

AREA / ACTIVITY / TASK BEING ASSESSED:		Managing Covid in Carmarthenshire Schools and Other Educational Settings from the start of the new School Term – January 2022 at Alert Level 2 (Very High on the School Intervention Framework)	
DEPARTMENT:		Education & Children Services	
SERVICE:		Schools and Early Year Settings	
REFERENCE NO.	VERSION	DATE OF ASSESSMENT	DATE OF NEXT REVIEW
ECS-SCHOOLS-RA-COVID19-008	09	30/12/2021 & 04 01 22 by Headteacher	30/12/2022
Description of operations and scope of assessment		Generic risk assessment for Carmarthenshire County Council Schools and Early Years settings for the school year starting in January 2022 during Covid-19 Pandemic. Head teachers and Lead Officers should use the details in this risk assessment to develop their own bespoke version.	
Location of assessment		All Carmarthenshire Schools and Early Year Settings	
Legislation / Management standards		Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 Regulatory Reform (Fire Safety) Order 2005 The Health and Safety (First Aid) Regulations 1981 The Workplace (Health, Safety and Welfare) Regulations 1992 The Health Protection (Coronavirus Restrictions) (No. 5) (Wales) (Amendment) (No. 24) Regulations 2021	
Other relevant safety documentation (if applicable):		TITLE	REF NO.
<ul style="list-style-type: none"> • Risk Assessments, • Safe Systems of Work, • Procedures, • Guidance etc. 		https://gov.wales/school-operations-coronavirus https://gov.wales/self-isolation https://gov.wales/local-covid-19-escalation-and-de-escalation-toolkit-schools-html https://gov.wales/children-and-young-people-higher-clinical-risk-and-clinically-extremely-vulnerable-adults-0 https://gov.wales/coronavirus-asymptomatic-testing-school-further-education-and-childcare-settings	
Name of Risk Assessor(s)	Job Title:		Signature(s) of Risk Assessor(s)
Gareth Morgans	Director of Education & Children Services		<i>E. D. Gareth Morgans</i>
Eddie Cummings	Senior Business Partner (Working Safely)		<i>E Cummings</i>

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In response to the threat from the Omicron Variant, the Welsh Government has moved Wales to Alert Level 2 and new measures were announced on 26th December. Schools have been required to adopt the measures outlined as “Very High” in the [Schools Infection Control Framework](#)

Head teachers, staff, pupils, and parents will understandably have concerns regarding the possible impact of this new variant on schools. The current consensus is that the Omicron Variant is more transmissible than other variants, but its risk of increased harm across all age groups has not yet been determined. The evidence from Carmarthenshire’s Infection Control Team remains that schools are not a key source of transmission; therefore, it is important that as a head teacher, you retain confidence in the Covid mitigations that you have successfully put in place and maintained over the previous twenty two months and that these will continue to be effective in your school against this new variant.

For head teachers, this requires them to introduce additional Covid mitigation measures from the start of the new January term. The first two days of the new term have been allocated as planning days for head teachers, SLTs and staff to plan and develop these additional measures for their schools. This will include appropriate consultation and communication with staff, pupils, parents and if appropriate, Trade Union Representatives. Staff should be encouraged to raise any concerns they may have with Headteachers, and where they cannot be addressed locally, queries should be forwarded to the appropriate Local Authority officer

This updated risk assessment contains details of these changes and how schools are required to manage Covid from January 2022. Headteachers are required to use this risk assessment to review and update their current risk assessment. **Where no new guidance is included in this document, Headteachers are to continue to follow their current arrangements.** The completed risk assessment is to be signed off by the Headteacher and Chair of Governors and shared with everyone affected by the contents

As with previous iterations of school’s Covid risk assessments, the mitigations required in schools should not be regarded as “all-or nothing” options. For various reasons, head teachers will have to make compromises that balance the risk of Covid transmission against the practical and operational requirements of maintaining the educational provision of the school and the wellbeing of pupils and staff. Head teachers and staff should adopt the rule of “doing the best we can, when we can” i.e., best endeavours as their guiding principle.

Headteachers have a key role in reinforcing the message to staff and pupils of the importance of complying with the Covid safety arrangements in place. Additional compliance monitoring of staff and pupils by Headteachers will be required to meet this higher level of adherence.

Carmarthenshire’s Infection Control Team and the Education Department will continue to monitor Covid cases across all schools and will advise head teachers when a CMG is required to analyse their cases numbers and discuss and advise if additional mitigation measures are required.

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1.	Contacts between staff and pupil groups	<p>Pupils Staff</p> <p>Risk of transmission through increased personal contacts across pupil groups</p> <p>Results include large numbers of pupils and staff having to self-isolate as close contacts</p>	<p>The majority of staff and pupils will have been vaccinated under the PHW vaccination scheme</p> <p>Schools are currently following “high level” Covid mitigation measures</p> <p>High quality, three layer face coverings are available for staff and pupils via PPE General</p> <p>Cleaning materials and hand sanitisers available via PPE General</p> <p>Signage available via PPE General</p> <p>Additional cleaning arrangements remain in place</p>	Medium	<p>1.1 Schools should develop plans for the re-introduction of contact groups or “bubbles” to reduce the number of daily contacts for staff and pupils.</p> <p>1.2 As with previous measures, schools should arrange the makeup of these contact groups in a way that strikes a suitable and proportionate balance between reducing contacts, maintaining suitable educational provision, considers the wellbeing of staff and pupils and allowing for the practical operating of the school.</p> <p>1.3 Wherever possible, mixing between pupils and staff from individual contact groups should be minimised and head teachers may need to re-introduce or review their arrangements to ensure:</p> <ul style="list-style-type: none"> • Separate start and finish times to the school day • Segregation during play/break times • Segregation during lunch times • Minimise movement through school <p>1.4 It may not be practical for all schools to be able to maintain pupil contact groups strictly by age. Mixed age contact groups are acceptable, but for consistency, the make-up of these contact groups should remain the same during the time they are in school.</p> <p>1.5 It is recognised that measures to reduce the mixing of very young pupils in classrooms are difficult to maintain, but older pupils should be seated side by side and facing forward wherever possible</p>	Low

