

	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 COVID-19 Physical Distancing 21-05-20 COVID-19 PPE Guidance 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 – Reporting of Positive Cases RIDDOR COVID-19 Re-Start Workforce Risk Assessment 08.06.20			
	ASSESSED BY: Head Teacher : Mark Powell H&S Officer: Paula Griffin Union Rep:				
	VISITS DATES: 1. 10/06/2020 2. 15/06/2020 3. 17/06/2020 4. 24/06/2020 5. 17/07/2020 6. 21/08/2020	ISSUE DATE: August 2020	NEXT REVIEW: October 2020		
SCHOOL NAME	Whitchurch High School	Overall Risk Rating	MEDIUM		

Work Activities:- Reoccupation of school site for all staff and pupil year groups Autumn 2020. Limitations may still apply to certain educational activities, such as singing, physical education, use of the school minibus etc. Please refer to Schools H&S guidance for schools – Autumn Term 2020 and Welsh Government’s Operational Guidance for School and settings for the Autumn Term.

The critical Building Inspections and recommissioning works :

Statutory Inspection	Date Expired	Completed Y or N / Re-inspected Date
Gas Safety	30/08/2021	
Legionella	20/09/2020	Yes. Inspected by Dantech monthly
Boiler and Pressure Systems	24/02/2021	
Fire Alarm Systems	19/12/2020	
Lifts LOLER Inspections	01/01/21	

What is the hazard	Who might be harmed	How might people be harmed	Existing risk control measures	Additional Controls	Risk rating		
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1. Identified at risk groups	Employees Other household members	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties.	<p>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:</p> <ul style="list-style-type: none"> • Persons 70+ regardless of medical conditions • 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>, emphysema 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> 	Head Teachers must Complete and Action the Workforce ‘ Assessment of member of staff with medical condition posing potential risk from COVID-19’. This will be updated before September 2020 to take account of updated guidance and the ending of shielding arrangements.		√	

			<ul style="list-style-type: none"> • 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</u> disease 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 40 or above) those who are pregnant <p><u>Welsh Government update: Shielding reintroduced</u> – see Guidance: <i>COVID-19 Shielding reintroduced (dated 22 December 2020)</i>. The Welsh Government recommend that those people in the extremely vulnerable ‘Shielding’ category no longer attend work or school outside of home.</p> <p>Extremely vulnerable refers to people in Wales who have one of a very specific list of pre-existing and long-term serious health conditions.</p> <p>The advice on Shielding will be reviewed on a three weekly basis aligned to the Welsh Government reviews of alert levels across Wales.</p> <p>The advice for those employees with medical vulnerabilities (not in the Shielding category), for whom a workforce risk assessment has previously been completed, remains unchanged. The risk assessment in place for individuals should address the risk posed and detail the control measures required in the workplace to protect those employees with recognised co-morbidities. It is</p>			
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			<p>important the recorded control measures are strictly adhered to.</p> <p>See COVID-19 RE-START WORKFORCE RISK ASSESSMENT</p> <p><u>New and Expectant Mothers H&S Guidance (25th January 2021)</u>: As per H&S Guidance a risk assessment must be completed by the respective line manager in relation to latest guidance.</p> <p>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' where a N95/FFP2 Face Mask is required where 2m Social Distancing cannot be maintained.</p>				
<p>2. Safe Return of Staff into the workplace, where required.</p>	<p>Employees Staff</p>	<p>Staff may spread COVID-19 or contract COVID-19 while undertaking their duties.</p>	<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>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>	√		

			<ul style="list-style-type: none"> Utilise Cardiff Council's wellbeing services, including CareFirst. <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/bubbles, when working within 2m of another person (staff or pupil) including travel in vehicles. 			
3. 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>		√	
5. Infection Control-	Employees	Staff may spread COVID-19 or contract COVID-19 while	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	In the event of a positive case for a member of staff or pupil at the school	√	

