

RISK ASSESSMENT



School: Evenlode Primary	Date: 12.04.21 (updates in green: operational guidance 12.04.21) (updates in yellow – from updated operational guidance 09.02.21) Updates in blue- from additional information from VoG: 22.02.21
Completed by: Ruth Foster	Review date: Weekly: Evenlode Health and Safety Committee.
<p>This risk assessment takes into account the following Welsh Government operational guidance: https://gov.wales/operational-guidance-schools-and-settings-12-april-html</p> <p>From 12 April primary, special and secondary schools and PRUs will provide onsite provision for all learners.</p> <p>Reducing contact between learners, learners and staff, and between staff is still important. The additional assets provide further information on level 1 and level 2 contact groups that may be helpful; however, schools/settings should ensure the following:</p> <p>Grouping learners together in as small a group as possible. For example, for those learners in primary schools this is likely to be the size of the class. In secondary schools the size of groups will be influenced by a number of factors including total number of learners and timetabling arrangements.</p> <p>Avoiding mixing between separate contact groups, including during arrival at school, break/lunch times and leaving school.</p> <p>Staff maintaining social distance from other staff.</p> <p>Staff maintaining social distancing from learners as much as possible, recognising this may not be possible with younger learners. This may not also be possible for some learners in special schools and some learners with SEN; in those cases you should refer to the guidance on supporting vulnerable and disadvantaged learners.</p> <p>Making the most of the space available, including outdoor space.</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Spread of Coronavirus	Staff & pupils Not following national guidance	<p>Following national Public Health guidance at all times Information provided to staff, posters erected in school, signage etc</p> <p>Anybody unwell with symptoms of COVID-19 or living with someone who does, to stay at home:</p> <ul style="list-style-type: none"> - New continuous cough; - High temperature; - Loss of / change in taste or smell <p>No pupils / staff to attend school if they:</p> <ul style="list-style-type: none"> - Feel unwell, have any of the above symptoms or have tested positive to COVID-19 in the past 10 days; - Live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 10 days <p>Robust hand and respiratory hygiene including ventilation Pupils will be encouraged to wash their hands more often than usual. Hands will be washed thoroughly for 20 seconds with running water and soap and dried thoroughly. Alternatively, alcohol hand rub or sanitiser will be used, where these facilities are unavailable. Regular handwashing will be undertaken:</p> <ul style="list-style-type: none"> • on arrival at and when leaving the school • before and after handling food • before and after handling objects and equipment that may have been used by others (ie sport) • before & after physical exercise • where there has been any physical contact • after using the toilet; • after people blow their nose, sneeze or cough. <p>Portable hand washing stations will be available at the following key areas:</p> <ul style="list-style-type: none"> • Entrance(s) to the site and buildings • Classrooms 	<p>Monitor the measures in place: bubbles, increased hand and respiratory hygiene, social distancing where possible</p> <p>All visitors to continue to sign in (to ensure accurate Test Track Trace records)</p>	Staff and SLT	Ongoing	N/A

		<ul style="list-style-type: none"> • Toilets • Lunch areas <p>Continue with the increased cleaning arrangements= high frequency touchpoints and key priority areas</p> <p>Active engagement with Test, Trace, Protect</p> <p>Covid 19 checklist written and in place for confirmed cases.</p> <p>SLT roles for confirmed cases process and system in place for weekends in case of confirmed cases- reporting and closure of bubbles</p> <p>Reducing contacts through additional staffing , changes to PPA support and designated bubbles.</p> <p>SLT liaising with TTP team; regarding new processes for TTP for children.</p> <p>Maximise distancing between those in school wherever possible and minimise potential for contamination (where possible, 2m distancing/ use of masks(fluid resistant type IIR surgical masks and or visors)</p> <p>All visitors to sign in & follow guidance too</p>				
Prevention of Coronavirus	Staff & Pupils	<p>Regular communication with staff, parents, guardians etc.</p> <p>Minimise contact between individuals as much as possible:</p> <p>Parents can only enter school grounds, not classrooms and will access provision through main entrance</p> <ul style="list-style-type: none"> • Distance markers and signage support social distancing • Senior leaders will be at main entrance and staff will be at classroom entrances • Pupils will go straight to their classroom 	<p>Letter sent to Parents: operational arrangements Jan 2021/ communications by School and website as required</p> <p>Letter sent to parents for 22nd feb return: statement taken from guidance that outside school grounds- level 4 restrictions still in place</p>	RF/ SLT	As required	N/A
				SLT	Report to weekly H+S committee as needed	

