

## Coronavirus (COVID-19): risk assessment for pupils at school: Cowbridge Comprehensive School

Assessment conducted by: Mr Fowles	Job title: Deputy Headteacher	Covered by this assessment: <b>pupils, staff and other relevant individuals.</b>
Date of assessment: June 5 2020. Reviewed: 15/01/21 Reviewed 03/03/21 Reviewed: 26/08/21 Reviewed 01/12/21 <b>Reviewed 04/01/22</b>	Review interval: <b>In line with Welsh Government updates and as required</b>	Date of next review: 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	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L



		<ul style="list-style-type: none"> <li>● The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- WG</li> <li>- NHS</li> <li>- PHW</li> <li>- The school's local health protection team (PHW)</li> </ul> </li> <li>● Staff are made aware of the school's infection control procedures in relation to coronavirus via <b>email</b>.</li> <li>● Parents are made aware of the school's infection control procedures in relation to coronavirus via <b>letter, twitter and parentmail</b>– they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>● 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.</li> <li>● 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</li> </ul>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>	<p><b>Coordinated by DHT</b></p> <p><b>DHT</b></p>	<p><b>Reviewed 04/01/22</b></p>	<p><b>L</b></p> <p><b>L</b></p> <p><b>L</b></p> <p><b>L</b></p>
--	--	---	---	--	---------------------------------	---

<p>Poor hygiene practice</p>	<p>H</p>	<ul style="list-style-type: none"> <li>● Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.</li> <li>● Pupils wash their hands with soap <b>before and after break times and lunchtimes</b> for no less than 20 seconds.</li> <li>● 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 available in all rooms throughout the school.</li> <li>● Infection control procedures are adhered to as much as possible in accordance with the WG and PHW's guidance:  <a href="https://gov.wales/schools-coronavirus-guidance">https://gov.wales/schools-coronavirus-guidance</a>  <a href="https://gov.wales/local-covid-19-infection-control-decision-framework-schools-html">https://gov.wales/local-covid-19-infection-control-decision-framework-schools-html</a>  and in accordance with the (separate) Audit for Infection and Control.</li> <li>● 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.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>DHT to co-ordinate</p>	<p>Reviewed 04/01/22</p>	<p>L</p>
------------------------------	----------	---	---	---------------------------	------------------------------	----------

		<ul style="list-style-type: none"> <li>● Bar soap is not used, in line with the <b>Infection Control Policy</b> – liquid soap dispensers are installed and used instead.</li> <li>● Pupils are supervised by staff when washing their hands to ensure it is done correctly, where appropriate, possible and necessary.</li> <li>● Pupils are informed not to share cutlery, cups or food.</li> <li>● All utensils are thoroughly cleaned before and after use.</li> <li>● Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the <b>COSHH Policy</b> and the <b>Health and Safety Policy</b>.</li> <li>● Pupils not to use communal water fountains – to be temporarily disabled before pupils return to school. The <b>SBM</b> arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the specialist cleaning/ WG/LA.</li> </ul>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>	<b>SBM</b>	<p>Reviewed 04/01/22</p> <p>Reviewed 04/01/22</p>	
Ill health	<b>H</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Any pupil who displays signs of being unwell is immediately referred to first aid.</li> <li>● Staff act in line with the <b>Infection Control Policy</b> and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them.</li> <li>● 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.</li> <li>● The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>● The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</li> </ul>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>	<b>DHT to implement, coordinate and monitor</b>	<p>Ongoing</p> <p>Reviewed 04/01/22</p>	<b>M/L</b>

		<ul style="list-style-type: none"> <li>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.</li> <li>Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>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.</li> <li>Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>Any medication taken by the child must be in accordance with the Healthcare Needs Policy</li> </ul>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>		<p><b>Reviewed</b> <b>04/01/22</b></p>	<p><b>M/L</b></p>
Spread of infection	H	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Pupils clean their hands after they have coughed or sneezed.</li> <li>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.</li> <li>Children who have displayed symptoms of coronavirus must self-isolate and take a PCR test. If the PCR result is negative they can return to school, if positive they must continue to self-isolate until the date advised by Track, Trace and Protect. Current (31/12/21) WG self-isolation guidance can be found by clicking the link below: <a href="https://gov.wales/self-isolation">https://gov.wales/self-isolation</a></li> <li>Updated WG Guidance (29/11/21) states that "All staff and learners in secondary schools should now wear face coverings while indoors including in classrooms where physical distancing cannot be maintained. If a pupil has a specific reason which means that they cannot wear a face covering, they must be seated at least 2 meters away from other pupils and in a well-ventilated area of the classroom. Where the classroom is unable to accommodate this then the relevant breakout areas can be used.</li> <li>Any pupil wishing to wear a face covering for personal reasons anywhere in school will be permitted to do so.</li> <li>Pupils in classrooms during lessons will (as far as is practically possible) be sat side by side, facing forwards rather than face to face or side on.</li> </ul>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>W/C</b> <b>from</b> <b>04/01/22</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>	<p><b>DHT to</b> <b>coordinate</b> <b>and monitor</b></p>	<p><b>Reviewed</b> <b>and</b> <b>updated</b> <b>04/01/22</b></p>	<p><b>M/L</b></p>

