

OPERATING DURING CORONAVIRUS RISK ASSESSMENT ONESCHOOL GLOBAL – SWANSEA CAMPUS

<p>Risk Assessment of operating during coronavirus pandemic.</p> <p>Who Might be Affected? Staff, students and visitors</p>		<p>Date of Assessment March 2020, Reviewed May 2020, June 2020, July 2020, Sept 2020</p> <p>Name of Assessor: Caroline Lee (Southalls) , Campus Principal/ Sallyanne Greenslade, HSO CA/Jon Doling, HSO/Angharad Thomas.</p> <p>NB: These control measures are in addition to site risk assessments which are held on Safety Cloud and remain applicable for other hazards.</p>
What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
<p>Coronavirus (Covid-19)</p>	<p>Most people are at risk from infection (staff, children, visitors, etc.). The possible implications from contracting COVID 19 are, as we know, worse for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.</p>	<p>Government Advice:</p> <ul style="list-style-type: none"> • Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice. Guidance for full opening: schools - GOV.UK • Members of staff, students, and visitors to Swansea Campus are reminded of the symptoms of coronavirus (COVID-19) at the point of entry to the site by posters displayed at site entrances and/or site rules displayed on visitor checking in systems including a visitor questionnaire to check for symptoms of coronavirus (COVID-19) and by regular communication with parents / carers via <ul style="list-style-type: none"> ▪ Virtual Notice board on Canvas ▪ Email bulletins ▪ Schoolzine ▪ Parent Whatapp group ▪ Parent Forums

		<p>These symptoms include a new, continuous cough or high temperature, or a loss of, or a change in, normal sense of taste or smell.</p> <ul style="list-style-type: none">• All meetings on site will be observing 2m social distancing rules where possible or conducted utilising Zoom technology.• All non-essential appointments on site have been postponed and necessary appointments will be evaluated taking into account current guidance as they occur. <p>All Swansea Campus have been issued with guidance on social distancing and have completed a Flick Learning module in relation to infection control and the importance of social distancing.</p> <p style="text-align: center;">SYSTEM OF CONTROLS</p> <p>A. Prevention</p> <ol style="list-style-type: none">1. The school will minimise contact with individuals who are unwell by ensuring that those who ave coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. This information will be regularly communicated in assemblies to students and in a Newsletter to parents.2. The school will ensure that all students, members of staff and visitors maintain excellent standards of hand hygiene. Students will be expected to sanitise their hands on arrival, at break, before and after food, if moving rooms, on return to the building from outside, on departure and when taking off or putting on masks. All secondary students and staff will be issued with individual bottles of hand sanitiser. There will be sanitiser in all primary classrooms, at entrances and on the teacher’s desk.3. The school will ensure that good respiratory hygiene practices are followed by promoting the “catch it, bin it, kill it” approach. All class rooms will have tissues and a lined bin. Signage around the school will remind students of ‘Catch it, bin it, kill it’
--	--	--

		<p>4. Enhanced cleaning practices (OSG UK cleaning schedule) will be followed, including the cleaning of frequently touched surfaces often, using products such as detergents and bleach.</p> <p>5. The contact between individuals will be minimised, and social distancing will be maintained wherever possible.</p> <ul style="list-style-type: none"> • Students will remain in their designated seats in the SDL where possible. • Class movement only to practical subjects; Science, Art, D&T and Food Technology where students will follow the socially distant walkway system to access these rooms. • All rooms will be laid out with desks 1 metre+ apart facing in the same direction. Teachers will be given guidance about where to stand in the room to maintain 2 metre distance • Students will use the same named chairs • All students will be expected to provide their own equipment e.g pen, pencil, rubber, ruler. This should be contained in a pencil case • Art equipment will be allocated per student • Primary students will have their own tray containing their equipment. • All items that cannot easily be cleaned/sterilised will be removed from the learning environment <p>6. Where necessary and in line with government guidance, appropriate personal protective equipment (PPE) will be worn. This will be provided in First Aid rooms at both sites and in the isolation First Aid room. Reception will be provided with appropriate PPE as will bus marshalls</p> <p>B. Response to any Infection The following measures will be followed where relevant:</p> <p>7. The school will engage with the NHS Test and Trace process</p>
--	--	---