		<p>Children in designated year group/ class bubbles- dependent on numbers and staffing capacity. Bubbles to not cross other bubbles e.g. different break times, lunch times- lunches in classrooms</p> <p>Operational guidance 12.04.21 Staff responsible for younger learners should remain with set contact groups. Only under exceptional circumstances should staff interchange between different groups. All staff should adhere to the social/physical distancing measures as far as possible; however, we recognise that when working with younger learners this may not always be possible. In these circumstances high quality 3 layer face coverings may be worn by staff members, however, having regard to the needs of the learning will be important and a specific risk assessment may be required.</p> <p>Operational guidance 09/02/21:</p> <p>(ESSENTIAL VISITORS/CONTRACTORS ONLY WILL BE PERMITTED ON SITE) As staff, visitors will wear masks in communal areas and follow advice below (VISITORS). Therapists engaging in contact with children follow their own PPE/ face covering guidance as agreed with health board/LEA & parents of pupils. Visitors who have already attended another school earlier that day, will not be able to attend Evenlode.</p> <p>All staff are encouraged to wear the fluid resistant type IIR surgical masks (FRSM) for as much of the day as is reasonably practicable. In the event a face covering is worn the following will apply</p> <p>Process in place for removing face coverings by</p>	<p>Senior leaders to monitor effectiveness of arrangements</p> <p>Staff to monitor and report to SLT</p> <p>H+S committee monitor- report to H+S committee weekly meeting</p>	<p>SLT</p> <p>RF</p> <p>Staff</p>	<p>Ongoing</p> <p>ongoing</p> <p>Ongoing</p> <p>Weekly check</p>	
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		<p>those that use them when they arrive at school – don't touch front of mask/face covering, place mask in covered bins- wash hands</p> <p>When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping learners in smaller groups, such as their class size, ensuring these contact groups do not mix and by staff wearing face coverings.</p> <p>Cleaning hands thoroughly more often than usual with soap & water / hand gel – on arrival at school, returning from breaks, during a change of room and before / after eating</p> <p>Good respiratory hygiene by promoting 'catch it, bin it, kill it'</p> <p>Continuing with enhanced cleaning, particularly frequently touched surfaces & outside equipment</p> <p>Ensure appropriate ventilation through opening windows/ doors as appropriate and comfortable</p> <p>Within classroom: Operational guidance 12.04.21 Schools should make small adaptations to the classroom to support distancing where possible. That should include seating learners side by side and facing forwards, rather than face-to-face or side on, and might include moving unnecessary furniture out of classrooms to make more space. Foundation Phase learners will be more active in their play based learning and 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>	<p>Senior leaders to ensure adequate stock of PPE/face coverings RF to monitor with staff- no use of cloth face coverings on site</p> <p>SLT organisation of rotas PPA organisation takes into account limiting across bubbles</p> <p>Order nappy sacks/ disposable bags for careful disposal- RF to sort order</p>	<p>RF and site staff</p> <p>SLT-Staff</p> <p>Staff</p>	<p>Rotas reviewed weekly</p>	
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		<ul style="list-style-type: none"> - Make small adaptations to the classroom to support distancing where possible, including sitting side by side and facing forwards; - Move unnecessary furniture out of classrooms to give more space; - Maintain a distance & reduce the amount of time they are in face-to-face contact - Ideally, adults to maintain a 2-metre distance from each other and from pupils; - Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone - Guidance (2m for less than 15 minutes where possible) <p>Elsewhere:</p> <ul style="list-style-type: none"> - Keep contact groups apart where possible; - Avoid large gatherings such as assemblies or collective worship with more than one group; - Movement around the school to be kept to a minimum; - Avoid creating busy corridors, entrances and exits; - Consider staggered breaks and lunch times (time for cleaning surfaces in dining hall between groups); - Staff to be aware and adhering to social distancing in shared areas and spaces - Staffroom: maximum of 4 people at a time- to enable social distancing, staff to make own drinks, clean surfaces after use etc to limit transmission points <p>Activities outside school hours: Operational Guidance 12th April:</p> <p>Organised outdoor activities for children Subject to the public health situation, organised outdoor activities for children will restart from 27 March. Attendance at such activities, which take place outside of the school day and often away from the school estate, is not a matter schools or settings would be expected to police. However, it is likely that attendance at such activities would increase the number of contacts children have. Schools and</p>	<p>Weekly review in H+ S committee</p> <p>School to purchase covered portable heaters- remove fan heaters</p> <p>SLT- rota systems for KS2- classroom organisation</p> <p>RF and SE – review hand sanitiser points outside classrooms-supplement as necessary</p> <p>Supplies of tissues & bins available Separate toilets for different contact groups; additional cleaning of toilets</p> <p>Resources that are shared between contact groups such as sports, art and science equipment should be cleaned frequently and meticulously and always between contact group, or rotated to allow them to be</p>	<p>Staff SLT oversight</p> <p>Staff</p> <p>RF</p> <p>H+S committee + SLT : review</p>	<p>Feb 21</p> <p>ongoing</p>	
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		<p>settings will need to be mindful of this in their communications with parents. As with circumstances where children attend both schools and childcare, if there is a suspected case of COVID-19 at any such organised activity that impacts that child and their contact group, settings must be informed and work together to identify contacts.</p> <ul style="list-style-type: none"> - Any sports lessons (e.g tennis coaching) to be risk assessed - Music lessons- potential of crossing bubbles by staff coming in- review to see when safe to do in school- LFTS offered to staff. <p>It is still recommended that learners limit the amount of equipment pupils bring into school each day to essentials e.g. lunch boxes, bags, hats, coats, books, stationery, mobile phones etc. Books and other shared resources can be taken home, but unnecessary sharing should be avoided; they should be cleaned and rotated.</p> <p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that Staff and pupils should have their own individual and very frequently used equipment such as pens and pencils and not shared. Classroom-based resources such as books and games can be used and shared within a contact group; they should be cleaned regularly.</p>	<p>left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different contact group</p>	<p>H+S committee + SLT : review</p>	<p>ongoing</p>	
<p>Early detection of asymptomatic staff with the virus detected via lateral flow testing</p>	<p>All staff</p>	<p>Lateral flow tests available to all staff working in primary setting/schools, from February 2021. The only exception is staff who have tested positive for Covid 19 will not be able to take a lateral flow test for 90 days from their positive result.</p> <p>Staff will receive training via an on-line training session and will also receive a process document</p>	<p>School SLT will continue to monitor the process and will support any staff with queries.</p>	<p>RF and SLT</p>	<p>Feb 21</p>	