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					<p>1.6 It should be noted that other operational requirements such as staffing levels, costs, time restrictions and lack of available seating may mean that absolute segregation between contact groups may not always be possible during lunch times.</p> <p>In schools where the mixing of contact groups at lunchtimes cannot be avoided, head teachers should discuss and agree suitable lunchtime arrangements with catering staff and, the following measures are to be in place and monitored:</p> <ul style="list-style-type: none"> • Minimise the time spent in the dining hall • Maintain good levels of ventilation at all times • Keep pupils in contact groups • Staff and pupils in secondary schools to wear high quality, three layer face coverings (unless exempt), until seated • Staff and pupils to wash/sanitise their hands on entering and leaving the dining hall • Effective cleaning arrangements to be in place <p>1.7 In secondary schools where pupils and staff are required to move between contact groups for individual subjects and lessons, the following arrangements should be maintained:</p> <ul style="list-style-type: none"> • Pupils to be seated at a maximum distance between each other in classrooms • Pupils to be seated side by side and facing forward • Maintain good levels of ventilation at all times • Staff and pupils to wash/sanitise their hands on entering and leaving the classroom 	

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					<ul style="list-style-type: none"> • Individual workspaces and equipment to be cleaned/sanitised by pupils at the start and end of each lesson • High quality, three layer face coverings to be worn (unless exempt) <p>1.8 The Welsh Government have announced legislation to allow schools to introduce staggered start and finish times to the school day. Head teachers should consider whether these measures will reduce the number of possible contacts between staff pupils and parents during the drop off and collection periods and re-introduce new school times if appropriate. These should be aligned to the make up of the schools contact groups</p> <p>1.9 All changes to drop off and collection times are to be communicated to parents and others who drop off and collect children, including school transport if appropriate.</p> <p>1.20 Head teachers are to ensure that all staff understand the arrangements and their roles and responsibilities in place for the dropping off and collection of pupils. These include:</p> <ul style="list-style-type: none"> • Maintaining 2m distancing from other adults wherever possible • Wearing high quality, three layer face coverings (unless exempt) • Pupils to wash/sanitise their hands before and after entering the school • The drop off and collection should take place outside wherever practical and weather permitting 	

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					<p>1.21 Parents should be reminded of the risks of congregating at school gates and asked to observe the following arrangements:</p> <ul style="list-style-type: none"> • Not to attend the school if they have symptoms of Covid, are self-isolating or received a positive LFT or PCR test • Take a LFT before attending the school • One parent only to drop off/collect child • Parents are not to enter the school building without an appointment or in an emergency • Wear face coverings at all times unless exempt • Time their arrival and departure to avoid having to wait outside the school to drop off or collect their child • Maintain a minimum of 2m physical distance from other adults including school staff at all times <p>1.22 Schools are not to arrange whole school assemblies or staff meetings. Alternative arrangements including meeting outside and virtual meetings should be considered. This includes Governor’s Meetings.</p> <p>Some meetings may have to be held “face to face” and in these situations, suitable rooms are to be provided (large enough to allow 2m distancing and remain well ventilated) and staff are to wear face coverings wherever possible. These rooms are to be cleaned between use.</p> <p>1.23 Head teachers are to review the routes in/out and through their schools and reintroduce measures to reduce congestion and support the separation of contact groups.</p>	

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					<p>These may include either one way routes or “give way” routes when this is not practical</p> <p>1.24 Appropriate signage is to be in place to inform/remind staff, pupils, and visitors of these requirements</p>	
2.	Maintaining 2m distancing between adults and older pupils	<p>Staff Pupils Visitors</p> <p>Close contact with an infective person can significantly increase the risk of transmission</p>	<p>Schools have continued to operate with 2m distancing measures in place wherever possible</p> <p>Schools have signs and notices in place to remind/inform staff, pupils and visitors or the requirement for 2m distancing</p> <p>Many schools have retained one way measures to prevent congestion in public areas</p>	Medium	<p>2.1 Welsh Government have reintroduced the legal requirement for adults to maintain 2m physical distance between themselves and other adults and older pupils wherever possible.</p> <p>Secondary school learners should be encouraged to maintain social distance from each other as well as staff members wherever possible</p> <p>2.2 Head teachers are to review the measures they currently have in place in their schools to ensure 2m distancing can be maintained and reintroduce effective mitigations where required. This includes the following communal areas of the school:</p> <ul style="list-style-type: none"> • Classrooms • Staff rooms • Corridors and access routes • Toilets • Dining rooms • Reception and office/administrative areas <p>2.3 Head teachers should plan how shared staff areas are set up and used to ensure staff remain distanced from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p>	Low

