



Pembrokeshire County Council

Risk Assessment

Setting	Ysgol Greenhill School	Date of Assessment	01.09.2021
Assessment Completed By	Senior Leadership Team		

This Risk Assessment was compiled in consultation and with the support of the following school and Local Authority staff. Revised Risk Assessment 1st September 2021.

In attendance: Mr Matthew Davies, Deputy Head
Mrs Charlotte Martin, Business Manager

This Risk Assessment was compiled from the main school risk assessment in consultation with the School Leadership Team.

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, children and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and children.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation

Risk = severity x likelihood	Severity of harm		
	(1) Slight (All other injuries and illnesses)	(2) Serious (Over 3 day injury or serious illness)	(3) Major (Death or major injury)
Likelihood of occurrence			
(1) Low (Harm will seldom occur)	Low (1)	Low (2)	Medium (3)
(2) Medium (Harm likely to occur)	Low (2)	Medium (4)	High (6)
(3) High (Harm certain to occur)	Medium (3)	High (6)	High (9)



Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend the setting. Where possible they are required to work from home unless accessing Job Retention Scheme.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	List of staff self-isolating kept up to date on daily basis with SLT.
02	All employees who live with a person who is Clinically Extremely Vulnerable must also not attend the setting and where possible work from home unless accessing Job Retention Scheme.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
03	All employees, themselves or persons within their household have COVID-19 symptoms, should not attend the setting and follow Government guidelines on self-isolation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are informed by TTP guidance and follow instruction in line with update government guidance. Current guidance states varying option dependent upon vaccination status. Staff notify SLT and contact the staff absence line and a register of the date of isolation is noted. All staff are informed not to attend school if isolating. This applies to third party visitors who also visit the school setting
04	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor/ support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Every other day briefing via MS Teams. AoLE have weekly meetings with their departments DH has regular mtgs with AoLE's. Admin and Technicians weekly meetings with BM. KLC has regular mtgs with HoH LJH have weekly mtgs with support staff



Our Children (KLC)

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
05	All Clinically Extremely Vulnerable children are required to self-isolate and must not attend the setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Correspondence via parents, pastoral team and update information.
06	All children who live with a person who is Clinically Extremely Vulnerable must also not attend the setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Correspondence via parents, pastoral team and update information being shared.
07	All children with an Education, Health and Care Plan require a risk assessment prior to returning to the setting.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Health care plans in place for pupils prior to Covid-19 closure remain in place, up to date and accessible to staff.
08	All children or persons within their household that have COVID 19 symptoms should not attend the setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Families are informed by TTP guidance and follow instruction in line with updated government guidance. Current guidance states varying option dependent upon vaccination status.
09	We provide regular check-in's with families not attending the setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pastoral, safeguarding and attendance procedures remain in place Attendance Officer to work closely with EWO when pupils should be attending school. Regular contact with vulnerable families.
10	All children attending the setting are required to be in cohort/groups of no more than 5 or 6 children and must also meet the relevant statutory requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11	If any shared care or intimate arrangements are necessary ensure potential risks are identified and actions agreed and comply with policy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable in schools' context.



Transport to and from School (MTD)

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
12	<p>Driver to ask every parent or carer screening questions before child travels:</p> <ul style="list-style-type: none"> • Have they or anyone living with them been confirmed as currently having the Covid-19 Virus • Have they or anyone else living with them been advised to self-isolate or are pending test results for the presence of Covid-19 • Have they or anyone else living at their address been knowingly exposed within the past 2 weeks to a person confirmed to have the Covid-19 virus. <p>Anyone answering YES to any of the above questions to be refused travel.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School can not confirm this control measure. PCC transport guidelines are in place with each transport company.
13	COVID-19 Guidance Posters displayed in vehicles, Child asked to wash their hands before and after each journey.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PCC transport to action.
14	<p>Social distancing must be practised in all vehicles as much as practically possible, this will reduce numbers of children transported to a maximum of three children per vehicle, this will be reduced to two if there is an adult escort.</p> <p>If a child has an escort that has to support the child during transportation, the appropriate PPE should be used.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>PCC transport to action.</p> <p>Communication with parent/carers</p>
15	Drivers to distance themselves when children are getting on and off bus. normal sized cars should not be used unless it's an absolute emergency, larger vehicles with a minimum of 8 seats will be the norm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PCC transport to action.
16	Duty staff who are on duty to support safe arrival, must allow children to enter and leave the vehicle in a safe manner and to follow the safe route into the school by using social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YGS staff have a Safeguarding Duty Rota covering priority areas across the school.



