

**COVID-19**

**Risk Assessment – Monmouth Comprehensive School**

**Updated June 2021**

Identified risk	Person(s) at risk	Mitigation of risk	Responsibility
<b>Awareness to procedures and risk</b>	Staff and students	<ol style="list-style-type: none"> <li>1. 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);</li> <li>2. 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;</li> <li>3. Staff to be made aware of the school’s infection control procedures in relation to coronavirus – see protocol documents;</li> <li>4. The school keeps up-to-date with advice issued by local authority and Welsh Government;</li> <li>5. Parents informed of the procedures put in place to help keep students safe in school;</li> <li>6. Students made aware of expectations for staying safe in school and what to do if they feel unwell (protocol documents);</li> <li>7. 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. Risk assessments and Visitor Protocol are shared.</li> <li>8. Meetings should be virtual, where possible.</li> <li>9. Parents should not arrive at school for any unscheduled meetings. Please contact the school to schedule any necessary face to face meetings outside of the school day.</li> <li>10. Any cases of illness, including COVID-19 are to be treated with confidentiality within the agreed team (SLT, DOL and Healthcare) with the exception of sharing information more widely if agreed by individual and if necessary.</li> </ol>	SLT / All Staff
<b>Implementing ‘social distancing’</b>	Staff and students	<ol style="list-style-type: none"> <li>1. The latest <a href="https://gov.wales/sites/default/files/pdf-versions/2021/3/3/1614761114/operational-guidance-schools-and-settings-15-march.pdf">https://gov.wales/sites/default/files/pdf-versions/2021/3/3/1614761114/operational-guidance-schools-and-settings-15-march.pdf</a> - guidance on implementing protective measures in educational settings is made available to staff so that it is followed at all times;</li> <li>2. Masks should be worn where social distancing is not possible, this includes:               <ol style="list-style-type: none"> <li>a. Face masks should be worn when in the school building</li> <li>b. This should cover the mouth and nose</li> <li>c. Frequent putting on and taking off is not advised as this can contaminate the hands and face</li> <li>d. Face masks can be removed at meal times and when outdoors, where possible, meals should be eaten outdoors</li> <li>e. When face masks are not in use during the day, they should be safely stored</li> <li>f. Exemptions will be discussed and agreed by the SLT, including the reasonable adjustments required for students with hearing impairments</li> </ol> </li> <li>3. Class groups are planned in line with published Welsh Government guidelines and within Year Group bubbles;</li> <li>4. Classrooms and other learning environments are organised to ensure front facing desks placed side by side where possible;</li> <li>5. Indoor communal spaces, used for Year Group Bubbles will also be set up with front facing seating, side by side, where possible;</li> <li>6. Classrooms used allow 2m at the front of the classroom to support school staff to social distance;</li> <li>7. The timetable is revised to implement Welsh Government Guidance.               <ol style="list-style-type: none"> <li>a. Year Groups remaining within their allocated Zone where possible.</li> <li>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.</li> <li>c. Students to attend ‘timetabled’ lessons within the Year Group Zone, with teachers moving to deliver.</li> <li>d. Structure of the school day is set up to allow breaks and lunches to be taken within Year Group bubbles within set zones.</li> <li>e. Drop-off and collection times staggered where possible to support reduced movement across the Year Groups.</li> </ol> </li> </ol>	SLT / All Staff

