

**COVID-19
Risk Assessment – Monmouth Comprehensive School
September 2020**

Identified risk	Person(s) at risk	Risk Level Before Control 1- 10			Control measures	Risk Level After Control 1-10			Responsibility & Date
Awareness to procedures and risk	Staff and students				<ul style="list-style-type: none"> Safeguarding procedures and health and safety policies have been reviewed and updated. Updated policies have been shared with relevant staff (Reasonable Force and Intimate Care Policies); Staff to receive guidance on actions to help minimise the spread of infection – see MCS staff and student protocol documents, staff training planned for September Planning Days; Staff to be made aware of the school's infection control procedures in relation to coronavirus – see protocol documents; The school keeps up-to-date with advice issued by local authority and Welsh Government; Parents informed of the procedures put in place to help keep students safe in school; Students made aware of expectations for staying safe in school and what to do if they feel unwell (protocol documents); Visitors to the school (including external providers and support agencies) are aware of the procedures in place and have their own risk assessment with their organisation – visiting one school within one day only. Risk assessments shared. Following Public Health Wales guidance once on site Staff and Sixth Form students are not permitted to leave the site and then return during the working day. Medical and dental appointments are permissible, providing staff / students travel directly to the medical appointment and return directly to school. Meetings should be virtual, where possible. Staff are able to attend one offsite meeting in a day, but cannot return to the school site following an external meeting. Parents should not arrive at school for any unscheduled meetings. Please contact the school to schedule any necessary face to face meetings. Any cases of illness, including COVID-19 are to be treated with confidentiality within the agreed team (SLT, DOL and Healthcare). 				SLT / All Staff
Implementing 'social distancing'	Staff and students				<ul style="list-style-type: none"> The latest Welsh Government guidance on implementing protective measures in educational settings is made available to staff so that it is followed at all times; Masks should be worn where social distancing is not possible (all communal spaces); 				SLT / All Staff

				<ul style="list-style-type: none"> • Class groups are planned in line with published Welsh Government guidelines and within Year Group bubbles; • Classrooms and other learning environments are organised to ensure front facing desks placed side by side where possible (face masks available and are advised for use where front facing desks are not possible); • Indoor communal spaces, used for Year Group Bubbles will also be set up with front facing seating, side by side, where possible; • Classrooms used allow 2m at the front of the classroom to ensure school staff can social distance; • The timetable is revised to implement where possible: <ul style="list-style-type: none"> a) Year Groups remaining within their allocated Zone where possible; b) Specialist areas set up with appropriate cleaning – PE (outdoor spaces where possible), Drama (outdoor where possible), KS4 and KS5 Music (KS4 Hall, KS5 Music Rooms), KS5 Art (specialist rooms), KS4 and 5 Technology and Computing (specialist rooms). Cleaning scheduled against timetable and year group use. c) Students to attend 'timetabled' lessons within the Year Group Zone, with teachers moving to deliver; d) Structure of the school day is set up to allow breaks and lunches to be taken within Year Group bubbles within set zones; e) Drop-off and collection times staged where possible to support reduced movement across the Year Groups; f) Parents'/carers' drop-off and pick-up protocols are planned so that they minimise adult to adult contact – collection by parent / carer after 3.20pm; g) Parents collecting to be aware of the 5 mile an hour limit within the Bus Bay area; h) Students will be dismissed from 2.50pm. Students collected by parents, will wait in the Bus Bay and be collected from 3.20pm onwards - pavement to vehicle; i) Allocated Bus Duty staff to oversee home to school transport at collection. • Unnecessary items are removed from classrooms and other learning environments where there is space to store them elsewhere; • Floor markings to be added to key areas to support 'social distancing' eg. Entrance; main hall; communal areas and corridors; • The use of non-medical face masks is currently advised where appropriate social distancing is not possible; • Soft furnishings and equipment, (eg. Lego etc) which are harder to clean are removed; • Cohorts are kept together where possible and students remain in the Year Group Bubbles at all times each day; 				
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Commented [SC1]: At the moment you can't enforce this but leave as discretionary – but it may change over the next few days !

