**Ffurflen Asesiad Risg Cyffredinol / General Risk Assessment Form**

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| *Adran*/Department | Schools | *Rhif Asesu* / Assessment No: |  |
| *Adain* /Section | **YSGOL LLWYN YR EOS (including all 4 Resource Bases on site).** | *Dyddiad* /Date: | **21/8/20** |
| *Asesydd*/Assessor: | Ann Lloyd | *Swydd*/Position: | Corporate Health and Safety Advisor, CCC |

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| *Gweithgaredd / Proses*  Activity / Process  **Full capacity reopening of schools**  From the 14th September, schools across Ceredigion will re-open to all pupils for the first time since the coronavirus lockdown, March 23rd.  Where possible, pupils should 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, schools will endeavour to create “contact groups” of around 30 pupils and 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.  Adults in schools, however, will have to continue to adhere to social distancing regulations and guidance.  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  The Fire Risk Assessment for the school must be 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. Please refer to the additional guidance on Covid-19 fire risk assessment review to assist with this.  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.  Reference to counselling support for both pupils and staff can be found in section 26.1 of the document.  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.  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).  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. Access and Capacity**  Schools will ensure 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.  These designated entrances and exit points may also be used during the school day when accessing the school yard during break and lunch times.  Plans for both external and internal space have been developed to show changes in direction and traffic flow, this may be in the form of zones or one-way systems and will be marked using signage, tape etc.  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).  Parents/guardians will have already been informed of the protocols in place regarding the daily drop off/ collection and on-going restrictions in place e.g. parents/guardians not coming into the school building/site. It may also be necessary to stagger drop off and collection times for each cohort/contact group. Signage will be in place to remind parents/guardians of the need to adhere to social distancing measures at all times.  Specific arrangements will be put in place for those pupils transported to school via bus/taxi.  **2. Physical / Social Distancing within the school building**  Rooms and corridors have been organised to create adequate space between activity areas where possible.  All desks will face the front of the classroom, adults will need to socially distance from pupils (2 meters) and other teaching staff, however, those members of staff supporting individual pupils may need to position themselves closer to the pupil, depending on their needs – PPE will be required in such circumstances.    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 should occur.  In primary schools and secondary schools up to key stage 3, contact groups should not exceed 30 in number, key stage 4 and 5 are likely to require larger contact groups (of the whole year) due to specialist subject teaching and the requirements of the curriculum. A Contact group will move around together with limited contact with other cohorts within the setting. One-way systems/zoning of areas should be considered to facilitate this (both internally and externally).    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 – schools will need to consider capacity of the space available, additional control measures such as Perspex screens and/ or dividers, the number of pupils present along with time constraints and limitations – this is likely to result in more than 1 lunchtime sitting.  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. Infection Control, Cleaning and Hygiene Arrangements**  All pupils will have their temperatures taken at the start of each day, this may be carried out during registration within the contact group or where deemed appropriate by the school. Any pupil with a temperature above 37.8ºC will be sent home (along with any sibling).    Schools’ have been issued with guidance/protocol should a pupil or member of staff present with Covid -19 symptoms during the school day.  Each school will have at least 1 isolation room (more, if larger school) 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 should be kept apart from all other children (isolation room) whilst waiting to be collected and staff should wear the appropriate PPE (staff should be confident in the donning and doffing PPE before use through the eLearning module “Infection control”).  Provision of hand-washing/ hand-hygiene facilities at entrances and throughout the setting 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.  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).  Children should remain in their contact group. Mixing should be minimised at all times.  Different hand washing facilities should be available for each contact group within the setting where possible.  Different toilets will be assigned to different contact groups within the setting where possible. A wall mounted sanitiser station will be available outside every toilet for hand washing before entering toilet.  