

	REFERENCE:	COVID-19 – Restart Reopening of School following the closure due to COVID-19	Referenced accompanied additional documentation: COVID-19 HS guidance for schools – Autumn Term 2020 COVID-19 Guidance PPE updated 21-05-20 COVID-19 Face visor cleaning instructions COVID-19 Air conditioning and Mechanical ventilation 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 V2 [16 August 2020] COVID-19 Guidance on Cleaning the school Building V3 COVID-19 Carefirst & Group Support sessions Info			
	ASSESSED BY:	Head Teacher: Mrs C Bradshaw H&S Officer: Hannah Thomas Union Rep: Mr S Fuddy & Mr S Nurse	ISSUE DATE:	June 2020	NEXT REVIEW:	Oct 2020
	VISITS DATES:	1. Completed 08/06/2020 2. Completed 15/06/2020 3. Completed 04/09/2020	REVIEW DATES	Jul 2020 Aug 2020 Sept 2020		
SCHOOL NAME:	Fitzalan High School		Overall Risk Rating		MEDIUM	

Work Activities:- Re Occupation of school site for all staff and pupil year groups Autumn 2020

The critical Building Inspections and recommissioning works :

Statutory Inspection	Date Expired	Completed Y or N / Re-inspected Date
Gas Safety		Y
Legionella		Y
Boiler and Pressure Systems		Y
Fire Alarm Systems		Y
Lift Equipment LOLER Inspections		Y

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.	Guidance has been provided to assist Head Teachers in the completion of the Workforce Risk Assessment proforma. Public Health Wales class the following as at increased risk: <ul style="list-style-type: none"> Persons 70+ regardless of medical conditions 	Head Teachers must Complete and Action the Workforce' Assessment of member of staff with medical condition posing potential risk from COVID-19' Risk assessments completed for new staff and RAG rated.		✓	

			<ul style="list-style-type: none"> Persons under 70 with an underlying health condition listed below (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds): chronic (long-term) respiratory diseases, such as <u>asthma</u>, <u>chronic obstructive pulmonary disease (COPD)</u>, <u>emphysema</u> or <u>bronchitis</u> chronic heart disease, such as <u>heart failure</u> <u>chronic kidney disease</u> chronic liver disease, such as <u>hepatitis</u> chronic neurological conditions, such as <u>Parkinson's disease</u>, <u>motor neuron disease</u>, <u>multiple sclerosis (MS)</u>, a learning disability or cerebral palsy <u>diabetes</u> problems with your spleen – for example, <u>sickle cell disease</u> or if you have had your spleen removed a weakened immune system as the result of conditions such as <u>HIV and AIDS</u>, or medicines such as <u>steroid tablets</u> or <u>chemotherapy</u> being seriously overweight (a body mass index (BMI) of 30 or above) those who are pregnant over 28 weeks 			
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>Face coverings are required to be worn in communal areas and when moving around the building.</p>	<p>All staff and pupils will be issued with 2x face coverings.</p> <p>Shielding has been suspended by Welsh Government from 16th Aug 2020. All staff returning from shielding will undergo a meeting and personal RA with the Headteacher.</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.	<ul style="list-style-type: none"> All staff to be inducted in relation to 'new ways' of working so as to ensure confidence and competence. An induction video of the new site layout/procedures rather than a physical walk through. This can then be revisited if staff need a refresher. 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. 	<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> <p>Inductions completed – Staff handbook shared.</p> <p>Training PPE video viewed</p> <p>COVID 19 Cleaning policy & risk assessment in place.</p> <p>Daily feedback sessions and weekly evaluations</p> <p>Well-being services and details shared with staff</p>		✓

			<ul style="list-style-type: none"> Utilise Cardiff Council's wellbeing services, including CareFirst. 			
4. Infection Control- Wellness and Suitability to attend work site	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>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>One thermometer received from LA. 10 additional thermometers bought by school and stored in first aid safely</p> <p>Staff advised of symptoms and correct protocols to follow included any track and test systems. Any new information will be shared with all staff via email or virtual meeting where possible. Weekly briefing updates are sent out.</p> <p>Home test available for staff who cannot travel to a test centre.</p>	✓	
5. Infection Control- Those displaying symptoms of the virus	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</p> <p>Testing will be organised as soon as symptoms are displayed for a member of staff or family member within the same household. (Refer to Testing Guidelines for Key Workers)</p> <p>Where the virus test is negative:</p> <p>The member of staff will be advised by Health 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 119 for further advice before returning to work.</p> <p>All positive test results will need to be reported to Health and Safety in line with the guidance on reporting positive cases RIDDOR.</p> <p>Where the virus test is positive for Family member residing in the same household:</p>	<p>Staff handbook offers details of protocols to follow on communicating with SMT</p> <p>Staff showing symptoms can arrange a test by calling NHS or book online, using the link in the staff handbook</p> <p>All existing measures noted.</p>	✓	

