

## Ffurflen Aseiad Risg Cyffredinol / General Risk Assessment Form

Adran/Department	Ysgolion / Schools	Rhif Aseu / Assessment No:	1
Adain /Section	Ysgol Bro Teifi	Dyddiad /Date:	1.9.20
Asesydd/Assessor:	Ann Lloyd	Swydd/Position:	Ymgynghorydd Iechyd a Diogelwch Corfforaethol, CSC Corporate Health and Safety Advisor, CCC

<p><i>Gweithgaredd / Proses</i> Activity / Process</p> <p><b>Ailagor ysgolion yn llawn</b> <b>Full capacity reopening of schools</b></p> <p><i>O'r 14eg o Fedi, bydd Ysgol Bro Teifi yn ailagor i'r holl ddisgyblion, a hynny am y tro cyntaf ers cau' oherwydd y coronafirws ar Fawrth Mawrth 23ain.</i></p> <p>From the 14<sup>th</sup> September, Ysgol Bro Teifi will re-open to all pupils for the first time since the coronavirus lockdown, March 23<sup>rd</sup>.</p> <p><i>Lle bo modd, bydd disgyblion yn parhau i gael eu hannog i bellhau'n gymdeithasol er y cydnabyddir na fydd hyn bob amser yn bosibl oherwydd capasiti'r ystafell a maint dosbarthiadau. Gyda hyn mewn golwg, mae'r ysgol wedi creu "grwpiau cyswllt" o tua 30 o ddisgyblion i leihau cymysgu cyn belled ag sy'n rhesymol ymarferol. Ni ellir osgoi rhywfaint o gymysgu uniongyrchol neu anuniongyrchol rhwng plant mewn gwahanol grwpiau cyswllt, megis ar drafnidiaeth, wrth dderbyn addysgu arbenigol neu oherwydd cyfyngiadau staffio.</i></p> <p>Where possible, pupils will continue to be encouraged to socially distance although it is recognised that this will not always be possible due to room capacity and class sizes. With this in mind, the school has created "contact groups" of around 30 pupils to minimise mixing so far as is reasonably practicable. Some direct or indirect mixing between children in different contact groups will be unavoidable, such as on transport, when receiving specialist teaching or due to staffing constraints.</p> <p><i>Fodd bynnag, bydd yn rhaid i oedolion mewn ysgolion barhau i gadw at reoliadau a chanllawiau pellhau cymdeithasol.</i></p> <p>Adults in schools, however, will have to continue to adhere to social distancing regulations and guidance.</p>	<b>Nifer a Phobl mewn Perygl</b> Number & Persons at Risk				
		<i>Gweithwyr</i> Employees	<i>Eraill</i> Others	<i>Disgyblion</i> Pupils	
	1				
	2-5				
	6-9				
	10+	x	x	x	
	x	<i>Gweithiwr /</i> Employee	x	<i>Gweithiwr unigol /</i> Lone Worker	
		<i>Yn trin arian /</i> Handles Money	x	<i>Contractwr /</i> Contractor	
		<i>Oriau</i> <i>anghymdeithasol</i> Unsociable hours	x	<i>Ymweld â safle /</i> Visit Premises	
	x	<i>Delio â'r</i> <i>cyhoedd/</i> Deal with the public		<i>Staff ifanc sy'n</i> <i>agored i niwed /</i> Young vulnerable staff	
x	<i>Person Ifanc /</i> Young Person	x	<i>Cyhoedd/Client /</i> Public / Client		
x	<i>Disgybl Ysgol</i> <i>Babanod /</i> Infant School pupil	x	<i>Disgybl Ysgol</i> <i>Gynradd /</i> Primary School Pupil		
x	<i>Disgybl Ysgol</i> <i>Uwchradd /</i> Secondary School Pupil				

