission of Covid 19 to Pregnant Women		4	4	16	<p>Staff who are pregnant should work at home where possible. If home-working is not possible, pregnant staff and their employers should follow the advice in the COVID-19: advice for pregnant employees.</p>	4	2	8
Transmission of Covid 19 People at High Risk		4	4	16	<p>Staff who are at increased risk can continue to attend school. While in school they should follow the interventions to minimise the risks of transmission - including taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining physical distancing. An individual risk assessment can be carried out where needed.</p> <p>People who live with those who are at increased risk can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</p>	4	2	8

<p>Transmission of Covid 19 during the administration of First Aid</p>		<p>4</p>	<p>3</p>	<p>12</p>	<p>Standard PPE available e.g. gloves and apron to be used for hands-on care tasks including toileting and washing and supporting vulnerable children.</p> <p>First aider to assist from a safe distance where possible and minimise the time spent within a shared breathing zone.</p> <p>Instruct first aiders to only administer first aid to a symptomatic individual if essential and to wear a fluid resistant surgical mask, gloves and apron.</p> <p>Instruct first aiders that any used PPE should be double bagged and kept for 72 hrs prior to being disposed of with regular waste.</p> <p>A fluid resistant surgical mask and eye protection should be used if there is a risk of splashing of bodily fluids e.g. from spitting, vomiting, coughing.</p> <p>Where resuscitation is required advise First Aiders to carry out in accordance with the current guidance issues by the Resuscitation Council https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p> <p>Instruct first aiders that good hygiene practices should be followed after first aid has been administered, particularly washing they hands.</p>	<p>4</p>	<p>2</p>	<p>8</p>
<p>Transmission of Covid 19 during singing, music, drama</p>		<p>4</p>	<p>3</p>	<p>12</p>	<p>Staff to maintain physical distance from singers Avoid face to face singing. Maintain physical distancing between different classes singing. Ensure the room/area is well ventilated via natural ventilation sources. Consider volume and practise quieter singing.</p>	<p>4</p>	<p>2</p>	<p>8</p>

				<p>Practice good hand and respiratory hygiene. Ensure any musical instruments are cleaned thoroughly between use One to one music lessons to be conducted in accordance with music service risk assessment</p>			
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Personal Protective Equipment (PPE) Chart for COVID-19 Risks

Item	Symbol	Tick if required	Notes
Respiratory protection			<p>For first aid with a pupil or staff member who has become unwell with symptoms of COVID 19 and needs direct personal care a fluid resistant surgical mask is required.</p> <p>If a pupil risk assessment requires intimate care and there is a risk of splashing to the eyes from coughing, spitting or vomiting a fluid resistant surgical mask is required.</p>
Gloves			<p>For first aid with a pupil or staff member who has become unwell with symptoms of COVID 19 and needs direct personal care disposable gloves are required.</p> <p>For intimate care disposable gloves are required.</p> <p>For cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions disposable gloves are required.</p>

<p>Eye protection</p>		<p>If a pupil risk assessment requires intimate care and there is a risk of splashing to the eyes from coughing, spitting or vomiting safety goggles, safety spectacles (these can't we worn over prescription spectacles) or visor required.</p> <p>For first aid with a pupil or staff member who has become unwell with symptoms of COVID 19 and needs direct personal care and there is a risk splashing to the eyes from coughing, spitting or vomiting safety goggles, safety spectacles (these can't we worn over prescription spectacles) or visor required.</p>
<p>Body protection e.g. Disposable aprons</p>		<p>For first aid with a pupil or staff member who has become unwell with symptoms of COVID 19 and needs direct personal care a disposable apron is required.</p> <p>For intimate care a disposable apron is required. For cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions a disposable apron is required.</p>

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