			The employee will be required to self-isolate for 14 days, to monitor if they develop symptoms. If they don't develop symptoms at the end of 14 days, they are able to return to work.			
6. Infection Control-	Employees Staff	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties.	All staff advised to follow good hygiene practices in controlling the spread of COVID-19, following must be maintained at all times: <ul style="list-style-type: none"> • Thoroughly wash your hands with soap and water often – do this for at least 20 seconds, at least at the start and end of the day and where opportunities or tasks arise during your shift. • use of hand sanitiser gel if soap and water are not available during the day. • cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze • put used tissues in the bin straight away and wash your hands afterwards or apply hand sanitiser • try to avoid close contact with people who are unwell • avoid touching eyes, nose and mouth • Regular use of hand sanitiser where hand washing is not available. 	Staff reminded to implement the "Catch It, Bin it, Kill it" method and wash hands regularly		✓
Personal Hygiene	Members of the Public Pupils Visitors		<ul style="list-style-type: none"> • Space of room will accommodate 2mtr social distancing between staff and pupils. • Room is well ventilated with open windows – Fresh Air. • Supervising staff will remain monitor at 2mtrs distance or wear appropriate PPE. • Staff will wear appropriate PPE to work in room. • PPE will be donned before entering the room. • PPE correctly disposed of in black bags after 72 hours. Personal PPE to be washed or disinfected. • Room to be fully sanitised and cleaned after each use. 	Hand sanitising stations inspected and replenished regularly. Handwashing stations for pupils to use before they enter the school. All pupils and staff have been issued with 2x face coverings and must use them in crowded areas. Gym 2 to be used as decanting room for deep cleans to take place in the case of a suspected COVID.		
Isolation Room	Pupils & Staff			Used PPE arising from occupation of symptomatic pupil in isolation room will be double bagged, labelled with the date and time then quarantined for 72 hours in a secure location then placed in the normal waste collection bins. Fitzalan TTP being set up to identify close contacts of pupils. Seating plans published.		
7. Public Interaction, Contractors & School Visitors	Employees Pupils Parents Contractors School Visitors	Staff, Pupils, Contractors & School Visitors may spread COVID-19 or contract COVID-19 while undertaking their duties	School to stagger arrival and departure times for staff, parents and pupils to minimise numbers arriving at school gates and reception to avoid congestion. Schools are not to invite parents into the school setting – only for ALN, emergencies or to collect potentially unwell pupil. Schools to communicate to parents via telephone, other technology – email or text messaging. No meetings to be held with parents on the school site without an appointment. All school visitors & contractors visiting school site must abide and follow social distancing guidelines and agree to implement control methods with the school prior to commencing visit/work. All visitors must be informed of the school policy relating to PPE, social distancing & hand washing/sanitising.	See guidance document: COVID-19 – Social distancing and complete the Social distancing risk assessment proforma. See guidance document: COVID-19 – PPE for Essential Services. Pupils and staff have staggered starts and ends of the day. PPE/RPE guidelines must be followed where contact is unavoidable Provide separate equipment to be used for personal use only where possible i.e. statutory and essential work items No parents are permitted into the school building without appointment.		✓
COVID-19	Issue: 1	Date: June 2020	Process Owner: Health and Safety Department	Authorisation: Donna Jones H&S Operational Manager		Page 4 of 16