		<p>from Vale of Glamorgan.</p> <p>Lateral flow test kits will be offered to all schools and settings in order for staff to take twice weekly tests. Testing is voluntary, but staff are encouraged to participate to further reduce the risk of asymptomatic transmission within the workplace. Testing is recommended on a Sunday evening and a Wednesday.</p> <p>Anyone who tests positive using a Lateral Flow Test (LFT):</p> <ul style="list-style-type: none"> will not attend setting or school and will inform the school immediately so that all contacts can be informed to self-isolate. Will log the result via the on-line form A follow up PCR test will be booked automatically via the form and the test centre will contact the staff member. if the result of the PCR is positive the school will complete the Initial assessment form which will be sent to communicabledisease@cardiff.gov.uk and COVID-19 Enquiries COVID-19Enquiries@valeofglamorgan.gov.uk the local contact tracing team will then contact the school. Contacts self-isolating will receive updated advice. <p>A negative test result will be logged via the on-line form.</p> <p>Schools and settings will reinforce government guidelines and in particular, remind all those who test negative that this does not mean they can relax their infection prevention measures and/or if they show any of the COVID-19 symptoms to self-isolate immediately and book a PCR test.</p>				
Person to person transmission	All staff & pupils Lack of social	As above see "Prevention of Coronavirus": <ul style="list-style-type: none"> Parents & pupils to be encouraged to maintain social distancing on arrival; 	Staff to remain alert for symptoms in others	RF	H+S walks-ongoing	

	<p>distancing, sharing equipment, not washing hands properly</p>	<ul style="list-style-type: none"> • Activities developed and coordinated to minimise close contact • OUTSIDE TOYS-to be cleaned using standard cleaning methods but on a more frequent basis (determined by number of persons present, frequency of use etc.). • Specific areas / equipment used by persons who have been excluded (due to developing symptoms) must be cleaned before reuse in line with guidance • If required, contact VOG Cleaning Services / Contract Cleaning Co. for specific cleaning related issues • Social hygiene skills e.g. using / disposal of tissues, face touching etc. to be reinforced throughout the day; • Bubbles segregated wherever possible including lunch times (eat in classrooms) and outdoor play by appropriate means; • All persons to wash hands upon entry, regularly throughout the day, on departure and follow good hygiene practices • Printer access will be limited to one person at a time (wipes to be kept by printer to wipe down after every use) • Staff making phone calls must sanitise phone equipment prior to and after use. • Staff will be encouraged to work from home where appropriate e.g. to monitor distance learning and planning, preparing and assessing (PPA) <p>BEHAVIOUR- PUPILS WILL BE ENCOURAGED TO ADHERE TO AGE APPROPRIATE RULES TO SUPPORT SOCIAL DISTANCING. NORMAL POLICY PROCEDURES WILL APPLY FOR NON-COMPLIANCE, WHICH INCLUDES INVOLVING PARENTS.</p> <p>Pastoral care and bereavement support will be provided for learners showing signs of distress.</p>	<p>SLT to monitor</p>			
<p>Use of PPE/face coverings</p>	<p>Staff & pupils</p>	<p>Social / physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to</p>				