		<p>8. The school will manage confirmed cases of COVID-19 amongst the school community. Anyone displaying symptoms will be sent home. Anyone displaying symptoms at school or home will be advised to take a test and to self-isolate. These instructions are clearly on the entrance to the school and have been communicated to the Swansea team, parents and students in assemblies and at team meetings.</p> <p>9. Local Health Protection Team Advice will be followed in order to contain any outbreak.</p> <ul style="list-style-type: none"> • The school will work with their local Public Health Wales health protection team. Telephone 0300 00 300 32. https://phw.nhs.wales/services-and-teams/health-protection/health-protection-team/ <p>SITE SPECIFIC PREVENTION CONTROLS</p> <p>1. Minimising contact with individuals who are unwell with symptoms of COVID-19:</p> <ul style="list-style-type: none"> • Students, members of staff and other adults should not attend school if they have coronavirus (COVID-19) symptoms. • Members of staff returning to work after a period of absence e.g. holiday, will be asked to complete a return to work questionnaire (on Management Portal) to confirm that they are free of symptoms. • Employees who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. • Where students, members of staff and other adults have tested positive in the last 10 days for coronavirus (COVID-19) they should stay at home and not attend the school. • Where anyone at school develops symptoms of coronavirus (COVID-19) during the school day, they must be sent home. • Where self-isolation is being undertaken, a test must be arranged for coronavirus Coronavirus (COVID-19): getting tested - GOV.UK.
--	--	---

		<ul style="list-style-type: none">• COVID-19: guidance for households with possible coronavirus infection must be followed. Guidance on timescales may change.• All members of staff will be briefed on the self-isolation process.• If a child is awaiting collection, they will be moved to the self-isolation room. A window will be opened to ventilate the room whilst occupied• or If a child is awaiting collection, they will be moved to the isolation room adjacent to classroom one and the hall, which is at least 2 metres away from other people. This room or area will be cleaned and disinfected after use.• A separate bathroom has been allocated for use by children who are displaying symptoms of coronavirus. This bathroom will be cleaned and disinfected before being used by anyone else.• The self-isolation room and bathroom will be kept clear of unnecessary items in order to facilitate thorough cleaning and disinfection.• PPE will be worn by staff caring for the child in the self-isolation room, if a distance of 2 metres cannot be maintained.• Where students or members of staff have been in close contact with or helped a student who has displayed symptoms, they will remain at school, unless they develop symptoms themselves or the symptomatic person tests positive for coronavirus.• Where staffing levels may be reduced due to absences within the school the Headteacher / SLT on site will undertake an assessment of the necessary controls to operate the school with a reduced capacity. <p>2. Hand Hygiene</p> <ul style="list-style-type: none">• The school will ensure that students clean their hands regularly, including:<ul style="list-style-type: none">○ when they arrive at school○ when they return from breaks○ when they change rooms○ before and after eating.• Hand washing facilities are located: in the all staff and student toilets
--	--	--

		<ul style="list-style-type: none">• Hand sanitiser stations will be provided: at all main entrances• Hand sanitiser will also be provided on school transport vehicles for use by students and staff members when getting onto and off the vehicle.• Each secondary student will receive hand sanitiser on 4/9/20 this is to be kept on their person at all times and used regularly (as above).• Small children will be supervised when using hand sanitiser to ensure that hands are cleaned safely, and the risk of hand sanitiser ingestion is minimised.• Posters will be displayed around the school site showing a good hand washing technique i.e. 20 seconds with soap and water followed by drying with a paper towel.• Staff members are informed to avoid physically greeting others for example by the shaking of hands and nudging elbows. A simple 'good morning' or 'good afternoon' will suffice and will also adhere to the 2-metre clear social distancing measures. <p>3. Respiratory Hygiene</p> <ul style="list-style-type: none">• Every pupil should carry a small pack of tissues at all times.• Bins will be provided around the school.• Bins will be covered, provided with bin bags, and collected for disposal daily.• Good respiratory hygiene in terms of "catch it, bin it, kill it" will be communicated to staff and students at the site. This will be reinforced by the use of posters.• Face coverings are required at all times on public transport (for children over the age of 11). Government guidance on the safe wearing of face coverings will be issued to all users of public transport: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings Use of school specific minibuses – due to numbers and arrangements, the whole school will act as a single bubble. On occasion where students mix outside their usual group or bubble, and are over the age of 11, the use of face coverings should be considered.
--	--	--