			<ul style="list-style-type: none"> Contractors must provide school with details of social distancing controls they will implement. Contractors must supply a specific COVID safe risk assessment. 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. School visitors must be by appointment only. All school visitors must be registered with reception in advance of arrival. Visiting groups must provide a COVID safe risk assessment 	<p>No contactors on site unless it is to complete essential statutory maintenance and this will be organised after school time or at weekends unless the job is classes as an emergency.</p> <p>Visitors will only work with 1 specific year group per visit All visitors must be escorted around the site by a member of school staff. Social distancing must be maintained at all times Appropriate PPE and face coverings must be worn Contact information must be provided for Fitzalan TTP</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 have the use of 3 parking areas and are instructed to arrive before the start of the school day. All staff have been issued with face coverings which should be used if social distancing in the car park is not possible.</p> <p>Staff who use public transport have been reminded to maintain social distancing when walking to site.</p>	<p>2m lines and signage have been implemented around all entrances, exits and corridors.</p> <p>All pupils and staff have been issued with 2x face coverings and must use them in crowded areas.</p> <p>PPE must be worn where 2m distance can't be adhered to.</p>	✓		
9. Start of School Day	Staff Parents Pupils	<p>Spread of virus due to congestion on arrival at school.</p> <p>Overcrowding due to pupils, staff and visitors entering the school at the same time</p>	<ul style="list-style-type: none"> Implemented alternative entrance arrangements to reduce overcrowding if required. Implemented alternative start and finish times for different classes to prevent everyone arriving and leaving at the same time? A one-way-system implemented where appropriate, benefit to prevent fleeting contact between people arriving and leaving. 	<p>Start times will be staggered so there will be no large groups at the gate.</p> <p>The children will have to walk through the gate and handwash before entering the buildings.</p> <p>The children will enter the school through doors designated for them.</p> <p>The children will go to their class when they arrive in school after washing their hands.</p> <p>Parents will not be allowed to come into school without appointment, to discuss with teachers, they will have to contact teachers by email or phone;</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. 	<p>Signage evident across the school</p> <p>Mask wearing in queues.</p> <p>Hand wash stations located before entry points in school for pupils to use before they enter.</p> <p>Floor markings, signage and one way systems are in place. Year group zones implemented.</p> <p>Parent handbook distributed with timetables and times of entry and exit, access and exit points, protocols.</p>		✓	

			 <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 could be asked to use hand sanitiser upon entering the site – children will be taken to wash their hands as they enter the setting. 	Before pupils returned to school, they were emailed a timetable and an information booklet outlining the processes and behaviour that everyone will need to follow to keep everyone safe in Fitzalan. There will also be a copy on the website. All pupils given a full induction on the first day back.			
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, masks on buses. • Transport services and pupil escort services require PPE. Transport arrangements are in place. • Staff trained in the correct procedures for putting on and removing PPE. 	Small number of pupils use SEN taxi transport. Face masks to be worn at all times.	✓		
12. Arrival Traffic Management	Staff, Pupil, Taxi Driver Escort	•Overcrowding due to pupils exiting vehicles at the same time	<ul style="list-style-type: none"> • Vehicle arrivals staggered on-site Pupils permitted to leave vehicles in a phased approach to ensure social distancing. • All changes have been communicated to pupils/drivers to ensure compliance. 	We have staggered start times and senior staff are on duty at entrance points to ensure face coverings are worn at hand wash stations.		✓	
13. Arrival Medically Vulnerable Pupils	Staff, Pupil, Taxi Driver Escort Parent	•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. • A system in place to identify if a pupil lives with someone who is clinically vulnerable and/or clinically extremely vulnerable. [Current government guidance should be consulted for controls to implement if a pupil or someone they live is clinically vulnerable and clinically extremely vulnerable.] 	Individual communications with staff and families on specific requirements to support families/pupils Parents informed of drop off areas to use and to escort pupils accordingly.	✓		