				<ul style="list-style-type: none"> • Staff move to Year Group Bubbles to support delivery of the whole curriculum; students are taught by allocated teachers for each of their curriculum areas – as per timetables; • Students use the same zone throughout the day moving and regrouping according to form and curriculum groupings; • Thorough cleaning of the spaces used will take place at the end of the day; • Mixing between staff and groups of children in school is minimised by: <ul style="list-style-type: none"> a) accessing set and agreed rooms on entry into school; b) Year Group Bubble movement limited to zone (unless moving to specialist spaces); c) one-way circulation in communal areas of the school building (entry and exit points to the main building, Phoenix, administration corridor, Food Hall); d) staggered exit to break and lunch times, students use hand sanitizer as they leave the room, students to ensure they have their own water (a limited number of water dispensers will be available in year group specific learning zones) from home (hand sanitiser in the classrooms to support); e) use of hand sanitizer as students enter the Food Hall servery area, within Year Group Bubbles; f) Toilet Block remain unisex with labelled cubicles and form part of the enhanced cleaning schedule; toilets will be cleaned before and after each break in the school day. (students to use Toilet Blocks located closely to their zones); g) The use of Faculty Bases is limited and space allocated to staff breaks within Faculty Hub spaces with 'social distancing'. h) It is advisable that car sharing is avoided to reduce the opportunity for transmission (this includes staff and students). <p>Staff and students to wear masks in particular communal spaces at certain times of the day. These are:</p> <ol style="list-style-type: none"> 1. At the start of the school day, from entry to the building until arrival into the form classroom. Students from buses should keep their face masks on until they arrive in the form room. 2. Any break time in any ground floor communal area (the atrium, the food hall and the routes in and out of outside zones). 3. At the end of the school day, from classroom until outside the school building. <p>Additionally, we encourage the use of face masks for any staff and students at any other times that they see fit. We also understand that there are certain circumstances where a member of staff or student is unable to wear a face mask, and we will put a process in place to ensure that they are supported in this regard.</p>			
Hygiene Practices	Staff and students			<ul style="list-style-type: none"> • The cleaning of non-healthcare settings guidance is understood by relevant staff and followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are 			Headteachers / All staff / Site Team

Commented [SC2]: I would advise including that staff are advised not car share – this has been a problem elsewhere in the country where there have been outbreaks

				<p>used, staff to wear appropriate PPE (eg. vinyl or nitrile gloves and aprons);</p> <ul style="list-style-type: none"> • Staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes; • See Welsh Government Guidance around the use of PPE (up to date guidance will be continually considered); • Non-medical face masks are to be worn on all public transport and home to school transport – these can be removed on entry to the building following published protocols and where appropriate disposed of at the entrance (where hand sanitizer stations are also available); • The use of non-medical face masks is advised where appropriate social distancing is not possible; • Where students require first aid, staff members must wear appropriate personal protective equipment (gloves; face mask; visor) whilst administering treatment – designated First Aid cover in place throughout each day; • Any staff who administer first aid or direct contact with students must immediately wash hands and avoid contact with face until hygiene practices have been observed; • Individual risk assessments for students with specific needs will be completed to determine any further hygiene practices; • All tissues and wipes used are to be disposed of in the appropriate way, as per normal practice (with all contents of bins disposed regularly throughout the day); • All classroom doors which are in use should be kept open to reduce the need to touch regularly (should the fire alarm sound, all doors to be closed on exit by the assigned member of staff); • Windows should be open where possible to ensure ventilation (mechanical ventilation will continue to be used, as it brings in fresh air, desk fans cannot be used); • Sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitisers in classrooms and on main entry and exit to the building, other learning environments and fixed wall hand sanitisers in communal areas (which are checked daily for supply), including on entry / exit of toilet blocks and entry to the Food Hall servery area; • Touch points such as doors, handrails and light switches are part of the enhanced cleaning routine; these will be cleaned before and after all breaks in the school day. • Catering facilities have been adapted to ensure students remain in their year group contact groups, with hand sanitizing stations at the entry to the servery area. Touch points within the food hall are included within the enhanced cleaning routine; these will be cleaned before and after all breaks in the school day and between student contact groups. • All adults and students are expected to: <ul style="list-style-type: none"> a) frequently wash their hands with soap and water for 20 seconds and dry thoroughly; b) clean their hands on arrival at school, before and after eating, and after sneezing or coughing; c) avoid touching their mouth, eyes and nose; 				
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Commented [SC3]: This doesn't include home to school transport provided by LA