*Bydd angen i rieni / gofalwyr disgyblion oed uwchradd sicrhau bod gorchudd ar gael ym mag ysgol ei plentyn rhag ofn y bydd angen iddo ei ddefnyddio yn ystod y dydd. Efallai y bydd angen i ddisgyblion wisgo gorchudd wyneb mewn achosion lle byddant y tu allan i'w grŵp cyswllt a phan nad yw'n bosibl pellhau cymdeithasol. Bydd tîm rheoli'r ysgol yn penderfynu ar yr angen i weithredu mesurau o'r fath trwy gynnal asesiad risg. Dylid gwisgo gorchudd wyneb tair haen yn ôl y cyfarwyddyd.*

Parents/carers of secondary aged pupils will need to ensure that their child has a face covering available in their school bag in case they will need to use it during the day. Pupils may be required to wear a face covering in instances where they will be outside of their contact group and when social distancing is not possible. The school management team will decide on the need to implement such measures by undertaking a risk assessment. A three-layered face covering should be worn as and when instructed.

*Dylid darllen yr asesiad risg hwn ar y cyd â'r ddogfen ganllaw 'Canllaw Ysgol Medi 2020', y gyfres o asesiadau risg glanhau penodol I Covid-19 a systemau diogel ynghyd ag asesiadau risg penodol fel a ganlyn:*

- Agor y ffreutur a'r ceginau
- Trafnidiaeth - gorchuddion wyneb
- Gwella disgyblion yn enwedig. cyfnod allweddol4a5
- Glanhau staff ysgol
- Staff arbenigol yn teithio i wahanol safleoedd

This risk assessment should be read in conjunction with the guidance document 'Canllaw Ysgol Medi 2020', the suite of Covid-19 specific cleaning risk assessments and safe systems as well as specific risk assessments as follows:

- Opening the canteen's and kitchens
- Transport – face coverings
- Movement of pupils esp. key stage 4 & 5
- School staff cleaning
- Specialist staff travelling to different sites

*Mae'r Asesiad Risg Tân ar gyfer yr ysgol wedi'i adolygu yng ngoleuni mynediad yn ac o amgylch adeilad yr ysgol a'r symiau ychwanegol o lanweithydd dwylo sy'n cynnwys lefel uchel o alcohol a gedwir ar y safle, gan gynnwys cydymffurfio â rheoliadau storio diogel.*

The Fire Risk Assessment for the school has been reviewed in light of access in and around the school

building and the additional amounts of high-alcohol-content hand sanitiser kept on site, including the compliance of its safe storage.

*Mae'r ddogfen ganllaw 'Canllaw Ysgol Medi 2020' yn egluro'r weithdrefn sydd ar waith i adrodd a mynd i'r afael ag unrhyw brofion positif ymhlith staff a disgyblion. Gellir dod o hyd i hyn yn adran 7.1 Profi, Orlhain a Diogelu. Mae'r adran hon hefyd yn amlinellu'r gweithdrefnau sydd ar waith pe bai 'achosion' ar lefel ysgol neu 'glwstwr' lleol ynghyd â'r posibilrwydd o gau yn gyfan gwbl neu gau ysgol yn rhannol.*

The guidance document 'Canllaw Ysgol Medi 2020' explains the procedure in place to report and address any positive tests amongst staff and pupils. This can be found in section 7.1 Track, Test and Protect. This section also outlines the procedures in place in the event of a school or local 'cluster' and/or 'outbreak' and the potential closure or part closure of a school.

*Gellir gweld cyfeiriad at gymorth cwnsela ar gyfer disgyblion a staff yn adran 26.1 o'r ddogfen.*

Reference to counselling support for both pupils and staff can be found in section 26.1 of the document.

*Hunanasesiad y Gweithlu - atodiad A ar gyfer staff sydd wedi nodi o'r blaen eu bod yn 'fregus yn feddygol' - gellir dod o hyd i fanylion pellach yn y ddogfen ganllaw, 2.1 Staffio.*

The Workforce Self-Assessment – appendix A for staff who have previously indicated that they are 'medically vulnerable' – further details can be found within the guidance document, 2.1 Staffing.

