

Risk Assessment

About the Risk Assessment			
Activity or Workplace Assessed:	Schools reopening during Coronavirus pandemic – Infection Control, Hygiene and Social Distancing The John Frost School		Location/ Department: The John Frost School
Persons Consulted/ Involved in Risk Assessment	School Recovery Planning Premises	School Recovery Planning Premises	Risk Assessment Reference Number:
Date of Assessment:	16/07/2020		Next Review Date: 27/11/2020

Hazard and potential injury	Persons Affected	Existing Control Measures	Risk rating			Further action required	Risk rating			Action by:	Due date:	Completion date:
			L	S	RR		L	S	RR			
Contracting Coronavirus – Contact groups classroom set up, resources and activities	All students and staff on site	Staff all aware of social distancing rules	4	4	16	Classes in year groups (exception Yr 7/8 Nurture group) with reduced movement between groups where possible in line with WG guidance. Records to be kept of anyone not normally in a contact group who comes into it e.g. specialist interventions, to support Test Trace Protect (TTP) should it be needed All classrooms set up with forward facing desks where possible Staff seating to be arranged so as to maintain 2m distance from students so far as possible Staff to maintain, so far as possible, 2m distance from other staff and students. It is acknowledged that this will not always be possible. Staff to ensure that specific interactions in close proximity occur as infrequently as possible, and	2	4	8	MLT, SD, GB	01/09/2020	

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						<p>where they must happen, last no more than 15 minutes</p> <p>Activities to be planned so as to discourage close or regular contact between individuals, staff and students, or the sharing of resources</p> <p>Any shared resources to be cleaned regularly, including computer keyboards/mouse devices</p> <p>Students to be discouraged from engaging in games or interactions that require prolonged physical proximity or contact.</p> <p>Windows to be opened where possible.</p> <p>Consideration to be given to maximising use of outdoor space for learning.</p> <p>Students to be given age appropriate information regarding the need for social distancing and the school rules.</p> <p>One way corridors where possible and controlled release of classes into corridors.</p> <p>Specialist intervention (ASD/ALN/LSB/IR/ACE) to support students, ALN, inclusion and student behaviour - ensure social distancing where possible, sanitiser on entry to rooms. Cohorts grouped together where possible. Open windows where possible. Records kept of student attendance.</p> <p>Signage to be displayed to reinforce Covid 19 messages</p> <p>Year 7 induction day to train students. Induction training for all students on first day.</p>						

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						<p>Pens provided for students who fail to bring their own (students keep the pen)</p> <p>AR books placed into 72-hour storage on return.</p> <p>Regular cleaning to LRC throughout the day. 2 m spacing between groups. Cohort specific days before school, break and lunch times.</p> <p>LSO and Leadership learning walks every lesson and at lesson changeover</p> <p>CCTV monitoring of corridor behaviour</p> <p>Masks to be worn in corridors and communal areas</p> <p>High risk staff sent home for isolation period when a case is diagnosed in school</p> <p>All staff receive training on covid awareness</p> <p>Weekly updates in staff briefing on covid awareness</p>						
Contracting Coronavirus – hygiene, handwashing SECONDARY	All staff and students	Schools have comprehensive cleaning regime	4	4	16	<p>Protocol on sending groups home during day</p> <p>All staff to wash their hands when they arrive on site</p> <p>All students to wash their hands when they arrive on site</p> <p>All students to wash their hands at any change of activity</p> <p>All staff to wash their hands at a change of any activity</p>	2	4	8	MLT, SD, GB	01/09/2020	