<p>Use of face coverings for health purposes</p>		<p>prevent the spread of coronavirus</p> <p>All staff who are in the workplace or work with colleagues where a 2 metre distance can't be maintained must wear a fluid resistant surgical Type IIR mask.</p> <p>If a pupil becomes unwell with symptoms of COVID-19 and needs direct personal care, staff should wear disposable gloves, apron and fluid-resistant (type IIR) surgical mask; eye protection will be worn as there is a risk of splashing to the eyes from coughing, spitting or vomiting; gloves and aprons to be worn when cleaning areas where a symptomatic person has been.</p> <p>All the above PPE/face covering to be worn if providing intimate care</p> <p>face coverings are not PPE</p> <p>School environment to be organised so they operate with social distancing maintained throughout a routine day</p> <p>Operational guidance: 12th April</p> <p>Face coverings and implications for deaf learners or learners with any level of hearing loss</p> <p>The impact of wearing a face covering 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:</p> <p>https://www.ndcs.org.uk/blog/the-impact-of-face-masks-on-deaf-children</p> <ul style="list-style-type: none"> • using alternative forms of communication – such as writing things down or via text messages, depending on the individual needs of the child • dictation or translation apps can sometimes provide a speech to text option when out and about – they don't always work perfectly though • ensuring the listening environment is as quiet 	<p>Surgical Masks and PPE available for staff</p> <p>Isolation area set up – tuckshop room. All staff aware</p>	<p>RF</p> <p>RF</p>	<p>05/01/20</p> <p>ongoing</p>	
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		<p>as possible and making use of any other hearing technology used by a child (such as a radio aid)</p> <ul style="list-style-type: none"> communicating via a window/Perspex panel considering the need for face-to-face meeting, and whether a video call could work as an alternative for individual deaf children temporarily removing the face mask/covering and communicating within the current safety guidance (e.g. ensuring hand washing before and after, not touching the face when the mask/covering is removed, remaining within the social distancing guidelines of staying 2 metres apart). <p>Advice on face coverings will be kept under constant review and will always follow the latest scientific advice.</p>				
Vulnerable pupils with underlying health conditions	Staff & pupils	CLINICALLY & EXTREMELY VULNERABLE PUPILS IN THE HIGH RISK CATEGORIES SHOULD NOT BE ATTENDING CRITICAL WORKER PROVISION; THEY SHOULD BE SHIELDING AS PER WG ADVICE & SHOULD ENGAGE IN DISTANCE HOME-LEARNING				
Pupils & staff with underlying health conditions	Staff & pupils	<p>Alert Level 4 guidance: 23rd Dec 2020: The advice to those who are Clinically Extremely Vulnerable has changed. You are advised that you should no longer attend work or school outside the home.</p> <p>People in the extremely vulnerable group include:</p> <ol style="list-style-type: none"> Solid organ transplant recipients People with specific cancers: <ul style="list-style-type: none"> People with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer People with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment People having immunotherapy or other continuing antibody treatments for cancer People having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors People who have had bone marrow or stem cell 	<p>Monitor Welsh Government advice for any additional action to be taken in relation to those that were shielding.</p> <p>Support can be obtained from the H&S Team and / or the OH Service</p> <p>All staff to engage with The all Wales Covid 19 workforce risk assessment tool. Staff to discuss outcomes with RF if outcome of assessment is high or very high. RF to seek HR advice around individual risk assessments as needed</p>	RF	Jan 2021	
				RF	Feb 2021	

		<p>transplants in the last 6 months, or who are still taking immunosuppression drugs</p> <p>3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe Chronic Obstructive Pulmonary Disease (COPD)</p> <p>4. People with severe single organ disease (e.g. Liver, Cardio, Renal, Neurological).</p> <p>5. People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as Severe Combined Immunodeficiency (SCID), homozygous sickle cell).</p> <p>6. People on immunosuppression therapies sufficient to significantly increase risk of infection.</p> <p>7. Adults with Down's syndrome.</p> <p>8. Pregnant women with significant heart disease, congenital or acquired.</p> <p>Staff who are clinically vulnerable</p> <p>Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the mitigating measures to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'Prevention' section of the guidance. This provides that ideally, adults should maintain a two-metre distance from others, and where this is not possible avoid close face-to-face contact and minimise time spent within one metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults, including older children and adolescents.</p> <p>People who live with those who are at increased risk or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>Risk assessment to be completed on those</p>				
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		<p>returning from the shielding group</p> <p>Risk assessments already completed on staff in the clinically vulnerable group</p> <p>Staff and pupil well-being is a primary concern for the school.</p> <p>Support mechanisms for staff include:</p> <ul style="list-style-type: none"> - Talking to line manager; - Employee Assistance Programme (Care First) available 24/7 on 0800 174 319; - Occupational Health Service can be contacted on 07894 326948 or 07714 397521. <p>Staff to positively reinforce behaviours around social / physical distancing and hygiene as opposed to stigmatising mistakes</p> <p>Staff to be alert to identify and support learners who exhibit signs of distress</p>				
Pregnant staff	Staff	<p>Pregnant women are in the people at increased risk category and are generally advised to follow the above advice, which applies to all staff in schools and the advice to general public but in doing so be aware that they are at increased risk.</p> <p>All pregnant women should take particular care to practice frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. Pregnant women are not advised to be vaccinated against COVID-19.</p>	<p>RF to work with any identified employees in supporting mitigation measures and individual risk assessment.</p> <p>HR support as required</p>	Feb 21	ongoing	
People at school who are unwell	Staff & pupils	<p>Pupils to be kept in a separate room (RF's office) until they are collected, supervised at a distance of 2 metres where possible and disposable gloves, apron & IIR mask to be worn</p> <p>Anybody with symptoms to stay at home, begin to self-isolate for 10 days and make arrangements to be tested (including pupils). Rest of household to stay</p>	<p>Ensure surfaces that symptomatic pupils / staff have come into contact with are carefully and thoroughly cleaned</p> <p>If test is negative, they can return to school when they feel well enough to do so</p>	<p>Staff – SLT oversight</p> <p>Staff- SLT oversight</p>	<p>Ongoing</p> <p>Ongoing</p>	