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					<p>This may require schools to utilise other spaces such as halls or spare rooms – we have use of Gweithdy as a spill out staffroom area. Other mitigations may include:</p> <ul style="list-style-type: none"> • Staff standing at the front of classes and maintaining 2m from other adults and older pupils • Reducing the numbers of staff who can use staff rooms, reception areas and administrative areas • Rearrange access routes to avoid congestion • Reducing the numbers of staff and pupils in toilet areas • Review the use of smaller rooms within the school • Wearing high quality, three layer face coverings where 2m distancing is not possible • Seating older learners’ side by side and facing forwards, rather than face to face • Moving or rearranging unnecessary furniture out of classrooms to make more space <p>Schools should also consider how other shared spaces such as libraries and sixth form common rooms are organised and used by staff and learners to ensure social distancing can be maintained.</p> <p>2.4 Foundation Phase learners will be more active in their play based learning and when teaching younger pupils, alternative seating and desk arrangements will not be required. In line with the Foundation Phase pedagogical approach, outside learning should be used to promote independent, child-centred learning activities and should be considered wherever possible</p>	

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					<p>2.5 A&O UNIT: In ALN settings, it is accepted that 2m distancing between staff and pupils is not practical or in some cases, not in the interests of an individual pupil's wellbeing. For all ALN settings, head teachers and Unit Leads should consider the following mitigations:</p> <ul style="list-style-type: none"> • Review Pupil's Individual Behavioural Risk Assessments • Wear high quality, three layer face coverings if appropriate when supporting pupils (risk assessments should provide appropriate guidance) • Wash/sanitise hands more frequently • Avoid face to face contacts wherever practical • Wear suitable PPE and practice good personal hygiene if undertaking personal care and follow the school's Covid/Intimate Care Policy • Keep work areas well ventilated • Review the arrangements in place when supporting pupils who have behaviours including violence or aggression, spitting, biting, kissing, or licking and remind staff of the mitigations, including the provision of PPE <p>2.6 As 2m distancing in ALN settings is not always appropriate or achievable, and though not mandatory, staff in ALN settings should consider the benefits of being fully vaccinated and parents should be requested to support pupils to take LFTs as appropriate and if safe to do so.</p> <p>2.7 All the above arrangements are to be discussed with staff and any concerns raised by staff are to be addressed by the head teacher/Unit Lead or escalated to LA support</p>	

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					2.8 Head teachers are to review the availability of signage to remind/inform staff, pupils, and visitors of the requirement to maintain 2m distance. Signage is to be placed at all entrances to the school building	
3.	Use of face coverings in school buildings and on school sites	<p>Staff – Pupils</p> <p>Cross infection if face coverings are not worn correctly or are handled improperly</p>	<p>All pupils and staff in secondary schools and staff in primary schools have been provided with high quality, reusable face coverings that comply with current WHO and Welsh Government standards</p> <p>Posters and notices in place to inform/remind staff and pupils of the requirement to wear face coverings</p>	Medium	<p>3.1 In secondary schools, high quality, three layer face coverings or IIR (fluid resistant) face masks are to be worn by all staff, pupils and visitors in classrooms and communal areas unless exempt.</p> <p>This requirement includes the following staff and visitors:</p> <ul style="list-style-type: none"> • Catering staff • Caretakers/site managers • LA Peripatetic staff • Maintenance staff and contractors • Parents or others dropping off and collecting pupils <p>3.2 Head teachers are to identify areas of their school or school activities where the wearing of face coverings will be required and communicate this to staff, pupils, and visitors.</p> <p>This should reflect local circumstances and is likely to include spaces of the school, activities where social distancing is difficult, or areas where there is likely to be congestion. These may include:</p> <ul style="list-style-type: none"> • communal areas • lunchtime queues. • staff rooms • corridors • reception areas • collection and drop off areas 	Low

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					<ul style="list-style-type: none"> • other areas of the school where 2m distancing between adults cannot be maintained <p>3.3 The well-being of staff and learners is important in any consideration of whether staff or older learners wear face coverings. Anyone who is unable to use face coverings for health or wellbeing reasons (these may not be visible or obvious) should not be required to wear them and staff are to be reminded not to challenge these pupils or staff.</p> <p>3.4 How a learner is likely to respond to the use of face coverings by teaching staff and other support should also be considered, as should any potential impact on the development of speech, language, and communication. Head teachers and ALN Leads should consult appropriate staff for advice and guidance.</p> <p>3.5 The impact of wearing face coverings for a deaf learner or learners with any level of hearing loss should be carefully considered, as communication for many deaf people relies in part on being able to see someone's face clearly. The National Deaf Children's Society has provided the following communication tips that staff may find useful in this regard. Further guidance and advice on use of clear face coverings is available from the LA's Sensory Impairment Manager.</p> <p>3.6 School Transport and Bus Operators will ensure that suitable face coverings are worn by secondary school learners when travelling on dedicated school transport.</p> <p>3.7 If anyone wishes to wear a face covering for personal reasons anywhere in the school/setting they should be permitted to do so. This may help support their wider well-</p>	