			<ul style="list-style-type: none"> 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 for pupils who can't social distance – staff are wearing PPE as 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"> Introduced alternative finish times for different classes to prevent everyone arriving and leaving at the same time. More than one point of egress be used. All parents, guardians etc. will need to be informed via communication. Prevent gatherings outside the school at 'pick-up' times and politely advise any gatherings of the 2m distancing rule if required. 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. 	Staggered exit times implemented through a range of exits from the school. Hands to be washed before departure.		✓
15. LESSON TIME	Staff & Pupils	COVID19 Respiratory Illness – Virus contracted due to lack of Social Distancing	<ul style="list-style-type: none"> 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. Pupils are taught in the same classroom and teaching group apart from options and specialist interventions. Seating plans are in place. Pupil flow around the class: ensuring there is enough room in between furniture for pupils to access exit points, welfare facilities etc. Lesson change overs: Traditional nature of pupils moving between classrooms when they have different lessons. To minimise the movement around school of pupil's consideration should be given to pupils remaining in the same classroom for lessons during the school day. Outdoor learning: Remove any unnecessary equipment. The same control measures should be reflected outside. Pupils should wash their hands or sanitise before outdoor play and upon re-entering the classroom. Assemblies: Benches to be used for children to sit on. Benches to be cleaned down prior to and after use. 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 to be placed on class entrance points for pupils to use. Toilet access: each year group have been assigned a designated toilet block to help reduce the number of contacts. Pupils who require the toilet during lesson time will be escorted by the on-call staff. PE Lessons- Where possible hold all PE lessons outside. When PE lessons cannot be conducted outside a number 	Timetables with clear schedules shared with staff and families. Cleaning routines established. Weather permitting, external windows and doors will be left open; Signage in place. Classes/Pupils have allocated toilets and wash areas Classes will remain in allocated teaching rooms with the teachers moving between rooms to minimise movement around the site. Staggered timetable with separate break and lunch times. All assemblies are via Teams in individual form rooms. Pupils will be allocated areas/zones of the school to have break and lunch Cleaning equipment will be available in all classes. Additional toilet facilities requested. On the days that pupils have PE, they will come to school in their PE kit.		✓

			<p>of factors need to be taken into account including the number of pupils, the size of the hall and its suitability for social distancing.</p> <ul style="list-style-type: none"> Offsite visits: Offsite visits/trips will not be permitted during these times and will be subject to ongoing review. 			
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. IT. Remove unnecessary items from the classroom and other learning environments where there is space to store. <p>NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.</p>	<p>All posters in place.</p> <p>All pupils are responsible for their own equipment.</p>		✓
17. Pupils with Challenging Behaviour	Staff & Pupils	<p>Positive Handling Interventions</p> <p>Physical Restraint</p> <p>Provoking staff & purposefully breaching social distancing</p> <p>Spitting and other bodily fluids</p>	<ul style="list-style-type: none"> Some pupils are 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 with 2m. 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.) 	<p>Fitzalan Covid 5 updated. Additional LSU space in hall. No pupils to leave class without 'on call' being called. Additional 'on call' duties. Parents have been informed that any pupil who displays extreme anxiety, manifesting in physicality will be sent home.</p> <p>School to work with parents on aspects of support as required. CTs are contacting all pupils in their class the week before timetabled attendance to discuss specific needs and of the intention to attend.</p> <p>ALN policy in place noting any PPE needs for close working.</p> <p>ALN policy in place noting any PPE needs for close working. Schools can refer to Behaviour Support/ Inclusions and disabilities team for templates and guidance on IBP / positive handling plans etc.</p> <p>ALNco to update pupils risk assessments/ IBP/ positive handling plans in relation to Covid19 control measures and ensure supervising staff are aware of the new procedures.</p>		✓
18. Pupils with Complex Needs	Staff & Pupils	Unable to comprehend social distancing measures due to age or complex needs and behaviour	<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.) 	<p>Staff who are 1:1 with pupils should wear PPE.</p> <p>Pupils who are returning to school with specific needs have had their IDP reviewed by the ALNCO and class teachers.</p> <p>Alterations to activities and hours attended may differ.</p>		

		Visual or hearing impairment and requiring support ASD Pupils PMLD	<ul style="list-style-type: none"> • There also needs to be a limit on interaction between different classes and cohorts throughout the day where possible. • Individual pupil risk assessment should already be in place – remember to review these in relation to COVID19 control measures. • Inclusions and Disabilities team for templates and guidance on complex needs, including intimate care 				
19. Lunch Time/break times	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"> • 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. • Hand sanitiser has been placed at all key locations, pupils will need sanitise before they reach the lunch counter • 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. Each year group allocated a stairwell where possible. 	<p>Lunchtimes will be staggered and each consistent (Year) group will be allocated a specific dining area and playground zone.</p> <p>Tables to be sanitised fully after lunch.</p> <p>Movement around the school will be limited and supervised time during lesson.</p> <p>Handwashing or sanitising will be carried out before and after lunch has been eaten.</p> <p>Eat lunch and spend time outside if weather permits.</p> <p>Signage & 2m markings in place. Management plan in place for usage of upper floor.</p> <p>Break times will be staggered and will be supervised by staff. Pupils within the same classroom will have breaks at the same time.</p> <p>All pupils and staff will be required to wash or sanitise their hands before and after eating – following the hand hygiene guidance above.</p> <p>Staff to bring their own cup, lunchbox, plate, cutlery and take it home with them to wash each evening.</p> <p>Staff can use the quiet garden during or Drama studio for rest breaks maintaining a 2m social distance.</p> <p>Use of year group stairs.</p>		✓	

