

	REFERENCE:	COVID-19 – Schools Restart Autumn Term 2021	Referenced accompanied additional documentation: COVID-19 HS guidance for schools – Autumn Term 2020 COVID-19 Guidance PPE updated 21-05-20 COVID-19 Physical Distancing 21-05-20 COVID-19 Assessment of Vulnerable Staff COVID-19 Guidance for Employees with a Vulnerable Person within the Household COVID-19 Testing for Key Workers 21.05.20 COVID-19 Guidance on Enhanced PPE COVID-19 Face visor cleaning instructions COVID-19 Air conditioning and Mechanical ventilation COVID-19 HVAC Risk Assessment COVID-19 Test Trace Protect service COVID-19 Actions to take if learner or staff display symptoms COVID-19 Guidance for delivering First Aid COVID-19 Guidance – Reporting of Positive Cases RIDDOR COVID-19 Re-Start Workforce Risk Assessment [22 December 2021] COVID-19 Guidance on cleaning the school Building V5 COVID-19 Cleaning Products Cheat Sheet (also see staff handbook) COVID-19 Care First & Group Support sessions Info COVID-19 PPE Guidance – Enhanced PPE for Special Schools and SRBs WG operational-guidance-schools-and-settings-30-April-2021	
	ASSESSED BY:	Head Teacher : J Drogan H&S Officer: D. Middleton Union Rep: H Mapstone/ N Roberts		
	ISSUE DATE:	September 2021	NEXT REVIEW:	October 2021
SCHOOL NAME		Allensbank Primary School	Overall Risk Rating	MEDIUM

Description: Guidance from Welsh Government - **Operational guidance for schools and settings from 1st September 2021**

Information: Control Measures have been updated following the operational guidance made by Welsh Government (published 14th July 2021) – by exception only. I.e. Only sections of the risk assessment have been updated where there is new guidance from Welsh Government. All other sections and control measures within the Schools COVID-19 Risk Assessment remain effective against COVID-19 when implemented at the school or setting. (Where relevant some sections have been updated with the most recent Cardiff Council H&S Guidance.)

As a result of Welsh Governments latest Schools Operating guidance (published 9th July 2021) there is a further review in relation to the wearing of face coverings/face masks specifically in classroom areas (secondary pupils and all staff). Schools are being allowed the option to decide if they continue with Face Coverings in communal areas only have consultation with Environmental Health Officers and the Local Council. There is also the removal of the need for contact groups / bubbles to be maintained, instead contact tracing will be implemented to target contacts of a confirmed case.

Please note TTP no longer require staff or pupils to self –isolate if they are close contacts, if they have been fully vaccinated or are under 18 years of age and remain symptom free. They will be offered PCR Testing and will not need to self - isolate while awaiting results. If the PCR Test result is positive however, they will need to self – isolate. TTP will get in touch with them to identify their close contacts.

Statutory Inspection	Date Expired	Completed Yor N / Re-inspected Date
Gas Safety		Y- expiry date 6/7/21
Legionella		Y- completed 26/6/20
Boiler and Pressure Systems		Individual electric water heaters (Inspected 23/2/21)
Fire Alarm Systems		Y- expiry date 14/10/21
Lift Equipment LOLER Inspections		N/A

What is the hazard	Who might be harmed	How might people be harmed	Existing risk control measures	Additional Controls	Risk rating		
					L	M	H
1. Identified at risk groups	Employees Other household members	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties.	<p>As of April 1st 2021, the need to shield for those considered to be extremely vulnerable has been paused by Welsh Government. The Council has implemented reasonable measures to minimise the risk to all employees. Therefore, those previously considered to be vulnerable can now return to work, if they cannot work from home.</p> <p>New and Expectant Mothers H&S Guidance (30th April 2021): As per H&S Guidance a risk assessment must be completed by the respective line manager in relation to latest guidance. The guidance details staff are to work from home from 28+ week's gestation and further advice from Occupational Health in relation to the 'C19 Variants'. IIR Face Mask is required where 2m Social Distancing cannot be maintained.</p>	If an employee is anxious about returning to work as they feel they are vulnerable, they should be referred to Occupational Health.		✓	

2. Living with Vulnerable person(s)	Employees Other household members	Staff may spread COVID-19 to vulnerable people who live in the same household	<p>Public Health Wales provides guidance on what steps to take if living with a medically vulnerable person.</p> <p>There is no requirement for those living with a medically vulnerable person to not attend school or work.</p> <p>Disposable IIR Medical Masks are required to be worn in communal areas and when moving around the building.</p>	<p>Regular Health and safety briefings/updates for all staff during weekly staff meetings. Guidance in staff handbook regularly reviewed.</p> <p>All staff made aware of the need to wear Disposable IIR Medical Masks in any communal areas. Updates provided in relation to guidance.</p>	✓		
3. Safe Return of Staff into the workplace, where required.	Employees Staff	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties.	<p>Ensure all school staff are aware that the H&S SLA is currently operating as a Reactive Service due to the pandemic. Schools are encouraged to contact their SLA H&S Officer if they have any issues or require any further support.</p> <p>Ensure all staff are aware that social/physical distancing, hand hygiene and respiratory hygiene (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) remain the most effective ways to prevent the spread of coronavirus.</p> <p>Head teacher to ensure all staff are aware of latest guidance and the most 'up to date' control measures to protect themselves and others, this includes:</p> <ul style="list-style-type: none"> • Disposable IIR Medical Masks are to be worn by staff instead of face coverings, in Common Areas, while moving around the building i.e. working between classes, when working within 2m of another person (staff or pupil) including travel in vehicles. • All staff have been inducted in relation to Covid-19 risk assessment. Regular updates are provided through staff meetings and a regularly updated staff handbook. • An induction video of the new site layout/procedures rather than a physical walk through was provided. This can then be revisited if staff need a refresher (available on staff Teams) • Consider what training will be required. This should include school specific arrangements, changes to pupils risk assessments/plans of care, infection control measures and changing of staff responsibilities, how physical distancing requirements will apply, how to wear and remove PPE safely, correct use of cleaning chemicals where they are required to be used for frequently touched surfaces and cleaning of equipment. • Staff are to be supported by senior members of staff and ensure communications are in place for feedback and any concerns to be addressed. • Utilise Cardiff Council's wellbeing services, including CareFirst. 	<p>If school Head teacher requires a specific visit or have concerns regarding SLA H&S support please contact: Terry.Phillips@cardiff.gov.uk</p> <p>Staff Covid-19 handbook regularly updated and provided for all staff.</p> <p>Face Mask Exemption: If staff member makes head teacher aware that they are mask exempt, staff member to be referred to Gail Lever (Gail.Lever@cardiff.co.uk)</p> <p>If there are any additional considerations provided in the assessment, these are to be forwarded to Occupational Health (occupationalhealthenquiries@cardiff.gov.uk for direction on the controls required in work.</p> <ul style="list-style-type: none"> • All pupil risk assessments reviewed • All staff have completed work force risk assessments • Additional risk assessments as required for individual staff. • All staff have watched PPE and face covering training videos • Guidance on cleaning products for all staff. • Care first information and updates provided for all staff. 		✓	

