

Bassaleg School

Risk Management procedures for the Coronavirus pandemic (Covid-19)

Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus – Social Distancing (General)	Pupils, staff, contractors & visitors	1. Staff aware of social distancing rules and revised school procedures via communications, inset day & handbook	Ongoing monitoring of all control measures	Ongoing - SLT
		2. Pupils aware of social distancing rules and revised school procedures via parental communications & pupil presentations on induction days	Ongoing reinforcement of procedures	Ongoing – Teaching staff
		3. Staff duty and on call teams established to ensure social distancing rules adhered to (see duty rota)	Ongoing reinforcement of procedures	Ongoing – Duty staff
		4. Clear signage & social distancing markings (External & Internal)	Respray markings	31/10/2020 – Site team
		5. Staggered intake of students by year group over a 5 day induction period to communicate & reinforce new school procedures		
		6. Reduced school day to eliminate risk & establish robust systems during induction period i.e. no lunch & 1.30 pm finish		
		7. Staggered start / finish times and separate entrance / exit zones to minimise the number of pupils in any one area (see schedule)		
		8. Clear procedures and agreed routes when entering both the school grounds & buildings. This includes one way & keep left/right systems which are all clearly marked and communicated to staff & pupils during induction	Ongoing reinforcement of procedures	Ongoing – Duty staff



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		9. Clear procedures and agreed routes when moving around the school. Each year group has an allocated zone of the school to maintain their 'contact group' (year group)	Ongoing reinforcement of procedures	Ongoing – Duty staff
		10. Clear procedures in respect of toileting and handwashing requirements. Each year group has designated toilets and during break/lunch a duty member of staff will oversee the area immediately outside the toilets	Ongoing reinforcement of procedures / checks of signage	Ongoing – Teachers & Site staff
		11. Clear procedures and agreed routes when departing class & school. This will include Home to School Transport (see duty rota & procedures)	Ongoing reinforcement of procedures	Ongoing – Duty staff
		12. Designated staff car parking & entrance area overseen by site team with all staff to be on site by 8.15 am prior to pupils arriving		
		13. Designated 'teaching zone' within classrooms and 'duty zone' for break/lunch established to maintain social distancing from pupils	Weekly site checks	Ongoing - BR
		14. All communal rooms that are in use for staff comply with social distancing requirements of 2m (Forge & Griffin Staffroom, Forge Library & 6 th Form Study Room)	Weekly site checks	Ongoing - BR
		15. The Canteen will initially be a takeaway service only, with a one way system & social distancing in place	To be reviewed in line with any revised WG/NCC guidance	21/09/2020 - SLT

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	<p>16. General Offices – it will be the responsibility of the DoS / Line Manager to ensure compliance with 2m social distancing, with furniture to be removed where ever possible.</p> <p>Individual Offices - it will be the responsibility of the individual to ensure compliance with 2m social distancing</p>	Weekly site checks	Ongoing - BR
	17. Assemblies will be on line with pupils in their individual form rooms		
	18. Classrooms – social distancing for pupils is not possible in all classrooms due to the size of the classrooms (other control measures are in place to help mitigate the risk)		
	19. Corridors – social distancing for pupils or staff is not possible in all corridors with the changeover of lessons the highest risk area (other control measures are in place to help mitigate the risk). Where possible the staff will change classrooms rather than students but this is not always possible to maintain ‘a broad and balanced curriculum’. Face coverings are to be worn in line with WG, LA & WHO guidance	Ongoing reinforcement of procedures	Ongoing – Teachers & Duty staff
	20. Communal areas – Break & lunch zones will be outside unless there is adverse weather. Social distancing for pupils is not possible in indoor communal areas (other control measures are in place to help mitigate the risk). Face coverings are to be worn in line with WG, LA & WHO guidance	Ongoing reinforcement of procedures	Ongoing – Teachers & Duty staff