Commented [SC4]: There is a protocol around taking off masks and hand washing – you may need sanitiser at the entrance to be used before and after taking mask off

				<p>d) not share frequently used equipment (such as pens and pencils between one another, resources should not be shared beyond the Year Group Bubble (once used resource should be cleaned or not used for 48 hours);</p> <p>e) wear masks in the communal spaces identified at set points in the school day;</p> <p>f) use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</p> <ul style="list-style-type: none"> • Ensure support is available for students who have trouble cleaning their hands independently eg. See Specialist Resource Base Risk Assessment (this may require staff to wear PPE – gloves, visors / masks, aprons – where social distancing cannot be maintained); • Students are encouraged to learn and practise these habits through activity and repetition; • Bins for tissues are emptied throughout the day; during school breaks and at the end of every day; • Each child should have their own stationery where possible; • Learners and staff can take shared resources home (i.e. school books), however any unnecessary sharing should be avoided; • The amount of resources that are taken and brought in from home is limited; • All spaces are well ventilated using natural ventilation (opening windows) and ventilation units (which provide fresh air into the building) where possible; • Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; • Posters are displayed throughout the school students and staff to wash their hands, eg. before entering and leaving the school; • Students wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed in posters for display and spreading infection guidance; • Additional alcohol-based sanitiser (which contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to; • 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; • Bar soap is not used – liquid soap dispensers are installed and used in all facilities; • Oversight and prompting of staff to support students in washing their hands to ensure it is done correctly, where necessary; • Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance; • Site Team arrange enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team / Atlas Cleaning. The local authority is contacted if there is a shortage of cleaning product supplies. 				
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Commented [SC5]: Lidded bins are preferable.

III Health	Staff and students		<ul style="list-style-type: none"> • Staff, students, parents/carers to be informed of the symptoms of possible coronavirus infection, eg. a cough, difficulty in breathing and high temperature, loss of taste and smell and are kept up-to-date with national guidance about the symptoms and Welsh Government guidance in relation to 'stay at home'; • Any student who displays signs of being unwell is immediately referred to the designated member of staff (Meeting Room 1 – if symptomatic, Main Atrium if not symptomatic). While waiting to be collected, students will be supervised and ensure social distancing is maintained, accessible toilet behind Reception to be used if needed. If used thorough cleaning will be carried out prior to further use. • Students displaying symptoms of coronavirus do not come in to contact with other students and as few staff as possible, whilst still ensuring the student is safe; • If a member of staff or student presents as unwell with symptoms of Covid-19, the site team are to be called to the room immediately, the room should be evacuated to their outside zone. Any tissues should be placed in the bin, the bin is to be removed immediately, bag to be sealed, labelled and dated and stored in the designated place for 72 hours; • The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen; • The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff; • If unwell students are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection (Staff accessible toilet behind Reception). Toilets are to be cleaned immediately after use; • Medication is not to be administered, unless prescription medication with signed consent, in-line with the School Policy; • If a member of staff displays symptoms of COVID-19. They will report to Staff Support (who informs SLT) and leaves the building. • See unwell protocol for specific detail on the approach <p>Anyone displaying symptoms of COVID-19 should self-isolate for 10 days and a test should be booked immediately – https://gov.wales/apply-coronavirus-test. Advice suggests that phoning for a test is currently quicker. Public Health Wales suggest the use of the Monmouthshire linked Test Centre – located at Rodney Parade, Newport.</p> <p>Anyone living with someone who displays symptoms of COVID-19 should self-isolate immediately for 14 days or the family member receives a negative test result.</p> <p>If a member of staff or student receives a positive test for COVID-19, 'Test, Track, Trace, Protect' protocols will be implemented and contact will be made (a contact tracer will lead this process). Where relevant, school staff will make contact with those tested to gain test results.</p> <p>The Disease Outbreak Plan for Wales (2020) Public Health Wales has specific advice on cluster outbreaks – The Track,</p>				All Staff
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Commented [SC6]: It would be quicker if you encouraged them to telephone to get an appointment for a test.

