



General Risk Assessment Form

Department	Gradual re-opening of schools, 29 th June 2020, Covid -19	Assessment No	
Section	Penweddig at Hugh Owen building, Aberystwyth University	Date	21/06/2020
		Assessor	RM/AL
Activity / Process		Numbers & Persons At Risk	

On Monday 29th June 2020, schools across Ceredigion will re-open for the purpose of pupils to 'Check in, catch up, prepare for summer and September.

The following considerations will apply to all children within Ceredigion:

- All Clinically Extremely Vulnerable children are required to self-isolate and must not attend the school setting.
- All children who live with a person who is Clinically Extremely Vulnerable must also not attend the school setting.
- All children who attend a unit provision due to SEN require an individual risk assessment prior to returning to the setting.
- All children, staff or persons within their household that have COVID 19 symptoms should not attend the school site.
- The school will provide regular check-in's with families not attending the school setting.

Prior to the re-opening of the school building, all maintenance checks have been carried out, these include:

- General visual check of property;
- Testing of fire alarm;
- Testing of emergency lights; and
- Flushing of water outlets (Legionella Testing).

Dates and details of the above have been confirmed by the University.

1. Access and Capacity

Where possible, the school will ensure designated entrance and exit points to the building are used for each cohort of children, this maybe for drop offs / collections / when accessing the school yard during break and lunch times.

Plans for both external and internal space have been developed, to show changes in direction and traffic flow.

	Employees	Others	Pupils
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 – 5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 – 9	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 +	<input type="text" value="*"/>	<input type="text"/>	<input type="text" value="*"/>
<input type="text" value="*"/>	Employee	<input type="text"/>	Lone Worker
<input type="text"/>	Handles Money	<input type="text"/>	Contractor
<input type="text"/>	Unsociable Hours	<input type="text" value="*"/>	Visit Premises
<input type="text"/>	Deal With Public	<input type="text"/>	Young Vulnerable Staff
<input type="text"/>	Young Person	<input type="text"/>	Public / Client
<input type="text"/>	Infant School Pupil	<input type="text"/>	Primary School Pupil
<input type="text" value="*"/>	Secondary School Pupil		

The site will have visual 2m markings positioned and one-way systems implemented throughout to support social distancing by all users (staff/pupils/ parents).

Parents/guardians will have already been informed of the protocols in place regarding the daily drop off/ collection and restrictions in place e.g. parents/guardians not coming into the school building. It may also be necessary to stagger drop off and collection times for each cohort/group.

Pupils from every year group will return to school on a designated day.

Pupil entrance to Hugh Owen building will be opposite Penbryn buildings. Teachers will enter the Hugh Owen through the back entrance of the Hugh Owen Library.

Staff Parking is located on the University campus behind HO. P6, P8 and P9 carparks have been designated for Penweddig staff.

Staff are required to be on site from 8:30 a.m. until 3:45 p.m. SMT briefing will be held at 7:30 a.m. Staff will be informed via e-mail of briefing action points as we need to reduce the movement of individuals on site and sharing the same space.

Morning duties and pupil supervision - Members of staff have been strategically placed in order to endeavour to make the site as safe as possible. 1 member of staff is on duty at the bus stop, whilst another two members of staff are on duty on 2 different crossings. 3 members of staff will be taking temperature checks at the two car temperature check points with a member of staff recording the tests. Another member of staff is on duty at the bus and walkers temperature point. Once pupil have had their temperature taken, there are two teacher guides on duty to take them to their classrooms within the HO building

Lunchtime and breaktimes will be staggered to reduce the number of pupils during these times. During break and lunchtimes, pupils will not be allowed to mix. The outside area at break time and lunch time have been split into different zones for different groups of pupils.

To reduce the risk of transmission, where possible, the same staff will interact with the same group of pupils over time. Pupils will be kept in small cohorts of 15 pupils maximum where possible and movement between classrooms will be minimised.

Teachers who are returning to site have been split into 2 teams and where possible, 2 teachers will be allocated to one group of pupils each day, to minimise the risk of transmission.

HWB pupils will be contained within 2 specific classrooms (8 pupils at present).

SEN pupils have been located a designated room D1 on the ground floor for ease of access.

4 administrative staff will be split into two teams to work in teams of two on rotation during the working week.

During break and lunchtime supervision staff will be required to supervise pupils in a particular location. Information re teacher duties has been circulated to staff and staff are aware of the expectations.

Specific toilets will be allocated to every teaching group and classroom. The teacher supervising the session will release pupils to use the toilet facilities one by one. A member of staff will be on duty outside the toilet to ensure that pupils adhere to the 2m social distancing rule.

2. Physical / Social Distancing within the school building

Rooms have been measured and organised to create adequate space between activity areas where possible. However, outside space will be used wherever possible for learning.

Shared equipment/toys will be cleaned in between different group/cohorts of children.

Pupil's movement around the school will be significantly reduced. Groups/ cohorts will move around together with limited contact with other groups/ cohorts within the setting.

Communal spaces such as the hall will be used at a reduced capacity and cleaned in between

use by different staff/ groups.