4. **Enhanced Cleaning**

- A cleaning schedule has been implemented for all areas of the school.
- Frequently touched surfaces will be cleaned more often than normal, and these include:
 - stair rails
 - door handles
 - desks
 - light switches
 - kitchen surfaces
 - photocopier and printer control pads
- Rooms or areas shared by a number of groups will be cleaned more frequently, and these include:
 - sports facilities
 - science labs
 - D&T labs
 - lunch facilities
- Shared classroom resources such as books and games will be cleaned regularly.
- Resources that are shared between classes, such as sports, art and science equipment will be cleaned frequently and meticulously or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use.
- Musical instruments (brass and wind) will not be used on Swansea Campus. Other musical instruments e.g. pianos will be thoroughly cleaned between uses.
- Outdoor playground equipment will be more frequently cleaned.
- Students and teachers can take books and shared resources home, but unnecessary sharing will be avoided. Good hand hygiene when handling these resources is emphasised.
- Lab coats which may be shared in D&T, Art and Science will not be used. Disposable aprons for wet work within these subjects will be used or individual aprons/coats may be issued.

		<ul style="list-style-type: none"> • Arrangements will be made to thoroughly clean lunch and break tables between uses by different groups. • PPE such as eye protection used in D&T and Science will be cleaned before and after use by the use of non-alcohol based sanitising wipes; preferably all staff and students should have their own set of eye protection. <p>5. Social Distancing and Minimising Contact between Individuals</p> <ul style="list-style-type: none"> • In order to ensure all students may attend the site, emphasis will be placed on self-isolation, good hand and respiratory hygiene and enhanced cleaning measures, with local procedures in place to ensure that contacts between staff and students, and students and other students, are minimised during the school day via either individual social distancing or group distancing. • A daily check on the implementation of social distancing, personal hygiene and cleaning and disinfection arrangements will be undertaken by site management. Checks will be completed daily with regular cleaning of handles, toilets and frequently touched surfaces completed regularly throughout the day. This will be documented and recorded on Safety Cloud. <p><i>Measures within the Classroom</i></p> <ul style="list-style-type: none"> • Adults will maintain 2 metres distance from each other. • Close face to face contact will be avoided. • The time spent within 1 metre of anyone will be minimised. • Students within classrooms will be seated side to side and facing forwards. Not seated side on or face to face. • Unnecessary furniture has been moved out of classrooms to make space. • Classroom doors and windows will be kept open if possible, to improve air flow. Where classroom doors are also fire doors, they should be kept shut unless they are on an approved closing device.
--	--	---

		<ul style="list-style-type: none"> • All unnecessary teaching aids will be removed from learning environments to promote social distancing, and to also assist the cleaning process. <p>Secondary schools:</p> <ul style="list-style-type: none"> • Individual personal distancing between students will be encouraged • Teachers and staff members will stay in front of class • Desks will be spaced further apart to assist with individual distancing of students. • Students will be allocated a space to work in the SDL area. <p>Primary schools:</p> <ul style="list-style-type: none"> • Children will be allocated a desk and a chair. <p><i>Measures Elsewhere</i></p> <ul style="list-style-type: none"> • Whole school gatherings have been cancelled for the foreseeable future. Assemblies will take place over Zoom, with students joining by VC from their devices • The movement of whole groups around the school will be minimised, with groups staying in the SDL area where possible for the whole day. • The mixing of groups is avoided, apart from brief transitory contact in corridors for example at break time, lunch time or when leaving/entering the site. <p><i>Staff Welfare - facilities, break times and lunch</i></p> <ul style="list-style-type: none"> • Members of staff will minimise movement around the site by using phones or radios. • Staff should maintain social distancing within staff rooms and avoid congregating unnecessarily. • Hard surfaces in these areas will be regularly cleaned by staff on site. • Individual staff members to use their designated toilet block. • Staff members are discouraged from using other colleagues' phones, work tools and equipment, cups and drinking / eating vessels where
--	--	---