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		21. Staff meetings will only be held under strict social distancing measures of 2m and with a maximum capacity of 20		
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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus – Hygiene & Handwashing (General)	Pupils, staff, contractors & visitors	1. All staff to wash their hands on arrival at school and regular intervals		
		2. All pupils to use hand sanitiser upon arrival at school and entrance/exit to/from classrooms (Sanitiser available at entrance to all buildings & in every classroom)	Additional staff resource required to ensure hand sanitisers are operational (to supplement cleaning staff)	21/09/2020 - BR
		3. All handwashing to be done in line with public health and NHS guidelines (see posters)	Ongoing checks of signage	Ongoing – Site staff
		4. Toilet facilities fully available so all pupils can wash their hands (supplemented by regular use of hand sanitiser)	Ongoing daily checks by Cleaning staff	Ongoing – Cleaning staff
		5. Pupils to wash hands/use sanitiser before and after eating		
		6. Staff to be vigilant to pupils touching their face and advise pupils who do so to sanitise their hands more frequently	Ongoing vigilance	Ongoing – Teaching staff
		7. Door handles, window handles, surfaces & touch points in communal areas to be wiped down with disinfectant at regular intervals (3 designated cleaners on site during the day & cleaning products provided to staff)	Review of cleaning procedures Additional staff resource	30/09/2020 – NB 21/09/2020 - BR
		8. Additional cleaning staff allocated to each toilet block to ensure regular cleaning throughout the day	Review of cleaning procedures	30/09/2020 - NB

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		9. School resources are not to be shared with pupils without a further departmental Risk Assessment and robust control measures in place	Communication & meetings with DoS	25/09/2020 - NB
		10. Staff issued with their own resource packs		
		11. Antibacterial wipes/sprays made available prior to using photocopiers & other communal touch devices	Ongoing checks - Additional staff resource	21/09/2020 - BR
		12. Each classroom has a cleaning tray which includes antibacterial spray, wipes, cloths, tissues, paper towels & surgical face masks	Ongoing checks - Additional staff resource	21/09/2020 - BR
		13. Rapid-10 portable sanitising spray units available for use when required	Additional units required exclusively for changing rooms	ASAP - NB



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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus – Cleaning (General)	Pupils, staff, visitors & contractors	1. Revised cleaning schedules & procedures established to supplement existing core provision (Will include more focus on touch points in communal areas - work stations, school computers, desks, chairs, door handles, window handles, copiers, phones & whiteboard controls)	Official schedule of cleaning requirements to be agreed with Norse after trial period	30/09/20 - NB
		2. Increased cleaning provision to ensure communal areas are cleaned after use (Hall & Gyms after break/lunch)	See above	
		3. School resources will not initially be shared with pupils until separate risk assessment undertaken by DoS and associated control measures implemented	Separate communication to DoS	25/09/2020 - NB
		4. Each classroom has a cleaning tray which includes antibacterial spray, wipes, cloths, tissues, paper towels and surgical face masks	Ongoing checks – Additional staff resource	21/09/2020 - BR
		5. Dedicated cleaners in school during sessions to ensure all toilets are cleaned at least hourly & maintain high levels of cleanliness	Official schedule of cleaning requirements to be agreed with Norse after trial period	30/09/2020 - NB
		6. Dedicated cleaners in school during sessions to clean door handles where it is not possible to leave the doors open	See above	
		7. Rapid-10 sanitiser spray to be used in changing rooms after each session (anti-viral surface	Additional units required exclusively for changing rooms	ASAP - NB

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		disinfectant that has been laboratory tested against viruses including covid-19)		
		8. Additional specialist cleaning products & procedures in place if there is a confirmed case of covid-19 in school (rapid-10)		



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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus – Social Distancing (Site)	Pupils, staff, visitors & contractors	1. Social distancing banners at designated school entrances	Weekly site checks	Ongoing - BR
		2. Clear external social distancing markers at 2m intervals	Weekly site checks	Ongoing - BR
		3. Duty staff to oversee safe arrival & ensure social distancing maintained on route to designated zones & registration	Ongoing reinforcement of procedures	Ongoing – Duty staff
		4. Clearly marked one way/keep left or right systems in place	Weekly site checks	Ongoing - BR
		5. SLT on duty from 8 am to ensure all pupils arriving on site maintain social distancing & follow one way/keep left or right systems in place		
		6. One way/keep left or right systems in place & pupils released from class one at a time to encourage social distancing where at all possible (overseen by duty rota)	Ongoing reinforcement of procedures Weekly site checks	Ongoing – Duty staff Ongoing - BR
		7. Clear procedures, routes & designated zones when arriving, moving around or departing school		
		8. Duty staff to support the above		