20. 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 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"> Each consistent year group will have an allocated dining room. Tables will be marked up to allow children to sit in class bubbles. Tables will be sanitised between “sittings” Markings put in place at those places where children queue. In the line for food. 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. 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>Floor markings, one way systems & additional supervision are present.</p> <p>Supervisors will wear face coverings whilst queuing in the dining halls.</p> <p>Doorstops have been used to prop open doors. Fire CAD plan has been reviewed.</p> <p>Staffing levels are appropriate to monitor lunchbreaks.</p> <p>Staffroom has been altered and excess furniture has been removed. The staffroom is to be used as a place to make refreshments and go.</p> <p>Staff can eat outdoors in shaded areas if weather permits.</p> <p>If eating in class, staff are responsible for sanitising all areas.</p> <p>2m distancing in place at all times for staff</p>	✓	
21. 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. 	<p>First Aid guidance has been issued.</p> <p>PPE available.</p>	✓	
22. Pupils Toilets	Staff & Pupils	Controlling pupils not washing hands due to lack of provisions i.e. no hand soap?	<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 	<p>All pupil toilets are demarcated with safe zones and areas that can/cannot be used.</p> <p>School to use on call system and pupils will be escorted to and from the toilets outside break/lunch time.</p>	✓	

		Controlling pupils not washing their hands correctly due to wrong technique. Are pupils forgetting to wash their hands?	<p>dryers due to the possibility pupils don't dry their hands properly and wipe their hands on their clothes.</p> <ul style="list-style-type: none"> 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. Staff to remind pupils to wash hands for at least 20 seconds. 	<p>Toilets will be allocated to specific consistent groups of students to minimise contacts around the site.</p> <p>Signage in place.</p> <p>Additional toilet blocks being requested to ease congestion at pupil toilets.</p>			
23. Toilets Cont'd		Contamination of contact hand surfaces? Pupil's movements around the school to get to toilets? Pupil's handwashing before break times and lunchtimes? How are you controlling contact with hand contact surfaces on route to toilets? How are you providing access to a toilet provision for pupils in isolation?	<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. 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>Doors are held open where appropriate.</p> <p>One way system in place for year group stairs, signage to direct staff and pupils.</p> <p>Sinks in classrooms will be stocked with antibacterial hand soap, paper towels and sanitiser.</p> <p>High contact surfaces will be cleaned throughout the day.</p> <p>The designated isolation toilet will be in the first aid area located in restorative house.</p>		✓	
24. Drinking Water	Staff & Pupils		<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. 	<p>Drinking fountains have been taken out of use.</p> <p>These will need to be run weekly to prevent water stagnation/ proliferation of bacteria in the water system.</p>	✓		
25. Outdoor Break	Staff & Pupils	Preventing pupils overcrowding of the building whilst leaving for break?	<ul style="list-style-type: none"> Stagger break times to ensure the corridors are not overcrowded. 	<p>Break times are staggered.</p> <p>Social distancing to be reinforced during outdoor break periods.</p>			
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		<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"> • 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. • Additional basketball hoops installed to avoid pupils crossing zones • Communal use of equipment should be discouraged. Pupils to wash their hands prior to break. 	<p>Pupils to wash their hands before and after breaks taken outside.</p> <p>Each consistent (Year) group will be allocated a zone to take outside breaks to minimise the number of contacts</p> <p>Senior staff will be on duty during break and lunch times and will be in radio contact with each other, reception & First Aid</p>			
26. 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> <ul style="list-style-type: none"> • Inadequate supervision of outdoor play? <p>A lack of provision and administration of First Aid?</p>	<ul style="list-style-type: none"> • All pupils to wash their hands prior to break time and have access to hand sanitiser and handwashing on the yard. • Stagger break times Utilise all available outdoor space for example fields. • Only undertake activities that social distancing can be achieved. Ensure children do not share gardening tools/ equipment. Equipment will need sterilising after use. • 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. 	<p>Break times staggered.</p> <p>Lunch duties covered by experienced staff.</p> <p>2 trained and qualified first aiders available.</p>			