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					<p>being, reduce anxiety, and provide additional reassurance for some individuals alongside other mitigating measures.</p> <p>3.8 High quality, three layer face coverings will continue to be provided for staff and pupils via PPE General. Head teachers are to contact PPE General if they have not been supplied with face coverings</p> <p>3.9 The effectiveness of these face coverings is determined by them being worn correctly and staff and pupils handling their face coverings correctly and safely.</p> <p>Head teachers are to provide information/remind staff and pupils of the following:</p> <ul style="list-style-type: none"> • Storing safely when not in use (plastic bags/pouches) • The importance of changing face coverings when wet, soiled, or discarding them if damaged • The correct fitting and wearing of face coverings i.e., covering mouth and nose at all times • The need for regular laundering as per the instructions that are provided with the face coverings • Not “fiddling” with them and touching them unnecessarily • The importance of washing/sanitising hands after donning/doffing and adjusting • Not to exchange or share used face coverings <p>3.10 Head teachers in all schools are to monitor the wearing of face coverings for compliance and correct use</p> <p>3.11 Staff and parents should wear face coverings during the drop off and collection of pupils at the start and end of the</p>	

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					<p>day. Headteachers should remind parents of this requirement via letters and/or notices</p> <p>3.12 Head teachers are to ensure that signage is in place at all school entrance and in other appropriate areas to remind/inform pupils, staff, and visitors of the requirement to wear face coverings</p>	
4.	Poor levels of ventilation in classrooms and other occupied areas of the school	<p>Staff – Pupils</p> <p>Covid 19 is primarily transmitted through respiratory (droplet and aerosol) and hand contact routes</p> <p>Airborne transmission is more likely in poorly ventilated indoor spaces where fresh air is limited.</p>	<p>Guidance from LA's Property Services has been made available to head teachers that contains information on maintaining appropriate levels of both natural and mechanical ventilation</p> <p>Head teachers have been previously asked to review ventilation levels in all classrooms and other rooms used by staff and pupils in their schools</p> <p>CO2 monitors and associated guidance have been provided to all school to help identify classrooms and other areas where there is poor ventilation and provide head teachers with advice and guidance</p>	Medium	<p>4.1 All classrooms and other areas of the school used by staff and pupils are to be well ventilated at all times. Head teachers are to ensure that all classrooms and other occupied rooms have maximum levels of fresh air at all times. This can be achieved by means of:</p> <ul style="list-style-type: none"> • natural ventilation and the circulation of fresh air • mechanical ventilation including air conditioning systems • a combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air <p>4.2 Mechanical ventilation systems:</p> <p>Wherever possible, these are to be adjusted to increase the ventilation rate, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air settings or if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p> <p>4.3 Natural ventilation:</p> <p>Opening windows (in cooler weather windows should be opened just enough to provide constant background</p>	Low

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					<p>ventilation and opened more fully during breaks to purge the air in the space). Windows can also be opened more fully before learners and teaching staff come in and at the end of the school day. Opening internal doors can also assist with increasing the throughput of air (as long as they are not fire doors and where safe to do so)</p> <p>Where a classroom has high and low-level or “sash” windows or ventilators, it is preferable to open the high-level vents first to provide outside air, and to open the low-level windows to further maximise airflow when reasonable. In addition, opening the bottom sash will further increase outside airflow</p> <p>Where a room has multiple openable windows or vents, it may be possible to deliver adequate ventilation through just one opening. However, it is usually possible to create a more comfortable indoor environment with respect to draughts, if the airflow is achieved through opening all the vents by a smaller amount than that required for a single opening.</p> <p>If there are openable vents at both high and low level, then the principle of opening as many high-level vents as possible should initially be considered</p> <p>If necessary, external opening doors may also be used (as long as they are not fire doors, and where safe to do so)</p> <p>In winter months, a balance may be required between good levels of ventilation and the thermal comfort of staff and pupils. Air pressure differences caused by wind and indoor/outdoor temperatures are usually greater in winter and to deliver the same flow rate of fresh air, windows do not</p>	

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					<p>need to be opened as wide in the winter as in the summer months.</p> <p>Rooms can also be “purged” while unoccupied during breaks or lunch times</p> <p>Fans should not be used in poorly ventilated rooms to avoid the recirculation of poor quality air.</p> <p>4.4 Head teachers are to work with staff and where appropriate, Union Representatives, to review ventilation levels and identify rooms where levels of ventilation are poor. Head teachers are to use the following methods to assess levels of ventilation:</p> <ul style="list-style-type: none"> • Use the CO2 monitors provided to the school to identify when there are consistent amber or red readings • Look for classrooms and other occupied areas where there is no mechanical ventilation or natural ventilation such as windows that cannot be opened, doors, or vents • Check that mechanical systems provide outdoor air, temperature control, or both. • If a system only recirculates air and has no outdoor air supply, the area is likely to be poorly ventilated • Identify areas that feel stuffy or smell bad • Identify rooms where air bricks, vents or windows are blocked, or the movement of air is obstructed by curtains, blinds, furniture, or stored items <p>4.5 Where rooms are identified as being poorly ventilated schools are to follow the guidance contained in the “CO2</p>	