Different nappy changing facilities should be available for each contact group where possible and appropriate cleaning in between use will be required where appropriate.  Remove unnecessary items from rooms such as rugs/soft toys/ toys that are difficult to clean etc.  Children will be discouraged from bringing toys from home. Pupils’ equipment such as pencils and pens etc. should not be shared with others.  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 wash hands.  (Catch it, Kill it, Bin it) if a tissue is not available it is encouraged to cough/sneeze into crook of elbow.  All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.  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  Equipment that may need to be shared (printers, laminators, guillotines etc.) should be cleaned and sanitised before and after use. The use of computers within the classrooms will only occur if thoroughly cleaned between users.  Use of kitchen areas/ staff room – ensure appropriate cleaning of equipment/ surfaces after individual use. Consider staggering staff breaks and limiting numbers of staff in these areas/rooms to ensure social distancing requirements are met.  Employees 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  .  Staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.  Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Restrict the use of hand dryers – paper towels is preferred.  **4. Roles and Responsibilities**  Schools along with the LEA will ensure that sufficient staffing/ resources are in place to maintain the security of the building and its occupants.  Schools along with the LEA 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).  Schools will ensure that sufficient numbers of trained staff are in place to provide Emergency First Aid.  Schools 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 should avoid mixing at the fire assembly point where possible. | *Nifer a Phobl mewn Perygl*  Number & Persons at Risk | | | | | | |
|  | | *Gweithwyr*  Employees | *Eraill*  Others | | | *Disgyblion*  Pupils |
| 1 | |  |  | | |  |
| 2-5 | |  |  | | |  |
| 6-9 | |  |  | | |  |
| 10+ | | x |  | | | x |
|  | | | | | | |
|  | *Gweithiwr* /  Employee | | |  | *Gweithiwr unigol* /  Lone Worker | |
|  | *Yn trin arian* /  Handles Money | | |  | *Contractwr* /  Contractor | |
|  | *Oriau anghymdeithasol*  Unsociable hours | | |  | *Ymweld â safle* /  Visit Premises | |
|  | *Delio â’r cyhoedd/*  Deal with the public | | |  | *Staff ifanc sy’n agored i niwed /*  Young vulnerable staff | |
|  | *Person Ifanc* /  Young Person | | |  | *Cyhoedd/Client* /  Public / Client | |
| x | *Disgybl Ysgol Babanod* /  Infant School pupil | | | x | *Disgybl Ysgol Gynradd* /  Primary School Pupil | |
|  | *Disgybl Ysgol Uwchradd* /  Secondary School Pupil | | |  |  | |
| **YSGOL LLWYN YR EOS WILL REVIEW AND AMEND THE CURRENT FIRE RISK ASSESSSMENT TO REFLECT CORRECT STORAGE ARRANGEMENTS FOR HIGH-ALCOHOL HAND SANITISER.**  **STAFF AT YSGOL LLWYN YR EOS HAVE RECEIVED/READ/UNDERSTOOD GUIDANCE PROVIDED BY THE LEA ON REPORTING AND ADRESSING ANY POSITIVE TESTS AMONG STAFF OR PUPILS AT THE SCHOOL.**   * Staff will use referral form supplied by LEA * Senior Management will ask the member of staff if they are willing to consent to them sharing the result with them when it is   received and for it to be shared with Senior Officers in the Council to aid in the tracking of the virus locally.   * The referral form will be sent to: [CLOadmin@ceredigion.gov.uk](mailto:CLOadmin@ceredigion.gov.uk) * The referral will be screened and triaged by the health board and if appropriate arranging for a test to be carried out. The test result will be given to the member of staff directly. Senior Management will ask the member of staff to inform them of the outcome of the triage/test, in order that the appropriate classification can be uploaded to the staff members Ceri profile in relation to absence. Senior Management make a welfare contact with the staff member 4-5 days after the referral is made in order to offer support and guidance if appropriate.   **REMOTE COUNSELLING FOR SEPTEMBER HAS BEEN ORGANISED BY SENIOR MANAGEMENT AT THE SCHOOL. STAFF AND PUPILS AT YSGOL LLWYN YR EOS ARE AWARE OF COUNSELLING ARRANGEMENTS.**  **RELEVENT WORKFORCE ASSESSMENTS CARRIED OUT BY SENIOR MANAGEMENT AT YSGOL LLWYN YR EOS AND FORWADED TO THE H/R DEPARTMENT IN CEREDIGION COUNTY COUNCIL BEFORE THE SUMMER BREAK 2020.**  **COMPLIANCE TO THE MEASURES SET OUT IN THIS RISK ASSESSMENT WILL BE ENFORCED AT ALL TIMES. ANY BREACHES INCURRED WILL BE DEALT WITH IMMEDIATELY BY SENIOR MANAGEMENT AT YSGOL LLWYN YR EOS.**  **ALL MAINTENANCE CHECKS CARRIED OUT ON AN ONGOING BASIS. THIS INCLUDES:**   * General visual check of school property completed on weekly basis * Testing of Fire alarms completed on weekly basis * Testing of emergency lights completed on monthly basis * Flushing of water outlets (legionella testing) completed on weekly basis   **YSGOL LLWYN YR EOS HAVE ALLOCATED DESIGNATED ENTRANCE/EXIT POINTS AGREED UPON WITH PARENTS AND ENFORCED BY STAFF**   * Staff and pupils will enter through and exit through allocated doorways. * Parents will drop off and collect children from allocated doorways * Only one parent will be able to drop off/collect each day. * No parents should be present on school site   **YSGOL LLWYN YR EOS WILL IMPLEMENT A ONE-WAY SYSTEM CLEARLY LABELLED WITH ARROWS AND BLACK AND YELLOW TAPE IN PLACE**.  **PARENTS/GUARDIANS HAVE BEEN INFORMED OF ALL PROTOCOLS A NUMBER OF TIMES – THIS WILL BE REINFORCED ON AN ONGOING BASIS.**  **APPROPRIATE SIGNAGE/MARKINGS HAVE BEEN UTILISED TO DESIGNATE ONE WAY SYSTEMS/ZONES. VISUAL REMINDERS ARE IN PLACE THROUGHOUT BOTH SCHOOL BUILDINGS.**  **ROOMS/CORRIDORS MODIFIED TO CREATE ADEQUATE SPACE BETWEEN ACTIVITY AREAS.**  **FURNITURE WILL BE REARRANGED ACCORDINGLY IN CLASSES.**   * Pupils will be seated forward facing in KS2 (and when appropriate in the Foundation Phase)   **ALL SHARED EQUIPMENT WILL BE CLEANED ON A REGULAR BASIS BY STAFF.**  **TIMETABLES AT LLWYN YR EOS WILL BE ADAPTED TO ENSURE THE SIGNIFICANT REDUCTION OF MOVEMENT AROUND THE SCHOOL.MINIMAL MIXING WILL TAKE PLACE AT ANY GIVEN TIME.**  **NO CONTACT GROUPS OF MORE THAN 30 WILL BE CREATED**  Contact Groups at Llwyn Yr Eos will be as follows:  **NURSERY**  10 pupils ‘morning/8 pupils’ afternoon  Louise Flynn/Rachel Lloyd Thomas  Sharon Davies/Rhodri Eastment.  **RECEPTION**  22 Pupils  Ceri Bonner  Rhodri Eastment  Kara Jenkins  **YEAR 1**  28 Pupils  Lucy Davies  Julie Thomas Julie Lloyd  **YEAR 2**  28 pupils  Donna Fitches  Shan Davies/Tracey Northover  **YEAR 3**  25 pupils  Rachel Lloyd Thomas/Catrin Arthur  Anna Gwillim/Morwenna Grey  **YEAR 4**  26 Pupils  Emlyn jones  Simon Northover  **YEAR 5**  29 pupils  Louise M Pridmore  Julie Evans/Hilary Farrow  **YEAR 6 (1)**  28 pupils  Jane Thorogood  Suzanne Llewelyn  **YEAR 6 (2)**  28 pupils  Catrin Medi Pugh Jones  Evelyn Evans/Michelle Pierrepoint  **ALC 1**  11 pupils  Jenny Mansfield/Kay Sandford  Joan Morgan/Vicki Flint  Lynne Adams  **ALC 2**  11 pupils  Kath Gaskell  Melanie Haynes/Alana Davies/ Helen Ricketts  **PILI PALA**  13 pupils  Laura Mayos  Janice Jones/Becky Wakelin/Nerys Davies/Emma Jones/Anna Williams/Gillian Evans/Michelle Mansell/Andrea Evans  **ENFYS**  9 pupils  Nic Pugh  Jane Jones/Lilwen Evans /Ellie Pope/Tania Oldfield/Seren Dimmock/Leslie Bettinson/Morwenna Grey/Kham/Kayley Turpin/Katie Westbury.  **ALL COMMUNAL SPACES TO BE USED AT A REDUCED CAPACITY.DIVIDERS FOR LUNCHTIME SESSIONS WILL BE IN USE. HERE WILL BE MORE THAN ONE LUNCHTIME SITTING.**  **THE USE OF OFFICE AREAS/STAFF ROOMS WILL BE AT A REDUCED CAPACITY AT ALL TIMES.**  **ALL PUPILS TEMPERATURES TAKEN IN CLASS AT START OF DAY.**   * Each child’s temperature taken in the classroom with a forehead thermometer following taking the day’s register or other arrangement before they reach classroom * Any pupils with a temperature of 37.8oC or above will need to be sent to the isolation room and parents contacted to collect   **ALL STAFF AWARE OF APPROPRIATE GUIDANCE/PROTOCOLS REGARDING ANY PUPIL OR STAFF MEMBER THAT PRESENTS COVID 19 SYMPTOMS.**  **APPROPRIATE NUMBER OF ISOLATION ROOMS IN PLACE**   * Isolation Room 1 = Junior Meeting Room * Isolation Room 2 = Infant Staff Room. * Isolation rooms stocked with items listed in guidance document   **ALL HYGIENE FACILITIES REGULARLY MONITORED AND MAINTAINED.**  **CLEANING HOURS WILL BE EXTENDED BY AGREEMENT WITH THE LEA.**  **HANDWASHING WILL BE ENFORCED ON A REGULAR BASIS THROUGHOUT THE SCHOOL DAY.**  **PUPILS WILL REMAIN IN CONTACT GROUPS/MIXING WILL BE MINIMISED**  **DIFFERENT HANDWASHING FACILITIES WILL BE MADE AVAILABLE FOR EACH CONTACT GROUP AT THE SCHOOL.**  **DIFFERENT TOILETS ASSIGNED TO DIFFERENT YEAR GROUPS**   * Every classroom has designated a toilet * Unisex arrangements. * Additional cleaning of toilets during the day is being organised. * Each child aware of need to use hand sanitiser before entering toilet block and need to thoroughly clean hands (for 20 seconds and using soap) after using the toilet.   **DIFFERENT NAPPY CHANGING FACILITIES ASSIGNED TO DIFFERENT YEAR GROUPS IN THE FOUNDATION SETTING.**  **ALL UNECCESSARRY ITEMS WILL BE REMOVED FROM ROOMS BY STAFF PRIOR TO REOPENING.**  **ALL WORKING AREAS ON BOTH SITES WILL BE WELL VENTILATED**  **INCREASED FREQUENCY OF CLEANING HAS BEEN ORGANISED.**   * Support staff will clean and wipe down high use surfaces and door handles after each class movement i.e. break times/ lunchtime etc.   **ALL COMMUNAL EQUIPMENT WILL BE SANITISED REGULARLY**  **ALL STAFF AWARE OF INCREASED LEVELS OF VIGILANCE AND HYGIENE AT ALL TIMES.**   * Use of staff room kept to minimum (no more than 2 members of staff at a time). * Staff will be encouraged to use outdoor areas when weather allows. * Social distancing measures will be enforced at all times. * Hand washing posters placed around school   **ALL STAFF AT THE SCHOOL WILL BE PROVIDED WITH AMPLE AMOUNTS OF SANITISER.**  **REGULAR AUDITS OF TOILET FACILITIES/SANITARY SUPPLIES WILL BE CARRIED OUT REGULARLY BY STAFF.**  **SENIOR MANAGEMENT AT YSGOL LLWYN YR EOS WILL ENSURE THAT SUFFICIENT STAFFING/RESOURCES ARE IN PLACE TO:**   * **MAINTAIN SECURITY** * **MAINTAIN CLEANLINESS/HYGIENE** * **ENSURE THERE ARE SUFFICIENT NUMBERS OF TRAINED STAFF ARE IN PLACE TO PROVIDE FIRST AID** * **ENABLE SAFE EVACUATION OF THE BUILDING**   Staff who have the necessary First Aid qualification are as follows:  **QA Level 3 Award – First Aid at Work (RQF)**   * Shan Davies * Tracey Northover * Sharon Davies * Julie Lloyd   **SUFFICIENT STAFF WILL BE IN PLACE TO ENSURE**   * Children will leave their class room through the fire door in the classroom. * Staff will point out new fire assembly points on each yard and remind the pupils to stay 2 metres apart when lining up. | | | | | | |