		<p>at home for 10 days from the day the first person became ill or until the outcome of the test is known</p> <p>Engage with the Test, Trace, Protect strategy</p> <p>Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following local health protection team advice</p>	<p>Advice H&S Team as soon as anybody in the school tests positive</p>	<p>RF</p> <p>RF</p>	<p>Ongoing</p> <p>Ongoing</p>	
Engage with the Test, Trace, Protect (TTP) Strategy	Staff & pupils	<p>School will remind everybody who is showing symptoms to self-isolate and book a test. Those living with someone showing symptoms will also self-isolate</p> <p>If anybody tests positive a Contact Tracer will contact them (parent of a pupil) to help identify potential contacts. A second contact tracer will then get in touch with those contacts and advise them to self-isolate for 10 days from their last contact with the positive person. These people will only be required to take a test if they develop symptoms.</p> <p>People are considered as potential contacts if they were in contact with the person who has tested positive during a period beginning up to 2 days before symptoms started and ending when the case entered home isolation.</p> <p>A positive test on site does not require closure of the school</p> <p>Where staff have maintained social / physical distancing rules and adhered to hygiene measures during work and where required have used PPE, they would not be regarded as part of a contact tracing exercise</p> <p>If school identifies a potential cluster or outbreak, they will contact the regional multi-agency TTP Team immediately</p>	<p>School will be contacted by the TTP team to assist in tracing contacts</p> <p>School to maintain records of all staff / pupils on site, where, when etc.</p> <p>School to note that a contact is defined as someone who has had close contact:</p> <ul style="list-style-type: none"> - Within 1 metre of the person who has tested positive and has been coughed on, had a face-to-face conversation, had skin-to-skin physical contact, or been in other forms of contact within 1 metre for 1 minute or longer; - Within 2 metres of the person testing positive for more than 15 minutes - Having travelled in a vehicle with the person who has tested positive. 	<p>RF</p>	<p>Ongoing</p>	
Identifying	Staff & pupils	A cluster is defined as 2 or more cases of COVID-19	Outbreak Control Team will			

clusters and outbreaks		<p>among pupils or staff within 14 days or an increased rate of absence due to suspected or confirmed cases of COVID-19</p> <p>An outbreak is defined as 2 or more confirmed cases of COVID-19 among pupils or staff who are direct close contacts, proximity contacts or in the same 'bubble' in the school, within 14 days.</p> <p>An outbreak is declared over when there has been 28 days since the onset of the last confirmed case in the school and the results of any possible cases in pupils and staff in that time have tested negative</p>	<p>consider:</p> <ul style="list-style-type: none"> - Adjustments to how the school is operating to facilitate infection & control measures and social distancing; - If further groups need to be asked to self-isolate e.g. class groups, other functional groups or year groups; - Whether to undertake an enhanced investigation including testing of a wider group. 			
Pupils with symptoms entering the provision	Staff & pupils Spreading symptoms to others	<p>Parents / guardians reminded of their responsibility to abide by current guidelines on hand washing, social distancing & staying safe at home</p> <p>Pupils to use hand gel on entering the school</p>	<p>Monitor for symptoms developing.</p> <p>Regular correspondence to stakeholders reminding of requirement that people who are unwell with symptoms of COVID-19 STAY AT HOME</p>	RF - oversight	ongoing	
Pupils / staff developing symptoms whilst in the provision	Staff & pupils Spreading symptoms to others	<p>If anyone becomes unwell with (NHS Guidance) either:</p> <ul style="list-style-type: none"> • A new continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • Loss of, or change in normal sense of taste or smell (anosmia) <p>They should be sent home and advised to follow the Self-isolation guidance & Staying at Home Guidance</p> <p>Number of pupils restricted to pupils of staff working for NHS, Social Care & Blue Light.</p>	<p>Staff to daily remind pupils</p> <p>Ensure surfaces that symptomatic pupils / staff have come into contact with are carefully and thoroughly cleaned</p> <p>If staff unsure, RF to support with decisions and communication to parents</p> <p>Active engagement with Test & Trace and Protect must be encouraged. If test is negative, they can return to school when they feel well enough to do so</p> <p>Advise H&S Team as soon as anybody in the school tests</p>	<p>Staff</p> <p>Staff</p> <p>RF</p> <p>RF</p> <p>RF</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>As required</p> <p>As required</p>	