*Rhaid cydymffurfio â'r mesurau a nodir yn yr asesiad risg hwn ac yn y ddogfen ganllaw bob amser, ymdrinnir ar unwaith â methu â chydymffurfio a chynnal y mesurau hyn neu unrhyw doriadau a achosir. Cyfeiriwch at bolisi ymddygiad yr ysgol (ar gyfer disgyblion) a pholisi Ymddygiad a Disgyblu (ar gyfer staff).*

Compliance with the measures set out within this risk assessment and within the guidance document must be maintained at all times, failure to comply and maintain these measures or any breaches incurred will be dealt with immediately. Please refer to the school's behaviour policy (for pupils) and Conduct and Disciplinary policy (for staff).

*Cyn ailagor adeilad yr ysgol, cynhaliwyd yr holl wiriadau cynnal a chadw, mae'r rhain yn cynnwys:*

- *Gwiriad gweledol cyffredinol o'r eiddo;*
- *Profi'r larymau tân;*
- *Profi goleuadau argyfwng; a*
- *Fflysio allfeydd dŵr (profion Legionella wedi'u trefnu gan yr ysgol)*

Prior to the re-opening of the school building, all maintenance checks have been carried out, these include:

- General visual check of property;
- Testing of fire alarm;
- Testing of emergency lights; and
- Flushing of water outlets (Legionella testing arranged by school)

### **1. Mynediad a Chynhwysedd**

#### **1. Access and Capacity**

*Mae Ysgol Bro Teifi wedi sicrhau bod pwyntiau mynediad ac allanfa dynodedig i'r adeilad yn cael eu defnyddio lle bernir bod hyn yn rhesymol ymarferol; gallai hyn fod ar gyfer gollwng / casglu i gynorthwyo gyda'r angen i bellhau'n gymdeithasol ac osgoi ymgasglu gan oedolion (a disgyblion) ac i leihau'r potensial ar gyfer cyswllt a halogiad.*

Ysgol Bro Teifi has ensured that designated entrance and exit points to the building are used where this is deemed reasonably practicable; this may be for drop offs/ collections to assist with the need to socially distance and avoid the congregation of adults (and pupils) and to minimise potential for contact and contamination.

*Mae cynlluniau ar gyfer gofod allanol a mewnol wedi'u datblygu i ddangos y newidiadau mewn cyfeiriad a llif traffig. Bydd y parthau a'r systemau unffordd yn cael eu marcio gan ddefnyddio arwyddion, tâp ac ati.*

Plans for both external and internal space have been developed to show changes in direction and traffic flow. The zones and one-way systems will be marked using signage, tape etc.

*Bydd gan y campws farciau atgoffa gweledol wedi'u gosod yn fewnol ac yn allanol ynghyd â systemau unffordd a weithredir drwyddi draw i gefnogi pellter cymdeithasol gan yr holl ddefnyddwyr (staff / disgyblion / rhieni).*

The site will have visual reminder markings positioned both internally and externally along with one-way

systems implemented throughout to support social distancing by all users (staff/pupils/ parents).

*Mae rhieni / gofalwyr eisoes wedi cael gwybod am y protocolau sydd ar waith ynglŷn â'r gollwng / casglu dyddiol a'r cyfyngiadau parhaus sydd ar waith e.e. rhieni / gofalwyr ddim yn dod i mewn i adeilad / safle'r ysgol. Er mwyn hwyluso hyn, mae'r ysgol wedi ymestyn y cyfnod gollwng ar gyfer disgyblion oed cynradd. Mae arwyddion ar waith i atgoffa rhieni / gofalwyr o'r angen i gadw at fesurau pellhau cymdeithasol bob amser.*

Parents/carers have already been informed of the protocols in place regarding the daily drop off/ collection and on-going restrictions in place e.g. parents/carers not coming into the school building/site. To facilitate this, the school has extended the drop-off period for primary-age pupils. Signage is in place to remind parents/carers of the need to adhere to social distancing measures at all times.

*Mae trefniadau penodol ar waith ar gyfer y disgyblion hynny sy'n cael eu cludo i'r ysgol ar fysiau.*

Specific arrangements are in place for those pupils transported to school on buses.