		<ul style="list-style-type: none"> <li>● Movement around the school site will be controlled by the continued use of one way systems within school buildings.</li> <li>● The maximum amount of ventilation possible will be provided by ensuring windows are open in all rooms.</li> <li>● In line with WG guidance all pupils should take rapid lateral flow tests three times a week at home (Monday, Wednesday, Friday). Testing kits will be made available and distributed to all pupils. Pupils will be encouraged to take advantage of this provision.</li> <li>● Pupils should provide their own equipment for school and avoid sharing other pupils' stationery etc.</li> <li>● Seating plans applied in all classrooms to enable "close contact "information to be shared with TTP if necessary.</li> </ul>	<p><b>Yes</b></p> <p><b>W/C from 4/01/22</b></p> <p><b>Yes</b></p>		<p><b>Reviewed and updated 04/01/22 (LFT guidance)</b></p>	
Poor management of infectious diseases	<b>H</b>	<ul style="list-style-type: none"> <li>● Staff are vigilant and report concerns about a pupil's symptoms to the DHT</li> <li>● The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>● Social distancing measures are implemented as much as possible and PPE is worn where possible/ appropriate.</li> <li>● The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>	<p><b>DHT to coordinate and monitor. All staff to act accordingly</b></p> <p><b>SBM</b></p>	<p><b>Reviewed 04/01/22</b></p>	<b>M/L</b>
Lack of communication	<b>H</b>	<ul style="list-style-type: none"> <li>● Staff report immediately to the DHT about any cases of suspected coronavirus, even if they are unsure.</li> <li>● 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.</li> <li>● Schools put into place any actions or precautions advised by their local HPT.</li> <li>● Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>	<b>DHT</b>	<p><b>Reviewed 04/01/22</b></p>	<b>L</b>

Disruption to the running of exams	H	<ul style="list-style-type: none"> <li>● Close attention to be paid to information provided by Examination Boards and Qualifications Wales.</li> <li>● School procedures will follow examination board requirements and any amended specifications and associated regulations.</li> </ul>	Yes Yes	DHT, AHTs, Curriculum Leaders, Achievement Teams, RSG.	Reviewed 4/01/22	L
Partial school closure	H	<ul style="list-style-type: none"> <li>● The school communicates with parents via <b>letter/ parent mail</b> regarding any updates to school procedures which are affected by the coronavirus pandemic.</li> <li>● Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene.</li> <li>● Pupils working from home are assigned work to complete to a timeframe set by their teacher and as per Blended/Online Learning policy.</li> <li>● 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.</li> <li>● The <b>Behaviour Policy</b> and <b>Staff Code of Conduct</b> are adhered to at all times, even while working remotely.</li> <li>● 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</li> <li>● 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.</li> </ul>	Yes  Yes  Yes  Yes  Yes	DHT to coordinate and monitor.      Curriculum leaders to lead their teams accordingly.	Ongoing      Reviewed 04/01/22	L

Vacant/ partially /fully open premises	<b>H</b>	<ul style="list-style-type: none"> <li>● Access to the school is restricted – no additional visitors unless authorised by the Headteacher</li> <li>● The <b>Headteacher</b> and SBM remain on-call in case of an emergency or if access to the school is required.</li> <li>● Valuable school property and equipment is identified and reasonable measures are in place to ensure security.</li> <li>● The SBM and Headteacher ensure the school premises are safe to return to before school activity resumes.</li> <li>● Any hazards are reported to the <b>Headteacher</b> as soon as possible and issues are resolved prior to school returning.</li> <li>● The <b>Headteacher</b> ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</li> </ul>	<b>Yes</b>	<b>Headteacher</b> <b>SBM</b>	Ongoing Reviewed 04/01/22	<b>L</b>
Emergencies	<b>M</b>	<ul style="list-style-type: none"> <li>● All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>● Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>● Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>● The school has an up-to-date <b>First Aid Policy</b> in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	<b>Yes</b>	<b>DHT and SBM to confirm and coordinate. Relevant Achievement Teams and first aiders.</b>	Reviewed 04/01/22	<b>L</b>
Non-compliance with measures	<b>H</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● If the noncompliance was deliberate or repeated, the pupil will be subject to the School's Behaviour Policy.</li> </ul>	<b>Yes</b> <b>Yes</b>	<b>All staff.</b>	Reviewed 04/01/22	<b>L</b>