<p>4. Infection Control-</p> <p>Wellness and Suitability to attend work site</p>	Employees	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties.	<p>All staff have been advised of the symptoms of Coronavirus (COVID-19). The most common symptoms of COVID-19 are recent onset of:</p> <ul style="list-style-type: none"> • New continuous cough and/or • High temperature • Loss of taste and/or smell <p>Wider identified symptoms also include-</p> <ul style="list-style-type: none"> • Fatigue • Myalgia (muscle ache or pain) • A sore throat • A headache • A runny nose • Nausea • Vomiting • Diarrhoea <p>Cardiff and Vale Test, Trace, Protect Service advise that a test is booked if these symptoms are displayed.</p> <p>Staff advised that if they live alone and have symptoms of COVID-19, however mild, stay at home until tested and results received.</p> <p>If they live with others and are the first in the household to have symptoms of coronavirus, they must self-isolate from other family members until test results come back.</p> <p>Follow Guidance provided by Test , Track and Protect Teams.</p> <p>Staff are eligible to use the NHS COVID-19 app. In the event of a NHS App notification, the staff member would be deemed a 'contact' and must self-isolate following the usual school COVID-19 procedures.</p>	<p>Staff informed of the most up to date symptoms via weekly communication. https://gov.wales/check-your-symptoms-see-if-you-need-coronavirus-medical-help</p> <p>Posters displayed around the school to inform of symptoms.</p> <p>All Health and Safety Guidance documents shared with staff via email.</p> <p>Link to apply for test- https://www.gov.uk/get-coronavirus-test</p> <p>Test, Track and Protect information- https://gov.wales/test-trace-protect-coronavirus</p>	✓	
<p>5. Infection Control-</p> <p>Those displaying symptoms of the virus</p>	Employees	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties and when at home	<p>Staff must advise their Head Teacher or line manager immediately if they are displaying any of the above or if someone within their household is displaying symptoms of the virus. The employee will need to remain at home until a virus test is arranged.</p> <p>Virus Testing Where an employee or pupil displays one or more of the main symptoms of COVID-19 they must self-isolate at home and arrange a PCR test as soon as possible. They must self-isolate until the test result is known or for at least ten days in the absence of a test. Where the virus test is negative:</p> <p>The member of staff or pupil will be advised by Health/TTP on receipt of the test results if the employee is safe to return to work.</p> <p>Where the virus test is positive for a member of staff:</p> <p>The employee must advise their line manager and self-Isolate for 10 days. If they remain unwell at the end of 10 days, the employee should contact 111 for further advice before returning to work.</p>	<ul style="list-style-type: none"> • Staff handbook offers details of protocols to follow on communicating with SLT • Staff showing symptoms can arrange a test by calling 102 • All existing measures noted. 	✓	
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			<p>All positive test results will need to be reported to TTP for further investigation.</p> <p>Where there is reasonable evidence that the employee acquired COVID-19 through their work activities, this must be reported to their SLA Health and Safety officer who will advise further.</p> <p>Where the virus test is positive for family member residing in the same household as a member of staff:</p> <p>Where an employee has received two full doses of the COVID-19 vaccine (at least 2 weeks prior to being identified as a contact), they will not be subject to self-isolation, and may return to work. However there may be certain circumstances where contacts may be asked by Test, Trace, Protect to self-isolate, according to the guidance.</p> <p>Fully vaccinated contacts that return to work should follow TTP instruction on undertaking day 2 and day 8 testing.</p> <p>Where an employee is not fully vaccinated, they will be required to self-isolate for 10 days, to monitor if they develop symptoms. If they don't develop symptoms at the end of 10 days, they are able to return to work. If they do develop symptoms during the 10 days self-isolation, they must arrange a PCR test immediately, and follow TTP advice.</p> <p>Where the virus test is positive for a pupil:</p> <p>The pupil's parent/guardian must advise the school, and the pupil must self-isolate for 10 days. If they remain unwell at the end of 10 days, the parent/guardian should contact 111 for further advice before returning to school.</p>			
6. Infection Control-	Employees Pupils Visitors	Staff/pupils/visitors may contract or spread COVID-19 whilst undertaking their duties or attending the school	<p>Where there is a confirmed case (pupil or member of staff). There is no longer the requirement to self-isolate the 'contact group' / 'bubble'. Instead Contact Tracing will be used to identify the close contacts of staff and learners that have tested positive.</p> <p>To reduce the number of contacts and to minimise the risks of Covid-19 transmission, a combination of controls must be considered, such as limiting contacts, frequent and thorough hand hygiene, decontamination and cleaning.</p> <p>Physical / Social Distancing measures remain in place for staff, pupils (where possible) and for visitors (parents, carers, specialist teachers and contractors etc.)</p> <p>Social Distancing with younger children will be more challenging. Therefore the following measures must be implemented to minimise the number of contacts that pupils and adults have (these measures can also be applied across any year group/any school and would be considered best practice to minimise contacts, avoid creating chains of transmission throughout the school and prevent large outbreaks of the virus).</p>	<p>TEMPORARY CONTACT GROUPS: 'Contacts Groups' / 'Bubbles' may be re-introduced for a temporary period, to reduce mixing between groups. This will be a joint discussion between the school, public health officials and the local authority.</p> <p>CONTACT TRACING: Schools will need to ensure they have core information available which will support the TTP Teams. This may include attendance records, seating plans (classroom/dining hall), travel arrangements or any intelligence the school has regarding a learner's immediate friendship group.</p> <p>NOTE: It is recognised that schools may become aware of cases before contact tracing is formally undertaken, and that initial precautionary action (e.g. self-isolation) may be required.</p> <p>TTP RECORDS: All settings should maintain accurate contact details</p>	✓	
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			<ul style="list-style-type: none"> • Ensure that pupils and staff where possible only mix in consistent groups. • Keep groups of children separate from other groups where possible. • Stagger interaction between different groups of pupils and consider the movement of children around the school, including one way systems where possible to minimise contacts. • If large spaces (e.g. halls, playgrounds, dining halls, large common rooms) are utilised to accommodate pupils, these must be demarcated and managed accordingly to keep groups or individuals apart as per requirements for minimising contacts and reducing potential transmission within the school. • Prevent the sharing of food, drink, utensils, and where possible equipment and resources. • Make as much use as possible of the available outdoor space for activities. • Cleaning should take place between sessions of different groups, different classes, different year groups etc. • Enhanced cleaning measures utilised to prevent cross-contamination between person-to-person or group-to-group, e.g. shared use of toilets, shared use of corridors, classrooms, intervention spaces and dining halls etc. • As far as possible, the same members of staff should be assigned to each group and these should stay the same during the day and on subsequent days. • Ensure that staff and visitors adhere to social distancing requirements when interacting with other staff at the school. • Staff to don PPE (including Type IIR Face Mask) in all communal areas. PPE must also be donned where there is limited space and staff are unable to maintain 2m social distancing, e.g. in the classroom, busy corridors etc. • Staff to stay at the front of the class where possible (predominantly within secondary schools or KS2 classrooms). • Pupils (secondary school only) to wear face coverings in all communal areas and busy corridors. Pupils will need to wear face coverings where adequate social distancing measures cannot be maintained, e.g. a classroom with limited space and/or poor ventilation. • Keep your staffing arrangements as consistent as possible. Those on work placements or students in regular attendance can be included as 'staff'. Where you do need to use staff from other settings or agency staff, ensure this is agreed on a weekly basis, not daily, to limit contacts (where possible). • Ensure that only essential visitors attend the setting and adhere to the social distancing requirements whilst there. • Consider staggering pupil movements, e.g. breaks, lunch times, lesson plans where possible to limit interactions, limit onward potential transmission across different groups and make contact tracing more manageable. • Consider using different entrances and exits for different 	for and keep a record of all those accessing the premises to enable tracing in the event of an outbreak.			
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			<p>groups of pupils to reduce interactions, contacts and potential transmission.</p> <ul style="list-style-type: none"> Parents/carers must be encouraged not to stay at the school during 'drop off' and 'pick up' times to prevent further interactions and opportunities for Covid-19 transmission across the wider school population. Consider assigning different entrance, exits or 'drop off/pick up' points for pupils, parents and carers to use. Consider putting markers and/or signage in outside spaces for parents/carers to keep to the 2 metre social distancing rule for drop off and collection. Ensure visitors, parents and carers are kept up to date with the schools Covid-19 control measures, including the use of face coverings when on school premises. Frequent hand hygiene practices (hand washing and hand sanitising) remains an effective infection control measure to prevent the spread of the virus. Schools should continue to make small adaptations within the classroom, e.g. remove unnecessary furniture to create space, remove difficult to clean resources (mats, textiles) and ensure pupil seating plans are forward facing (no requirement for Foundation Phase classrooms). <p>Isolation Room Following a confirmed case at the school, the areas used by the confirmed case must be cleaned sufficiently to prevent any potential onward transmission. This includes the use of the isolation room.</p>			
7. Public Interaction & Contractors	Employees Parents Contractors	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties	<p>School not to invite parents into the school setting – only for emergency, vital meetings or to collect potentially unwell pupil.</p> <p>School to communicate to parents via telephone, other technology – email or text messaging. None but essential meetings to be held with parents on the school site.</p> <p>All contractors visiting school site must abide and follow social distancing guidelines and agree to implement control methods with the school prior to commencing work. Visitors may not be aware of the measures implemented at the school. Any contractor instructed by the Council to attend site to undertake work within the school building will be required to undertake a test prior to attending site and upload the results to the Council's recording system. Schools to request confirmation that a test has been undertaken and that the test returned a negative result before contractors are permitted access the site.</p> <ul style="list-style-type: none"> Contractors must provide school with details of social distancing controls they will implement. Plan work out of normal school hours where possible. Agree specific hours and times for arrival and leaving. Minimise need to move on or off school site. 	<p>See guidance document: COVID-19 – Social distancing and complete the Social distancing risk assessment proforma.</p> <p>Face coverings must be worn in communal areas and when moving around the building. Staff have been advised to wear disposable, Fluid-resistant (Type IIR) surgical masks and have been supplied with these.</p> <p>See guidance document: COVID-19 – PPE for Essential Services.</p> <p>PPE/RPE guidelines must be followed where contact is unavoidable</p> <p>Provide separate equipment to be used for personal use only where possible i.e. statutory and essential work items</p> <p>All contractors to contact school prior to attending site & be pre-approved.</p> <p>Contractors must provide COVID-19 risk assessments in addition to usual risk assessments for the activity they are undertaking.</p>		✓