<p>Those displaying symptoms of the virus</p>		<p>undertaking their duties and when at home</p>	<p>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. <i>(Refer to Testing Guidelines for Key Workers)</i></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 7 days, the employee should contact 111 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 a household member:</p> <p>The employee 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 the full 10 day period, they are able to return to work.</p> <p>Where the virus test is positive for a work colleague:</p> <p>The employee was a confirmed 'contact' or assigned within the same contact group the</p>	<p>or setting; school must complete 'positive case questionnaire' and email: Michael.tate@cardiff.gov.uk communicabledisease@cardiff.gov.uk COVID-19enquiries@cardiff.gov.uk</p> <p>All school are to continue using the School Test Process when booking a COVID-19 test for a symptomatic member of staff or pupil. The school must email the referral spreadsheet to: COVID-19Testing@cardiff.gov.uk</p>		
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			employee 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 the full 10 day period, 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:	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"> • Thoroughly wash your hands with soap and water often – do this for at least 20 seconds, at least at the start and end of shift 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 & pupils will wear face coverings when moving about the school's indoor communal areas. 	Hand sanitising stations inspected and replenished regularly		
Isolation Room	Pupils & Staff		<ul style="list-style-type: none"> • Room is well ventilated with open windows – Fresh Air. • Supervising staff will remain monitor at 2mtrs distance. • Staff will wear appropriate PPE to work in room. • PPE will be donned before entering the room. 	Waste of masks Disposal in general waste – Isolation Room Waste to be double bagged, retained for 72 hours and disposed of in general waste (not recycling).		

			<ul style="list-style-type: none"> • PPE correctly disposed of in black bags after 72 hours. • Room to be fully sanitised and cleaned after each use. <p>Room will not be used for any other purpose when not occupied.</p> <p>Personal Hygiene Wash or hand sanitise hands before donning and doffing Type IIR Face Masks.</p> <p>Isolation Room If the toilet is used by a symptomatic person (pupil) area will need to be locked to prevent further pupil access and notice put up until an enhanced clean has taken place.</p> <p>Ensure designated cleaning products are assigned for isolation room use only to prevent cross-contamination.</p> <p>A FRSM IIR Face Mask is to be donned by a member of staff supervising a symptomatic pupil at this time.</p>			
7. Public Interaction & Contractors	Employees Parents Contractors	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties	<p>School to stagger lunch breaks and school end times to limit congestion and interaction across contact groups.</p> <p>Schools not to invite parents into the school setting – only for emergency or to collect potentially unwell pupil.</p> <p>Schools to communicate to parents via telephone, other technology – email or text messaging. No 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</p>	<p>See guidance document: COVID-19 – Social distancing and complete the Social distancing risk assessment proforma.</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>implement control methods with the school prior to commencing work. Visitors may not be aware of the measures implemented at the school.</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. • 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. 			
8. Unable to maintain the 2m social/physical distancing.	Employees	Staff may spread COVID-19 or contract COVID-19 while arriving at school	<ul style="list-style-type: none"> • Staff to abide by 2 metre social distancing guidelines when interacting with one another. • 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. 	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</p>	<p>Staff Pupils</p>	<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"> A one-way-system implemented to prevent fleeting contact between people arriving and leaving. Barriers can be used effectively for physical segregation. 		<p>√</p> <p>√</p>		
<p>10. Start of School Day – ACCESS</p>	<p>Staff ,Pupils Parents</p>	<p>Poor social distancing between staff and pupils at registration & wellness monitoring</p>	<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 data-bbox="770 938 1122 1145" data-label="Image"> </div> <ul style="list-style-type: none"> Parents issued a newsletter with all the site specific information, and expectations of the family. No parents should be permitted into the main building only designated areas if emergency with pupil e.g. collect unwell child. 		<p>√</p>		

			<ul style="list-style-type: none"> Parents and children could be asked to use hand sanitiser upon entering the site 			
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. Any non-compliance to be recorded and Specialist Transport to be notified: Michael.Hardiman@Cardiff.gov.uk S.Gerrard@Cardiff.gov.uk 		√	
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"> Transport for SRB pupils will be timed to avoid congestion at the start and end of the school day in that the SRB start and end time will differ from mainstream. Parents will not be driving onto school site unless displaying a badge indicating that they have permission to transport SRB pupils. All changes have been communicated to pupils/drivers to ensure compliance. 		√	
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 	<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 			√