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					<p>Monitors – Use of Monitors in Schools”. Where these additional measures are ineffective, head teachers are to complete the e-form contained in the guidance and forward.</p> <p>If practical, the use of these rooms is to be restricted or they are to be put out of use until ventilation levels can be improved.</p> <p>4.6 Eddie Cummings will contact all schools who report concerns via this e-form and advise on appropriate remedial measures, this may include Property Services being contacted for advice and guidance or the provision and use of air purifying units.</p>	
5.	Sporting fixtures and sporting activities including PE in schools	<p>Pupils Staff</p> <p>Increased risk of transmission via:</p> <ul style="list-style-type: none"> • participation in sports that involve physical contact • Use of confined changing areas with poor ventilation 	<p>Schools are currently following the guidance available from the appropriate Sports Governing Bodies:</p> <p>https://www.faw.cymru/en/covid-19/</p> <p>https://community.wru.wales/returntorugby/</p> <p>https://walesnetball.com/c19/</p> <p>https://www.hockeywales.org.uk/covid-19</p>	Medium	<p>5.1 The WG announcement of the move to Alert Level 2 has not included any specific guidance on sporting activities in schools or from any Governing Bodies. Head teachers should suspend sporting fixtures with other schools until this guidance is available from Welsh Government the appropriate Sports Governing Bodies</p> <p>5.2 Until this guidance is available, head teachers should consider the following interim arrangements for internal sporting activities:</p> <ul style="list-style-type: none"> • In house activities only – no matches are to be played against other teams/schools • Keep pupils in contact groups (i.e. class groups) that are consistent with school groupings during the training 	

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			<p>The WG move to Alert Level 2 has not included any specific guidance on sporting activities in schools</p>		<ul style="list-style-type: none"> • Minimise huddles, rucks, mauls, tackling, line outs or other activities that encourage close contacts • Sanitise hands, balls, equipment etc. before and after touch activities and arrange “sanitising breaks” every 20 minutes where practical • Pupils are to leave the training area immediately after the end of training • For TTP and infection control purposes, the member of staff in control should maintain a register of all staff and pupils who attend each training session and retain it for a period of 21 days and follow their school’s arrangements in the event of a pupil or member of staff developing symptoms of Covid-19 during training. <p>5.3 Head teachers are to assess all changing rooms and determine if they are safe for use. The review is to include:</p> <ul style="list-style-type: none"> • Levels of ventilation • Ability to facilitate 2m distancing between pupils • Cleaning regimes • Hand washing/sanitising facilities <p>If suitable for use, pupils and staff should minimise the time spent in changing areas. ON PE DAYS CHILDREN SHOULD WEAR PE KIT TO SCHOOL.</p> <p>5.4 Physical education (PE) continues to play an important role in developing and supporting learners’ health and wellbeing. While schools and settings will understand best how the updated Covid operational guidance can be applied in their settings, under the current higher risk levels, head</p>	

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					<p>teachers should move all PE activities outdoors wherever possible (available space and weather permitting)</p> <p>5.5 Where this is impractical, head teachers should follow their current management arrangements when delivering PE lessons and associated activities.</p> <p>5.6 Where activities cannot take place outdoors, indoor spaces can be used. However, due to enhanced aerosol generation before and during PE in indoor spaces, ventilation should be maximised to include the use of natural air flow through opening all available doors and windows. Areas and equipment should be cleaned regularly and thoroughly as part of the enhanced cleaning programme across the school or setting. Particularly where the room is used for multiple activities throughout the school day. For RP I would suggest 1 class in the morning and 1 in the afternoon to use the hall if needed.</p> <p>Head teachers may also consider reducing the number of pupils participating in indoor PE activities</p> <p>5.7 PE activities which minimise contact with others and enable physical distancing to be maintained will help minimise the risk of transmission. Where learners are likely to be in close proximity (within two metres) or in physical contact, efforts should be made to limit this contact.</p>	
6.	School staff who have been identified as Clinically Extremely	<p>Staff Pupils</p> <p>The Omicron variant of Covid may increase the</p>	Welsh Government advice is available here for staff and pupils defined on medical grounds as clinically extremely vulnerable from coronavirus (COVID-19) –	Medium	6.1 Headteachers are to discuss the risks of transmission associated with Covid 19 in their school and the arrangements in place for their safety and the importance of their strict adherence to these measures with all CEV staff.	Low

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	Vulnerable (CEV) including expectant mothers	risk of infection and subsequent outcomes for anyone identified as being CEV	<p>previously known as 'shielding'</p> <p>Letters have been sent out by WG Minister for Health and Social Services to all CEV persons that includes updated advice and guidance</p>		<p>6.2 Staff that are on any medication which suppresses their immune system are to be advised to follow the advice of their GP or clinician as they may be more susceptible to viruses, such as coronavirus.</p> <p>Where appropriate, this information is to form part of the decision making process regarding the support the school can provide for these staff while in the school.</p> <p>6.3 Head teachers are to contact CCC's Occupational Wellbeing for additional guidance if required</p> <p>6.4 Expectant mothers beyond 27 weeks should work from home or in a non-public facing role where 2m social distancing can be maintained at all times.</p> <p>6.5 Funding is available for substitute staff to support their working from home. HR can be contacted for advice.</p> <p>6.6 Where expectant mothers beyond 27 weeks choose to remain in school, the head teachers/ line manager is to meet with them and discuss the Covid management arrangements in place and identify any areas of roles and responsibilities where 2m distancing is difficult or not possible, particularly from other adults. These activities may include:</p> <ul style="list-style-type: none"> • Lunchtime supervision in congested areas • Accessing congested areas of the school or classrooms where 2m distancing from other adults and pupils is difficult • Providing personal care • Supervising the drop off or collection of pupils 	

