

COVID Risk Assessment - Monmouth Comprehensive School - Updated April  
2022

**COVID-19**  
**Risk Assessment – Monmouth Comprehensive School**  
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Identified risk	Person(s) at risk	Mitigation of risk	Responsibility
<b>Hygiene Practices</b>	Staff and students	<ol style="list-style-type: none"> <li>1. The cleaning of non-healthcare settings guidance is understood by relevant staff and followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE (eg. vinyl or nitrile gloves and aprons).</li> <li>2. Staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes.</li> <li>3. See Welsh Government Guidance around the use of PPE (up to date guidance will be continually considered), staff requiring PPE to complete appropriate training.</li> <li>4. Where students require first aid, staff members must wear appropriate personal protective equipment (e.g. gloves. face mask. visor) whilst administering treatment – designated First Aid cover in place throughout each day.</li> <li>5. Any staff who administer first aid or direct contact with students must immediately wash hands and avoid contact with face until hygiene practices have been observed.</li> <li>6. Individual risk assessments for students with specific needs will be completed to determine any further hygiene practices.</li> <li>7. All tissues and wipes used are to be disposed of in the appropriate way, as per normal practice (with all contents of bins disposed regularly throughout the day).</li> <li>8. Enhanced ventilation in classrooms should be maintained - windows should be open where possible to increase ventilation (mechanical ventilation will continue to be used, as it brings in fresh air).</li> <li>9. Sufficient handwashing facilities are available. Hand sanitisers will continue to be provided on main entry and exit to the building.</li> <li>10. All adults and students are expected to continue with good hand hygiene practices including:               <ol style="list-style-type: none"> <li>a. frequently wash their hands with soap and water.</li> <li>b. wash their hands before and after eating, and after sneezing or coughing;</li> <li>c. avoid touching their mouth, eyes and nose;</li> <li>d. not share frequently used equipment (such as pens and pencils between one another);</li> <li>e. use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</li> </ol> </li> <li>11. The School will ensure support is available for students who have trouble cleaning their hands independently eg. See Specialist Resource Base Risk Assessment. Students are encouraged to learn and practise these habits through activity and repetition.</li> <li>12. Bins for tissues are emptied throughout the day - during school breaks and at the end of every day.</li> <li>13. All spaces are well ventilated using natural ventilation (opening windows) and ventilation units (which provide fresh air into the building) where possible.</li> <li>14. Doors to remain open, where safe and appropriate to do so (bearing in mind fire safety and safeguarding), to aid ventilation.</li> <li>15. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>16. Liquid soap dispensers are installed and used in all facilities.</li> <li>17. Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance.</li> <li>18. Site Team arrange enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team / Atlas Cleaning.</li> </ol>	Headteacher/ All staff / Site Team