			<p>All Council staff likely be undertaking ad-hoc visits to school sites will be provided with testing kits by the Council, staff will be advised that tests must be undertaken prior to visiting a school site, with visits only proceeding on a negative test result. Staff will be responsible for uploading test results to the Council recording system. Schools to request confirmation that a test has been undertaken and that the test returned a negative result before staff are permitted access to the site.</p> <p>Appropriate signage must be placed at points of access (main entrance) to remind all visitors/contractors of the need to wear a face covering. If visitor/contractor to access the school building, the school to provide a Type IIR Face Mask to be worn at all times.</p>			
8. Unable to maintain the 2m social/physical distancing.	Employees	Staff may spread COVID-19 or contract COVID-19 while arriving at school	<p>Staff to enter the school early before parents, park at distance from one another and enter school separately, not in groups. School to consider specific staff entrance and exit.</p> <p>Staff will socially distance at all times. Disposable IIR Medical Masks are to be worn by staff instead of face coverings, in Common Areas, while moving around the building i.e. working between classes/bubbles, when working within 2m of another person (staff or pupil) including travel in vehicles.</p> <p>Posters displayed around the school in order to promote social distancing.</p> <p>Visitor Information Schools should provide all visitors, e.g. contractors, peripatetic support services, the following information (to be shared prior to their visit, where possible):</p> <ul style="list-style-type: none"> • Ensure all visitors are aware they cannot enter the school site if they or a member of their household are experiencing COVID-19 symptoms or awaiting test results. • Ensure all visitors are aware of the schools social/physical distancing, hygiene measures and the requirement to wear a face-covering (Type IIR FRSM Face Mask required if entering the building – these can be provided by the school). • Ensure all visitors are aware of the Lateral Flow Testing process. <p>A record should be kept of all visitors as this may be needed at a future point to assist with contact tracing. Parents and carers should be encouraged not to remain on the premises/at the gates longer than necessary.</p>	<p>Staff to have staggered arrival times and enter school through staff room entrance, via the side gate or main gate into the school yard.</p> <p>One-way systems operating within both school buildings. Floor markings indicate the flow of traffic. Additional signs on doors show no entry points and priority where there is the need to give way.</p> <p>Information distributed to all parents prior to the beginning of term (and reinforced through regular newsletters) e.g. expectation of new clothes each day, staggered timings</p> <p>No parents to be allowed into the school building only for emergency or to collect potentially unwell pupil.</p> <p>Hand sanitiser points around the building. Anyone entering the building to use hand sanitiser upon entry. All pupils to wash hands.</p> <p>Face Mask Exemption: If staff member makes head teacher aware that they are mask exempt, staff member to be referred to Gail Lever (Gail.Lever@cardiff.co.uk)</p>	✓	

9. Start of School Day	Staff Parents Pupils	Spread of virus due to congestion on arrival at school. Overcrowding due to pupils, staff and visitors entering the school at the same time	<p>[Important Note: from 1st September 2021 there is no requirement to stagger start & finish times. However, control measures must be implemented to prevent or limit mixing between year groups/classes. Mixing between different year groups and classes will result in contact tracing becoming more challenging and may have a greater impact on the number of school pupils and staff that must self-isolate as a result – See Section 6 Infection Control above].</p> <ul style="list-style-type: none"> A one-way-system implemented to prevent fleeting contact between people arriving and leaving. Markings on playground to support this. Parents asked to drop their children and leave the site immediately. 	<p>Staff to go to working area rather than use staff room at arrival and departure times.</p> <p>Pupils within each Class will enter via their own dedicated door and go directly to their allocated classroom. FP children to be met in allocated areas of the outdoor shelter. No parents to enter the shelter area.</p>	✓		
10. Start of School Day – ACCESS	Staff ,Pupils Parents	Poor social distancing between staff and pupils at registration & wellness monitoring	<ul style="list-style-type: none"> Display posters as below advising of the 2m/6 foot social distancing requirement available online. Floor markings that identify flow of traffic and social distancing requirements. Round floor stickers with feet markings on them will be easier for pupils to understand. <div style="display: flex; justify-content: space-around; align-items: center;"> </div> <ul style="list-style-type: none"> Parents issued a newsletter with all the site specific information, and expectations of the family – e.g. the expectation for children to wear clean clothes daily. No parents should be permitted into the main building only designated areas if emergency with pupil e.g. collect unwell child. Parents and children to use hand sanitiser upon entering the site – children will be taken to wash their hands as they enter the setting. 	<p>There will be no moving between classes. Pupils will only move from the class to access outside areas.</p> <p>Floor plans in place with one way systems within buildings.</p> <p>Signage as supplied by County Council displayed around the school.</p> <p>Newsletter and guidance for parents issued on a regular basis using Teacher2Parents/Padlet/Class Dojo</p> <p>Designated front entrance to be used by visitors only. Allocated area for meetings where virtual meetings are not possible.</p> <p>Any visitors entering the school building are asked to use hand sanitiser and wear face masks.</p>	✓		
11. Arrival Specialist Transport	Staff, Pupil, Taxi Driver Escort	Inadequate social distancing in relation to: <ul style="list-style-type: none"> Transport Driver (CTS) Pupil Escort Pupil Member of staff 	<ul style="list-style-type: none"> Specific transport arrangements in place to make sure relevant control measures are in place, e.g. social distancing. Transport services and pupil escort services require PPE. Transport arrangements are in place. Special school staff to assist pupils from the vehicle to the school. Staff will be protected in lieu of social distancing, i.e. ensure correct level of PPE is worn. Staff trained in the correct procedures for putting on and removing PPE. Drivers/Escorts to wear Type IIR Face Masks at all times. 	<p>School transport notified of staggered start and end times. Some EIC pupils transported in taxis- to be met by EIC staff.</p>		✓	

			Any non-compliance to be recorded and Specialist Transport to be notified: <u>Michael.Hardiman@Cardiff.gov.uk</u> <u>S.Gerrard@Cardiff.gov.uk</u>			
12. Arrival Traffic Management	Staff, Pupil, Taxi Driver Escort	<ul style="list-style-type: none"> • Overcrowding due to pupils exiting vehicles at the same time 	<ul style="list-style-type: none"> • Vehicle arrivals staggered on-site OR • Pupils permitted to leave vehicles in a phased approach to ensure social distancing. [Traffic Management safety controls to remain in place, e.g. specific parking areas used and engines 'turned off' etc.] • All changes have been communicated to pupils/drivers to ensure compliance. 	<p>No vehicles on site other than staff vehicles.</p> <p>Parents advised of council cameras at the school gates to avoid vehicles from stopping within the area at the front of the school.</p>	✓	
13. Arrival Medically Vulnerable Pupils	Staff, Pupil, Taxi Driver Escort Parent	<ul style="list-style-type: none"> • Complex medical needs • Vulnerable pupils • Heightened risk of infection / poor immune system etc. 	<ul style="list-style-type: none"> • Pupils have been identified as vulnerable or more susceptible to harm due to their underlying medical needs. System in place to identify any new or existing medical needs in pupils prior to their return • In all circumstances, an individual pupil risk assessment required to ensure control measures are in place to reduce the risk to an acceptable level. • In some instances and dependent upon the vulnerability these pupils may not be able to access the school provision at this time. This decision will be based on the outcome of a risk assessment. This maybe where a pupil or household member is clinically extremely vulnerable and based on age or capacity is unlikely to adhere to the instructions on stringent social distancing. • A plan is in place for pupils to be supported to learn or work at home when they are unable to return to the setting based on findings from the risk assessment or latest government advice. 		✓	
14. END OF SCHOOL DAY	Staff, Pupils Taxi Driver Escort Parents	Lack of specific control measures and procedures resulting in over-crowding and poor social distancing practices.	<ul style="list-style-type: none"> • [Important Note: from 1st September 2021 there is no requirement to stagger start & finish times. However, control measures must be implemented to prevent or limit mixing between year groups/classes. Mixing between different year groups and classes will result in contact tracing becoming more challenging and may have a greater impact on the number of school pupils and staff that must self-isolate as a result – See Section 6 Infection Control above]. • More than one point of egress be used. All parents, guardians informed via communication. • Prevention of gatherings outside the school at 'pick-up' times. Parents to be politely advised of the 2m distancing rule if required. This could be enforced by the use of posters in strategic locations. • Ensure the Traffic Management Risk Assessment has been reviewed in light of these changes and determine what further control measures may need to be introduced. 	<p>Parents advised to collect their children and then leave the school site.</p> <p>Parents warned about gathering at entrances etc.</p> <p>Parents advised to use the pavement on the school side of Llanishen street when coming to school and the pavement on the opposite side when leaving.</p> <p>Signage in playground area highlighting social distancing.</p>	✓	
15. LESSON TIME	Taff & Pupils	COVID19 Respiratory Illness – Virus contracted	LESSON TIMES - Type IIR Face Masks (Staff) There is no longer a requirement for routine use of Type IIR Face	<ul style="list-style-type: none"> • Social distancing not needed within class groupings 		✓

