

**Risk Assessment – Monmouth Comprehensive School**  
**Updated September 2022**

Identified risk	Person(s) at risk	Mitigation of risk	Responsibility
<b>Awareness to procedures and risk</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Safeguarding procedures and health and safety policies have been reviewed and updated. Updated policies have been shared with relevant staff (Reasonable Force and Intimate Care Policies);</li> <li>2. The school keeps up-to-date with advice issued by local authority and Welsh Government;</li> <li>3. Students made aware of expectations for staying safe in school and what to do if they feel unwell (protocol documents);</li> <li>4. Visitors to the school (including external providers and support agencies) are aware of the procedures in place and have their own risk assessment with their organisation. Risk assessments and Visitor Protocol are shared.</li> <li>5. Parents should not arrive at school for any unscheduled meetings.</li> <li>6. Any cases of illness, are to be treated with confidentiality within the agreed team (SLT, DOL and Healthcare) with the exception of sharing information more widely if agreed by individual and if necessary.</li> </ol>	SLT / All Staff
<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 (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. Sufficient handwashing facilities are available.</li> <li>9. Ensure support is available for students who have trouble cleaning their hands independently eg. See Specialist Resource Base Risk Assessment (this may require staff to wear PPE – gloves, visors / masks, aprons – where social distancing cannot be maintained);</li> <li>10. Students are encouraged to learn and practise these habits through activity and repetition;</li> <li>11. Bins are emptied throughout the day.</li> <li>12. Sufficient amounts of, clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas;</li> <li>13. Bar soap is not used – liquid soap dispensers are installed and used in all facilities;</li> <li>14. Oversight and prompting of staff to support students in washing their hands to ensure it is done correctly, where necessary;</li> <li>15. Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance. 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>	SLT / All Staff
<b>Ill Health</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Any student who displays signs of being unwell is referred to a designated member of staff.</li> <li>2. The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen;</li> <li>3. The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff;</li> <li>4. Medication is not to be administered, unless prescription medication with signed consent, in-line with the School Policy;</li> </ol>	Headteacher/ All staff / Site Team
<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> </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 in accordance with Public Health Wales guidelines;</li> <li>2. The Site Team monitors the cleaning standards of school cleaning contractors and discusses any additional measures required.</li> </ol>	All Staff

		3. Individual risk assessments will be agreed with any pregnant women.	
<b>Building and property maintenance</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Headteacher /Site Team undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance;</li> <li>2. Emergency Evacuation Plans have been reviewed – including our Critical Incident Plan;</li> <li>3. Areas where students should not access remain locked or clearly labelled;</li> <li>4. All high risk areas and rooms remain locked, including chemical/cleaning storage, electrical distribution cupboards;</li> <li>5. All outdoor building maintenance to be coordinated with the Site Team so that segregation from students and staff can be ensured (eg. grass cutting);</li> <li>6. All contractors to report to reception prior to the start of any work (Risk Assessment and Visitor Protocol to be followed, where possible work to take place outside of the school day).</li> </ol>	SLT / Admin Team
<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.</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 Site Team Chartwells Atlas
<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 staff planner;</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>7. Students’ alternative contacts are called where their primary emergency contact cannot be contacted.</li> </ol>	SLT/ Admin Team / Teaching and Support Staff
<b>Safeguarding</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Standard procedures are reinforced to all staff and all staff are expected to observe these;</li> <li>2. Appropriate security arrangements on-site;</li> <li>3. All staff/volunteers/supervisors to have valid DBS clearance and relevant safe recruitment practices are followed.</li> </ol>	SLT / Admin Team
<b>Behaviour</b>	Staff and students	<ol style="list-style-type: none"> <li>1. School to consider the impact of poor behaviour; health and safety risk, bullying, or abuse of another student or a member of staff, and are clear with parents/carers on action to take in response to this;</li> <li>2. Standard procedures to be observed;</li> <li>3. School reserves the right to make contact with parents for collection where Risk Assessment and protocols are not maintained by students.</li> </ol>	SLT / Designated Safeguarding Lead and Deputy Designated Safeguarding Lead
<b>Managing school transport</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Parents and students are encouraged to walk or cycle to their education setting where possible;</li> <li>2. Parents encouraged to drop off and collect students from the Bus Bay.</li> </ol>	SLT
<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 take place regularly</li> </ol>	Local Authority / Site Team
<b>Educational Visits</b>	Staff and Students	<ol style="list-style-type: none"> <li>1. All off site visits to follow up to date Welsh Government/LA Guidance</li> </ol>	All staff