		<ul style="list-style-type: none"> <li>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.</li> <li>g. Parents collecting to be aware of the 5 mile an hour limit within the Bus Bay area.</li> <li>h. Students will be dismissed from 2.55pm. Students collected by parents will wait in the Bus Bay and be collected from 3.20pm onwards - pavement to vehicle.</li> <li>i. Allocated Bus Duty staff to oversee home to school transport at collection.</li> </ul> <ol style="list-style-type: none"> <li>8. Unnecessary items are removed from classrooms and other learning environments where there is space to store them elsewhere;</li> <li>9. Soft furnishings and equipment, which are harder to clean, are removed;</li> <li>10. Cohorts are kept together where possible and students remain in the Year Group Bubbles at all times each day;</li> <li>11. 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;</li> <li>12. Students use the same zone throughout the day (movement outside of zones is only possible to access timetabled and agreed specialist facilities) moving and regrouping according to form and curriculum groupings;</li> <li>13. Thorough cleaning of the spaces used will take place at the end of the day;</li> <li>14. Mixing between staff and groups of children in school is minimised by: <ul style="list-style-type: none"> <li>a. Accessing set and agreed rooms on entry into school;</li> <li>b. Year Group Bubble movement limited to zone (unless moving to specialist spaces);</li> <li>c. One-way circulation in communal areas of the school building (entry and exit points to the main building, Phoenix, administration corridor, Food Hall);</li> <li>d. Staggered exit to break and lunch times, students use hand sanitizer as they leave the room (hand sanitiser in the classrooms to support), students to ensure they have their own water / water bottle (water dispensers will be available in year group specific learning zones);</li> <li>e. Use of hand sanitizer as students enter the Food Hall servery area, within Year Group Bubbles;</li> <li>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);</li> <li>g. The use of Faculty Bases is limited and space allocated to staff breaks within Faculty Hub spaces with 'social distancing'.</li> <li>h. It is advisable that car sharing is avoided to reduce the opportunity for transmission (this includes staff and students).</li> </ul> </li> </ol> <p>Staff and students are to wear masks when social distancing is not possible. Advice from Welsh Government is that masks are high quality and three layered.</p> <ul style="list-style-type: none"> <li>a. Face masks are to be worn when in the school building</li> <li>b. Face masks should cover the mouth and nose</li> <li>c. Frequent putting on and taking off is not advised as this can contaminate the hands and face</li> <li>d. Face masks can be removed at meal times and when outdoors</li> <li>e. When face masks are not in use during the day, they should be safely stored</li> <li>f. Exemptions and reasonable adjustments will be discussed and agreed by the SLT on an individualised basis</li> <li>g. The school continue to provide adequate waste bins should anyone choose to use single-use face masks</li> </ul>	
<b>Hygiene Practices</b>	Staff and students	<ol style="list-style-type: none"> <li>1. 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 used, staff to wear appropriate PPE (eg. vinyl or nitrile gloves and aprons);</li> <li>2. Staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes;</li> <li>3. See Welsh Government Guidance around the use of PPE (up to date guidance will be continually considered), staff requiring PPE to complete appropriate training;</li> <li>4. Non-medical face masks are to be worn on all public transport and home to school transport;</li> <li>5. The use of high quality three layer face masks should be worn when in the school building;</li> </ol>	Headteacher/ All staff / Site Team

6. 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;
7. 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;
8. Individual risk assessments for students with specific needs will be completed to determine any further hygiene practices;
9. 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);
10. 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);
11. 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);
12. 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;
13. 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;
14. 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;
15. All adults and students are expected to:
  - a. Wear a suitable mask when in the school building;
  - b. frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
  - c. clean their hands on arrival at school, before and after eating, and after sneezing or coughing;
  - d. avoid touching their mouth, eyes and nose;
  - e. 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);
  - f. use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
16. 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);
17. Students are encouraged to learn and practise these habits through activity and repetition;
18. Bins for tissues are emptied throughout the day; during school breaks and at the end of every day;
19. Each child should have their own stationery where possible;
20. Learners can take shared resources home (i.e. school books), however any unnecessary sharing should be avoided;
21. The amount of resources that are taken and brought in from home is limited;
22. All spaces are well ventilated using natural ventilation (opening windows) and ventilation units (which provide fresh air into the building) where possible;
23. 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;
24. Posters are displayed throughout the school reminding students and staff to sanitise their hands, eg. before entering and leaving the school;
25. 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;
26. Additional alcohol-based sanitiser (which contains no less than 60 percent alcohol) is provided for use where hand washing is not possible;
27. 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;
28. Bar soap is not used – liquid soap dispensers are installed and used in all facilities;
29. Oversight and prompting of staff to support students in washing their hands to ensure it is done correctly, where necessary;