The use of office areas and staff rooms will be staggered, and to ensure that employees can also maintain social distancing of 2 metres in communal areas.

3. Infection Control, Cleaning and Hygiene Arrangements

All pupils will have their temperatures taken each morning before accessing the school building, any pupil with a temperature above 37.5 will be sent home.

Schools' have been issued with guidance/protocol should a pupil or member of staff experience Covid -19 symptoms during the school day.

Pupils who experience Covid-19 symptoms should be collected from the setting as soon as possible. They should be kept apart from all other children whilst waiting to be collected and staff should wear the appropriate PPE (staff should be trained on the use of PPE before use).

Provision of hand- washing / hand-hygiene facilities at entrances and throughout the setting will be regularly monitored & maintained.

All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at the setting, prior to eating, following snack/ lunch time and any other time deemed necessary (after coughs/sneezes). Soap is available in every toilet, hand sanitisers are available in every classroom and there are free-standing hand sanitiser units on pupil/teacher arrival/departure points to/from building near the entrance and exit points. Posters are displayed on school site re when, how to wash hands to ensure good hand hygiene.

All members of staff have received information electronically re when and how to wash hands.

Pupils should remain in their group/ cohort throughout the day and should stay away from other groups. Please see timetables of different Year groups which reflect this. Due to the nature of Year 12, there is more movement

between learning groups. Year 12 pupils have their own bubble.

Different hand washing facilities should be available for each cohort/group within the setting where possible. There is an allocated toilet for each classroom and “group” of pupils for the day.

Remove unnecessary items from rooms and rugs/soft toys/ toys that are difficult to clean.

All staff and children are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bin and wash hands. (Catch it, Kill it, Bin it)

All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.

Increased frequency of cleaning of communal areas and locations/ high contact points (as advised by the Local Authorities Cleaning Department) including:

- Toilets
- Door handles/ Hand rails etc.
- Kitchen areas and associated equipment
- Printers/ Photocopiers
- White Boards
- Play Equipment
- Tables/ Surfaces
- IT Equipment

Ultimate Cleaning will be responsible for cleaning the HO building.

Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.

The use of computers within the classrooms by pupils will be discouraged. Please note that pupils have been asked to bring their own laptops/tablets and phones. Pupils will only be allowed to use and touch their own devices. In the event of HWB, individual workstations have been allocated to pupils and must not be used by anyone else other than the designated users. These work stations will be cleaned regularly.

Use of kitchen areas – no kitchen area should

be used by staff in the HO building.

A staff room has been designated, with a designated teacher area for every pupil within the classroom. The staff room will be cleaned appropriately. – ensure appropriate cleaning of equipment/ surfaces after individual use.

Employees have been informed only to bring with them items that are deemed essential, (staff have been issued with guidance on this)

Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.

Staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.

Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Restrict the number of pupils making use of the toilets at any one time. Use of toilets will be on a one in, one out basis.

4. Roles and Responsibilities

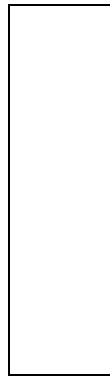
Schools along with the LEA will ensure that sufficient staffing/ resources are in place to maintain the security of the building and its occupants. A staff audit has been completed and presented to the LEA. Additional personnel have been allocated to the site for supervision duties.

Schools along with the LEA will ensure that sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment). Ultimate Cleaning will be responsible for this.

Schools will ensure that sufficient numbers of trained staff are in place to provide Emergency First Aid. There are 6 First Aid trainers amongst the staff who are returning on site. There is a designated First Aider on site every day.

Schools will ensure that sufficient numbers of staff are in place to enable safe evacuation of

the building in the event of emergency, cohort/ groups should maintain 2m social distancing at the assembly point where possible. The Fire Assembly Points for the HO floors have been identified as follows:
Floors C, D and E - The Piazza outside the Arts Centre
Floor A – the car park opposite Tamed Da restaurant.



Hazard Involved In The Activity / Process

The school along with the LEA have implemented a number of control measures (see above) in order to minimise the risk of spreading Covid -19, however, it is a parental choice whether children return to their school setting at this time.

Existing Safety Measures / Controls

Ceredigion County Council recognise the risks posed by Coronavirus (Covid-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided within this Risk Assessment.

Ceredigion County Council will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.

Ceredigion County Council will share this Risk Assessment and its findings with employees, school staff, governors and parents and consult on its contents.

Ceredigion County Council will continue to comply with all relevant Health and Safety Legislation.

The school has revised the code of conduct and behaviour required during COVID 19 and an addendum has been added to the school's behaviour policy. This has been communicated to staff and parents and will be shared with pupils when on site.

Penweddig will be using the HO building as a school from Monday 29 June until Friday 17 July. The Hugh Owen Library will remain closed during this time as will the Arts Centre. Penglais campus remains closed to all but essential University staff. Between 8:00am and 5:00pm, Monday to Friday, and for the duration of Penweddig's time on campus, the Hugh Owen Building will effectively become a school environment. For this reason, AU staff will not have access to the building during these hours.