		due to lack of Social Distancing	<p>Masks in a classroom setting for staff, however the use of face masks is still a requirement where this is risk of mixing, e.g. communal areas or where social distancing (2m) cannot be maintained. School will instruct staff to don Face Masks in the classroom if social distancing cannot be maintained between pupils and staff members and/or there is poor ventilation.</p> <ul style="list-style-type: none"> • Arrange classrooms with forward-facing desks, one metre apart, recognising this may not be possible or appropriate in all schools and settings (may vary from school to school). • Classrooms/class sizes: these will have been re-arranged to allow as much space between individuals as practical by spacing tables/desks out in the classrooms. • Pupil flow around the class: ensuring there is enough room in between furniture for pupils and staff to access exit points, welfare facilities etc. • Lesson change overs: minimise the movement around school of pupil's. • Outdoor learning: Remove any unnecessary equipment. The same control measures should be reflected outside. Pupils should wash their hands before outdoor play and upon re-entering the classroom. • Assemblies: Whole school assemblies are not encouraged as the school must continue to undertake measures in the prevention of ongoing virus transmission. If different classes are mixing, consideration must be given into calculating the adequate spacing requirements and the sharing/cleaning of equipment. • Classroom entry and exit routes have been determined and appropriate signage in place. All pupils will be asked to wash their hands when they come onto school site. If hand washing facilities are not in close proximity to entry points, hand sanitisers are placed at class entrance points for pupils to use. • Toilet access: toilet access to be carefully monitored by staff in order to ease congestion. • PE Lessons- Where possible consideration should be given to hold all PE lessons outside. Team sports such as football and netball are permitted. • When PE lessons cannot be conducted outside a number of factors need to be taken into account including the number of pupils, the size of the hall and its suitability for social distancing. • Offsite visits: International trips are not currently permitted. UK based day/residential trips are allowed, and must be entered onto the EVOLVE system, with an adequate COVID-19 risk assessment attached. 	<ul style="list-style-type: none"> • Pupils to remain within restricted groups (Lower KS2, Upper KS2, FP) • Minimum change over of classrooms to limit mixing of Year groups. Where there is pupil movement, hand washing/hygiene routines to be observed. • Fixed play equipment to be regularly cleaned. As a control measure, pupils to wash hand before and after use. • Class groups to have their own box of Small play equipment which will be regularly cleaned. • No assemblies to take place until further notice • Hand washing to take place when pupils enter their Classrooms. Regular hand washing/sanitising thereafter at points of transition e.g. before and after using the outdoor area. Each Classroom has it's own sink or designated hand washing within toilets. • Each class has their own dedicated toilets and sinks-these are clearly labelled. • Floor based activities will be minimised. • Where PE activities cannot take place outside (due to weather) consideration will be given to activities that allow for social distancing within the hall. All children to wash their hands following a session in the hall. • Staff in other classes to be informed of hall use so that pupils can be escorted to toilets if needed. • All staff to focus on hand hygiene and social distancing within contact sessions. 			
16. Lessons Cont'd	Staff & Pupils		<ul style="list-style-type: none"> • COVID 19/Social distancing information posters are displayed in classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets • Appropriate resources are available within all classrooms e.g. 	Pupils provided with materials/resources they need. All pupils to have individual A5 zip bags with their own materials. (sharing of resources permitted within classes)	✓		
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	Younger Pupils	Cross Contamination from communal use of resources	<p>IT, age specific resources such as role play areas, toys etc. Removing unnecessary items from the classroom and other learning environments where there is space to store. Resources which are not easily washable or wipe able have been removed e.g. soft toys or those with intricate parts.</p> <p>NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <ul style="list-style-type: none"> Floor work / circle time: avoid/limit sitting on the floor, plastic chairs to be used for children to sit on – again these should be spaced out 2 metres apart as much as possible. These can also be cleaned down easily before and after use. Equipment to be used within class bubbles and cleaned on a regular basis. Where equipment is used across bubbles, it will be cleaned frequently and always between contact groups. Where this is not possible, when a child changes activity, equipment is thoroughly cleaned as per the guidance. Children to be taught social distancing through games, and visual reminders. Tailored approach for each learner's capability. Everyone at the school will wash their hands using water / liquid soap regularly. Pupils should be reminded of the correct hand washing techniques. Hand sanitisers to be placed at entrance points within the classroom for pupils to use on arrival. Hand sanitisers can be used in addition to hand washing, but not as an alternative. All frequently touched surfaces, equipment, door handles and toilets used during the day will need to be cleaned thoroughly daily. If a pupil coughs or sneezes on equipment, equipment should be removed and thoroughly cleaned. Pupil asked to wash their hands immediately. <p>Staff must maintain social distancing from learners as much as possible, recognising this may not be possible with younger learners or learners with ALN.</p> <p>[NOTE: No requirement for contact groups/bubbles from 1st September 2021, but schools must consider continuing to use control measures where class/year groups remain separate from other class/year groups to limit the number of contacts and transmissions as part of their schools Covid-19 risk assessment – See Section 6 Infection Control above].</p>	<p>70% Alcohol Wipes or Surface Disinfectant Wipes to be used on IT equipment. Other cleaning products to be used as per guidance in staff handbook.</p> <ul style="list-style-type: none"> Floor work/circle time to be limited. Where possible, equipment only to be used within a class group. Items used between contact groups will either be cleaned meticulously between groups or left unused for a period of 48 hours (72 hours for plastics) Liquid soap and hand sanitiser in every classroom and key points around the building i.e. entrances to building, by photocopiers, staff areas etc. 			
17. Nursery/ Reception Toileting & Changing	Staff & Pupils	Risk of transmission of infection from close contact, from touching contaminated surfaces/	<ul style="list-style-type: none"> Enhanced cleaning to take place throughout the day using a hypo chlorite solution – as per guidance for all frequently touched surfaces, door handles, toilet flushes etc. Hands will be washed before and after every change. 			✓	