		<p>30. Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance;</p> <p>31. 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.</p>	
<b>Ill Health</b>	Staff and students	<ol style="list-style-type: none"> <li>1. 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 <a href="https://gov.wales/sites/default/files/pdf-versions/2021/3/3/1614761114/operational-guidance-schools-and-settings-15-march.pdf">https://gov.wales/sites/default/files/pdf-versions/2021/3/3/1614761114/operational-guidance-schools-and-settings-15-march.pdf</a> guidance in relation to ‘stay at home’;</li> <li>2. 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;</li> <li>3. Students displaying symptoms of Covid-19 do not come in to contact with other students and as few staff as possible, whilst still ensuring the student is safe;</li> <li>4. 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;</li> <li>5. The relevant member of staff calls for emergency assistance immediately if the student’s symptoms worsen;</li> <li>6. The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff;</li> <li>7. 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;</li> <li>8. Medication is not to be administered, unless prescription medication with signed consent, in-line with the School Policy;</li> <li>9. If a member of staff displays symptoms of COVID-19, they will report to Staff Support (who informs SLT) and leave the building;</li> <li>10. See unwell protocol for specific detail on the approach.</li> </ol> <p><b>Anyone displaying symptoms of COVID-19 should self-isolate for 10 days and a test should be booked immediately – <a href="https://gov.wales/apply-coronavirus-test">https://gov.wales/apply-coronavirus-test</a>. 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.</b></p> <p><b>Anyone living with someone who displays symptoms of COVID-19 should self-isolate immediately for 10 days or until the family member receives a negative test result.</b></p> <p><b>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.</b></p> <p><b>The Disease Outbreak Plan for Wales (2020) Public Health Wales has specific advice on cluster outbreaks – The Track, Trace and Protect Team notify agencies and advice is provided to settings.</b></p>	All Staff
<b>Spread of infection</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Spillages of bodily fluids, eg. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance;</li> <li>2. 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;</li> <li>3. Students must wash their hands after they have coughed or sneezed;</li> <li>4. 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 Covid-19;</li> <li>5. Students who have displayed symptoms of Covid-19 must self-isolate for 10 days before returning to school and should be tested for COVID-19 (if a negative test result is received, a 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;</li> <li>6. 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;</li> </ol>	All Staff

		<ol style="list-style-type: none"> <li>Staff and students must take into account the latest Government self-isolation information regarding travel – see latest Government information.</li> </ol>	
<b>Management of infectious diseases</b>	Staff and students	<ol style="list-style-type: none"> <li>Infection control procedures are adhered to as much as possible in accordance with Public Health Wales guidelines;</li> <li>Staff are vigilant and report concerns about a student's symptoms to Zone Link staff, where appropriate equipment, such as digital thermometers are available to assess;</li> <li>Staff apply consistency in its approach to the management of suspected and confirmed cases of Covid-19;</li> <li>There are plans in place for the movement of students around the school;</li> <li>The timetable is adapted to stagger break and lunch times (by coloured zone);</li> <li>The Site Team monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of Covid-19;</li> <li>Students and/or staff with pre-existing medical conditions, who have previously been advised to 'shield' or are deemed 'clinically vulnerable' or with particular characteristics which place them at increased risk will seek advice from health professionals and where relevant individual risk assessments completed;</li> <li>Where a student and/or member of staff lives in a household with someone who is clinically extremely vulnerable or at increased risk can attend school, but should ensure they maintain good prevention practice in the school and at home;</li> <li>Individual risk assessments will be agreed with any pregnant women.</li> </ol>	All Staff
<b>Parental engagement</b>	Staff and students	<ol style="list-style-type: none"> <li>School to publish guidance to safeguard students and staff, while supporting the management of infectious diseases;</li> <li>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 and meetings take place outside of the school day;</li> <li>Parents transporting students to and from school, must remain in the vehicle;</li> <li>Parents are unable to attend the school site unless there is a prearranged appointment.</li> </ol>	SLT / Admin Team
<b>Building and property maintenance</b>	Staff and students	<ol style="list-style-type: none"> <li>Headteacher /Site Team undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance;</li> <li>Emergency Evacuation Plans have been reviewed – including our Critical Incident Plan;</li> <li>Any areas presenting increased risk to students and/or staff to be isolated;</li> <li>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);</li> <li>Areas where students should not access remain locked or clearly labelled;</li> <li>All high risk areas and rooms remain locked, including chemical/cleaning storage, electrical distribution cupboards;</li> <li>All outdoor building maintenance to be coordinated with the Site Team so that segregation from students and staff can be ensured (eg. grass cutting);</li> <li>All contractors to report to reception prior to the start of any work (Risk Assessment and Visitor Protocol to be followed, where possible work to take place outside of the school day).</li> </ol>	SLT / Site Team
<b>Communication</b>	Staff and students	<ol style="list-style-type: none"> <li>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 Covid-19;</li> <li>The relevant member of staff reports immediately to the Zone Link about any cases of suspected Covid-19, even if unsure;</li> <li>Staff, parents and carers are updated about current government guidance as necessary;</li> <li>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;</li> <li>Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.</li> </ol>	SLT Site Team Chartwells Atlas
<b>Any requirement for Partial School Closure - Blended Learning</b>	Staff and students	<ol style="list-style-type: none"> <li>The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the Covid-19 pandemic;</li> <li>Blended learning is used to support students working from home with assigned work to complete to a timeframe set by their teacher;</li> <li>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;</li> </ol>	SLT/ Admin Team / Teaching and Support Staff