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					<ul style="list-style-type: none"> Supporting pupils where 2m social distancing is difficult to maintain <p>6.7 Where appropriate, these activities should be redesigned to reduce face to face contacts wherever possible or allow for effective social distancing or another member of staff could substitute if available.</p> <p>Head teachers should also remind these staff of the importance of maintaining good hand hygiene practices and keeping all classrooms rooms and other workplaces well ventilated at all times.</p>	
7.	Cleaning	<p>Staff Pupils</p> <p>Increased risk of transmission via the unavailability of trained cleaners in schools due to staff absence</p> <p>High risk touch surfaces not sanitised</p>	<p>Government cleaning guidelines being followed in schools</p> <p>Cleaning staff are trained in appropriate techniques use of cleaning chemicals</p> <p>Appropriate cleaning and sanitising chemicals assessed and in use by cleaning services</p> <p>Cleaning services continually monitoring attendance and ensuring appropriate levels of cleaning support is available</p>	Medium	<p>7.1 The Cleaning Services manager will continue to ensure that cleaning in schools is commensurate to the level required to support the management of Covid transmission.</p> <p>This will include additional cleaning staff to clean high touch surfaces and other areas during the school day</p> <p>7.2 The Cleaning Services Manager will communicate any changes to cleaning regimes in school to Head teachers. This will include changes to the frequency of cleaning and the level of cleaning support provided.</p> <p>7.3 If a head teacher has concerns with staffing levels or cleaning arrangements in their school, they are to raise them with the Cleaning Services Manager immediately</p> <p>7.4 Where pupils and staff are involved in cleaning workspaces, equipment, tables/desks etc. Only suitable cleaning materials provided by PPE General are to be used</p>	Low

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					and the instructions provided with these materials are to be followed at all times. 7.5 Pupils and staff are to be reminded that sprays and aerosols are not to be used directly onto electrical equipment	
8	<p>Educational Visits and residential overnight visits</p> <p>NOT To take place unless specifically discussed with the Headteacher – this includes Life Skills work for our statemented pupils</p>	Pupils and staff contracting infections via poor management arrangements while transporting pupils, while at the venue or when engaging in activities	<p>Welsh Government has produced "Travel Guidance for Schools and Educational Settings"</p> <p>All bus operators on the LA's School Transport Framework will have effective measures in place to prevent transmission on school buses.</p> <p>Head teachers and EVOLVE staff (EVACs) have been advised to request a copy of the Covid management arrangements in place in all venues used for visits.</p> <p>These can be reviewed by the LA's H&S Advisors if required</p> <p>Out of county and adventurous trips are to be entered on the EVOLVE System</p>	Medium	<p>8.1 High quality educational visits play an important role in enriching teaching and learning as well as supporting learner wellbeing. Current Welsh Government guidance for schools does not prohibit these activities, however head teachers should consider whether these visits or activities increase the risk of Covid transmission to pupils and staff and postpone these visits where there are any concerns.</p> <p>Higher risk visits and activities will include the following:</p> <ul style="list-style-type: none"> • Visits where mixing with other schools or adults is unavoidable • Visits where 2m distancing is difficult to maintain • Activities that involve pupils or staff sharing equipment • Visits where indoor ventilation is poor • Visits where handwashing/sanitising facilities are limited • Visits that involve overnight stays in multiple occupancy accommodation <p>8.3 If head teachers allow these visits to go ahead, they should continue to follow the current risk assessment processes and follow the generic risk assessment made</p>	Low

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					<p>available to schools to undertake any types of educational visits.</p> <p>8.4 Prior to the visit the head teacher is to ensure that their school is provided with the host organisation’s Covid risk assessment, and this is shared with all participating staff, pupils (if appropriate) and parents.</p> <p>Eddie Cummings or Adam Butler can be contacted for further advice or to review the risk assessment</p> <p>8.5 Residential, out of county and high risk adventurous activities are to be entered onto EVOLVE – for more information email GBennett@carmarthenshire.gov.uk</p> <p>8.6 All risk assessments should include arrangements for supporting a member of the group (a learner or staff member) who develops COVID-19 symptoms during the visit.</p> <p>8.7 Further guidance regarding educational visits is available from local authority Education Visits Advisers, as well as the Outdoor Education Advisers Panel, which has developed guidance which may be useful for schools and settings considering undertaking outdoor learning and off-site adventurous visits.</p> <p>8.8 Schools and settings considering travelling from Wales to another part of the UK or wider Common Travel Area (Ireland, Isle of Man, and the Channel Islands) or abroad for the purpose of an educational visit should be mindful of any restrictions in place at the destination country of their visit</p>	

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					<p>and follow all` related guidance as well as the guidance set out in this document.</p> <p>8.9 Welsh Government guidance on international travel, including the requirements for testing and quarantine upon return to the UK, is available on the Welsh Government and UK Government website. This should be kept under review by schools and head teachers should contact Head of Education prior to considering all trips outside of the UK.</p> <p>8.10 Overseas Trips Schools are discouraged from arranging trips abroad at this time. This is due to the ongoing uncertainty caused by potential short notice changes to other countries’ Covid RAG rating and any associated restrictions and quarantine requirements imposed by the host country or UK/Welsh Government.</p> <p>This can impact of a school’s insurance cover and while medical and repatriation costs due to infectious diseases (included Covid) are covered by CCC’s current Insurance Policy (March 21 – April 22), additional costs including quarantine costs are not covered.</p> <p>Please see the information contained in Bwletin 01 11 2021 Bulletin for further information</p> <p>8.11 The Association of British Insurers (ABI) has produced information on travel insurance implications during the current COVID-19 pandemic. Schools and settings who have further questions about their insurance cover or would like further reassurance, should contact their travel insurance provider or Julie Standeven – Principal Risk Officer</p>	