		<p>Pupil numbers in any 'class' restricted by staffing levels and the social distancing protocol, avoiding contact between groups as much as possible:</p> <p>If any person displays the above symptoms of coronavirus, follow the guidance for Educational Establishments Educational Establishments</p> <p>National guidance on: Coronavirus - Implementing Social Distancing in Education and Childcare Settings and more general guidance on Social Distancing to be observed when entering / leaving school and throughout the day wherever possible to reduce the risk of spreading infection</p> <p>All persons to wash hands upon entry, regularly throughout the day and follow good hygiene practices when not in school. NB soap and water is the preferred means of washing but sanitiser is also provided</p> <p>Pupils in the provision that feel unwell or who may start displaying symptoms must be isolated into a separate room (RF's office) in line with current guidance. (Supervised at a distance of 2 metres where possible.and, disposable gloves, apron & IIR mask to be worn – Also following removal guidance)</p> <p>Arrangements must be made for the pupil to be collected and taken home into isolation. Their parent / guardian must be contacted using the emergency contact numbers provided at registration to collect ASAP.</p> <p>Additionally, parents / guardians should be reminded to follow current national advice in relation to self-isolation / staying at home. The pupil should be excluded from that point and observe national guidance. Parents /</p>	positive	RF	As required	
				RF	As required	

		<p>guardians to be advised to arrange for the pupil to be tested. (SEE TEST TRACK & TRACE)</p> <p>Current guidance advises that if a member of staff has helped someone who was taken unwell with a new, continuous cough and / or a high temperature do not need to go home unless they develop symptoms themselves or they have breached social distancing with the pupil/staff member who is ill. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell and change their PPE.</p> <p>Staff developing symptoms at school must go directly home and follow the stay at home and social distancing guidance. They should also arrange to be tested.</p> <p>Any equipment used by a person with symptoms must be removed from use immediately and thoroughly cleaned and disinfected.</p> <p>Following national Cleaning Guidance of areas where a person is suspected of having coronavirus.</p>				
Transport	Staff & pupils	<p>Staff to avoid car sharing with work colleagues</p> <p>Face coverings to be worn on public transport</p> <p>LA transport provision has been risk assessed by Transport Services</p>		staff		

On-site Traffic	All staff & pupils	<u>See separate traffic risk assessment for the school</u>				
Fire	All staff & pupils Burns, smoke inhalation, asphyxiation	Fire alarm checks to be carried out as normal Fire doors should not be wedged open unless done so with an appropriate hold open device that is connected to the fire alarm system. Head Teacher will ensure fire risk assessment is up-to-date and any outstanding work undertaken	Support can be obtained from Fire Safety Officer on 01446 709150	RF	Ongoing checks and drills	

Safeguarding	Pupils	<p>All staff aware of their safeguarding duties</p> <p>All staff and pupils should know how to contact the Designated Safeguarding Person (DSP) and consider how pupils can talk privately.</p> <p>Standard procedures to be observed including consideration of older age groups.</p> <p>Appropriate site security arrangements in place</p> <p>Live streaming: daily check ins and prerecorded videos for critical worker provision: following guidance: https://hwb.gov.wales/zones/keeping-safe-online/live-streaming-and-video-conferencing-safeguarding-principles-and-practice/</p> <p>Adhere to policies in place:</p> <p>Child Protection and Safeguarding Policy</p> <ul style="list-style-type: none"> - Data Protection Policy - Staff Code of Conduct - Pupil Code of Conduct - Online Safety Policy - Blended learning policy 	<p>Continue to use additional procedures: attendance, safeguarding, welfare procedure</p> <p>Continue to use attendance coding as required for covid 19</p> <p>SLT to monitor provision</p>	RF RF and site staff RF and SLT	Ongoing Regular site checks	
Building & property maintenance	All staff & pupils Legionella, defects in property, faults, electric shock etc.	<p>All routine inspections & tests must be maintained e.g. legionella water monitoring, hand wash water temperatures.</p> <p>Statutory inspections & servicing to continue</p> <p>Defects to be reported for remedial action.</p> <p>Any areas presenting increased risk to pupils to be isolated e.g. D&T rooms</p> <p>All doors to chemical / cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked</p> <p>Good housekeeping to be maintained</p>		RF	Regular site checks/ H+S walks	

		<p>All outdoor building maintenance must be coordinated with RF to ensure segregation from pupils and staff e.g. grass cutting.</p> <p>All contractors to report to reception prior to the start of any work.</p>				
Slips, Trips & Falls	<p>All staff & pupils</p> <p>Poor housekeeping</p>	<p>Appropriate footwear to be worn</p> <p>Emergency cleaning (spills) procedures in place</p> <p>Good housekeeping to be maintained</p>		staff	ongoing	