Commented [SC7]: Because you are close to the border with England I would advise you make contact with the person as well rather than wait for TTP to kick in – there has been some examples of tests undertaken in England and the results not being sent across to Wales very promptly/ not at all. If they can get to a test centre in Wales all the better, but understand not everybody can

					Trace and Protect Team notify agencies and advice is provided to settings – see Welsh Government guidance – Annex C.				
Spread of infection	Staff and students				<ul style="list-style-type: none"> • Spillages of bodily fluids, eg. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance; • Students 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; • Students must wash their hands after they have coughed or sneezed; • Parents are made aware not to bring their children to school or onto the school premises if they show signs of being unwell or believe they have been exposed to coronavirus; • Students who have displayed symptoms of coronavirus must self-isolate for 10 days before returning to school and should be tested for COVID-19 (if a negative test, student can return to school), following a positive test and 10 days of self isolation, there must have been no symptoms for 48 hours prior to the return to school; • Social distancing must be maintained by school staff. Parents must be instructed to maintain social distance while waiting to drop off or collect students from school. Parents to remain within vehicles; • The use of non-medical face masks is in place within specific communal spaces at set times or the day (start of the day – entrance to classroom, break times within the ground floor communal areas and routes in and out of outside zones and at the end of the school day from the classroom until outside of the school building); • All are advised where appropriate social distancing is not possible the use of a mask should continue (support is in place for those exempt from wearing a mask); • Staff and students must take into account the latest Government self-isolation information regarding travel – staff and students must self-isolation for 14 days if returning from a non-exempt country – see latest Government information. 				All Staff
Management of infectious diseases	Staff and students				<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with Public Health Wales guidelines; • Staff are vigilant and report concerns about a student's symptoms to Healthcare, where appropriate equipment, such as digital thermometers are available to assess; • Staff apply consistency in its approach to the management of suspected and confirmed cases of coronavirus; • There are plans in place for the movement of students around the school (set areas and stairwells – Year Group Zones); • The timetable is adapted to stagger break and lunch times (by coloured zone and exit / entrance Stairwells); • The Site Team monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus; • Students and/or staff with a current 'shielding' letter are not expected to attend; • Students and/or staff with pre-existing medical conditions, who have previously been advised to 'shield' or are deemed 'clinically vulnerable' 				All Staff