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					<p>8.12 Welsh Government guidance on international travel, including the requirements for testing and quarantine upon return to the UK, is available on the Welsh Government and UK Government website. This should be kept under review by schools and head teachers should contact Head of Education prior to considering all trips outside of County</p> <p>8.13 If schools plan to go ahead with overseas travel, they should develop plans to react to any sudden changes to that country's Covid status and the introduction of additional measures for quarantine or testing and communicate these to EVACs and others involved in these trips</p> <p>A "closed" WhatsApp group for parents, pupils, and staff with a single, authoritative source of information (usually the head teacher) can assist with the dissemination of accurate and timely information.</p> <p>8.14 Residential trips to Llangrannog or Pendine Education Centre:</p> <p>Both centres have shared multi occupancy accommodation and while this is not currently prohibited, it should be noted that social distancing is not practical in this type of accommodation and pupils will spend a significant amount of time in close proximity</p> <p>Prior to attending overnight stays in Llangrannog or Pendine Education Centre, schools should request a copy of the Centre's risk assessment and communicate this to all staff attending the trip.</p>	

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					<p>In addition, schools should remind all staff and pupils of the following, particularly as this may be a time where it would be easy to forget that there is still a requirement to take care of themselves and each other:</p> <ul style="list-style-type: none"> • Not to attend if they have symptoms or feel unwell • Not to attend if anyone in their household is positive or has symptoms • Not to attend if they have been advised to self-isolate or have had a positive LFT or PCR test • Let their school or centre staff know immediately if they develop symptoms or begin to feel unwell • Continue with the use of LFTs (preferably the morning of the trip and the evening before returning to school) • The requirement for good respiratory and hand hygiene • Maintain 2m distance wherever possible • Wear face coverings in indoors and communal areas • Keep rooms well ventilated at all times • Secondary school, pupils and all staff should take a daily LFT 	
9.	Use of Lateral Flow Tests (LFTs) in Schools	Staff Pupils	<p>Updated guidance available from Welsh Government Schools</p> <p>Online training on the use of LFTs provided by WG and LA</p> <p>All schools involved in the LFT process have received support and guidance from</p>	MEDIUM	<p>9.1 In order to quickly detect asymptomatic individuals and ask them to self-isolate as soon as possible to reduce the likelihood of clusters and outbreaks in schools, all staff and learners of secondary school age and above are required to test using Lateral Flow Tests (LFTs) 3 times a week at home from the start of the new January 2022 term. SUNDAY, WEDNESDAY & FRIDAY</p> <p>9.2 LFTs are available to:</p>	LOW

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			Education & Children Services		<ul style="list-style-type: none"> • all members of staff in all schools, colleges, universities • staff in childcare and play work settings • secondary school pupils • all Further Education (FE) learners <p>9.3 In line with the approach for Health and Social Care, staff working in special educational provision (Our A&O Unit) will, from 22 December 2021, be asked to test using LFTs every day before they come to work.</p> <p>9.4 Staff working in mainstream schools and colleges in high prevalence areas may be temporarily advised to increase the frequency of their testing to every day if local CMG/IMTs advise it necessary. This will be communicated to head teachers by the LA's Education Department</p> <p>9.5 To facilitate access to tests for those who regularly work in education and childcare settings but are not directly associated with one school or setting, or work from their home, can order online, collect from their pharmacy or a local collection site.</p> <p>Line managers are to identify these staff and ensure they understand the appropriate testing requirements commensurate with their role</p> <p>9.7 The LFTs provided to staff and learners for regular asymptomatic testing may also be used for daily testing if staff or learners are identified as a close contact (or household contact) of a confirmed case.</p>	

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					<p>9.8 Primary schools will be provided with an additional small supply of LFTs to support the daily testing of any primary pupils whose parents or carers choose to take up this option and cannot access tests elsewhere.</p> <p>9.9 LFTs for non-educational staff can be accessed via Get rapid lateral flow COVID-19 tests if you do not have symptoms.</p> <p>9.10 Anyone who tests positive using a Lateral Flow Test (LFT) must not attend a school / setting and they must undertake the following actions:</p> <ul style="list-style-type: none"> • book a follow up PCR test through the online booking portal within 24 hours • notify their setting of the LFT and PCR result • notify other organisations as per the guidance for your sector (LAs or CIW) <p>They may also be contacted by the local contact tracing team</p> <p>9.11 Head teachers are to ensure that all staff and pupils in secondary schools are aware of these requirements.</p> <p>9.12 Anyone testing positive via a PCR will be contacted by the local contact tracing team to identify contacts who will need to self-isolate. They must follow all advice given by the local contact tracing team.</p> <p>9.13 Where vulnerable learners are self-isolating it is important that schools put systems in place to keep in contact</p>	

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					<p>with them, offer pastoral support, and check they are able to access education support.</p> <p>9.14 Close contacts (who are 5 years or older) of those who are identified as a confirmed case are advised to undertake lateral flow testing for 7 days. This also applies to anyone who has a positive case in their household.</p> <p>A close contact is anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:</p> <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a conversation within 1 metre • skin-to-skin physical contact for any length of time • contact within 1 metre for one minute or longer without face-to-face contact • contact within 2 metres of someone for more than 15 minutes (as a one-off contact, or added up together over 1 day) • travelled in the same vehicle or a plane <p>9.15 Fully vaccinated staff working in special educational provision who are identified as a contact of someone with COVID-19 will follow a return to work testing scheme.</p> <p>Subject to a risk assessment between the member of staff and their manager, they will be asked to take a PCR test and should wait for a negative result before returning to work. They will also be asked to take Lateral Flow tests for 10 days from their last contact with the confirmed case or for 10 days</p>	