		equipment	<ul style="list-style-type: none"> Blue roll should be put down on top of the changing bed/mat for every change. This will be disposed of alongside the nappy (double bagged and put in special waste bin). Changing bed should then be cleaned down. – Recommended contact times to be adhered to. Gloves will be disposed of – as per the PPE instruction and guidance, hands washed for 20 seconds with liquid soap and running water after each change. Hand dryers or paper towels to be used. Not communal hand towels Clothing should not be washed by staff but double bagged and stored in a secure location until it can be handed to the parent. This should not be stored near anything i.e. not on a child's peg. When changing a child and staff are required to be within 2 metres, staff to wear full PPE (includes: Type IIR Face Mask, Apron, Gloves Eye Protection if there is a risk of splashing/contact with bodily fluids). 	Staff provided with clear guidance on use of cleaning products and contact times.			
18. Pupils with Challenging Behaviour	Staff & Pupils	Positive Handling Interventions Physical Restraint Provoking staff & purposefully breaching social distancing Spitting and other bodily fluids	<ul style="list-style-type: none"> Some pupils may be identified as possessing challenging behaviour traits. This information should be made available to all staff at the school and plans put into place to provide support. In the first instance, these identified pupils will be supported by experienced staff (e.g. positive handling training) and be aware of the 'triggers'. De-escalation techniques would be utilised before attempting physical restraint. The classroom environment must be carefully planned to support this strategy. Enhanced PPE is available for all staff in lieu of social distancing, which will include eye protection in case of contact with bodily fluids etc. PPE will need to be worn by the member of staff beforehand. When dealing with pupils with challenging behaviour the risk of these pupils spitting or coughing purposely to get reactions from staff or other pupils. This is a risk and appropriate controls will be implemented. The aim is to limit the opportunity for virus transmission at every opportunity. There may be minor occasions where social distancing hasn't been maintained (e.g. chance encounters, fleeting moments in circulation spaces etc.) Staff must wash their hands after contact and record certain encounters where social distancing could not be maintained. 	Pupils with specific needs have 1:1 support in place and/or appropriate risk assessments. 1:1 staff will wear PPE when there is a need for close contact or changing. Guidance from EHW in relation to managing specific pupils.		✓	
19. Pupils with Complex Needs	Staff & Pupils	Unable to comprehend social distancing measures due to age or complex needs and behaviour Visual or hearing impairment and requiring support ASD Pupils	<ul style="list-style-type: none"> Social distancing is the first control to be implemented however due to the complex needs of pupils and the level of support required will require close proximity. Protection will include the use of PPE, but also consider a range of activities and alternative measures that would allow staff to 'create distance' throughout the day (if possible.) There also needs to be a limit on interaction between different classes and cohorts throughout the day where 	Pupils with specific needs have 1:1 support in place and/or appropriate risk assessments. 1:1 staff will wear PPE when there is a need for close contact or changing.		✓	
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		PMLD	<ul style="list-style-type: none">possible.Individual pupil risk assessment should already be in place – remember to review these in relation to COVID19 control measures.Small children and learners with complex needs should continue to be supervised appropriately with hand hygiene. Learners may also need help to clean their hands properly and as an alternative, skin-friendly cleaning wipes can be used.			
20. Lunch Time	Staff & Pupils	<p>Lunch time is usually the time of greatest “traffic” in schools, with most pupils moving:</p> <p>Classroom>Toilets>Hall>Playground>Toilets>Classroom</p> <p>This will result in crowding in corridors, hall, individual rooms during wet play and lavatories, and most likely cause a breach of the 2M rule.</p> <p>Schools with stairways/elevators</p>	<ul style="list-style-type: none">Lunch time to be planned to limit contact between groups of pupils. Rotate the pupils between areas on a one-way system (if possible), so when one year is eating the next is in the playground. Only send pupils from the hall to playground in groups, not individually, to control movement. If multiple playgrounds are available utilise them to separate the pupils by year or class. If only a single playground split the playground to help minimise numbers.Toilets will need to be visited “en masse” by whole classes for handwashing, both before eating and after play. If possible this should be in a toilet not used by children in the playground to avoid overcrowding. Use of toilets by pupils during playground time must be supervised.Markings in place in corridors as visual reminder of 2m rule to help children move between areas whilst maintaining distancing. Re-enforced with signage and supervision.Any school with an upper floor will usually have 2 staircases. One should be designated “up” the other “down” to maintain one way traffic. In the event there is only a single staircase arrangements will have to be made to ensure pupils only move in one direction in groups.Elevators should remain out of use as maintaining social distancing is not possible.	<p>Foundation Phase pupils to eat lunch in classrooms until further notice.</p> <p>Upper KS2 and Lower KS2 to alternate between the playground and dining hall to ensure contact groups are maintained.</p> <p>Wet lunch- where classes have the use of 2 classrooms, these will be used to allow pupils more space during wet play. Classes without additional space will use their allocated hall space.</p> <p>Each Class has dedicated toilet cubicles and sink units. These are clearly indicated through the use of signage.</p> <p>Toilet access shared by 2 classes in Upper and Lower KS2. Access carefully controlled.</p> <p>FP toilet access shared by 3 classes. Additional hand sanitiser station in place as control measure.</p> <p>Rear stair case to be used only by Upper KS2 pupils. Staggered breaks to ensure traffic is limited).</p> <p>Staggered timings for outdoor breaks support avoidance of potential crossover and allow for handwashing/ toileting.</p> <p>N/A</p>	✓	
21. Lunch Time	Staff & Pupils	<p>Sitting and eating – potential for cross infection on seats, chairs and infringement of 2m rule.</p> <p>Play equipment during playtime, including fixed and portable play equipment.</p> <p>Lunchtime involves a lot of queueing up, with potential for breach of 2m</p>	<ul style="list-style-type: none">NOTE: No requirement for contact groups/bubbles from 1st September 2021, but schools must consider continuing to use control measures where class/year groups remain separate from other class/year groups to limit the number of contacts and transmissions as part of their schools Covid-19 risk assessment – See Section 6 Infection Control above].Maintain same protocols : 1 pupil at a time on fixed play equipment (queues should be marked at 2m intervals) Portable play equipment should be 1/child and thoroughly sanitised after use.	<p>Pupils to eat lunch within limited groups until further notice. (FP in classrooms, KS2 within the dining hall)</p> <p>Contact groups to take their own play equipment boxes into the yard. Equipment to be cleaned regularly.</p> <p>Midday supervisors to carry out additional cleaning of playground items i.e. football posts, benches.</p> <p>Pupils to stay within their contact groups to eat lunches.</p>	✓	
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		<p>rule.</p> <p>Movement between areas requires multiple opening of doors.</p> <p>Lunchtime supervision. Whilst this is not an infection risk as such all actions noted above will have to be supervised, and staff still need time to have their own lunchbreak.</p> <p>Staffroom is typically crowded during lunchtimes.</p>	<ul style="list-style-type: none"> • Markings put in place at those places where children queue. Typically in the line for food, line outside the hall and line up in the classroom, or queue for the playground. • Where possible doors should be propped open. If these are fire doors an assessment may be needed to determine if the risk is acceptable. Doors should be part of the enhanced cleaning regime. Where absconding is an issue care should be taken to ensure any absconder cannot leave site. • Sufficient staffing to monitor pupils during lunchbreaks. This may mean that support staff as well as teaching staff/lunchtime supervisors are required to assist. This will have to be determined when numbers are known and site-by-site. • If the rotation system outlined above is in place then staff presence in the staffroom will be minimised. If possible introduce a one-way system to allow staff in and out without passing one another. Any lunches brought in from outside school must be clearly labelled and kept in such a way as others will not touch them accidentally, such as keeping in kitbags. Avoid lunches that have to be refrigerated. • Staff should bring their own travel mugs and cold water receptacles to prevent cross-infection. 	<p>Non-fire classroom doors will be left open where appropriate.</p> <p>Doors cleaned during the day by cleaning services staff.</p> <p>Midday supervisors allocated to different contact groups. Where they need to supervise more than one group, handwashing/hygiene observations to take place between groups. Teaching assistants to support supervision when pupils are eating lunch (managed around staff lunch breaks)</p> <p>There are 3 allocated staff refreshment areas. (FP, LKS2 and UKS2) These are to be accessed by staff ensuring social distancing at all times. The number of adults accessing these areas at any one time will also be restricted.</p> <p>Staff provided with individual lockers to ensure safe storage of personal items.</p> <p>Staffroom: Once there is a need to re-use the staffroom, chairs to be marked to maintain social distancing. No use of communal plates, cutlery etc. Staff breaks will be staggered.</p>			
22. Lunch Time Cont'd	Staff & Pupils	Lunchtime/playtime is typically the busiest period for first aid require controlling overcrowding in the toilets due to lack of supervision?	<ul style="list-style-type: none"> • First aiders should follow the guidance re CPR. Where possible first aid should be at a distance. If a staff member has to apply first aid then full PPE should be used. Where schools do not have non-hand operated taps (i.e. automated taps), staff should be encouraged to turn the tap off with disposable hand towels to avoid cross contaminating their hands. This is more of an issue with pupils, and therefore hand sanitiser should be thoroughly applied following hand washing. 	First Aider always on site. First aid supplies at points around the site checked daily. First Aiders to wear PPE.	✓		
23. Pupils Toilets	Staff & Pupils	<p>Controlling pupils not washing hands due to lack of provisions i.e. no hand soap?</p> <p>Controlling pupils not washing their hands correctly due to wrong technique.</p> <p>Are pupils forgetting to</p>	<ul style="list-style-type: none"> • Staff should do regular spot checks of all toilets to ensure the supplies are sufficient. Caretaker to top up supplies daily. Liquid soap should be provided in all toilets and hand bar styles removed. No cloth towels to be provided. Hand towels to be provided rather than reliance on hand dryers due to the possibility pupils don't dry their hands properly and wipe their hands on their clothes. • Educate pupils with hand wash demonstrations and viewing video on UV light. Posters to be erected around the school and specifically in front of sinks. Where possible staff to supervise hand washing to watch and encourage technique. • Where possible staff to supervise hand washing to wash 	<p>Caretaker to check stock levels twice each morning at 06.00 and 09.30. Staff also to monitor and report to office staff if stocks are running low.</p> <p>Posters displayed at key points to promote hand washing</p> <p>Toilet ventilation- windows to be opened in each toilet block to ensure good ventilation.</p>	✓		
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		wash their hands?	and encourage technique. Reminders given to pupils upon entering and leaving the toilets.			
24. Toilets Cont'd		<p>Contamination of contact hand surfaces?</p> <p>Pupil's movements around the school to get to toilets?</p> <p>Pupil's handwashing before break times and lunchtimes?</p> <p>How are you controlling contact with hand contact surfaces on route to toilets?</p> <p>How are you providing access to a toilet provision for pupils in isolation?</p>	<ul style="list-style-type: none"> Doors to be held open where possible (not invading privacy). Hand gels upon leaving toilets. 2 x daily cleans. Schools with a first floor should establish a one way system. For example one staircase used to travel up and one staircase designated to travel down. Lifts should not be used unless necessary due to social distancing not being possible and requirement to be part of enhanced cleaning regime. Potentially use sinks in classrooms to wash hands before break times, or (if not possible) have a designated area for children to wash their hands. Soap and paper towels will be required. There will be a hand sanitiser station within the school. Where possible doors should be propped open. If these are fire doors an assessment may be needed to determine if the risk is acceptable. Doors should be part of the enhanced cleaning regime. If possible identify a designated toilet for any symptomatic child. This should be signed indicating there is no entry for other pupils and staff. 	<p>All staff to focus on hand hygiene and social distancing.</p> <p>Each contact group (FP, Lower KS2, Upper KS2) has their own dedicated toilets and sinks which are clearly labelled.</p> <p>Each Class has a sink within classroom for handwashing. Blue towel in each room and bins placed next to these with lids.</p> <p>Doors are a part of enhanced cleaning routines during the day.</p>	✓	
25. Drinking Water	Staff & Pupils	<p>Risk of dehydration/ illness from not drinking</p> <p>Risk of cross contamination from items brought in from home/ multiple use of receptacle/ water fountain.</p>	<ul style="list-style-type: none"> Drinking fountains are isolated. Signed to prevent attempted use. Alternative provisions are being put in place to provide drinking water. Pupils bring in their own water bottles for drinking. Pupils to be prevented sharing of these bottles. 	School has a supply of bottled water for use in the case that it is required by a child. This is stored securely.	✓	
26. Outdoor Play	Staff & Pupils	<p>Preventing pupils overcrowding of the building whilst leaving for break?</p> <p>Failing to monitor outdoor games that don't encourage social distancing being played?</p> <p>Avoid communal use of multi - use hand contact equipment?</p>	<ul style="list-style-type: none"> Stagger break times for FP/KS2 to ensure contact between groups is minimised. Groups to use dedicated doors to ensure corridors are not overcrowded. Potential dots on the floor to allow for visualisation of the 2m distance. Increase ratio of staff to pupils to monitor games and activities being played. Marking the floor to allow pupils to visualise distance. Setting out activities in specific locations. Constant reminders given to pupils on social distancing. Set out games that could be played by pupils. Communal use of equipment should be discouraged. Pupils to wash their hands prior to play. Individual play equipment, such as scooters, bikes etc to be part of a cleaning regime at end of day. 	<p>Markers used to indicate division between FP and KS2 allocated spaces. <i>Upper KS2 and Lower KS 2 to use sectioned off areas of the yard.</i></p> <p>Play equipment to be cleaned following use by each group. Groups to use their own dedicated boxes of small play equipment.</p>	✓	
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27. Outdoor Play Equipment Cont'd	Staff & Pupils	<p>Inability to clean outdoor play equipment resulting in cross contamination.</p> <p>How are you preventing pupils poor hand hygiene prior to using equipment?</p> <p>How are you controlling eliminating or minimising overcrowding of playground?</p> <p>Are you implementing appropriate controls for Forest Schools activities?</p> <p>• Inadequate supervision of outdoor play?</p> <p>A lack of provision and administration of First Aid?</p>	<ul style="list-style-type: none"> Stationary play equipment will not be cleaned. Wooden play equipment is hard to clean. Metal and plastic equipment can be wiped down but not practicable to do so. Therefore the control is handwashing or sanitiser. Hand washing to take place before and after use. Monitoring pupils for symptoms and isolate portable equipment (bicycles, scooters) where there has been contamination for 72 hours. All pupils to wash their hands prior to break time and following use of equipment. Stagger break times/ divide groups within the yard (if in excess to minimum requirements). Utilise all available outdoor space. Only undertake activities that social distancing can be achieved. Ensure children do not share gardening tools/ equipment. Equipment will need sterilising after use. social distancing is promoted during every activity and pupil contact groups maintained wherever possible. Potentially increase supervision ratios to monitor for any symptoms. Midday supervisors to be trained/ told about control measures that school are putting in place. Designated first aider and location known to supervisory staff. Assess situation from a far and call first aider if required. Potential for first aider to be situated on yard with PPE ready. Child encouraged to wipe cuts/scrapes and apply plaster themselves. In the event of a more serious accident the emergency services should be called as per normal school procedure. 	<ul style="list-style-type: none"> Areas of stationary play equipment to be cleaned as appropriate between use by groups All children to wash hands or use sanitiser following use. Key contact points on school bikes/scooters to be cleaned on a regular basis. <p>All midday supervisors have completed training linked to PPE/face masks. All are fully aware of systems in school through training and staff handbook.</p> <p>3 first aid points identified.</p>	✓		
28. Early Years Feeding children/ Bottle feeding (babies)	Staff & Pupils	Risk of transmission from close contact, from touching contaminated surfaces/ equipment	<ul style="list-style-type: none"> Where feeding is required - staff to wear PPE – gloves, masks and apron eye protection is advised if there is a risk of bodily fluids getting into the eyes. This will need to be determined on an individual basis. If a child is sick – follow regular cleaning procedure (Full PPE to be worn) gloves/ apron and mask, this should be double bagged and disposed of 72 hours later or put into special waste bin. 	Risk assessments to be completed for any children who require feeding.	✓		
29. Early Years Cleaning and Hygiene arrangements	Staff & Pupils	Risk of transmission of infection from close contact, from touching contaminated surfaces/ equipment.	<ul style="list-style-type: none"> Time tabled handwashing – as to avoid congestion outside the toilet. Possibility of using additional handwashing facilities in the base room / accessible toilets etc. 		✓		
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			<ul style="list-style-type: none"> • Tooth brushing activities are not permitted at this time • Bins emptied regularly throughout the day; special waste collections (nappy bins) to be collected and put near the entrance to allow hygiene contractor to pick up and go. – Full PPE to be worn for this task. Washing hands for at least 20s afterward. • Foul/spoiled laundry should be laundered separately. A pre wash cycle should be used and then a hot wash. 65 degrees for not less than 10 minutes or 71 degrees for not less than 3 minutes or equivalent. • Small children and learners with complex needs should continue to be supervised appropriately with hand hygiene. Learners may also need help to clean their hands properly and as an alternative, skin-friendly cleaning wipes can be used. 	Foul/spoiled laundry i.e. children's clothing to be sent home where possible. Items of clothing to be double bagged and stored safely to be sent home.			
30. Staff information	Staff	information/ knowledge of the current policies and procedures, leading to spread of infection/ ill health	<ul style="list-style-type: none"> • Adults will stay 2m distance apart. • All staff will be issued with infection control guidance including: • Signs and symptoms – what to do if you or a child becomes ill. • How to use PPE. • Cleaning arrangements – use of Milton. • Exclusion/self –isolation Government rules • It is recommended that staff undergo a morning meeting to remind them of the guidance and pass on any up to date information. • Staff will wear clean clothes daily. • Face coverings to be worn by all staff when moving around common areas of school buildings including corridors, stairwells, toilets, and staff areas where physical distancing is unlikely to be maintained. • Face coverings can be removed when sat at desks and when teaching, or in attendance at essential face to face meetings, where 2m social distancing arrangements are in place. 	<ul style="list-style-type: none"> • Staff handbook in place June 2020, revised September 2020, October 2020, November 2020, December 2020 , January 2021, March 2021, April 2021 and September 2021 • All guidance shared with staff • Staff have watched PPE videos and videos regarding use of face coverings • Regular weekly communication with staff using Microsoft Teams or email/text through Teacher2Parents. • Staff advised to wear medical face coverings in communal areas and to change these during the day. <p>Regular staff meetings</p> <p>See Allensbank Primary School Face coverings policy</p>	✓		
31. Home Visits by staff to Pupils residence	Staff	Risk of transmission from close contact, from touching contaminated surfaces/ equipment, from spreading it from home to home/ home to base etc.	<p>Where members of staff from a school or setting are required to visit a pupil's home (i.e. to deliver home working packs), schools should notify their EMT Link.</p> <p>School staff will require a suitable and sufficient COVID-19 Risk Assessment and should consider the following (on a case by case basis):</p> <ul style="list-style-type: none"> • Elimination – assess each trip to ensure each home visit is essential, i.e. can work be collected from a safe place? Can work be emailed or delivered in bulk? • Learner packs are put together in a controlled environment and staff following strict Infection Control measures. • Learner packs quarantined for 72 hours prior to delivery. • Prior to delivery, ascertain COVID-19 status of any occupants at the premises. • School staff will follow enhanced PPE (IIR Face Mask) and Hand Sanitising practices. 	No home visits to be carried out unless pre-approved by the headteacher and all listed measures followed.		✓	