				<p>will seek advice from health professionals and where relevant individual risk assessments completed;</p> <ul style="list-style-type: none"> Where a student and/or member of staff lives in a household with someone who is 'shielding' (and have been advised, in writing, to undertake specific 'shielding' measures), they should only attend if stringent social distancing can be adhered to, and the student and/or member of staff is able to understand and follow those instructions. 				
Parental engagement	Staff and students			<ul style="list-style-type: none"> School to publish guidance to safeguard students and staff, while supporting the management of infectious diseases; Wherever possible, parent/carer meetings will take place virtually, unless this is not possible. In cases where face to face meetings are needed, social distancing measures must be adhered to; Where possible only one parent / carer should be present at collection point and remain within the vehicle; Parents are informed their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use); Parents are informed that they cannot gather at entrance gates and/or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). 				SLT / Admin Team
Building and property maintenance	Staff and students			<ul style="list-style-type: none"> Headteacher /Site Team undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance; Emergency Evacuation Plans have been reviewed – including our Critical Incident Plan; Any areas presenting increased risk to students and/or staff to be isolated; Furniture removed from individual classrooms to enable social distancing to be stored in a central space and/or located in unused classrooms (within close proximity to minimise need for lifting); Floor marking used to define transit routes and no-go spaces within identified classrooms and/or areas; Lock all required doors including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms isolated; All outdoor building maintenance to be coordinated with the Site Team so that segregation from students and staff can be ensured (eg. grass cutting); All contractors to report to reception prior to the start of any work. 				SLT / Site Team
Communication	Staff and students			<ul style="list-style-type: none"> Students, staff, parents/carers or any visitors to the school site are told not to enter the school if they are displaying any symptoms of coronavirus; The relevant member of staff reports immediately to the Healthcare Team about any cases of suspected coronavirus, even if they are unsure; updated about any changes to infection control procedures as necessary; There is early communication with contractors and suppliers that will need to prepare to support plans for opening. For example, cleaning; catering; food supplies; hygiene suppliers; Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this. 				SLT Site Team Chartwells Atlas

Any requirement for Partial School Closure - Blended Learning	Staff and students			<ul style="list-style-type: none"> The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic; Blended learning is used to support students working from home with assigned work to complete to a timeframe set by their teacher; SLT maintains blended learning plan for students' continued education during partial school closure to ensure there is minimal disruption to students' learning – this includes their plan to monitor students' learning while not in school; Clear reinforced messages about student behaviour expectations are made visible and adhered to at all times, even while working remotely; SLT / class teacher ensures all students have access to blended learning materials at home; SLT / class teacher to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required. 				SLT/ Admin Team / Teaching and Support Staff
Emergencies	Staff and students			<ul style="list-style-type: none"> Arrangements are in place for first aid support – designated First Aider on site each day; List of trained first aiders available through staff planner; Provisions should be fully stocked and monitored. Accident forms completed where required; If a member of staff is diagnosed with COVID 19 as a result of being exposed during the work place this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents; All students' emergency contact details are up-to-date, including alternative emergency contact details, where required; Students' parents/carers are contacted as soon as practicable in the event of an emergency; Students' alternative contacts are called where their primary emergency contact cannot be contacted. 				SLT / Admin Team
Safeguarding	Staff and students			<ul style="list-style-type: none"> Standard procedures are reinforced to all staff prior to increased operations and all staff are expected to observe these; Appropriate security arrangements on-site; All staff/volunteers/supervisors to have valid DBS clearance. 				SLT / Designated Safeguarding Lead and Deputy Designated Safeguarding Lead
Behaviour	Staff and students			<ul style="list-style-type: none"> School to consider the impact of poor behaviour; health and safety risk, bullying, or abuse of another student or a member of staff, and are clear with parents/carers on action to take in response to this; Standard procedures to be observed; Adequate supervision levels in place to support staff; Groups organised so that staff familiar with students where possible to minimise incidents of poor behaviour; Serious behaviour or health and safety concerns to be referred to Wellbeing Team (accessible throughout the school) – students removed from learning zones to be placed in Conference Room, while parents are contacted. 				SLT

Managing school transport	Staff and students			<ul style="list-style-type: none"> • Parents and students are encouraged to walk or cycle to their education setting where possible; • Advice remains in place that students and staff should not car share for journeys to and from school; • Face masks must be worn on any public and home to school transport; • Local Authority transport is running in all cases; • Usual process of drop off and collection to continue in Bus Bay. 				Local Authority / Site Team
Emergency Evacuation	Staff and students			<ul style="list-style-type: none"> • Students and staff to evacuate the building should the fire alarm sound; • Students and staff determine appropriate route to exit the building and make their way to the Assembly Point; • Students to line in forms at Assembly Point; • Registers to be taken and reported to the designated Lead and onto Fire Controller. 				All staff