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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus – Classroom (Social Distancing, Hygiene & Ventilation)	Pupils, staff, visitors & contractors	1. Pupil seating arranged so all pupils face the same way		
		2. Clearly marked teaching area ensuring 2m distancing for teaching staff	Weekly site checks	Ongoing - BR
		3. School resources will not initially be shared with pupils until separate RA completed by DoS or updated WG guidance	Communication & meeting with DoS	25/09/2020 - NB
		4. Pupils to be allocated a specific seat & desk for the session after initial induction	Seating plans submitted	18/09/2020 - JS
		5. No physical interaction with other pupils	Ongoing reinforcement of procedures	Ongoing – Teaching staff
		6. Pupils briefed regarding the need for social distancing where possible & new school rules	See above	
		7. Toileting requests & corridor movement overseen by teachers & duty staff	Ongoing reinforcement of procedures	Ongoing – Teachers & Duty staff
		8. Doors & windows opened where at all possible to ensure good ventilation		
		9. Where school desktop computers are used the same device must be used for the entire session and thoroughly cleaned after use		
		10. Each class has a hand sanitiser station		

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		11. Each classroom has a cleaning tray which includes antibacterial spray, wipes, cloths, tissues, paper towels & surgical face masks	Additional staff resource	21/09/2020 - BR
		12. Additional cleaning provision so communal touch areas are cleaned as often as possible	Review of cleaning procedures	30/09/2020 - NB
		13. It is not possible for pupils to socially distance in all classrooms due to size & layout (see other control measures in place)		



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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus – Corridors (Social Distancing & Hygiene)	Pupils, staff, visitors & contractors	1. Agreed routes & procedures for all corridors (includes clearly marked one way, keep left/right systems)	Ongoing monitoring / checks of signage	Ongoing – Duty & Site staff
		2. Pupils to be released from class individually to avoid congestion as much as possible		
		3. Duty staff to monitor corridors & encourage social distancing to be maintained as much as possible	Ongoing monitoring	Teachers & Duty staff
		4. Internal doors open where possible		
		5. Cleaners on site to clean door handles / communal touch areas		
		6. Hand sanitiser stations in all school buildings & classroom exits	Additional staff resource to ensure sanitisers are operational	21/09/2020 - BR
		7. Corridors – social distancing for pupils or staff is not possible in all corridors with the changeover of lessons the highest risk area. Face coverings are to be worn in line with WG, LA & WHO guidance	Ongoing monitoring	Ongoing – Teachers & Duty staff



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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus – Toilets (Social Distancing & Hygiene)	Pupils, staff, visitors & contractors	1. Staff to emphasise the importance of good hand hygiene after pupils use the toilets & in general	Ongoing communications / signage checks	Ongoing - Teachers & Site staff
		2. Dedicated cleaners in school during sessions to ensure all toilets are cleaned at least hourly	Ongoing daily checks Review of cleaning procedures	Ongoing – Cleaning Supervisor 30/09/2020 - NB
		3. Cleaners to ensure soap dispensers are full and in good working order	Ongoing daily checks Review of cleaning procedures	Ongoing – Cleaning Supervisor 30/09/2020 - NB
		4. Instructions on how to wash your hands in line with public health guidance on display around the school & in toilets	Ongoing communications / signage checks	Ongoing - Teachers & Site staff
		5. Toilets have been designated to each year group and toileting areas are overseen by Teachers & duty staff to ensure social distancing where possible	Ongoing monitoring	Ongoing – Teachers & Duty staff
		6. Toilets thoroughly cleaned at the end of sessions	Ongoing daily checks Review of cleaning procedures	Ongoing – Cleaning Supervisor 30/09/2020 - NB