			<ul style="list-style-type: none"> The member of school staff will stay outside and will not enter the premises. Single use of car only. Not permitted to car share for work purposes due to increased risk of virus transmission. 			
32. Violence and Aggression	<p>Employees/ staff</p> <p>Members of the public</p>	Members of the public may become violent and aggressive towards employees	<ul style="list-style-type: none"> Staff communicating with the public may face aggressive or violent behaviour and foul language. Staff always try and resolve any queries, where possible, however, will not engage in any dispute. Where a situation has potential to escalate into violence and aggression employees must alert the Head who will inform member of the Public to contact the school via email, but that they must leave school site. If they fail to do so – Head will call the Police. Where members of staff from a school or setting are required to visit a pupil's home (i.e. to deliver home working), schools should notify their EMT Link. <p>School staff must follow all suitable and sufficient control measures in relation to the school's Violence at Work/ 'Keeping All School Staff Safe' (January 2020) policies or procedures.</p>	<p>All violence and aggression incidents must be recorded on the accident / violent report incident form and sent to accidents@cardiff.gov.uk</p> <p>Head will report incident on Violent Incident Report Form and follow reporting procedures to the Council.</p>	✓	
33. Cleaning: General Personal Teaching Areas	Employees Staff & Cleaners	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties and when at home	<ul style="list-style-type: none"> General cleaning is undertaken daily by Cardiff Cleaning and/or external contractors included all work, communal and public access areas. Cleaning down of personal work desk at end of day is encouraged by all employees with the use of general antibacterial sprays/wipes Regular hand washing and use of hand sanitisers is encouraged and provisions provided for employees to access and use throughout each day. Employees/staff using cleaning chemicals should be informed of potential skin irritation, respiratory issues which may be caused by the product and to ensure they are using in accordance with the manufacturers and workplace instructions. Any issues must be reported to the Manager for action. 	Any concerns with cleaning practices must be dealt with immediately and brought to the attention of the Head Teacher and relevant cleaning department/ or external contractor	✓	
34. Employee Wellbeing and Support	Employees	Employees may feel anxious/stressed about health and wellbeing of themselves, their families and livelihood.	<ul style="list-style-type: none"> Employees are encouraged and supported to undertake their duties safely by following and implementing the required safety controls implemented within the workplace Staff changing/redeployed to other roles to have additional training so they feel able to carry out the new role All employees must inform the Manager if there are any concerns or issues which they may need support and assistance with. Provide details to staff on services and support available 	<p>Care first is available to support during the COVID-19.</p> <p>Managers to offer additional support for staff in role changes.</p> <p>Employees can be referred to Occupational Health if there are particular concerns regarding an employee's wellbeing during this time.</p>	✓	