All members of (Penweddig) staff have been issued with swipe-cards to access the building. No members of the public or visitors can access the HO building without a swipe card. The University site is currently closed.

2 isolation rooms have been identified in Block A to deal with anyone displaying symptoms of COVID 19 onsite. Any pupil who demonstrate symptoms of COVID 19 will be sent to the isolation room until a parent can collect the pupil (and any sibling) from the site. The pupil will be required to follow the protocol issued for COVID 19 sickness- information sent to parents.

Staff who will be using these rooms will enter in full PPE and follow appendix 9 regarding wearing

and removal of PPE.

The University will assist with Traffic Management when the pupils arrive in the morning and when they leave in the afternoon.

SAFEGUARDING

Penweddig will be using the HO building only. The university site is open and vast and although closed it can still be accessed by the public. At present, the University campus is closed to students and only essential AU staff are on site. Discussions have been held prior to the site visit with the safeguarding officer on 19.6, 20.6 and 24.6 to discuss the school's concerns. Where possible, entry points such as the steps up to the Arts Centre are blocked as well as a secluded footpath at the rear of the site.

All entry points to the HO building will be supervised and additional staff have been deployed to the site by CCC.

There are some secluded routes to the building which could lead to members of the public accessing the site during break and lunchtimes. These areas have been "taped off" or have barriers now in place.

Those vulnerable pupils who have additional needs and are returning to school have been individually risk-assessed, staff are aware of their needs and additional measures have been put in place to meet their needs. Please see individual risk assessments.

All staff on site must be known to the pupils, especially staff who will help on site. High Vis jackets will be worn by all members of staff on site during breaktime and lunchtime so that they are visible to pupils.

Whilst at the University, the safeguarding officer will not receive smoothwall notifications.

Pupils will use the guest wifi at the University in order to access their work. Procedures have been put in place to reduce the risk of pupils accessing websites referring to self-harm, violence, pornography, weapons etc. The supervision of pupils will be in place at all times, however, it is not possible to reduce all risks. The ICT have put a firewall in place to reduce access to unsuitable websites. There is an expectation that every pupil avoids these websites and this has been previously agreed by signing the acceptable use policy. If any pupil has concerns regarding drugs, self-harm etc it is important that they share their concerns with the designated safeguarding members of staff (RM, AE, HL)

PUPILS WITH ADDITIONAL LEARNING NEEDS

Individual risk assessments have been completed for 4 pupils.

Wheelchair access must be guaranteed at the site and this provision has been checked by the LA on 22.6.20.

A need for use of full PPE has been identified for 2 members of staff who will be working with pupils who have difficulty adhering to the 2m social distancing rule and the possibility of physical intervention may be used with another pupil.

A full inspection of the site has been undertaken by AE for ALN pupils prior to the site visit on 22.6.20. Please see individual risk assessments which state provision for individual pupils.

It has been highlighted to staff that the one-page profiles of SAPRA and statement pupils should be read prior to the return to school via email and presentation 23/6/20.

Videos of the site prior to returning have been made and sent to pupils via their parents' email. 4

pupils have received an individualised social story to reinforce the guidance for Covid-19 (e.g. 2-meter social distancing) and help the pupils return to school.

LIAISON WITH UNIVERSITY REPRESENTATIVES

As part of the planning for the school's re-location to the HO, regular communication has been in place between the school and University. There are designated members of University staff and SMT keep in regular contact with them via e-mail. Should any matters arise, whilst on site, the school will contact the University's Director of Estates, Facilities & Residences and Space Planning Manager.

The Residual Risk(s) (After Existing Control Measures).
If There Are None, Write 'Controls Adequate' Below. If Risks Still Exist, Detail Below & Rate The Residual Risk(s).

Risk Rating

Likelihood x Severity = Rating

Risk of Pupil/Staff member contracting Covid -19 and the implications on their health	3	x	4	=	12
Risk of pupil with ALN trying to abscond due to being in an unfamiliar setting	2	x	3	=	6
Risk of pupils accessing inappropriate and harmful websites due the smoothwall facility not being in place	1	x	3	=	3
		x		=	

Likelihood	Severity	Risk Rating	
1 Rare	1 Insignificant	1 - 5	Minimal Risk - Maintain Measures
2 Unlikely	2 Minor	6 - 10	Low Risk - Review Risks
3 Possible	3 Moderate	11 - 15	Moderate Risk - Additional Controls In 12 Months
4 Likely	4 Major	16 - 25	High Risk - Additional Controls Implemented
5 Almost Certain	5 Catastrophic		Immediately

Implementation of controls and monitoring

Additional controls required to reduce risk(s) below risk rating of 5

Risk Assessment to be reviewed as soon as any changes occur.

Additional controls agreed Yes / No (If Yes, Detail The Action To Be Taken)

Target Date For Implementation JUNE 2020

29.6.20

Signature - Responsible Line Manager / Head Teacher

Rhian Morgan

Assessment Review

Date Implemented

21.6.20

Controls Effective? Yes / No

Comments

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Assessment Review Date

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Signature – Responsible Line Manager / Head Teacher

Rhian Morgan 25.6.20