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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus – Staff Communal Areas (Social Distancing & Hygiene)	Staff	1. Forge & Griffin Staffroom, Forge Library & the 6 th Form Study Room are available for staff and have been set up in line with staff social distancing requirements (2m) and have a maximum occupancy stated by the entrance	Ongoing checks Additional staff resource	Ongoing – BR 21/09/2020 - BR
		2. No communal plates, mugs etc are to be used		
		3. Staff can use the kettle providing they wipe it down before & after use with the antibacterial wipes provided and only make their own drink with their own resources. Staff can use the fridge providing their food is in a plastic container		
		4. Corridors – It will not be possible for staff to maintain social distancing from pupils when moving around the corridors particularly during lesson change over. Face coverings are to be worn in line with WG, LA & WHO guidance		
		5. Departmental offices/areas can be used as long as social distancing requirements are met and excess furniture is removed where possible. It is the responsibility of the DoS/Line Manager to ensure these requirements are met and communicate this to NB	Ongoing checks Additional staff resource	Ongoing – BR 21/09/2020 - BR

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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus – Admin Offices, Caretaker Bunker & Departmental areas (Social Distancing & Hygiene)	Staff	1. Access to the main office restricted by door entry system		
		2. Cleaning products supplied to supplement core cleaning & to ensure any shared devices are thoroughly cleaned (work stations, phones etc)	Additional staff resource to monitor supplies	21/09/2020 - BR
		3. Work stations comply with social distancing requirements of 2m		
		4. Departmental offices/areas can be used as long as social distancing requirements are met and excess furniture is removed where possible. It is the responsibility of the DoS/Line Manager to ensure these requirements are met and communicate this to NB		
		5. Non admin staff to arrange appointments if they need to meet admin staff and use the Boardroom (preferably use phone or e mail). Same procedure for use of departmental offices/areas (For use of departmental staff only with agreed procedures)		

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Contracting coronavirus – illness	Pupils, staff, visitors & contractors	1. All staff to be vigilant to their own health and issued with the latest Government guidance on self-isolation, symptoms and the test, trace & protect system.	Any updated guidance to be communicated to staff, pupils & parents	Ongoing - SLT
		2. Staff to be vigilant to the health of pupils and report any concerns to SLT.		
		3. Latest Government guidance communicated to parents/carers/pupils/staff	Any updated guidance to be communicated to staff, pupils & parents	Ongoing - SLT
		4. Detailed Test, Trace & Protect procedures established and communicated to staff & parents		
		5. Designated room identified for isolation and associated procedures if a pupil or staff member develops symptoms		
		6. Additional PPE is available for staff use when providing first aid or support for symptomatic pupils or staff	PPE supplies monitored & sufficient stock maintained	Ongoing - LC
		7. School Nurse and additional qualified first aiders will be available		
		8. Biohazard spillage clean up kits available to use (in conjunction with additional ppe – face mask, face protection, medical gloves & apron)	Supplies monitored & sufficient stock maintained	Ongoing - LC



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		9. Additional specialised cleaning equipment purchased (rapid-10)	Stored securely Refilled in a timely manner	Ongoing – Responsible staff Ongoing - MS
		10. Emergency response procedures in place		
		11. Individual Risk Assessments carried out for identified pupils (See ALN section)		
		12. Individual Risk Assessments carried out for staff at their request following WG Covid-19 RA		
		13. Individual Risk Assessment carried out for staff who were previously 'shielding' in line with previous WG advice		
		14. Staff who are over 28 weeks pregnant will not be required to teach and will work from home		

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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting coronavirus – illness (ALN & Vulnerable)	Pupils & staff	1. Additional PPE available to staff where the need is identified via individual pupil risk assessments (face mask, face protection, medical gloves & apron)	PPE supplies monitored & sufficient stock maintained	Ongoing - LC
		2. Staff aware of individual pupil needs, triggers and able to react accordingly		
		3. Specialist teaching provision in place		
		4. Duty rota & SLT support available if required		
		5. Procedures established for 1:1 LSA		



