

Coronavirus (COVID-19): risk assessment for pupils at school:

Cowbridge Comprehensive School

Assessment conducted by: Mrs Thomas	Job title: Headteacher	Covered by this assessment: <u>pupils, staff and other relevant individuals.</u>
Date of assessment: June 5 2020. Reviewed: 15/01/21 Reviewed: 03/03/21	Review interval: In line with Welsh Government updates and as required	Date of next review: Summer 2021 or as per new WG/ LA guidance.

Related documents

Coronavirus (COVID-19) Reopening Plan, Infection Control Policy, Risk Assessment for reopening After Partial Closure, Social Distancing Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Supporting Pupils with healthcare Needs and medical Conditions Policy, COSHH Policy, Administering Medication Policy, Data Protection and GDPR Policy, Behaviour Policy.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). This risk assessment reflects CCS’s local context. The school will only close if we do not have enough participating pupils or staff to warrant the school remaining open.

Please note the term “parent” refers to any parent who is a key worker or is a parent or carer to a vulnerable child. Furthermore, the term “pupils” refers to those attending school – all other pupils should learn from home.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff, pupils and where necessary, visitors are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy - Healthcare needs Policy - Coronavirus (COVID-19) Reopening Plan - Risk Assessment for Reopening After Partial Closure - Social Distancing Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous - Public Health Wales guidance and QA Framework - WG and PHW (2020) ‘COVID-19: guidance for educational settings’ • The relevant staff receive any necessary training via briefing sessions, online delivery etc. that helps minimise the spread of infection, e.g. infection control training. 	Yes	Coordination by SBM	From 1/06/20 ongoing to 29/06/20 with frequent reminders on an ongoing basis once pupils return to school.	L

		<ul style="list-style-type: none"> • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - WG - NHS - PHW - The school's local health protection team (PHW) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, twitter and parentmail– they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via and are informed via face to face contact with a designated teacher and that they must tell a member of staff if they begin to feel unwell. • The Data Protection Policy and is followed at all times – this includes withholding the names of staff, and pupils with either confirmed or suspected cases of coronavirus 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Coordinated by DHT</p> <p>DHT</p>	<p>Reviewed and Updated</p> <p>03/03/21</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
<p>Poor hygiene practice</p>	<p>H</p>	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. • Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. Wipes are on all desks throughout the school. • Infection control procedures are adhered to as much as possible in accordance with the WG and PHW's guidance and in accordance with the (separate) Audit for Infection and Control. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>DHT to co-ordinate</p>	<p>Reviewed and Updated</p> <p>03/03/21</p>	<p>L</p>

		<ul style="list-style-type: none"> • Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where appropriate. possible and necessary. • Pupils are informed not to share cutlery, cups or food. • All utensils are thoroughly cleaned before and after use. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • Pupils not to use communal water fountains – to be temporarily disabled before pupils return to school. <ul style="list-style-type: none"> • The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the specialist cleaning/ WG/LA. 	Yes		Reviewed and Updated	L
			Yes		03/03/21	
			Yes			
			Yes	SBM	Reviewed and Updated	L
					03/03/21	
Ill health	H	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil who displays signs of being unwell is immediately referred to first aid. • Staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. • Pupils displaying symptoms of coronavirus do not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. 	Yes		Ongoing	
			Yes			
			Yes	DHT to implement, coordinate and monitor	Reviewed and Updated	M/L
			Yes		03/03/21	
			Yes			

		<ul style="list-style-type: none"> • The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. • If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • Any medication taken by the child must be in accordance with the Healthcare Needs Policy 	Yes			
			Yes			
			Yes			
			Yes		Reviewed and Updated	M/L
			Yes		03/03/21	
			Yes			
Spread of infection	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. • Pupils clean their hands after they have coughed or sneezed.. • Parents are informed via letter/ parent mail to not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Children who have displayed symptoms of coronavirus must self-isolate for 10 days before returning to school. • All pupils are required to wear face coverings in all areas of the school with the exception of the canteen when sat down eating/ drinking, outdoor settings and the classroom where the teacher has given permission for face coverings to be removed e.g when answering/ asking a question 	Yes			
			Yes			
			Yes			
			Yes		Reviewed and Updated	M/L
			Yes	DHT to coordinate and monitor	03/03/21	
			Yes			
			Yes			

		<ul style="list-style-type: none"> The minority of pupils with ALN/ medical needs who are unable to wear a face covering, are placed in an agreed seat in the classroom at the front of the room, where they can be 2m away from others 	Yes			
Poor management of infectious diseases	H	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil's symptoms to the DHT The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Social distancing measures are implemented as much as possible and PPE is worn where possible/ appropriate. The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	Yes Yes Yes Yes	DHT to coordinate and monitor. All staff to act accordingly SBM	Reviewed and Updated 03/03/21	M/L
Lack of communication	H	<ul style="list-style-type: none"> Staff report immediately to the DHT about any cases of suspected coronavirus, even if they are unsure. The DHT contacts the local Health Protection Team (HPT) immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. 	Yes Yes Yes Yes	DHT	Reviewed and Updated 03/03/21	L
Disruption to the running of exams	H	<ul style="list-style-type: none"> All exams for 2021 are cancelled. Arrangements for CDGs are being developed. Staff deliver education in line with assessments frameworks provided by WJEC March 2021 onwards Staff are objective in their assessments and follow the principles set out by the school and WJEC Frameworks. This is QA by DHT and members of SLT. Results are made available on 10th and 12th August GCSEs and for A-levels 	Yes	DHT, AHTs, Curriculum Leaders, Achievement Teams, RSG	Reviewed and Updated 03/03/21	L

Partial school closure	H	<ul style="list-style-type: none"> • The school communicates with parents via letter/ parent mail regarding any updates to school procedures which are affected by the coronavirus pandemic. • Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene. • Pupils working from home are assigned work to complete to a timeframe set by their teacher and as per Blended/Online Learning policy. • The DHT creates an overall learning plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school. • The Behaviour Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. • The DHT with teachers ensure all pupils have access to school work and the necessary reading materials at home, prior to a school closure and throughout closure via online learning • The DHT works with the ICT technicians to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. 	Yes	DHT to coordinate and monitor.	Ongoing	L
			Yes		Reviewed and Updated	
			Yes	Curriculum leaders to lead their teams accordingly.	03/03/21	
			Yes			

Vacant/ partially /fully open premises	H	<ul style="list-style-type: none"> • Access to the school is restricted – no additional visitors unless authorised by the headteacher • The Headteacher and SBM remain on-call in case of an emergency or if access to the school is required. • Valuable school property and equipment is identified and reasonable measures are in place to ensure security. • The SBM and Headteacher ensure the school premises are safe to return to before school activity resumes. • Any hazards are reported to the Headteacher as soon as possible and issues are resolved prior to school returning. • The Headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. 	Yes	Headteacher SBM	Ongoing up to and after 29/06/20 Reviewed and updated 03/03/21	L
Emergencies	M	<ul style="list-style-type: none"> • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Yes Yes Yes	DHT and SBM to confirm and coordinate. Relevant Achievement Teams and first aiders.	Reviewed and updated 03/03/21	L

Non-compliance with measures	H	<ul style="list-style-type: none"> • If a pupil does not comply with infection control measures, in the first instance, staff will explore whether non-compliance is accidental rather than intentional. Clear guidance and reminders will be given. • If the noncompliance was deliberate or repeated, the pupil will be subject to the School's Behaviour Policy. 	Yes	All staff.	Reviewed and updated 03/03/21	L
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