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<b>Ill Health</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Staff, students, parents/carers to be reminded of the symptoms of possible coronavirus infection, eg. a cough, difficulty in breathing and high temperature, loss of taste and smell and are kept up-to-date with national guidance about the symptoms and guidance in relation to Self-isolation requirements.</li> <li>2. Any student who displays signs of being unwell is immediately referred to the designated member of staff (Meeting Room 1 – if symptomatic). While waiting to be collected, students will be supervised and ensure social distancing is maintained, accessible toilet behind Reception to be used if needed. If a designated room is used, thorough cleaning will be carried out prior to further use.</li> <li>3. Students displaying symptoms of Covid-19 do not come in to contact with other students and as few staff as possible, whilst still ensuring the student is safe.</li> <li>4. If a member of staff or student presents as unwell with symptoms of Covid-19, the site team are to be called to the room immediately, the room should be evacuated to their outside zone. Any tissues should be placed in the bin. The bin is to be removed immediately.</li> <li>5. The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff.</li> <li>6. If unwell students are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection (Staff accessible toilet behind Reception). Toilets are to be cleaned immediately after use.</li> <li>7. Medication is not to be administered, unless prescription medication with signed consent, in line with the School Policy.</li> <li>8. If a member of staff displays symptoms of COVID-19, they will report to Staff Support (who informs SLT) and leave the building.</li> <li>9. See unwell protocol for specific detail on the approach.</li> </ol> <p style="text-align: center;"><b>Anyone displaying symptoms of COVID-19 must follow the Welsh Government guidelines - <a href="https://gov.wales/coronavirus">https://gov.wales/coronavirus</a></b></p> <p style="text-align: center;"><b>The Disease Outbreak Plan for Wales (2020) Public Health Wales has specific advice on cluster outbreaks.</b></p>	All Staff
<b>Spread of infection</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Spillages of bodily fluids, eg. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance.</li> <li>2. Students are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.</li> <li>3. Students must wash their hands after they have coughed or sneezed.</li> <li>4. Parents are made aware not to bring their children to school or onto the school premises if they show signs of being unwell or believe they have been exposed to Covid-19.</li> <li>5. Students who have displayed symptoms of Covid-19 must <b>follow the Welsh Government guidelines - <a href="https://gov.wales/coronavirus">https://gov.wales/coronavirus</a></b></li> </ol>	All Staff
<b>Management of infectious diseases</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Infection control procedures are adhered to as much as possible in accordance with Public Health Wales guidelines.</li> <li>2. Staff are vigilant and report concerns about a student's symptoms to relevant School staff.</li> <li>3. Staff apply consistency in its approach to the management of suspected and confirmed cases of Covid-19.</li> <li>4. There are plans in place for the movement of students around the school.</li> <li>5. The Site Team monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of Covid-19.</li> <li>6. Individual risk assessments will be agreed with any pregnant women in line with Welsh Government guidance.</li> </ol>	All Staff
<b>Parental engagement</b>	Staff and students	<ol style="list-style-type: none"> <li>1. School to publish guidance to safeguard students and staff, while supporting the management of infectious diseases.</li> <li>2. Parents are unable to attend the school site unless there is a prearranged appointment.</li> </ol>	SLT / Admin Team

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<b>Communication</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Students, staff, parents/carers or any visitors to the school site are told not to enter the school if they are displaying any symptoms of Covid-19.</li> <li>2. The relevant member of staff reports immediately to the Wellbeing Team or SLT about any cases of suspected Covid-19, even if unsure.</li> <li>3. Staff, parents and carers are updated about current government guidance as necessary.</li> </ol>	SLT Site Team Chartwells Atlas
<b>Any requirement for Partial School Closure - Blended Learning</b>	Staff and students	<ol style="list-style-type: none"> <li>1. The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the Covid-19 pandemic.</li> <li>2. Blended learning is used to support students working from home with assigned work to complete to a timeframe set by their teacher.</li> <li>3. SLT maintains blended learning plan for students' continued education during any partial school closure to ensure there is minimal disruption to students' learning – this includes their plan to monitor students' learning while not in school.</li> <li>4. Clear reinforced messages about student behaviour expectations are made visible and adhered to at all times, even while working remotely.</li> <li>5. SLT / class teacher ensures all students have access to blended learning materials at home.</li> <li>6. SLT / class teacher to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required.</li> </ol>	SLT/ Admin Team / Teaching and Support Staff
<b>Emergencies</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Arrangements are in place for first aid support – designated First Aiders on site each day.</li> <li>2. List of trained first aiders available through School Health and Safety Policy.</li> <li>3. Provisions should be fully stocked and monitored. Accident forms completed where required.</li> <li>4. All students' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>5. Students' parents/carers are contacted as soon as practicable in the event of an emergency.</li> <li>6. Students' alternative contacts are called where their primary emergency contact cannot be contacted.</li> </ol>	SLT / Admin Team
<b>Emergency Evacuation</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Students and staff to evacuate the building should the fire alarm sound.</li> <li>2. Students and staff determine appropriate route to exit the building and make their way to the Assembly Point.</li> <li>3. Students to line in forms at Assembly Point.</li> <li>4. Registers to be taken and reported to the designated Lead and onto Fire Controller.</li> <li>5. Emergency Drills should continue as normal.</li> </ol>	All staff
<b>Educational Visits</b>	Staff and Students	<ol style="list-style-type: none"> <li>1. School will continue to follow Welsh Guidance in relation to trips and visits - <a href="https://gov.wales/educational-visits-and-outdoor-learning">https://gov.wales/educational-visits-and-outdoor-learning</a></li> </ol>	All staff