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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus – First Aid	Pupils, staff, visitors & contractors	1. Medical Officer on site		
		2. Dedicated medical room		
		3. First Aid rota & suitably qualified staff		
		4. PPE available (Face masks, Visors, Medical gloves & Gowns)	PPE supplies monitored & sufficient stock maintained	Ongoing - LC
		5. Suitable medical supplies & First Aid kits	Supplies monitored & sufficient stock maintained	Ongoing - LC
		6. Consideration given to low level interventions pupils may be able to deal with themselves e.g. cold compress		
		7. Isolation room / additional medical space created in the old 6 th form common room		

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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus – Eating & Drinking including Canteens	Pupils	1. Initially there will be no designated seating in canteen areas due to the very limited space available	Ongoing review of procedures	Ongoing - SLT
		2. Food to be eaten in designated break/lunch areas	Ongoing monitoring	Ongoing – Duty staff
		3. Pupils to wash their hands prior to and after eating	Ongoing reinforcement of procedures	Ongoing – Teachers & Duty staff
		4. Grab bags available to purchase from Canteens (One way systems, social distancing & hand hygiene measures in place and overseen by duty staff)	Ongoing monitoring	Ongoing – Duty & Site staff
		5. Year groups allocated different times to ensure 'contact groups' remain intact	Ongoing monitoring	Ongoing – Duty staff



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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus – Pupil behaviour	Pupils & staff	1. Clear procedures in place, with expectations and requirements communicated to pupils, parents & staff	Ongoing reinforcement of expectations & procedures	Ongoing – Teachers & Duty staff
		2. Expectations & requirements reinforced by teaching staff during inductions		
		3. Clear communication to staff on how to report any behavioural issues		
		4. Behaviour for learning policy / expectations		
		5. Duty staff available to support class teachers & dedicated room to deal with issues (RTL)		
		6. Pupils to be collected by parents if on-going behavioural issues which affect pupil / staff safety		



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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus & Accident – Traffic & Security	Pupils, staff, visitors & contractors	1. Clear & designated entrances for pupils & staff (See communications)		
		2. Duty staff to oversee safe arrival of pupils & check they are at the correct entrance to the school (ensure one way system upon arrival)	Ongoing monitoring	Ongoing – Duty staff
		3. Entrances for pupils are pedestrianised to ensure no traffic accidents & allow additional space for duty staff & pupils	Ongoing monitoring	30/09/2020 - SLT
		4. No visitors allowed on site (unless there is an urgent need i.e. H&S requirement, well-being provision or safeguarding) or prearranged appointment with appropriate control measures in place		
		5. All contractors to maintain a daily register of staff & visitors on site for Test, Trace & Protect (Norse & Chartwells)	Review procedures	30/09/2020 - NB
		6. All other contractors to report to the Site Manager & overseen on the site	Review procedures	30/09/2020 - MS
		7. All main school traffic gates to be closed after last registration time (approx. 9:15) Pedestrian gate at Forge to remain open to allow access to pupils who may be late, have appointments etc (Safeguarding measure)	Review procedures	30/09/2020 - SLT



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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Fire Safety, Legionella & Premises related	Pupils, staff, visitors & contractors	1. Premises recovery checklist completed	Standard site checks & procedures	Ongoing - MS
		2. Standard fire evacuation procedures & meeting points will apply	Termly fire drills	Ongoing - MM
		3. Site staff to ensure all doors are closed at the end of the day & opened each morning (Fire wardens made aware that doors will be open during the day)	Standard site checks & procedures	Ongoing - MS

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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Lost / missing pupil	Pupils	1. Registration in line with normal procedures, with registers taken for each lesson		
		2. Any pupils arriving after 9 am report to main Reception before making their way to their designated zone via external pathways		
		3. Admin staff to contact on call staff initially and escalate to parents of pupils who have not arrived in school/lessons if necessary		