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						<p>All staff and students to wash their hands before and after eating</p> <p>All hand washing to be done in line with public health and NHS guidance</p> <p>Staff to be vigilant to students touching their face and advise students who do so to wash their hands more frequently</p> <p>Hand Sanitiser and equipment wipe stations to be placed, as per your risk assessment, where there is a need for multiple people to use a touch point in quick succession without the opportunity to wash their hands before and after. E.g. vending machines, entrances (for visitors. Staff and students should wash their hands on entering the premises). Reliance on hand sanitiser is to be avoided and good handwashing procedures to be encouraged. Separate protocol for handwashing and use of sanitiser is available.</p> <p>Biometric system for lunches disabled and move to a card system.</p>						
Contracting Coronavirus – hygiene, toilets	All staff and students	Schools have comprehensive cleaning regime	4	4	16	<p>Toilets to be cleaned frequently and thoroughly, but not necessarily after every use.</p> <p>Schools to put in place own protocols for managing toilets, based on school layout, size of toilets, number of students on site etc. (describe below if not already documented elsewhere)</p> <p>CCTV to monitor toilet area misuse</p> <p>Staff on duty at lunch and break</p> <p>LSO and leadership learning walks during lessons and in lesson changeover.</p> <p>Strong focus and messaging around hand hygiene after using the toilets.</p>	2	4	8	MLT, SD, GB	01/09/2020	

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						Masks to be worn in corridors and communal areas						
Contracting Coronavirus – body fluid spills	All staff and students	Schools have comprehensive cleaning regime	4	4	16	All schools to ensure that they have spillage packs on site to immediately deal with any bodily fluid spills. Bodily fluid spills must not be left for cleaners later.	2	4	8	MLT, SD, GB	01/09/2020	
Contracting Coronavirus – hygiene, cleaning	All staff and students	Schools have comprehensive cleaning regime	4	4	16	<p>Cleaning schedule (days, times, how many people, where, what and how often) to be revised according to building usage and need, to focus on need to ensure cleanliness of touch points and welfare facilities.</p> <p>Cleaners on duty throughout the day targeting toilets, IT equipment, door handles and surfaces.</p> <p>All desks, work stations, toys, equipment etc. should be wiped down with disinfectant as identified in cleaning schedule.</p> <p>Door handles, window handles, surfaces, and touch points in communal areas to be wiped down with disinfectant at intervals during the day, as well as normal and focussed cleaning.</p> <p>Each classroom to have antibac spray/wipes and towels to clean desks between classes.</p>	2	4	8	MLT, SD, GB	01/09/2020	
Contracting Coronavirus - illness	All Staff and Students	All staff aware of government guidance on self-isolation	4	4	16	<p>All staff to be vigilant to their own health and to follow latest government guidance on self-isolation if they or their family are displaying symptoms or they are informed by the track and trace service that they have been in contact with a confirmed case.</p> <p>National guidance around staying at home if you are displaying symptoms to be reiterated to students (where age appropriate) and parents/carers.</p>	2	4	8	MLT, SD, GB	26/06/2020	26/06/2020

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						<p>All staff to be vigilant to the health of their students and ensure they are following latest national guidance if a student appears to be unwell.</p> <p>An area to be designated for isolation (interview room) should a student or staff member become ill, in line with national guidance.</p> <p>All staff to be made aware of the area/s designated for isolation within the school if a student / staff member develops symptoms whilst on site. Separate protocol for completion and display available.</p> <p>In the event of a confirmed case of covid-19, instructions from TTP team to be followed with regards to contact group self-isolation etc. NCC Education and Health and Safety Teams to be informed.</p>						
Contracting Coronavirus – PPE Mainstream	All staff and students	Staff all aware of social distancing rules In line with government guidance no additional PPE is necessary for routine activities	4	4	16	Additional PPE provided for first aid and use with symptomatic students (see relevant risk assessment lines) Keep under review whether support for any individual child (e.g. following vulnerable and statemented Students risk assessment completion) requires further consideration of PPE risk control measures and individual assessment – contact health and safety for support. Masks to be worn in corridors and communal areas	2	4	8	MLT, SD, GB	01/09/2020	
Contracting Coronavirus – PPE SEN	All staff and students	Staff all aware of social distancing rules	4	4	16	Additional PPE provided for first aid and use with symptomatic Students (see relevant risk assessment lines)	2	4	8	MLT, SD, GB	01/09/2020	