			<p>from Care First (1:1 counselling support), or offer Wellbeing Group Support sessions on line (via Teams). Email wellbeinggroupsupport@cardiff.gov.uk for information on all group sessions (programme changes monthly).</p> <ul style="list-style-type: none"> Employee Counselling Service are also able to provide bespoke sessions for schools as a Twilight or part of Inset day. Email wellbeinggroupsupport@cardiff.gov.uk 			
35. Emergencies: <ul style="list-style-type: none"> First Aid 	<p>Employees</p> <p>Members of the public (Pupils)</p>	<p>Staff may become unwell and require assistance</p> <p>First aiders may be exposed to COVID-19 while administering first aid.</p>	<ul style="list-style-type: none"> Head Teachers must ensure there are appropriately appointed persons/First Aiders who will take responsibility in the event of and ensure there is sufficient cover and contingency arrangements when those are not available Items of PPE/RPE required are as per the government guidelines including face masks, gloves, apron and eye protection. Where possible maintain the 2m while supervising Should an incident occur involving someone who is displaying symptoms of COVID-19 (high temperature / persistent cough / shortness of breath), responder to contact NHS 111 or 999 prior to attending and follow the advice provided. Should an incident occur involving an unconscious or incoherent casualty where CPR (Administering Chest Compressions) or Automated External Defibrillator (AED) is required, responder to ask someone to contact 999, only attend to the casualty if you are trained to do so and are wearing the following PPE: disposable gloves, IIR Face Mask and safety glasses or face visor. Giving rescue breaths is no longer permitted, this prohibition also applies to use of a face shield, face mask or life key. They may continue with chest compressions. 	<p>Head Teacher must ensure all arrangements and necessary guidance been communicated via staff induction and are all those responsible clear with and understand the requirements</p> <p>Head Teacher will maintain clear communication of arrangements, roles and responsibilities and updates must be given to all relevant parties</p> <p>Report all work related incidents to corporate H&S, accidents@cardiff.gov.uk</p> <p>See Guidance Document COVID-19 Delivering First Aid.</p>	✓	
36. Work Equipment	Employees	Staff may spread COVID-19 or contract COVID-19 while using work equipment.	<ul style="list-style-type: none"> School staff will, where possible, use the same small plant and tools during the day. Operatives will clean equipment at the beginning and end of each school day using suitable cleaning products. School will be operating a clear desk policy to enable effective cleaning. School will implement a wipe/ clean before use policy for communal equipment, such as kettles and microwaves and photocopier. <p><u>IT Equipment</u> Operatives will clean their PC at the beginning, during and end of each shift using suitable cleaning product.</p>	<p>Teachers have own laptops and will use their own pens/equipment</p> <p>Cleaning as per guidance. Additional cleaning during the day and staff to clean school equipment after use.</p> <p>Wipes positioned to facilitate this</p> <p>Wipes positioned to facilitate this</p>	✓	
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			<p>Where staff use communal printers, they must ensure they thoroughly wash their hands or use hand sanitiser prior/after use.</p> <p>Teaching staff should not be bringing resources and material between home and school.</p> <p>School Mini Bus Usage Schools should not need to use minibuses during this period.</p> <p>IT Equipment Operatives will clean their PC at the beginning, during and end of each shift with the anti-bacterial wipes provided.</p> <p>Teaching staff should not be bringing resources and material between home and school.</p>	Staff advised to limit items taken between home and school			
37. Fire Safety	Employees	Staff may be risk during a fire alarm activation	<ul style="list-style-type: none"> Termly fire evacuation drills should now be reinstated and recorded. Head Teachers will ensure a suitable induction of staff to communicate any changes to emergency exit procedures, assembly points and requirement to socially distance at assembly point. Due to the provision of automatic detection within schools it has been assessed that fire doors can be held in the open position during the school day to reduce the impact of frequent touchpoint virus transmission. Fire doors will be closed at the end of the school day and re-opened each morning, if doors do not have an automatic closing device – school staff will close doors on way out of the building during an emergency evacuation. 	<p>Detailed within school handbook</p> <p>Head teachers should refer to the CAD fire safety plan for their school where fire doors are highlighted in blue. Areas adjoining the location of the fire doors must be provided with automatic detection.</p>	✓		
38. Handling of Mail, Deliveries and Internal Files.	Employees	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties.	<ul style="list-style-type: none"> Staff responsible for handling mail must ensure they wash their hands thoroughly before and after handling or use hand sanitiser, and avoid touching their face as much as possible. If staff must access / use shared documents, gloves must be worn and use hand sanitiser after removing the gloves, staff must avoid touching their face while wearing gloves. 	<p>Anti-bac wipes to be kept next to all 3 photocopiers. Wipes to be used after each use.</p> <p>School operates cashless system.</p> <p>Payments for school snacks made via Parent Pay.</p>	✓		
39. Air Conditioning / Ventilation	School staff Pupils	Air conditioning systems may increase the risk of spreading COVID-19	<p>No Use of Recirculation</p> <ul style="list-style-type: none"> Where centralised ventilation system that removes and circulates air to different rooms are present, recirculation has been turned off and only use a fresh air supply. Other types of air-conditioning systems do not need to be adjusted. Set air handling units to maximise fresh outdoor air, rather than recirculation. Mechanical ventilation systems – these should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. If the building has mechanical ventilation, the operation times of the ventilation will be expanded and where buildings have lower ventilation rates, the ventilation will be turned on 24/7. Desk Fans-Careful consideration needs to be given to the 	No centralised ventilation system	✓		
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			<p>use of desk fans and the positioning within the building. – Please refer to Air conditioning and Mechanical ventilation guidance provided.</p> <p>Increase Air Supply and Exhaust Ventilation</p> <ul style="list-style-type: none"> Good ventilation is encouraged to help reduce the risk of spreading coronavirus and outside air will be supplied, where possible. To increase the fresh air ventilation rate and ensure dilution, schools may start ventilation of rooms ahead of school day and allow it to continue throughout the day and after classes have finished. Natural ventilation – in cooler weather windows should be opened to provide constant background ventilation, and opened more fully during breaks to purge the air in the room between classes. Ensure open windows and doors provide adequate ventilation while maintaining a comfortable workplace temperature. Natural ventilation – if necessary external opening doors may also be used (where safe to do so). <p>Window-driven Natural Ventilation If the building has no mechanical ventilation, windows, where possible, will be opened, even if this causes thermal discomfort. Ensure open windows and doors provide adequate ventilation while maintaining a comfortable workplace temperature. Instruct teaching staff on how to achieve the most effective ventilation – e.g. opening top windows – moving obstructions such as curtains/blinds. Toilets with passive stack or mechanical exhaust systems may cause contaminated airflow from the toilet to other rooms, in these circumstances, toilet windows will remain shut. If there is no adequate exhaust ventilation from toilets, and window airflow cannot be avoided, windows will be kept open in other spaces to achieve crossflows through buildings. Assign maximum occupancy based on the effectiveness of ventilation and physical distancing constraints. Clear signage must be placed onto access doors to indicate maximum occupancy per room.</p>	<p>No fans to be used</p> <p>Ventilation only through doors/windows. Doors in key areas to be left open.</p> <p>Doors/windows to be opened where ever possible.</p> <p>Windows in toilet areas and staff rooms to be opened to ensure good ventilation.</p> <p>N/A</p> <p>Maximum occupancy labels present in staff room areas.</p>	✓		
40. Security	Employees Pupils Visitors Trespassers	School may be compromised by covid-19 control measures or lack of sufficient emergency planning may result in breaches of social distancing/virus transmission.	<ul style="list-style-type: none"> Ensure compliance with school security and lockdown plans and that any changes as a result of COVID-19 compliance do not impact negatively on these security plans. Further guidance is available in the Welsh Government and WECTU booklet entitled Protecting schools: An integrated security approach – Toolbox for head teachers (2017). 	School security and lockdown plans reviewed.			
41. Working from Home	Employees, e.g. Teachers	<p>The effects home working can have on the Health and Wellbeing of staff due to poor work/life balance.</p> <p>Poor posture due to incorrect ergonomics.</p>	<p>Any home working staff to fully consider the following:</p> <ul style="list-style-type: none"> Headteacher to keep homeworking arrangements under review Staff to balance productivity and work-life balance. Take regular breaks, exercise and stretch regularly Keep in touch with line managers and colleagues often Line managers must ensure staff have relevant equipment, including any software or hardware Create a productive workspace that is ergonomic and 	<p>Staff with disabilities are to advise the Head teacher if there are any specific requirements or difficulties whilst working at home. If necessary, advice is available from the School H&S Officer</p> <p>See: Temporary Homeworking Guidance and Checklist for more information.</p>			
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			supports a comfortable posture			
42. Lateral Flow Testing – School Staff & Pupils	Employees Pupils [Secondary schools only]	Injury, infection or transmission of COVID-19 due to improper use of Lateral Flow Testing (LFT) kit.	<p>LFT Arrangements for staff members: Staff are advised to undertake testing twice weekly and all staff have been provided with testing kits to perform <u>at home</u>.</p> <p>All staff have been provided with information and instruction on how to carry out the test safely (instructions provided with kits).</p> <p>A positive LFT result would require the member of staff to self-isolate and the household contacts and bubble and any identified contacts are also to isolate. The positive result is registered and a PCR test is arranged for the employee.</p> <p>Where there is a positive PCR test, the bubble will continue to isolate. A further LFT should not be administered for a further 90 days in accordance with PHW guidance. Where there is a negative result, all staff and contacts can return and LFT should be performed as normal.</p> <p>Anyone who tests positive using a Lateral Flow Test (LFT) must not attend school. They and everyone they live with must self-isolate immediately according to the self-isolation guidance whilst they undertake the following actions:</p> <ul style="list-style-type: none"> Report the positive test result online, when the result is registered a PCR test is arranged. Notify their school or setting of the positive test result. <p>They may be contacted by the local contact tracing team to identify contacts who will need to self-isolate – they must follow any advice given by the local contact tracing team.</p>	<p>For more information see - Referenced guidance Appendix A. In particular: Welsh Government routine testing for education and childcare staff and recent Education communication to schools regarding the LFT roll-out.</p> <p>Any specific LFT queries may be directed to education via: Mike Tate</p> <p><i>If a positive LFT test result is followed by a PCR test taken within 24 hours and the result is negative, the staff member or learner may return to school as normal. If the PCR test is taken after 24 hours of a positive LFT and the PCR is negative, the staff member or learner will need to continue to self-isolate for 10 days. A flow chart providing details of the regular testing process can be found on the Testing Offer Asset Bank.</i></p>	✓	
43. Infection Control Lateral Flow testing	Employees Volunteers Members of the public Other household members	Transmission of COVID-19 by asymptomatic persons	<p>School staff and Secondary School pupils should continue undertaking lateral flow testing twice weekly.</p> <p>Where the result of the LFT is negative, this will be recorded (as advised per guidance) and staff/ pupils can attend school. Where the result of the LFT is positive, staff/ pupils must record the result, isolate immediately and inform the designated member of staff. All household contacts must also self-isolate immediately, unless they are under 18 years old, fully vaccinated or advised by TTP. A PCR test must be arranged within 24 hours of the LFT and the staff member/ pupil and any household contacts subject to self-isolation must isolate until the test result is received.</p> <p>Where the PCR test result is negative, the employee/ pupil can return to school, and all household contacts are released from isolation (if any).</p> <p>Where the PCR result is positive, the employee/pupil must self-isolate from the date of positive LFT test and any household contacts subject to self-isolation must isolate for 10 days from last contact with positive case (see LFT guidance).</p>	<p>The Lateral Flow Test is voluntary and if a contractor / visitor refuses to carry out an LFT the school must make the decision if entry can be permitted.</p> <p>School Transport Providers – The Council will provide testing kits and instructions to school transport providers to support twice weekly testing of their staff. The Council will monitor compliance with the testing requirement and as such there is no responsibility for schools to monitor test results of school transport staff.</p>	✓	
Breakfast Club	Staff & Pupils	Sitting and eating – potential for cross infection on seats, chairs and infringement of 2m	<ul style="list-style-type: none"> Restrict contact between pupils from different contact groups. For fixed tables typically 3-4 can sit and maintain distance. Tables will have to be sanitised between “sittings”. 	<ul style="list-style-type: none"> Limited breakfast club provision (priority given to children of Key Workers and pupils receiving free school meals) Breakfast club booking in advance to 		
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		rule. Movement between areas requires multiple opening of doors.	<ul style="list-style-type: none"> Sufficient staffing to monitor pupils during breakfast club. Where possible doors should be propped open. If these are fire doors an assessment may be needed to determine if the risk is acceptable. Doors should be part of the enhanced cleaning regime. Where absconding is an issue care should be taken to ensure any absconder cannot leave site. 	<p>ensure limited numbers with a focus on the pupils of Key Workers and pupils who receive free school meals.</p> <ul style="list-style-type: none"> Staff to supervise pupil arrival, hand washing and seating in order to maintain class bubbles. Allocated tables for each year group/contact group with 2m spacing between tables. FP Pupils to be escorted one Year group at a time to their classes prior to parent/children accessing the school site. KS2 Hub pupils to be taken directly to classes. 			
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SCHOOL ACTION PLAN – School Name : Allensbank Primary School				
No's	Problem/ Issue	Action to Resolve	Action On	Completion Date
	PLEASE NOTE ALL ADDITIONAL CONTROL MEASURES	Implement additional controls	Without delay / ongoing	
1.	New members of staff	Induction to include H and S training, Fire safety and Safeguarding	7/9/2020	ongoing
2.	Start of School catering	Delivery of school meals (grab bags) to classrooms. Agreed with catering services that kitchen staff would take responsibility for this.		
3.	H and S guidance (webinar update)	Toilet ventilation- window to be open in each toilet block during the day to ensure good ventilation.	11/11/2020	12/11/2020
4.	Clear signage on staff refreshment areas indicating maximum capacity		11/12/2020	12/11/2020
5.	Provision for children of Key Workers and vulnerable learners from 6/1/21. Changes reflected in risk assessment. Cease provision of school catering.	Pupil groupings to be altered to reflect reduced numbers and staffing.	6/1/21	6/1/21
6.	Return to school of FP pupils from 22/2/21 alongside	Revised HSE/WAG guidance included within risk assessment.	12/2/21	16/2/21