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

Hazard Involved In the Activity / Process

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| The school along with the LEA 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

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| 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.  Ceredigion County Council will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.  Ceredigion County Council will share this Risk Assessment and its findings with employees, school staff, governors and parents and consult on its contents.  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)

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|  | **Tebygolrwydd**  **Likelihood** | **x** | **Difrifoldeb**  **Severity** | **=** | **Graddfa**  **Rating** |
| Risk of Pupil/Staff member contracting Covid -19 and the implications on their health | 3 | x | 4 | = | 12 |
|  |  | x |  | = |  |
|  |  | x |  | = |  |
|  |  | x |  | = |  |

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

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| 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)

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| *Dyddiad targed ar gyfer gweithredu* Target date for implementation | **SEPTEMBER 2020** | *Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol*  Signature – Responsible Line Manager / Head Teacher | **BRIAN EVANS**  **HEAD TEACHER** |

**Adolygiad asesu / Assessment review**

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| *Dyddiad gweithredu*  Date implemented: | **SEPTEMBER 2020** | *Rheolaethau yn Effeithiol*  Controls Effective | *Ie / Na*  Yes / No |
| *Sylwadau* / Comments: | | | |
| *Dyddiad yr adolygiad asesu***:**  Assessment review date: |  | *Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol*  Signature – Responsible Line Manager / Head Teacher | **BRIAN EVANS** |