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		In line with government guidance no additional PPE is necessary for routine activities				Where there are specific risks, which might include serious underlying health conditions, lack of ability to understand social distancing concepts, inability to tell people if they are feeling unwell and behaviour which may increase the risk of transfer of bodily fluids, including during personal care, additional PPE (type II masks and face protection) may be required, following an individual risk assessment for that child. Contact health and safety for support						
Contracting Coronavirus – Social Distancing outside of the classroom	All students and staff on site	Staff all aware of social distancing rules	4	4	16	Consideration to be given to each area of the school, outside of the classroom, which may be used, what activities will be carried out there and how social distancing can be maintained, including outdoor areas. Staggered release from lessons and canteen use. One-way system in corridors where possible. One-way system in canteen. Controlled release by staff of students into corridors. Lesson release time over 5 mins. Students must stay in small cohort groups during break and lunch. Increased staff on duty at lunchtime. Leadership on duty at break and lunchtime Induction training for all students on their first day Masks to be worn in corridors and communal areas	2	4	8	MLT, SD, GB	01/09/2020	

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Contracting Coronavirus - Staff Welfare Facilities	All students and staff on site	Staff all aware of social distancing rules	4	4	16	<p>Specific areas on site designated for each year group. Marked on floors/grass areas. Plan shown to students.</p> <p>Seating in staff resting areas to be positioned so as to maintain 2m social distancing.</p> <p>Communal equipment such as microwaves/kettles to be removed.</p> <p>Wipes and sanitiser available in staff room.</p> <p>Staff fridges/water heaters to remain in use and be added to cleaning schedule.</p> <p>Staff to bring in all food and drink necessary for the day.</p> <p>All cups, plates, cutlery etc. to be taken home by staff at the end of the day.</p> <p>Students to eat and drink in classrooms/dining hall on staggered schedule. All eating areas to be wiped down thoroughly before and after eating, using normal household cleaning products.</p> <p>Water bottles can be refilled by students (where they are able) or staff, using proper hand hygiene processes before and after.</p>	2	4	8	MLT, GB, SD	01/09/2020	
Contracting Coronavirus – students eating and drinking	All students and staff on site	Staff all aware of social distancing rules	4	4	16	<p>Students to bring in any food necessary for the day where possible.</p> <p>Canteen access controlled – one-way system. Remove biometrics system. Install card system.</p> <p>Increase number of staff on duty.</p>	2	4	8	MLT, SD, GB	01/09/2020	

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						Students to eat and drink in outside areas where possible. All eating areas to be wiped down thoroughly before and after eating, using normal household cleaning products. Water bottles can be refilled by Students (where they are able) or staff, using proper hand hygiene processes before and after.						
Contracting Coronavirus – First Aid Provision	All students and staff on site	Staff all aware of social distancing rules	4	4	16	First Aid needs assessment to be reviewed based on number of people likely to be on site at any time. First aiders to consider what low level interventions students may be able to manage for themselves so as to maintain social distancing as far as possible e.g. older students could use a cold compress on a leg or arm Additional PPE (masks and visors) in place (via central order and cluster distribution) for first aid interventions that require close contact, particularly where examination or treatment of face, mouth or head is required e.g. managing bleeding from a head wound or where the spray of bodily fluids is likely e.g. child vomiting	2	4	8	MLT, SD, GB	01/09/2020	
Contracting Corona Virus – Corridors and circulation areas	All students and staff on site	Staff all aware of social distancing rules	4	4	16	Corridors and circulation areas to be assessed for pinch points, passing places, and areas of high volume usage, and appropriate signage to be displayed. Consider a site plan with areas of concern and signage points clearly labelled. Students to be given clear instructions regarding corridor/circulation area behaviour and social distancing.	2	4	8	MLT, SD, GB	01/09/2020	