Cleaning activities	All staff & pupils	<p>Maintain robust cleaning</p> <p>Putting in place a cleaning schedule that ensures cleaning is generally enhanced and involves: more frequent cleaning of rooms/shared areas after they have been used by a different group frequently touched surfaces being cleaned more often than normal</p> <p>Where possible, providing separate toilets for different contact groups. Learners must be encouraged to clean their hands thoroughly after using the toilet</p> <p>Enhanced cleaning of high contact areas must be arranged throughout the day.</p> <p>Wash hands following any cleaning activity.</p> <p>Cleaners to wear appropriate PPE in line with current arrangements e.g. gloves, apron etc.</p> <p>Wear goggles if decanting chemicals where there is a risk of splashing in the eyes.</p> <p>Staff to assist with cleaning where appropriate COSHH information on products has been provided</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	<p>Deep cleaning is available if required.</p> <p>RF , SE and Cymru Cleaning to meet and review regularly</p> <p>Cleaning checklists in place</p>	<p>Staff and SLT oversight</p> <p>H+S committee weekly review</p>	ongoing	
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Lack of staff, reduction in supervision	<p>Staff & pupils</p> <p>Lack of supervision, increase in accidents, increase contact</p>	<p>Maintain supervision levels as far as practicable at all times.</p> <ul style="list-style-type: none"> • Aim for 2 staff per bubble to enable staff breaks/lunch, first aid & intimate care. • Member of Senior leadership time on site at all times as oversight/ support/ safeguarding. • Ensure first aiders on site at all times • Staff will be allocated to consistent groups and will be maintained where is reasonably possible.sz <p>Identify back-up staff for consistency in supervision</p> <p>Utilise rotas to cover access times including premises staff / cleaners. Consider redeploying staff where necessary</p> <p>Managers will ensure that staff have open communication channels to share mental health and well-being during this period. Flexible approaches will be deployed to avoid increases in unnecessary and unmanageable workload burdens</p>		SLT	As required	
<p>Verbal / physical abuse</p> <p>Loss of control</p>	<p>Staff & pupils</p> <p>Physical / psychological injury</p>	<p>Maintain adequate staff supervision</p> <p>Staff familiar with children to be present</p> <p>Staff with additional training employed where appropriate</p>		RF	As required	

Catering	Staff and pupils	<p>Catering facilities open on site after 22nd February: operational for hot meals for all children on site</p> <p>FSM children: not on site During this time, the Welsh Government will continue to make available an additional £19.50 per learner per week in order that local authorities can continue to make provision for learners who are eligible for free school meals but who are unable to attend because of COVID-19 (this applies regardless of whether their school is closed or because they are shielding or self-isolating).</p> <p>FSM children: on site: Where catering facilities are open, learners who are eligible for free school meals who are or transitionally protected should be provided with a free meal on each day they attend.</p>	<p>Communication to parents Support FSM- arrangements</p> <p>Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises</p>	RF	As required	
Educational visits	Pupils	None taking place in alert 4 lockdown				
Transport for children	Staff and pupils	<p>In event of assisted transport to school for pupils:taxi and private hire vehicles Some learners, including those with additional support needs, rely on taxi or private hire vehicle transfers to get to and from their school or setting. Where taxis are used solely for the purpose of transporting children and young people to and from school, as with dedicated school bus and coach services, physical distancing requirements are not necessary. It is recommended that in taxis and private hire vehicles learners' travel in the back seat only. There should be careful consideration of how learners with additional needs can be provided with safe, bespoke transport arrangements. This could include the introduction of cleaning protocols, driving with the windows open (when possible) or finding larger vehicles for transportation. Local authorities and schools should liaise with their local private hire</p>	<p>RF to follow up with individuals as required: per guidance:</p> <p>https://gov.wales/sites/default/files/publications/2020-10/home-to-school-transport.pdf</p>	RF	As required	

		providers on the measures they are putting in place to protect learners, including for the arrangements for carrying multiple learners. When travel by taxi or private hire vehicle is necessary, learners should be advised to follow the advice of the driver. Appropriate cleaning and sanitising measures will also be necessary. Face to face seating where available should not be used.				
Before and after school support: Saplings	Staff and pupils	<p>We know for some families, such as our critical workers, the use of out of school or wrap around childcare will be key to supporting children to return to school and parents to work. Wherever possible this should be kept to a minimum, but in some cases it will be unavoidable.</p> <p>Attendance at more than one setting will require close partnership working between schools, childcare settings and parents. Ideally children should remain in the same contact group across settings, and if there is a suspected case of COVID-19 in either setting that impacts that child and their contact group, both settings must be informed and work together to identify contacts.</p>	Saplings : update risk assessment: mitigation measures in place: bubbles, hand and respiratory hygiene, social distancing, face coverings	RF and KJ To monitor	Feb 21	
Contingency planning	Staff and pupils	Review and following of up to date guidance : check updates from Government and Council	<p>SLT to ensure up to date with guidance RF to attend briefings and communicate key messages to inform next steps</p> <p>Welsh Government will work closely with Public Health Wales and Councils, in the case of potential localised outbreaks</p>	RF	ongoing	

Action card guidance

- This action card should be used in conjunction with current Welsh Government guidelines.
- Its purpose is to highlight those actions that are key to controlling COVID-19 infection in schools and settings.