		<p>possible. If necessary, clean and disinfect them before and after use.</p> <p><i>Student Welfare - facilities, break times and lunch</i></p> <ul style="list-style-type: none">• Crowding of toilets will be discouraged, and consideration given to use of these during lessons as well as at breaks to stagger use.• Lunch time:<ul style="list-style-type: none">○ Primary & Secondary breaktime and lunchtimes are staggered.○ Primary are in the main hall. Followed by Secondary boys at different tables. Secondary girls are to use the dining area.○ Students are encouraged to use outdoor seating areas○ Groups should not mix. <p><i>Arriving and Leaving School</i></p> <p>Start of Day Arrangements</p> <p>Students will wear masks on school transport</p> <ul style="list-style-type: none">• Seating will group students by their Key Stage to reflect school 'bubbles'• Buses will be equipped with the appropriate PPE and be sanitised after each journey (OneBus)• Hand sanitiser will be used as students enter and leave the bus.• Students will not disembark buses before 8.40am. <p>Cardiff buses are to allow time for the students on each bus to dismount before exiting.</p> <p>Swansea parents will be asked to stay in the cars and students are to enter the school via the front yard and ascend the stairs at the rear of the school. Except for Primary parent pupils who need to accompany their children to the playground gate.</p> <p>Staff:</p> <ul style="list-style-type: none">• Park at front in staff designated parking spaces. Staff to exit cars when it is safe to do so away from any other member of staff• Staff to enter and leave the site adhering to the two-metre distance rule
--	--	--

		<ul style="list-style-type: none"> •Sanitise hands on entry <p>End of Day Arrangements: Students are to exit via the rear stairs and wait in the yard until staff supervise socially distanced exit. Primary pupils will only leave the yard when their parent/guardian arrives to collect them.</p> <p>6. Use of PPE</p> <ul style="list-style-type: none"> • PPE will be worn where a child or young person becomes ill with coronavirus symptoms at school, and where a distance of 2 metres cannot be maintained. • Guidance will be followed: Safe working in education, childcare and children’s social care <p>SITE SPECIFIC RESPONSE TO INFECTION CONTROLS</p> <p>7. NHS Test and Trace Process</p> <ul style="list-style-type: none"> • The school will work with their local Public Health Wales health protection team. Telephone 0300 00 300 32. https://phw.nhs.wales/services-and-teams/health-protection/health-protection-team/ The school has communicated with members of staff and parents and carers about NHS Test and Trace, and where necessary, will supply details of how to book tests. • Parents and members of staff have been asked to immediately inform the school of any test results. • Control measures outlined in 1) will be followed where testing is undertaken. <p>8. Managing Confirmed Cases of Coronavirus (COVID-19) in the School Community</p>
--	--	---

		<ul style="list-style-type: none"> • The school will work with their local Public Health Wales health protection team. Telephone 0300 00 300 32 https://phw.nhs.wales/services-and-teams/health-protection/health-protection-team/ The school will be guided by the health protection team through the actions that they will need to take. • People who have been in close contact with a person who has tested positive for coronavirus will be sent home to self isolate for 14 days. The 14 days will start from the day that they were last in close contact with the person when they were infectious. • Members of staff and parents/carers will be advised that close contact means: <ul style="list-style-type: none"> ○ direct close contacts i.e. face to face contact with an infected individual for any length of time, within one metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ travelling in a small vehicle, like a car, with an infected person • The school will maintain records of student and staff groupings, along with records of any close contact that takes place between students and adults in different groups. <p>9. Containing Outbreaks by following local Health Protection Team advice</p> <ul style="list-style-type: none"> • The school will work with their local Health Protection Team upon identification of an outbreak. • Controls that may be implemented include the self-isolation of a larger number of students e.g. a whole year or whole site group. <p>FIRST AID ARRANGEMENTS</p> <ul style="list-style-type: none"> • Wherever possible when giving first aid, 2m distance will be maintained.
--	--	--