## **2. Ymbellhau Corfforol / Cymdeithasol yn adeilad yr ysgol**

### **2. Physical / Social Distancing within the school building**

*Mae ystafelloedd a choridorau wedi'u trefnu i greu digon o le rhwng ardaloedd gweithgareddau.*

Rooms and corridors have been organised to create adequate space between activity areas.

*O flwyddyn 3 ymlaen, bydd pob desg yn wynebu blaen yr ystafell ddosbarth, bydd angen i oedolion bellhau'n gymdeithasol oddi wrth ddisgyblion (2 fetr) a staff addysgu eraill. Fodd bynnag, efallai y bydd angen i'r aelodau staff hynny sy'n cefnogi disgyblion unigol ac a fydd yn lleoli eu hunain yn agosach at y disgybl, yn dibynnu ar eu hanghenion; bydd angen PPE dan y fath amgylchiadau.*

From Year 3 upwards, all desks will face the front of the classroom, adults will need to socially distance from pupils (2 meters) and other teaching staff. However, for those members of staff supporting individual pupils and may need to position themselves closer to the pupil, depending on their needs; PPE will be required in such circumstances.

*Bydd offer / teganau / adnoddau a rennir yn cael eu glanhau rhwng gwahanol grwpiau cyswllt / carfannau o blant. Bydd amserlenni ysgolion yn sicrhau y bydd symudiad disgyblion o amgylch safle'r ysgol yn cael ei leihau'n sylweddol, a dim ond cymysgu o fewn grŵp cyswllt fydd yn digwydd.*

Shared equipment/toys/resources will be cleaned in between different contact groups/cohorts of children. School timetables will ensure that the movement of pupils around the school site will be significantly reduced, and only mixing within a contact group will occur.

*Hyd at ddiwedd cyfnod allweddol 3 (Blwyddyn 9), nid yw grwpiau cyswllt yn fwy na 30 mewn nifer. Mae'r grwpiau cyswllt ar gyfer, cyfnod allweddol 4 a 5 yn fwy oherwydd yr angen i addysgu pynciau arbenigol a gofynion y cwricwlwm. Bydd pob grŵp cyswllt yn symud o gwmpas gyda'i gilydd er mwyn cyfyngu'r cyswllt charfannau eraill yn y lleoliad. Mae systemau unffordd a pharthau ardaloedd wedi'u sefydlu i hwyluso hyn (yn fewnol ac yn allanol).*

Up to the end of key stage 3 (Year 9), contact groups do not exceed 30 in number. The contact groups for, key stage 4 and 5 are larger due to specialist subject teaching and the requirements of the curriculum. Each contact group will move around together with limited contact with other cohorts within the setting. One-way systems and zoning of areas have been established to facilitate this (both internally and externally).

*Bydd lleoedd cymunedol fel y neuadd yn cael eu defnyddio ar gapasiti llai, bydd glanhau yn digwydd rhwng gwahanol grwpiau cyswllt, a bydd angen iddynt gadw at ganllawiau pellter cymdeithasol. Ar gyfer gweini a bwyta cinio mae nifer o fesurau rheoli ychwanegol wedi'u cyflwyno, megis sgriniau Perspex, eisteddiadau ychwanegol, seddi mewn grwpiau cyswllt, atal defnyddio offer biometreg ac ati.*

Communal spaces such as the hall will be used at a reduced capacity, cleaning will take place in between different contact group's, and they will need to adhere to social distance guidance. For the serving and dining of lunch a number of additional control measures have been introduced, such as Perspex screens, additional sittings, seating in contact groups, suspend the use of biometric equipment etc.

*Bydd y defnydd o swyddfeydd ac ystafelloedd staff yn llai ac ar amserlen cyfyng, er mwyn sicrhau y gall*

*gweithwyr hefyd gynnal pellter cymdeithasol o 2 fetr mewn meysydd fel y gegin ac ardaloedd cymunedol.*

The use of office areas and staff rooms will be at a reduced capacity and staggered, to ensure that employees can also maintain social distancing of 2 metres in areas such as the kitchen and communal areas.