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						Minimise number of Students in corridors and circulation areas at any time. Control measures to be considered: <ul style="list-style-type: none"> • One-way system/partial one-way system • Keep Left • Controlled release into corridors • Supervised movement between classrooms • Staff on duty to control start and finish times • Masks to be worn in corridors and communal areas 						
Contracting Corona Virus – Access and Egress, Drop Off and Pick Up	All students and staff on site	Staff all aware of social distancing rules	4	4	16	Start and finish times to be closely monitored. Where waiting areas are to be used, clear social distancing markers to be used, where possible e.g. in car park on school site. All waiting areas for parents to be outside. Parents to be given clear instructions around start and finish times, waiting areas, etc Clear instructions to be given to parents and children around use of home to school transport and expectations around behaviour.	2	4	8	MLT, SD, GB	01/09/2020	
Contracting Corona Virus – School Transport	All staff and students		4	4	16	Students over the age of 11 will be expected to wear face coverings on school transport. Bins to be provided at entrances for students to dispose of disposable masks. All students to be directed to wash their hands at the end of the day before putting on masks to get on transport.	2	4	8	MLT, RMG	03/09/2020	

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						Regular messaging to students regarding safe storage of used re-useable masks and to wear a clean one for each journey. See Home to School Transport risk assessment for further guidance Register kept of students using 6 th Form mini bus transport Hand sanitiser on 6 th form mini bus Regular cleaning of 6 th Form mini bus						
Contracting Corona Virus – school offices	All students and staff on site	Staff all aware of social distancing rules	4	4	16	Social distancing to be maintained in school offices - furniture to be removed or taken out of use where necessary Windows to be kept open at all times where possible Cleaning to be carried out between users if more than one person to use workstation (e.g. part time workers) Consideration to be given to providing staff with own keyboard and mouse, where workstations are normally shared – wipes available to clean between use Consideration to be given to how phones can be sanitised between users if staff do not have own hand or headset – wipes available to clean between use	2	4	8	MLT, SD, GB	01/09/2020	
Contracting Coronavirus – illness in higher	All staff and students in the governme	Staff all aware of social distancing rules	4	5	20	Specific Welsh Government guidance and individual risk assessment in place for staff to complete. Any staff considered vulnerable to covid-19 must complete this and discuss the results with their line manager. If any staff	2	5	10	MLT, SA, MSP	01/09/2020	

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vulnerability individuals	nt's predefined list of people at higher risk – includes some common conditions such as diabetes and asthma					<p>member scores in the 4-6 range they, and their line manager, must complete the supplementary form to establish whether a safe return to school can be managed.</p> <p>In line with WG guidance and risk assessment toolkit, staff who were previously shielding only to be in the workplace where they can manage strict social distancing.</p> <p>Any child in the higher risk category attending school will have a personal risk assessment/asthma card/care plan to cover their personal circumstances. This to be agreed with parents/carers.</p> <p>All staff working in the school to be made aware of the child's medical needs and be vigilant to any signs of illness.</p>						
Returning to the workplace – staff wellbeing*	Staff have access to Carefirst EAP	Staff all aware of social distancing rules	4	4	16	<p>Carefirst details to be redistributed to staff:</p> <p>Care First</p> <p>Free access to confidential advice and supportline 24 hours a day, 365 days a year. 0800 174319</p> <p>365 days a year 24 hours a day, 7 days a week.</p> <p>www.carefirst-lifestyle.co.uk</p> <p>Care First login for NCC employees: Username: newcc001 Password: wellbeing</p> <p>Note any changes to normal pastoral arrangements and local mechanisms for staff to raise concerns</p>	2	4	8	MLT, SA	01/09/2020	