		<ul style="list-style-type: none"> • In the unlikely event of cardiac arrest in an adult, rescue breaths will not be performed: Adult CPR - Symptoms & First Aid Advice <ul style="list-style-type: none"> • Do not place your face close to the casualty to hear for breathing. Watch the chest. • If possible, lay a towel or similar over the nose and mouth. • Ensure that CPR is performed using chest compressions and if possible a defibrillator if available and trained to do so. • Ensure that there is enough PPE for first aiders to utilise including a fluid resistant surgical mask, gloves and disposable aprons, as required. Where there is a risk of splashing to eyes, for example, from spitting, coughing or vomiting, a face shield or goggles will also be worn. • In the event of cardiac arrest in a child, rescue breaths must be performed because cardiac arrest in children is likely to be caused by respiratory problems: Child CPR - Paediatric First Aid You must: <ul style="list-style-type: none"> • Use a face shield or pocket mask over the child's mouth when performing rescue breaths. • When dealing with first aid incidents, always be aware of the risks to yourself and others. • Wear gloves when dealing with injured persons, particularly those with open wounds. • Cover cuts or grazes on your hands or arms with a waterproof dressing • Always dispose of all medical waste safely in a medical waste bin.
Legionella	Development of high numbers of legionella bacteria within the water system, leading to increased risk of legionellosis.	<ul style="list-style-type: none"> • The school has a legionella risk assessment in place. Plans for recommissioning of water system following a period of absence have been implemented;
Fire Safety	Changes to emergency evacuation plan; numbers of marshals; and inadequate use of fire precautions may lead to increase in evacuation time and promote fire spread throughout the building	<ul style="list-style-type: none"> • The school will return to normal operations, and existing fire safety procedures will be reviewed and implemented if deemed appropriate. • Arrangements for fire drills will be discussed. Social distancing is not essential during a fire drill / emergency evacuation

		<ul style="list-style-type: none"> • Fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned on a daily basis as per government guidance. • Instructions will be given to all members of staff and pupils that hand sanitiser should be allowed to dry on the hands (to allow vapour to evaporate) before Bunsen burners are used or before using other equipment involving naked flames.
<p>Contractor Management</p>		<ul style="list-style-type: none"> • Essential visits such as those concerned with the management of fire safety, legionella, gas safety, electrical safety, and examinations of ventilation systems will be pre-arranged with the relevant contractor. The following measures will be adopted, where possible: <ul style="list-style-type: none"> ○ The contractor will attend the site out of hours to minimise opportunity for contact between all parties ○ Where contractor visits attend site during hours of school operation, contractors will work in rooms that are not in use by teaching staff or pupils. ○ The room will be well ventilated, where possible. ○ Contractors will be issued with additional site rules at reception, including expectations in terms of cleaning, respiratory hygiene and hand hygiene. The contractor must confirm that they are not symptomatic. ○ Hand sanitiser gel will be provided for use upon entry to the site. • Emergency visits may be undertaken but are subject to the following measures: <ul style="list-style-type: none"> ○ contractors must book in at reception ○ they must confirm that they are not symptomatic (for COVID-19) ○ they will be issued with site rules regarding hand hygiene, cleaning and respiratory hygiene. ○ Where possible, pupils and members of staff will be moved from the work location; also in accordance with safeguarding principles.

		<ul style="list-style-type: none"> ○ Hand sanitiser gel will be provided for use upon entry to the site. ● Cleaning, catering and facilities contractors, including landscaping: <ul style="list-style-type: none"> ○ Self-isolation guidance will be issued to contractors who have a daily role on site. ○ Site rules including those on cleaning, hand hygiene and respiratory hygiene expectations will be issued to each contractor. ○ Posters will be displayed within kitchens, cleaning cupboards, and facilities offices regarding social distancing, hand hygiene, etc. ○ Measures for social distancing, include: <ul style="list-style-type: none"> ▪ out of hours working for cleaners, landscapers ▪
Visitor Management		<ul style="list-style-type: none"> ● Estyn visits have been confirmed as being suspended for Autumn Term 2020. The management of these visits will be planned in a later review of this risk assessment. ● Parent evenings and open evenings: Can be accessed via zoom Safety Consultant and enforcement officer (e.g. food safety officers) visits may be unannounced. The following control measures will be implemented: <ul style="list-style-type: none"> ○ Visitors must book in at reception ○ They must complete the visitors health questionnaire. ○ They must confirm that they are not symptomatic (for COVID-19) ○ They will be issued with site rules regarding hand hygiene, cleaning and respiratory hygiene. ○ Hand gel will be provided at reception for use. ○ Social distancing measures will be adopted. ● Screens will separate receptionists from visitors to the site, where social distancing cannot be maintained. ● Cold calls (sales) will not be processed beyond the reception area of the school. ● Gate and door control pads will be regularly cleaned.