### **3. Trefniadau Rheoli Heintiau, Glanhau a Hylendid** **3. Infection Control, Cleaning and Hygiene Arrangements**

*Bydd tymheredd pob disgybl yn cael ei gymryd ar ddechrau pob dydd. Bydd unrhyw ddisgybl â thymheredd uwch na 37.8°C yn cael ei anfon adref (ynghyd ag unrhyw frawd neu chwaer).*

All pupils will have their temperatures taken at the start of each day. Any pupil with a temperature above 37.8°C will be sent home (along with any sibling).

*Bydd Ysgol Bro Teifi yn dilyn canllawiau / protocol yr Awdurdod Lleol pe bai disgybl neu aelod o staff yn cyflwyno symptomau Covid -19 yn ystod y diwrnod ysgol.*

Ysgol Bro Teifi will follow the Local Authority guidance/protocol should a pupil or member of staff present with Covid -19 symptoms during the school day.

*Mae'r ysgol wedi dynodi 3 ystafell ynysu (1 cynradd a 2 uwchradd) a bydd unrhyw un sy'n cyflwyno symptomau yn defnyddio'r ystafell ynysu. Dylid casglu disgyblion sy'n cyflwyno gyda symptomau Covid-19 o'r lleoliad cyn gynted â phosibl. Fe'u cedwir ar wahân i'r holl blant eraill (ystafell ynysu) wrth aros i gael eu casglu a bydd staff yn gwisgo'r PPE priodol (dylai'r staff fod yn hyderus yn y PPE gwisgo a dadwisgo cyn ei ddefnyddio trwy'r modiwl e-Ddysgu "Rheoli heintiau").*

The school has designated 3 isolation rooms (1 primary and 2 secondary) and anyone presenting with symptoms will make use of the isolation room. Pupils who present with Covid-19 symptoms should be collected from the setting as soon as possible. They will be kept apart from all other children (isolation room) whilst waiting to be collected and staff will wear the appropriate PPE (staff should be confident in the donning and doffing PPE before use through the eLearning module "Infection control").

*Mae Ysgol Bro Teifi wedi darparu cyfleusterau golchi dwylo / hylendid dwylo wrth y mynedfeydd a ledled y lleoliad a bydd y rhain yn cael eu monitro a'u cynnal yn rheolaidd. Bydd safonau uchel o lanhau a hylendid yn cael eu gweithredu ledled safle'r ysgol. Bydd y gwaith glanhau yn barhaus a bydd staff dynodedig yn ei wneud yn ystod y diwrnod ysgol yn ogystal ag ar ddiwedd pob diwrnod gan staff cymwys. Bydd yr ysgol yn wag cyn i'r gwaith glanhau gyda'r nos ddechrau.*

Ysgol Bro Teifi has provided hand-washing / hand-hygiene facilities at entrances and throughout the setting and these will be regularly monitored & maintained. High standards of cleaning and hygiene practice will be implemented throughout the school site. Cleaning will be on-going and will be undertaken by designated staff during the school day as well as at the end of each day by competent staff. The school will be empty before the evening clean will commence.

*Anogir yr holl staff a disgyblion i olchi eu dwylo â sebon a dŵr yn rheolaidd, yn enwedig wrth gyrraedd y lleoliad, cyn bwyta, ar ôl amser byrbryd / cinio ac unrhyw amser arall y bernir ei fod yn angenrheidiol (ar ôl peswch / tisian).*

All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at the setting, prior to eating, following snack / lunch time and any other time deemed necessary (after coughs/sneezes).

*Dylai disgyblion aros yn eu grŵp cyswllt. Dylid lleihau cymysgu bob amser.*

Pupils should remain in their contact group. Mixing should be minimised at all times.

*Mae gwahanol gyfleusterau golchi dwylo ar gael ar gyfer pob grŵp cyswllt yn y lleoliad lle bo hynny'n bosibl.*

Different hand washing facilities are available for each contact group within the setting where possible.