27. 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. 	<p>Staff have received a restart handbook containing helpful information that they need to know for the return to school.</p> <p>Virtual meetings and walk around of school have been completed.</p> <p>Regular induction completed as part of INSET programs. Updates in briefing notes.</p>	✓		
28. 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.	<ul style="list-style-type: none"> Home visits must use LA risk assessments to eliminate risk. Staff should not be making home visits during this period unless absolutely necessary 	<p>AOs are doing HVS with risk assessment. Home visits not to be carried out unless absolutely necessary. If staff need to visit a home then they should remain outside of the property and speak with the occupant from a distance. PPE is available from the school</p>	✓		
29. Violence and Aggression	Employees/ staff Members of the public	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. 	<p>All violence and aggression incidents must be record 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>	✓		
30. 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 including 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. 	<p>Any concerns with cleaning practices must be dealt with immediately and brought to the attention of the Operations Manager and relevant cleaning department. Staff will be responsible for wiping any carried items e.g. Mobile phones, tablets, glasses and pens for setting up a desk and chair cleaning procedure.</p> <p>Before entering and leaving a classroom teachers should thoroughly sanitise their hands.</p> <p>Minimal furniture and other items in classroom environment that are easy to clean.</p> <p>Frequently touched items will be cleaned and wipes down during the day using a veridical cleaner and disposable cloth (door handles, switches, taps etc)</p> <p>Any equipment which requires the cleaner to clean should be placed in a designated area.</p>	✓		

				A separate COVID risk assessment and policy has been produced for cleaning and staff have been briefed on its content			
31. 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. 	<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>Wellbeing updates sent out to all staff.</p>	✓		
32. Emergencies: • First Aid	Employees Members of the public (Pupils)	<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, and 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 glove, surgical 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>Arrangements and necessary guidance been communicated via staff induction and staff handbook</p> <p>Head Teacher to 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>First aid guidance has been issued.</p> <p>PPE to be worn when administering first aid.</p>	✓		

33. 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 with the anti-bacterial wipes provided. <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>Operational guidance followed by helping book marking.</p>	<p>Mini-bus Not in use at present.</p> <p>IT equipment will receive twice daily clean</p> <p>School laptops issued to all teachers. Investigation taking place into purchase of docking stations.</p>		✓	
34. Fire Safety	Employees	Staff may be risk during a fire alarm activation	<ul style="list-style-type: none"> Heads 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. 	<p>The fire alarm is operational.</p> <p>Normal procedure remains in place.</p>	✓		
35. 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"> All incoming mail / packages will be quarantined for 72hrs at school office prior to opening and distribution. Any mail / packages which are classed as urgent (e.g. legal documents) that require processing on receipt, staff must wear gloves for handling and wash hands or use hand sanitiser after removing gloves. Staff must avoid touching face while wearing the gloves. Where possible, staff should avoid the printing of documents utilising electronic copies. Staff should only access / use their own documents. 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>A three box mail system can be introduced to indicate which mail has arrived and held for 72 hours before it is opened. Once all the mail is opened in the first box it may be used to hold that day's latest delivery of mail.</p>	✓		
36. 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. Desk fans will not be used. <p>Increase Air Supply and Exhaust Ventilation</p>	<p>Fans will not be used</p> <p>Doors and windows to be opened wherever possible.</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. • 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. • Window-driven Natural Ventilation if the building has no mechanical ventilation, windows, where possible, will be opened, even if this causes thermal discomfort. • 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. 	In buildings with mechanical ventilation, consider opening the windows to boost ventilation.			
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SCHOOL ACTION PLAN – School Name :				
No's	Problem/ Issue / Note	Action to Resolve	Action On	Completion Date
1.	Cleaning information/ use of cleaning products	Ensure cheat sheet is made available to staff	06/07/2020	10/07/2020
2.	HT meeting with union Reps to discuss RA and return of pupils and staff	Meetings booked for June 2020	June 2020	June 2020
3.	COVID Cleaning	Cleaning policy created and additional cleaning RA undertaken	June 2020	June 2020
4.	RA sign off by H&S, HT Union & Governing Body	RA checked by and agreed by all involved	June 2020	June 2020
5.	Number of available toilets below required	Add additional temporary toilet blocks to school site	01/09/2020	
6.	Students mixing with friendship groups	Creation of Fitzalan TTP and class seating plans to aid identification of close contacts.	11/09/2020	14/09/2020 and ongoing