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						Staff considered to be vulnerable to have individual assessment						
Contracting Coronavirus – breaks, lunchtime and use of shared play equipment	Students on site		3	4	12	Activities involving close physical contact to be discouraged Games involving shared play equipment to be discouraged Shared outdoor play equipment to be cleaned frequently. Avoid use of resources that cannot be easily cleaned such as sand pits. Breaktimes/lunchtimes to be supervised to minimise contact groups mixing Masks to be worn in corridors and communal areas	2	4	8	MLT, RMG	02/09/2020	
Posters and Messaging – ensuring that the right information is disseminated	All students and staff on site	Staff all aware of social distancing rules	3	4	12	Appropriate posters to be placed in strategic locations around the school information distributed via school messaging systems/social media/website	2	4	8	MLT,GB	02/09/2020	
Social Distancing – Emergencies	All students and staff on site	Staff all aware of social distancing rules	3	4	12	Emergency procedures (such as fire plans) to be revised to take account of social distancing requirements where possible	2	4	8		01/02/2020	
Vulnerable Students in firebreak week	All students and staff on site	All staff and students aware of current control measures	3	4	12	ASD base students to be supported by TA in base/classrooms to access blended learning Vulnerable students – split into year group bubbles. Fixed classroom TA/Teacher support to access blended learning	2	4	8		2/10/20	

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						Break, lunch, end of school – normal controls from risk assessment – For both groups above normal school controls from risk assessment in place						

Name of Risk Assessment Reviewing Manager:	M Tucker
Date Reviewed	Ongoing

School Protocols	If already documented elsewhere please refer to where this kept/link below						
School Rota/Timetable	School timetable for September 2020 – Curriculum manager						
Toilet Breaks	Before school, break and lunchtime.						
<p>Social Distancing Outside the Classroom (list activities to be undertaken and describe briefly social distancing measures)</p> <p>Students encouraged to mix in small cohort groups.</p> <p>Staff on duty at break and lunch</p> <p>Leadership on duty</p> <p>CCTV monitoring of outside areas and corridors.</p>	<p>Hall: Individual exam desks over 2 m apart. No assemblies</p>	<p>Gym: Outdoor PE were possible. Following governing body guidance</p>	<p>Outside areas: Staff on duty, Induction training for students</p>	<p>Canteen: One-way system Limited seating areas.</p>			
Cleaning Schedule including toilets	GB has cleaning schedule						
Corridors and Circulation Areas – signage and social distancing markers	<p>One-way system in Frost building</p> <p>Jones – one-way system - floors ground and one</p> <p>Williams – one-way system – floors ground and one</p>						

For premises related issues, including managing fire safety, please see the School Premises Recovery Checklist.

*Student welfare issues, safeguarding, curriculum and organisation of learning, staffing ratios and rotas not dealt with as part of this assessment and will be managed as part of the wider recovery strategy. Vulnerable and statemented learners in standalone assessment.

Useful guidance:

<https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19>

<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/>

A handwritten signature in black ink that reads "Sue O'Brian". The signature is written in a cursive, flowing style.

Sue O'Brian
Chair of Governors
04/09/20

Revision and Amendment Record			
Review Date	Amendment Made	Name of Reviewee:	Next Review Date
28/08/2020	Updated following LA guidance document	M Tucker	04/09/2020
21/10/2020	Vulnerable Students section added for firebreak week	M Tucker	06/11/2020
10/11/2020	Update on contact groups section and transport	M Tucker	27/11/2020
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Guide to Likelihood		
Level	Descriptor	Description
1	Rare	This event may occur in exceptional circumstances
2	Unlikely	Do not expect it to happen but is a foreseeable event.
3	Likely	The event occurs occasionally
4	Highly Likely	The event occurs regularly
5	Frequent	The event occurs frequently

Guide to Severity		
Level	Descriptor	Description
1	No Injury	No injury or adverse outcome
2	Minor	Short-term injury or illness that is resolved with no medical intervention required
3	Moderate	Injury or illness which is resolved with medical intervention
4	Major	Serious injury or illness with results in time-lost and medical intervention
5	Tragic	Death or long-term / permanent injury or illness.

Likelihood	Severity					Suggested timescales
	1 No injury	2 Minor	3 Moderate	4 Major	5 Tragic	
1 Rare	1	2	3	4	5	No Immediate Action
2 Unlikely	2	4	6	8	10	Action prior to further implementation
3 Likely	3	6	9	12	15	Urgent Action
4 Highly Likely	4	8	12	16	20	
5 Frequent	5	10	15	20	25	