*Mae gwahanol doiledau wedi'u neilltuo i wahanol grwpiau cyswllt a dylid eu defnyddio yn unol â hynny bob amser. Bydd gorsaf glanweithydd wedi'i gosod ar wal ar gael y tu allan i bob toiled ar gyfer golchi dwylo cyn mynd i mewn i'r toiled.*

Different toilets have been assigned to different contact groups and should be used accordingly at all times. A wall mounted sanitiser station will be available outside every toilet for hand washing before entering toilet.



*Bydd cyfleusterau newid cewynnau'r ysgol ar gael a bydd angen eu glanhau'n briodol rhwng pob defnydd.*

The school's nappy changing facilities will be available and appropriate cleaning in between use will be required.

*Mae staff Ysgol Bro Teifi wedi symud yr holl eitemau diangen o ystafelloedd fel rygiau / teganau meddal / teganau sy'n anodd eu glanhau ac ati.*

Ysgol Bro Teifi staff have removed all unnecessary items from rooms such as rugs/soft toys/ toys that are difficult to clean etc.

*Ni ddylai disgyblion ddod ag eitemau yn ôl ac ymlaen o'r cartref a dylai offer aros yn yr ysgol ac ni ddylid eu rhannu ag eraill.*

Pupils should not bring items to and from home and equipment should stay at school and should not be shared with others.

*Anogir yr holl staff a phlant i besychu / tisian i hances a chael gwared ar y rhain mewn biniau gwaredu gwastraff priodol (biniau pedal), a fydd ar gael ym mhob ystafell ddosbarth ac i olchi dwylo (Ei ddal, Ei ladd, Ei finio). Os nad oes hances ar gael, anogir staff a disgyblion i beswch / tisian i mewn i'r benelin.*

All staff and children are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins (pedal bins), which will be available in each classroom and to wash hands (Catch it, Kill it, Bin it). If a tissue is not available staff and pupils are encouraged to cough/sneeze into crook of elbow.

*Dylai'r holl ardaloedd gweithio yn yr adeilad gael eu hawyru'n dda (gyda Ffenestri a Drysau ar agor) lle bo hynny'n ddiogel ac yn briodol i wneud hynny.*

All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.

*Bydd amlder glanhau ardaloedd a lleoliadau cymunedol / pwyntiau cyswllt uchel (yn unol â chyngor Adran Glanhau'r Awdurdodau Lleol) yn digwydd yn ystod y diwrnod ysgol, bydd yr ardaloedd hyn yn cynnwys:*

- Toiledau
- Dolenni drysau / rheiliau llaw ac ati.
- Ardaloedd cegin ac offer cysylltiedig

- *Byrddau / desgiau / cadeiriau ac arwynebau*
- *Offer TG*

Increased frequency of cleaning of communal areas and locations/ high contact points (as advised by the Local Authorities Cleaning Department) will take place during the school day, these areas will include:

- Toilets
- Door handles/ Hand rails etc.
- Kitchen areas and associated equipment
- Tables/desks/chairs and surfaces
- IT Equipment

*Bydd offer y gallai fod angen ei rannu (argraffwyr, lamineiddwyr, gilofîn ac ati) yn cael eu glanhau a'u glanweithio cyn ac ar ôl ei ddefnyddio. Dim ond os caiff eu glanhau'n drylwyr rhwng defnyddwyr y bydd cyfrifiaduron yn cael eu defnyddio yn yr ystafelloedd dosbarth. Bydd disgyblion Cyfnod Allweddol 4 yn cael 'bysellfwrdd a llygoden' unigol a dylent ddefnyddio rhain yn unig.*

Equipment that may need to be shared (printers, laminators, guillotines etc.) will be cleaned and sanitised before and after use. The use of computers within the classrooms will only occur if thoroughly cleaned between users. Key Stage 4 pupils will be provided with individual 'keyboard and mouse' set and should only use these.