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					<p>from the point they a household member is confirmed positive from a LFD or PCR test result.</p> <p>Staff can use any tests they may have at home already. If not, they can order online, collect from their pharmacy or a local collection site.</p>	
10	TTP arrangements	<p>Staff Pupils</p> <p>Changes to TTP arrangements in schools not being communicated effectively or followed by schools resulting in absences that impact on the operation of the school or unrequired absences of pupils</p>	<p>WG guidance has been updated and the current guidance dated 22 December 2021 is to be followed</p>	MEDIUM	<p>10.1 Head teachers are to continue to follow the current arrangements for TTP and self-isolation and regularly review Welsh Governments guidance regarding requirements for their staff and pupils to self-isolate.</p> <p>10.2 The LA via Head Teachers’ Briefings and direct communication via Porth etc. will inform schools of the current Welsh Government requirements for self-isolation</p> <p>10.3 From 31 December, if a person is currently self-isolating as a positive case or a person test positive for COVID-19 they must self-isolate for seven days. On day six of isolation, they should take a lateral flow test and another test 24 hours later. If both results are negative, it is likely they are not infectious.</p> <p>However, if either of the tests taken on day six or seven are positive, the person should remain in isolation until they have had two negative lateral flow tests or day 10 – whichever is sooner. A positive result on either day six or seven indicates the person is likely to still be infectious and therefore at risk of passing on coronavirus to others.</p> <p>See changes to guidance</p>	LOW
11	Visits to schools including:	<p>Pupils Staff Visitors</p>	<p>Schools are required to follow their current arrangements for managing</p>	Medium	<p>11.1 Visits from Educational Phycologists, ESAs, Health Workers, Social Services, Property Services, Contractors etc</p>	Low

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	<ul style="list-style-type: none"> • Visits by LA Peripatetic Staff • Other LA staff • Health visitors • Social Workers • Governors • Maintenance Contractors 	<p>Infection brought into a school by symptomatic or asymptomatic visitors</p>	<p>visitors to their schools as detailed in their current risk assessment.</p> <p>These include:</p> <ul style="list-style-type: none"> • Prearranging visits wherever possible • No visitors are to enter schools who have symptoms of Covid or have been advised too self-isolate or tested positive • Washing sanitising hands on entry and when leaving • All rooms to be kept well ventilated • Rooms to be cleaned after use • Face coverings to be worn as appropriate • Adults to maintain 2m distance wherever possible <p>All LA's Peripatetic Services have bespoke arrangements in place.</p>		<p>may, for operational, wellbeing or safety reasons have to be held in school and possibly "face to face" with pupils or staff.</p> <p>Head teachers are to ensure these visits take place within the framework for visitors detailed in their current risk assessments and visitors are to follow all local management arrangements</p> <p>11.2 All LAs managers and peripatetic staff have been advised to limit visits to only those that are essential and cannot be undertaken virtually.</p> <p>11.3 Governors' meeting should be held via MS Teams or Zoom wherever practical.</p>	

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12	Community singing and playing of “blown” instruments in classrooms and other areas of the school	Pupils Staff Risk of transmission via increased aerosol production during singing and playing blown instruments	LA’s Peripatetic Music Service have risk assessments and detailed guidance in place for the safe arrangements required for music lessons in schools	Medium	<p>12.1 Head teachers and music staff are to continue to follow their current risk assessments for all music based activities.</p> <p>This will include:</p> <ul style="list-style-type: none"> • Ensuring rooms are well ventilated at all times • All rooms are to be “purged” and cleaned after every session • A minimum of 3m distancing is maintained between music tutors and pupils • Perspex Screens are in place as required to minimise direct transmission routes • All participants are to wash/sanitise their hands on entering and leaving • All singers are to stand side by side, facing forward and 2m apart <p>12.2 Further advice and guidance will be provided to head teachers when available</p>	Low
13	Hiring rooms, halls etc to external organisations We are not hiring out rooms at RP currently	Staff Pupils Visitors Infection brought into schools via visitors using rooms and halls in schools	Schools have management arrangements in place for visitors as detailed in their current risk assessments	High	<p>13.1 Under the current “high level” for Carmarthenshire schools, head teachers should not undertake any arrangements for hiring rooms, halls, or other indoor areas of their school (except 3G sports pitches) to external organisations without authority from the LA’s Head of Access to Education</p> <p>13.2 Advice on continuing with existing contracts and hiring agreements will be forwarded to schools as soon as possible</p>	Medium

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14	Staff shortages affecting the safe operating of a school	<p>Staff Pupils</p> <p>Staff shortages or the absence of safety critical staff creating a risk to the health, safety, or wellbeing of pupils, staff, and visitors</p>	Advice able from LA and ESAs	High	<p>14.1 Where head teachers have concerns regarding staffing levels and the possible impact on the health, safety, or wellbeing of pupils, staff, and visitors, they are to contact their ESA immediately for support, advice, and guidance.</p> <p>14.2 Where head teachers have concerns regarding the absence of safety critical staff including site managers and caretakers, they are to contact their ESA immediately for support, advice, and guidance.</p> <p>14.3 The Education Department is to determine if additional support is available for schools in the event of site managers or caretakers being absent</p>	Medium