Setting context

- Includes primary, secondary schools as well as special schools and PRUs.
- Undertaking a Coronavirus risk assessment is a pre-requisite to this guidance and the workforce/unions should be consulted. The assessment should be regularly reviewed in particular when the Alert Level is changed in the area where the school is located.
- The 'hierarchy of controls' principles should always be adopted in managing COVID-19 in your school.
- Full guidance on changes to teaching and learning in schools and settings can be found at www.gov.wales/schools-coronavirus-guidance.

How do I keep COVID-19 out of our school?

In line with the 'Keep Childcare Safe – Protective Measures in Childcare Settings', the key actions for you to take to be as COVID secure as possible are outlined below:

1. Under no circumstances should learners or staff attend schools or settings if they:
 - feel unwell with or, have any of the identified COVID-19 symptoms: they and their household should self isolate immediately and get a COVID-19 test;
 - have tested positive for COVID-19 and been told to isolate;
 - live in a household with someone who has symptoms of, or has tested positive for COVID-19: the whole household must self isolate.
2. Where a staff member or learner becomes unwell at the school/setting with possible symptoms of COVID-19:
 - they should be sent home immediately to self-isolate and arrange a COVID-19 test;
 - until they leave the school/setting (in the case of a learner, when they are collected by a parent/carer) their contact with all other individuals at the school/setting should be minimised;
 - if possible, ensure they remain in a separate room until they are able to leave the school/setting;
 - if the test is positive, the class bubble will be asked to self isolate for 10 days.
3. Test at home kits are available to all schools/settings in order for staff to take twice weekly tests. Testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to further reduce the risk of asymptomatic transmission within the workplace.
4. Minimise contact between all individuals wherever possible; this applies to both staff and learners. For all learners the emphasis will be on forming groups and ensuring separation of those groups, with staggered class, meal and play times to avoid mixing of groups. For older learners it will also be on maintaining social/physical distancing where possible, reducing total number of daily contacts by at least half, and wearing face coverings where possible during face to face conversations.
5. Staff should avoid interchanging between different or a number of groups unless absolutely necessary, and subject to a risk assessment
6. Staff should maintain social distance from learners and other staff as much as possible across the school site. This includes communal areas, staff rooms, during meetings and when using WC facilities.
7. Clean hands thoroughly more often than usual with soap and water for at least 20 seconds, and use a hand sanitiser, especially if soap and water are unavailable.
8. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
9. Ensure enhanced cleaning takes place, including cleaning frequently touched surfaces often, using standard products such as detergents and disinfectants.
10. Ensure appropriate ventilation and 'airing' of rooms using doors and windows as far as possible.
11. Remind parents/carers about drop-off and collection arrangements, that they should not gather at school gates, nor should people from different households mix (eg not share cars to travel to and from the school/setting, or mix for social activities).
12. Where necessary, in specific circumstances, wear appropriate personal protective equipment (PPE). This includes when dealing with suspected cases of COVID-19, and when providing personal care to a child or young person. Further details can be found at: www.gov.wales/operational-guidance-schools-and-settings-support-limited-attendance-htm.

What action should I take when a learner or staff member tests positive for COVID-19?

1. In the event of a positive test, a contact tracer will contact the person tested to help identify potential contacts.
2. A second contact tracer will then get in touch with those contacts and notify them to self-isolate from their last contact with the person who tested positive. These people will only be required to take a test if they develop symptoms.
3. Schools should ensure that they have processes in place, supported by seating plans where appropriate, to enable contacts to be quickly and easily identified and shared with the contact tracer. The timeliness of your school's response can be critical in reducing the impact of the infection on your school.
4. If a cluster should occur in the school, the cluster's members will be provided with a dedicated TTP contact person managing the cluster, to whom they can report new cases or raise any other concerns such as increasing numbers of possible cases.
5. A positive test on site therefore does not require closure of that site. The process of testing and contact tracing is part of the 'new normal' risk mitigations process, and where schools and settings follow guidelines carefully, there is no cause for alarm.
6. Where vulnerable learners are self-isolating it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.

How can I minimize the spread of infection in my school?

Should you have 2 or more cases from your school/setting (including staff, children and visitors) testing positive for COVID-19 in a 14 day period you will need to consider if there are inherent risks within the setting:

1. Review your Coronavirus risk assessment, including what measures you have in place in the school/setting, numbers of children attending, consistency of staff working with groups of learners, and infection and control measures.
2. Staff and union engagement and engagement with parents and communicating the revised plan are a critical part of this and provide the opportunity to reinforce good practice and ensure that signs and symptoms of COVID-19 are understood and acted on appropriately i.e. self-isolating and testing.
3. Any cluster in the school/setting will prompt action from the local authority. They will be able to support and advise you on further actions required to mitigate ongoing risks. One of the actions they may wish you to take is to support whole testing of staff to identify asymptomatic individuals.

Links to key guidance:

www.gov.wales/keeping-learners-safe-education

www.gov.wales/schools-coronavirus-guidance

www.gov.wales/test-trace-protect-coronavirus

www.hse.gov.uk/coronavirus/assots/docs/risk-assessmentL.pdf

www.hse.gov.uk/coronavirus/working-safety/risk-assessment.htm