Our Premises (CM)

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
17	Designated Entrance and Exit Points to the Building (for each cohort of children where possible).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Risk assessment carried out 01/09/2021 Separate entrances for students; staff and members of public
18	Provide Plan for both external and internal space, to show changes in direction and flow				One-way system to discontinue and Keep Left signs in place
19	Increased number of Entrance and Exit Points to the Building where possible and place 2m markings on entrances to support social distancing at drop off/collection.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signs in place Arrows for direction of flow of traffic (keep left) One-way system from Yr 11 area, Music, DT and ICT during changeover of lessons ONLY 01/09/2021 Risk assessed for 2 metre markings and these are deemed unnecessary with such a limited number of pupils requiring drop off. See point 13.
20	Develop, share and display drop off/ collection protocols e.g. one-way system and one parent/carer only to drop off/ collect child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils with health issues and who travel by taxi will be allowed to be dropped off by Reception and are met by a responsible staff member
21	Restrictions on access to the setting by third parties (parents, members of the public, Governors and visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Governors, Visitors and members of the public are permitted to visit during the school day. Visits are limited and online meetings are used to minimise unnecessary visits. A visitors guide to COVID-19 processes was drafted on 02/07/21 and is in place to ensure safe practice..
22	Control measure – minimising risks Making third parties who enter the school setting aware of the school operation guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operational guidance to include: Wearing facemasks Social distancing – particularly in communal areas e.g. staff room Keep to the left when walk in corridors Wiping surfaces prior/after use Adherence to guidance of welsh government, Hands, Face, Space Visitors required to make own arrangements for refreshments and lunch during their visit All visitors, themselves or persons within their household have COVID-19 symptoms, should not attend the setting and follow Government guidelines on self-isolation.



Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
23	Rooms organised creating space between activities where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of large computer rooms to provide IT equipment that allows pupils to engage with their online learning. Pupils to be seated apart at least 2m distance where possible. Soft chairs have been taken out and replaced with plastic chairs. Furniture not in use has been taken out of classrooms and put into storage.
24	Reduced movement around the setting- ensure group/ cohort move around together and limit contact with other groups/ cohorts within the setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students and staff to move around the building with face masks and follow the direction and keep left. Outside the hours of 8:30am – 3:30pm masks are not required due to the decreased volume of pupils, however, if you are in the company of groups of pupils masks must be retained. During breaks and lunch students will be outside the school building in the open air, unless wet weather prevails. Pupils are dismissed in phases to reduce the risk both at the end of their lessons and the end of the day.
25	Communal spaces will only be used by specific groups of pupils on wet days only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The area formerly referred to as the year 11 area, will now be used by year 11 during break on wet days and also by years 10 and 11 during lunch on wet days.
26	Stagger the use and limit the occupancy of staff room and office area by employees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff are encouraged to maintain space in a well ventilated staff room.
27	Staff to maintain social distancing of 2 metres in the kitchen and communal area where possible.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff are encouraged to maintain space in a well ventilated staff room.
28	Use of small meeting rooms and confined areas by staff/other agencies - must follow social distance guidelines.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff are encouraged to maintain space in a well ventilated rooms. Staff are encouraged to use MS Teams/Skype where possible.
29	Non-essential repair/ contracted works in the building to be carried outside operating hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All non-essential building maintenance work to be carried out of school hours and to be referred to the BM
30	Confirm that the new arrangements to allow for social; distancing do not contradict the School Access plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	<p>Additional information regarding safe use of space to be detailed below.</p> <p>Staff room: Use of photocopier to be cleaned after use. Use of the kitchen facilities: wipe down after use. Reprographics room, minimise the number of staff in the area in order to minimise risk. Staff should email Jason Thomas, Media Technician with the work to be printed. All computer rooms have wipes to clean down the keyboards etc after use.</p>				



Control, Cleaning and Hygiene Arrangements (CM)	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
32	Staff and/or children who are experiencing symptoms associated with COVID-19 are instructed not to attend the setting and to refer to current advice and guidance from PHW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff who are experiencing symptoms of Covid-19 are to inform SLT and NOT attend school. To self-isolate LFT and to book a PCR test. Students who are experiencing symptoms of Covid-19 are to contact Attendance Officer and not attend school and to book a PCR test.
33	Pupils, Staff and Visitors who experience symptoms as above whilst at school should immediately go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff who become ill and display covid-19 symptoms during school are to be sent home immediately . We have use of internal and external fogging machines if needed. The use of this measure is on a case by case basis.
34	Children 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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students who become ill of covid-19 during school are referred to the isolation room (Nurse's room) the First Aider will assist and have the correct PPE (mask, apron and gloves) Training has been given to First Aiders. First Aiders are willing to attend ill students with Covid-19 symptoms. Student's parents to be contacted immediately to be taken home, the room is then scheduled to have a covid clean.
35	Provision of hand-washing/ hand-hygiene facilities at entrances and throughout the setting (regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitisers have been fitted at all entrances. Caretaker to do regular checks and top up when required.
36	All staff and children 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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and students will be encouraged to wash their hands at regular intervals. Caretaker to carry out regular checks on topping up soap in toilets/staff room.
37	Children should remain in their group/ cohort throughout the day and should stay away from other groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff who are responsible for their group and to keep them away from other groups during the course of the day
38	Different hand wash facilities should be available for each cohort/group within the setting where possible.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All toilets in the school will be in use. Students will have staggered lunch breaks. Cleaners to clean toilets/changing rooms/handrails/door handles and light switches every hour from 9.00am to 1.00pm Monday to Friday.