		<ol style="list-style-type: none"> <li>4. Clear reinforced messages about student behaviour expectations are made visible and adhered to at all times, even while working remotely;</li> <li>5. SLT / class teacher ensures all students have access to blended learning materials at home;</li> <li>6. SLT / class teacher to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required.</li> </ol>	
<b>Emergencies</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Arrangements are in place for first aid support – designated First Aiders on site each day;</li> <li>2. List of trained first aiders available through staff planner;</li> <li>3. Provisions should be fully stocked and monitored. Accident forms completed where required;</li> <li>4. 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;</li> <li>5. All students’ emergency contact details are up-to-date, including alternative emergency contact details, where required;</li> <li>6. Students’ parents/carers are contacted as soon as practicable in the event of an emergency;</li> <li>7. Students’ alternative contacts are called where their primary emergency contact cannot be contacted.</li> </ol>	SLT / Admin Team
<b>Safeguarding</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Standard procedures are reinforced to all staff prior to increased operations and all staff are expected to observe these;</li> <li>2. Appropriate security arrangements on-site;</li> <li>3. All staff/volunteers/supervisors to have valid DBS clearance.</li> </ol>	SLT / Designated Safeguarding Lead and Deputy Designated Safeguarding Lead
<b>Behaviour</b>	Staff and students	<ol style="list-style-type: none"> <li>1. 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;</li> <li>2. Standard procedures to be observed;</li> <li>3. Adequate supervision levels in place to support staff;</li> <li>4. Groups organised so that staff familiar with students where possible to minimise incidents of poor behaviour;</li> <li>5. Serious behaviour or health and safety concerns to be referred to Zone Link / Wellbeing Team (accessible throughout the school) – students removed from learning zones to be placed in Conference Room, while parents are contacted;</li> <li>6. School reserves the right to make contact with parents for collection where Covid-19 Risk Assessment and protocols are not maintained by students.</li> </ol>	SLT
<b>Managing school transport</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Parents and students are encouraged to walk or cycle to their education setting where possible;</li> <li>2. Advice remains in place that students and staff should not car share for journeys to and from school;</li> <li>3. Face masks must be worn on any public and home to school transport;</li> <li>4. Local Authority transport is running in all cases;</li> <li>5. Usual process of drop off and collection to continue in Bus Bay.</li> </ol>	Local Authority / Site Team
<b>Emergency Evacuation</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Students and staff to evacuate the building should the fire alarm sound;</li> <li>2. Students and staff determine appropriate route to exit the building and make their way to the Assembly Point;</li> <li>3. Students to line in forms at Assembly Point;</li> <li>4. Registers to be taken and reported to the designated Lead and onto Fire Controller;</li> <li>5. Emergency Drills should continue as normal (following social distancing and other safety measures as appropriate).</li> </ol>	All staff
<b>Educational Visits</b>	Staff and Students	<ol style="list-style-type: none"> <li>1. No overnight visits are possible at this time, but some limited local educational visits are able to resume;</li> <li>2. School will continue to follow Welsh Guidance in relation to trips and visits.</li> </ol>	All staff