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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus – Vulnerable & at risk staff	Staff	1. Staff who were previously shielding or have specific medical conditions covered by Welsh Government guidance have been asked to complete the associated individual Risk Assessments and arrange a meeting with NB (They are not to return to their substantive role until all RA are completed)	Monitor WG guidance & update staff accordingly	Ongoing - NB
		2. All staff asked to complete the WG Covid-19 RA and arrange a further RA with NB if their score is 4+ or they have any concerns at all (They are not to return to their substantive role until all RA completed). Avenues of additional support including Care First to be discussed at meetings		
		3. Members of staff who are over 28 weeks pregnant cannot return to their class teacher roles and will provide alternative support via home working		

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Contracting Coronavirus – Collaboration	Pupils & staff	1. Collaboration kept to a minimum & only provided where absolutely necessary and to provide a 'broad and balanced' curriculum		
		2. Minibus transport provided for individual schools only (no sharing of transport)		
		3. Face coverings to be worn on the minibus and where possible the front seats kept empty and windows open enough to provide ventilation	Ongoing monitoring	Ongoing - RG
		4. Rapid-10 sanitiser used to spray the minibus daily	Daily procedures	Ongoing - RG
		5. Hand Sanitiser available and to be used when getting on/off the minibus	Daily procedures	Ongoing - RG
		6. Social distancing where possible within the classroom & students are not to use communal facilities at other schools	Ongoing monitoring	Ongoing - Teachers
		7. Pupils from individual schools are to sit together in class i.e. Bassaleg pupils have their own zone & are kept separate as much as possible from pupils from other schools	Ongoing monitoring	Ongoing - Teachers
		8. Registers of both transport & attendance at class maintained for Test, Trace & Protect	Agree formal procedures for transport	30/09/2020 - JW
		9. Pupils to wear face coverings during lessons		
		10. Collaboration schools to share RA & procedures with agreed review procedures	RA from partner schools added to RA appendix	30/09/2020 - JCJ



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Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus – Face Coverings	Pupils, staff, visitors & contractors	1. As per WG, LA & WHO guidance, face coverings are required for internal areas of the school where social distancing or other safety / control measures cannot be implemented (this does not apply to classrooms where other control measures are in place, with the exception of post 16 collaboration)	Ongoing review of procedures & reviewed in line with any further guidance from WG, LA & WHO	Ongoing - SLT
		2. Face coverings are required in all internal communal areas of the school for pupils, staff, contractors & visitors unless there is a medical reason why they can't be worn	Ongoing reinforcement of procedures	Ongoing – Teachers & Duty staff
		3. Face coverings are not required for external areas as there is sufficient space for social distancing (Staff to continue to encourage social distancing at all times)		
		4. Each class has a supply of surgical face masks for any pupil who requires an emergency replacement	Additional staff resource to ensure adequate supply	21/09/2020 - BR
		5. Face coverings are required for Home to School Transport as per LA requirements (School staff oversee the pupils boarding the buses at school and check face coverings are being worn)	Ongoing reinforcement of procedures & LA support	Ongoing - SLT
		6. Parental communication in respect of the requirements for face coverings (as per above)		
		7. Instructions & guidance for pupils during inductions on how to safely use and store face masks	Guidance reissued to reinforce correct procedures	Ongoing - Teachers



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Contracting Coronavirus – Changing Rooms	Pupils & staff	1. Reduced capacity to ensure 2m social distancing at all times with member of staff overseeing the entrance & exit of pupils	Additional markings to reinforce social distancing	25/09/2020 - NB
		2. Hand sanitiser to be used on entrance & exit (manual dispenser currently in use)	Automatic dispensers to be fitted	18/09/2020 - NB
		3. Windows to be left open all day to ensure good ventilation (doors to be left open where appropriate)	Daily procedures	Ongoing – PE staff
		4. Contact groups maintained within the changing rooms & checks to ensure all individual pupil kit has been removed prior to each separate group	Daily procedures	Ongoing – PE staff
		5. Procedures in place to ensure year group zone safety measures are not compromised	PE Meet Zone to be marked out	18/09/2020 - NB
		6. Rapid-10 sanitiser spray to be used in changing rooms after each session (anti-viral surface disinfectant that has been laboratory tested against viruses including covid-19)	Additional units required exclusively for changing rooms	ASAP - NB
		7. Rapid-10 spray to be securely stored, face mask worn when using device and changing rooms kept clear for 5 minutes after use	Daily procedures	Ongoing – PE staff
		8. Respiratory levels as low as possible prior to pupils entering changing rooms (appropriate warm downs)	Daily procedures	Ongoing – PE staff
		9. DoS to ensure all procedures are communicated to staff & strictly followed (any issues reported immediately to SLT link & use of the changing rooms halted if required)	Ongoing monitoring	Ongoing - JT