39	Different nappy changing facilities should be available for each group/cohort where possible and appropriate cleaning in between use where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a
40	All bedding/ mats/ cots will be cleaned after each use.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a
41	Remove unnecessary items from rooms and rugs/soft toys/ toys that are hard to clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All soft furnishing will be removed from classrooms and communal areas in use.
42	Children will be discouraged from bringing items from home unless a comforter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will only bring in their own personal bag, with essential items and discouraged to bring any items from home.



Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
43	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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All classrooms have peddle bins with lids Staff and students encouraged to cough/sneeze into their sleeve/tissue and dispose correctly and sanitise their hands afterwards Signs in corridors/classrooms to be fitted with the slogan
44	Lidded bins and increased emptying/ replacement are in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lidded bins placed in all classrooms and toilets
45	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows open but are restricted on length of opening due to health and safety, doors can also be wedged open to increase the flow of air. With the colder weather it is suggested that the door be wedged open and at the end of the lesson open the windows for ventilation for the next class Students who are deaf are to be moved away from wedges open doors, opened windows and not near any noise
46	Increased frequency of cleaning of communal areas and locations/ high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> • Toilets • Door handles/ Hand rails/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Tables/ Surfaces • IT Equipment 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM has met with cleaning company and confirmed the following arrangements: On entry to the lesson students in the class will sanitise their desks and chairs. Toilets to be cleaned every hour from 9.00am to 1.00pm In between cleaning toilets, increased frequency of cleaning door handles/hand rails etc Water dispensers are switched off by LEA direction Printers/photocopiers sanitisers and paper towels by side for staff to clean before/after use Whiteboards, play equipment, table surfaces and IT equipment sanitiser and paper towels in classroom/wipes for ICT keyboards At the end of the school day the room will be thoroughly cleaned by the cleaning contractor.
47	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any equipment that is shared will be sanitised and paper towels used to clean the equipment before and after use.
48	Use of kitchen areas/ staff room – ensure appropriate cleaning of equipment/ surfaces after individual use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are encouraged to maintain space in a well ventilated staff room.. Sanitiser and paper towel in place. Cleaning materials for washing up are in place Staff to be reminded that if they use the hot water boiler; microwave or water cooler to clean the equipment before and after use.
49	Employees to store, where possible, coats, bags and non-work essential items in personal lockers or stored separately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have the facility of a locker in the staff room and have been asked if they would prefer them to be re-located in their classroom to keep their personal items.



50	Staff and children are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters/signs have been fitted corridors and classrooms Tannoy announcements and assemblies will be used to remind staff and students about washing their hands-on regular basis
51	Staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Receptionist, Caretaker and Finance Officer to be instructed to wash hands after deliveries or with sanitiser
52	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Caretakers to be instructed to do regular checks on toilet supplies/sanitiser in entrances/exits and also the addition of onsite cleaners between 9am – 1pm. Staff to inform Reception who will report it to BM
53	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supplies and Contractor will arrive via Reception entrance and will sanitise their hands on entry. Reduce number of contractors on site whilst students are in school
54	Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below) Additional anti-bacterial spray and wipes available locally for hygiene wipe-downs at regular times and as required.				



Key Roles and Responsibilities (MTD/CM/DH)

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
55	Sufficient staffing/ resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM to make sure there is sufficient staff in place for security of the building and its occupants
56	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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM has met with Cleaning company to confirm staffing arrangements
57	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trained, designated First Aid staff provided with guidance regarding administering First Aid and use of PPE.
58	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Head and BM fire evacuation plan reviewed and updated. Plan to be practiced as part of programme.



Statutory Premises Compliance and Maintenance

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
59	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Essential building maintenance work has been carried out over the past 15 weeks: Fire alarms service April 2021 PAT Testing March 2021 Gas Safety March 2021 Legionella and water testing weekly by Caretaker and Cool Solutions services fan heaters and extractor fans during Feb/March Emergency lighting by Caretaker on monthly basis and annually by an external company Weekly fire alarm test on Thursday afternoons with Caretakers BES DT safety checks on equipment BM arranges all services and works closely with LEA representatives and external companies where needed.
60	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any defects are reported to Caretaker and a note made in the maintenance book situated in Reception. If Caretaker cannot rectify the problem, the Caretaker to report to BM, who will notify Building maintenance to raise a Job ticket reference number.
61	Additional information regarding key Roles and Responsibilities (Please detail below)				

Signed: Headteacher – David Haynes.

Signed: Chair of Governors – Heulwen Lear.

Signed: LA