*Bydd ardaloedd cymunedol fel ceginau / ystafelloedd staff, yn cael eu glanhau ar ôl eu defnyddio gan unigolion. Mae amseroedd egwyl wedi cael eu hamserlenni i sicrhau bod gofynion pellter cymdeithasol yn cael eu bodloni.*

Communal areas such as kitchen areas / staff rooms, will be cleaned after individual use. Breaktimes have been staggered to ensure social distancing requirements are met.

*Dylai gweithwyr ond dod ag eitemau yr ystyrir eu bod yn hanfodol gyda nhw (rhoddwyd arweiniad i staff ar hyn). Rhoddir cyfarwyddiadau i staff a disgyblion ar sut i olchi dwylo'n effeithiol; er enghraifft, ar ffurf posteri, arweiniad ysgrifenedig a chlipiau fideos ac ati.*

Employees should only to bring with them items that are deemed essential, (staff have been issued with guidance on this). Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc.

*Anogir staff sy'n derbyn parseli, post ac ati i olchi eu dwylo yn amlach a darperir offer glanweithdra iddynt.*

Staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.

*Bydd mwy o archwiliadau toiled yn digwydd ac mae gwiriadau ar waith i sicrhau bod cyflenwadau digonol o sebon hylif yn cael eu cynnal.*

There will be increased frequency of toilet inspections and checks are in place to ensure sufficient supplies of liquid soap are maintained.

#### **4. Rolau a Chyfrifoldebau** **4. Roles and Responsibilities**

*Bydd Ysgol Bro Teifi, ynghyd â'r ALI, yn sicrhau bod digon o staff / adnoddau ar gael i gynnal diogelwch yr adeilad a'i ddefnyddwyr.*

Ysgol Bro Teifi, along with the LA, will ensure that sufficient staffing / resources are in place to maintain the security of the building and its occupants.

*Bydd Ysgol Bro Teifi, ynghyd â'r ALI, yn sicrhau bod digon o staff / adnoddau ar gael i gynnal glendid yr adeilad ac i gynnal archwiliadau angenrheidiol o'r nwyddau sydd eu hangen i gynnal safonau hylendid uchel (gan gynnwys eu hailgyflenwi).*

Ysgol Bro Teifi, along with the LA, will ensure that sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain high hygiene standards (including their replenishment).

*Bydd Ysgol Bro Teifi yn sicrhau bod digon o staff hyfforddedig ar gael i ddarparu Cymorth Cyntaf Brys.*

Ysgol Bro Teifi will ensure that sufficient numbers of trained staff are in place to provide Emergency First Aid.

*Bydd Ysgol Bro Teifi yn sicrhau bod digon o staff ar gael i alluogi gwagio'r adeilad yn ddiogel os bydd argyfwng. Bydd grwpiau carfan / cyswllt yn osgoi cymysgu yn y man ymgynnull tân lle bo hynny'n bosibl.*

Ysgol Bro Teifi will ensure that sufficient numbers of staff are in place to enable safe evacuation of the building in the event of emergency. Cohort / contact groups will avoid mixing at the fire assembly point where possible.

*Perygl sy'n Ymwneud â'r Gweithgaredd / Proses*

**Hazard Involved in the Activity / Process**

*Mae Ysgol Bro Teifi, ynghyd â'r ALL, wedi gweithredu nifer o fesurau rheoli (gweler uchod) er mwyn lleihau'r risg o ledaenu Covid-19.*

Ysgol Bro Teifi, along with the LA, have implemented a number of control measures (see above) in order to minimise the risk of spreading Covid -19.

*Mesurau / Rheolaethau Diogelwch Presennol*

**Existing Safety Measures / Controls**

*Mae Cyngor Sir Ceredigion yn cydnabod y risgiau a berir gan Coronavirus (Covid-19) i'n staff, disgyblion a'u teuluoedd. Mae mesurau rheoli i leihau'r risg o haint a throsglwyddo'r firws yn yr Asesiad Risg hwn.*

Ceredigion County Council recognise the risks posed by Coronavirus (Covid-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided within this Risk Assessment.

*Bydd Cyngor Sir Ceredigion yn sicrhau, cyn belled ag sy'n rhesymol ymarferol, Iechyd, Diogelwch a Lles ein staff a'n disgyblion.*

Ceredigion County Council will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.