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		10. NCC H&S Manager school visit with changing room inspection & approval of use subject to ongoing monitoring	Ongoing monitoring	Ongoing - SLT
		11. Showers are not in use		



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Risk Management procedures for the Coronavirus pandemic (Covid-19)

Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus – On-site contractors (Chartwells & Newport Norse)	Pupils, staff, visitors & contractors	1. Previous meetings & communications establishing safe procedures		
		2. School procedures shared with on-site contractors	Final RA to be distributed	21/09/2020 - NB
		3. Contractors required to wear face coverings in indoor communal areas of the school		
		4. Contractors required to wear face coverings where social distancing of 2m cannot be maintained		
		5. Contractors required to maintain accurate registers of staff & visitors for Test, Trace & Protect	Check of procedures	30/09/2020 - NB
		6. Contractors to submit their final Risk Assessment and procedures which will be added as an appendix to the main school Risk Assessment	Request updated paperwork	21/09/2020 - NB
		7. Monthly meetings to be arranged to evaluate & assess the control / safety measures in place and amend where necessary	Meetings tba	21/09/2020 - NB

Bassaleg School

Risk Management procedures for the Coronavirus pandemic (Covid-19)

Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus - Visitors	Pupils, staff, visitors & contractors	1. Access to the school site restricted - Parental & other communications with access to school only allowed for H&S, Safeguarding or pre-arranged appointments with strict control measures in place	Ongoing monitoring & communication of procedures	Ongoing – Admin & SLT
		2. All visitors to report to main Reception and provide contact details for Test, Trace & Protect		
		3. All visitors to use hand sanitiser on entrance to the school buildings		
		4. All visitors to be given a surgical face mask for use if they are in communal areas		
		5. All visitors to be accompanied by school staff at all times		
		6. All visitors to comply with social distancing requirements of 2m		
		7. Meetings to be held in the Boardroom & by appointment		



Bassaleg School

Risk Management procedures for the Coronavirus pandemic (Covid-19)

Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Contracting Coronavirus – Agency, Social Workers, Gems, Career Advisors & any other specialist support workers	Pupils, Staff & Support Workers	1. Support workers initially kept to a minimum to enable new procedures to be established		
		2. All support workers to sign in at main Reception & follow all procedures applicable to visitors (hand sanitise, face covering, social distancing)		
		3. Where possible Test, Trace & Protect information provided in advance of the visit		
		4. Member of school staff responsible for arranging the visit to ensure both the Director of Business & main Reception are notified in advance of the visit (preferably with an agreed diary of visits for the month)	E mail all staff & meetings arranged to establish procedures for required visits	24/09/2020 - NB
		5. School Risk Assessment shared with the agency/provider and an induction meeting to be arranged with the member of school staff responsible & Director of Business	Member of staff responsible for the provision	Ongoing - Staff
		6. Risk Assessment of the employer of the support worker requested	Member of staff responsible for the provision	Ongoing - Staff

Bassaleg School

Risk Management procedures for the Coronavirus pandemic (Covid-19)