	continuation of KS2 Hub provision.			
7.	Guidance received regarding the requirement for contractors and LA visitors to have a negative test result prior to entering the school.	Updated guidance linked to contractors and LA visitors	23/2/21	23/2/21
8.	Guidance received linked to Lateral Flow Testing. Sections 42 and 43 added to Risk Assessment. Further updates within sections 3,4,6,7,15,16,19,29,31 and 32	Updated guidance linked to Lateral flow testing and other areas as identified by LA H and S team.	10/3/21	12/3/21
9.	Restart of School catering provision (19.4.21)	Delivery of school meals to classrooms. Agreed with catering services that kitchen staff would take responsibility for this.	12.4.21	19.4.21
10.	Revision of RA in line with LA guidance and WAG operational guidance for Sept 2021	Areas changed predominantly highlight in green	2.9.21	3.9.21

Appendix A

Referenced accompanied additional documentation:

COVID-19 HS guidance for schools – Autumn Term 2020

COVID-19 Guidance PPE updated 21-05-20

COVID-19 Physical Distancing 21-05-20

COVID-19 Assessment of Vulnerable Staff

COVID-19 Guidance for Employees with a Vulnerable Person within the Household

COVID-19 Testing for Key Workers 21.05.20

COVID-19 Guidance on Enhanced PPE

COVID-19 Face visor cleaning instructions

COVID-19 Air conditioning and Mechanical ventilation

COVID-19 HVAC Risk Assessment
 COVID-19 Test Trace Protect service
 COVID-19 Actions to take if learner or staff display symptoms
 COVID-19 Guidance for delivering First Aid
 COVID-19 Guidance – Reporting of Positive Cases RIDDOR
 COVID-19 Re-Start Workforce Risk Assessment [22 December 2021]
 COVID-19 Re-Start Workforce Risk Assessment [16 August 2020]
 COVID-19 Re-Start Workforce Risk Assessment [Version 4 - April 2021]
 COVID-19 Guidance on cleaning the school Building V5
 COVID-19 Cleaning Products Cheat Sheet V1 to V7
 COVID-19 Care First & Group Support sessions Info
 COVID-19 PPE Guidance – Enhanced PPE for Special Schools and SRBs
 COVID-19 Infection Control Guidance Note – Nursery and Reception [Sept 2020]
 WG Operational Guidance for Schools and Settings from the Autumn Term V3
 WG Routine testing for education and childcare staff [Published 5 February 2021]
 COVID-19 Guidance: Summer Term Guidance (26/04/2021)
 COVID-19 Guidance: Routes of Infection and School Fire Drills – April 2021
 Key Covid-19 Updates (abridged) – June 2021
 COVID-19 Transitions Risk Assessment Template
 COVID-19 Awareness of Skin Irritation (Primary Schools Only) – June 2021
 COVID-19 Minibus Guidance – June 2021
 Protective Measures in Childcare Settings: Keep Childcare Safe – 30th April 2021
 WG Operational Guidance for Schools and Settings from 1st September 2021