*Bydd Cyngor Sir Ceredigion yn rhannu'r Asesiad Risg hwn a'i ganfyddiadau â gweithwyr, staff ysgolion, llywodraethwyr a rhieni ac yn ymgynghori ar ei gynnwys.*

Ceredigion County Council will share this Risk Assessment and its findings with employees, school staff, governors and parents and consult on its contents.

*Bydd Cyngor Sir Ceredigion yn parhau i gydymffurfio â'r holl Ddeddfwriaeth Iechyd a Diogelwch berthnasol.*

Ceredigion County Council will continue to comply with all relevant Health and Safety Legislation.

**Y Risg(iau) Gweddilliol (Ar ôl mesurau rheoli) / The Residual Risk(s) (After control measures).**

*Os nad oes rhai, ysgrifennwch "Rheolaethau yn ddigonol" isod. Os oes risgiau'n dal i fodoli, nodwch isod a graddiwch y risg(iau) gweddilliol.*

If there are none, write "Controls adequate" below. If risks still exist, detail below and rate the residual risk(s)

	<b>Tebygolrwydd Likelihood</b>	<b>x</b>	<b>Difrifoldeb Severity</b>	<b>=</b>	<b>Graddfa Rating</b>
<i>Y risg y bydd disgybl / aelod o staff yn dal Covid-19 a'r goblygiadau ar eu hiechyd</i> Risk of Pupil/Staff member contracting Covid-19 and the implications on their health	3	x	4	=	12
		x		=	
		x		=	
		x		=	

Tebygolrwydd Likelihood		Difrifoldeb / Severity		Graddfa / Risk Rating	
1	<i>Prin</i> Rare	1	<i>Dibwys</i> Insignificant	1-5	<i>Y risg leiaf – Cynnal mesurau</i> Minimal risk – Maintain measures
2	<i>Annhebygol</i> Unlikely	2	<i>Bach</i> Minor	6-10	<i>Risg isel – Adolygu risgiau</i> Low risk – Review risks
3	<i>Posibl</i> Possible	3	<i>Cymedrol</i> Moderate	11-15	<i>Risg gymedrol – Rheolaethau ychwanegol mewn 12 mis</i> Moderate risk – Additional controls in 12 months
4	<i>Tebygol</i> Likely	4	<i>O bwys</i> Major	16-25	<i>Risg Uchel – Gweithredu rheolaeth ychwanegol ar unwaith</i> High Risk – Additional control implemented immediately
5	<i>Bron yn sicr</i> Almost certain	5	<i>Trychinebus</i> Catastrophic		

### Gweithredu rheolaethau a monitro / Implementation of controls and monitoring

*Mae angen rheolaethau ychwanegol i leihau risg(iau) islaw graddfa risg o 5 /*

Additional controls required to reduce risk(s) below risk rating of 5

*Adolygu Asesiad Risg cyn gynted ag y bydd unrhyw newidiadau yn digwydd.*

Risk Assessment to be reviewed as soon as any changes occur.

*Cytunwyd ar reolaethau ychwanegol Ie / Na (Os Ie, manylwch ar y Camau i'w cymryd) /*

Additional controls agreed Yes / No (If Yes, detail the Action to be taken)

<i>Dyddiad targed ar gyfer gweithredu</i> Target date for implementation	1.9.20	<i>Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol</i> Signature – Responsible Line Manager / Head Teacher	Robert Jenkins
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### Adolygiad asesu / Assessment review

<i>Dyddiad gweithredu</i> Date implemented:	Yn barhaus Ongoing	<i>Rheolaethau yn Effeithiol</i> Controls Effective	<i>Ie / Na</i> Yes / No
<i>Sylwadau / Comments:</i>			

<i>Dyddiad yr adolygiad</i> asesu: Assessment review date:		<i>Llofnod – Rheolwr Llinell</i> <i>Cyfrifol / Pennaeth</i> <i>Cyfrifol</i> Signature – Responsible Line Manager / Head Teacher	
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