Hazard and harm which may occur	Persons affected	Existing safety / Control measures	Further action required	Due date & action by
Restricting the spread of Coronavirus	Pupils, Staff, Contractors, Support Workers & the wider community	1. See control measures from other sections of the RA (Hygiene, social distancing, face coverings, contact groups, zones etc)	Ongoing monitoring of procedures	Ongoing - SLT
		2. Detailed communications to parents & staff in respect of procedures to follow when individuals/family members/close contacts are symptomatic or have received a positive test		
		3. Robust procedures in place for dealing with individuals who are symptomatic or receive a positive test whether during school time or out of hours (See Test, Trace & Protect protocols)		
		4. Blended learning plan and home schooling procedures in place to ensure all pupils receive a full educational timetable in the event of a partial or whole school closure	IT provision to support blended learning (Chromebooks)	Ongoing - SLT



Bassaleg School

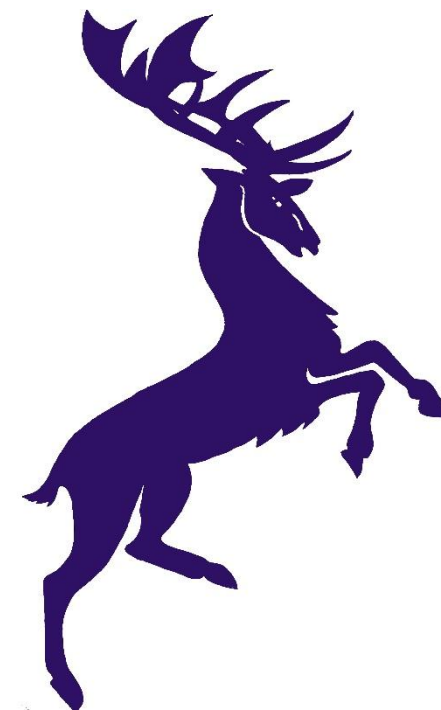
Risk Management procedures for the Coronavirus pandemic (Covid-19)

- Updated Risk Assessment following a review of the previous draft Risk Assessment and approval from Newport City Council's Health & Safety department (see comment below)
- Previous draft Risk Assessment was prepared as guidance only for staff in order to provide as much information as possible in respect of the full return to school on the 9th September 2020 and submitted to NCC (prepared in line with WG guidance to provide a 'broad & balanced curriculum')
- Although the measures in place significantly reduce the likelihood of contracting Coronavirus in school, the risk **cannot** be completely eliminated
- Individual pupil & staff Risk Assessments carried out separately
- Vulnerable & statemented learners have standalone Risk Assessments
- Home to School Transport has a standalone Risk Assessment
- Alternative/Offsite Education has a standalone Risk Assessment
- Associated documents:
 - Newport City Council draft Risk Assessment for schools
 - Newport City Council School Premises Recovery checklist
 - Newport City Council advice on face coverings
 - School correspondence to staff, parents & pupils
 - Staff handbook (Guidance for Staff)
 - Inset day & induction presentations
 - Staff rota & timetable
 - Duty rota
 - Cleaning procedures
 - Site procedures
 - Test, Trace & Protect procedures

Useful guidance:

<https://gov.wales/sites/default/files/publications/2020-08/operational-guidance-for-schools-and-settings-from-the-autumn-term-version-2.pdf>

<https://gov.wales/sites/default/files/publications/2020-08/covid-19-education-child-youth-settings-workforce-risk-assessment-tool-2020-08-13.pdf>



Bassaleg School

Risk Management procedures for the Coronavirus pandemic (Covid-19)

To be reviewed real time in the event of any unforeseen issues/occurrences or the receipt of updated WG/LA guidance

All control measures are subject to ongoing review, site inspections & further communications to staff, pupils &

parents when required

Date of original draft Risk Assessment carried out by N Brain (Director of Business) – 28 August 2020

Review date – 01 September 2020 (Reviewed at full SLT meeting)

Review date – 03 September 2020 (Reviewed at full SLT meeting)

Review date – 10 September 2020 (Reviewed by NCC H&S Manager)

Updated Risk Assessment carried out by N Brain (Director of Business) – 18 September 2020

Review date – 30 September 2020

Review date – 31 October 2020

Draft RA approved by Cllr David Williams, Chair of Governors 02.09.2020

D.T. Williams

Updated RA approved by Cllr David Williams, Chair of Governors 22.09.2020

D.T. Williams