		immune system etc.	<ul style="list-style-type: none"> • 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 who are required to shield based on government advice. [Current government guidance should be consulted for controls to implement if a pupil or someone they live is clinically vulnerable and clinically extremely vulnerable.] • 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"> • Introduced alternative finish times for different year groups to prevent everyone leaving at the same time. • More than one point of egress be used. • Prevent gatherings outside the school at 'pick-up' times and politely advise any gatherings 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.			
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: pupils will – where possible – sit in rows facing forwards. • Groupwork above 2 pupils will not take place. • Seating plans will ensure that pupils sit next to as few other pupils as possible. • 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: all change overs, apart from p2 and 3, take place in a break of at least 15 minutes. This will reduce congestion around the school. We have increased the number of double lessons taking place across p2 and 3 to reduce movement at this time. • Pupils will line up outside blocks in their classes at the start of lessons until their teacher can supervise them inside. • Classroom entry and exit routes have been determined and appropriate signage in place. All pupils will be asked to wash or sanitise 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 block entrance points for pupils to use. • Toilet access: duty rotas will allow staff on duty to monitor the use of toilets in order to ease congestion. • PE Lessons- Where possible consideration should be given to hold all PE lessons outside. At this time team sports such as football and netball where 		√	

			<p>there is an increased risk of contact between pupils should be avoided. 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. The PE department has produced a stand alone risk assessment.</p> <ul style="list-style-type: none"> • Offsite visits: Offsite visits/trips will not be permitted until further notice. • Visors are available for staff members who would prefer to use them. • Disposable IIR Medical Masks are to be worn by staff instead of face coverings when working within 2m of another person (staff or pupil). • 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). • There will be no educational visits during this time. This advice will be kept under review. • • If during this time (during limited attendance), social distancing cannot be maintained, face coverings should be worn in the classroom by learners and staff in secondary schools. • Frequent putting on and taking off of face coverings is not recommended as this can risk contaminating hands and face; if learners are outside for a short period it may be easier to keep face coverings on. Learners should not wear face coverings when running round, playing football or other active games. 			
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<p>16. Lessons Cont'd</p>	<p>Staff & Pupils</p> <p>SRB Pupils</p>	<p>Cross Contamination from communal use of resources</p>	<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 • Removing unnecessary items from the classroom and other learning environments where this is possible and where there is space to store. Resources which are not easily washable or wipe able have been removed <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"> • Individual resources to be issued – own ipad, counting blocks, white boards etc. The school will provide a white board pack for every pupil and a stationery pack for fsm pupils. • Where this is not possible, when a child changes activity, equipment is thoroughly cleaned or quarantined as per the guidance. Text books are quarantined for 72 hours between class usage. Teachers are encouraged to use Teams as much as possible for assessed work in order to reduce significantly the instances of marking exercise books. If needed, these will either be quarantined for 72 hours before marking and returning or hand sanitisation will need to be undertaken before and after marking. • Children to be taught social distancing through visual reminders and teacher 		<p>√</p>	<p>√</p>	
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			<p>reinforcement. Tailored approach for each learner's capability.</p> <ul style="list-style-type: none"> • Everyone at the school should 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. 			
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 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. 		√	

			<ul style="list-style-type: none"> 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. 			
18. 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 wash their hands?</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. Reminders given to pupils upon entering and leaving the toilets. 		√	
19. Toilets Cont'd		Contamination of contact hand surfaces?	<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. 		√	

		<p>Pupils' movements around the school to get to toilets?</p> <p>Pupils' handwashing before break times</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"> 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. There will be a hand sanitiser station within each block of 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. 			
20. Drinking Water	Staff & Pupils		<ul style="list-style-type: none"> Water dispensers are available for pupils and staff from which they can fill their own bottles. Pupils bring in their own water bottles for drinking. Pupils to be prevented sharing of these bottles. 		√	
21. Breaktimes and lunch times	Staff & Pupils	Large groups of pupils gathered in enclosed spaces such as canteens.	<ul style="list-style-type: none"> Canteens will be closed during break times (with one exception) and lunch times will be staggered so that there is never more than one year group at a time in the canteens. Year groups will be allocated specific zones for inclement weather breaks and lunch times. 		√	

			<ul style="list-style-type: none"> • Canteens will implement social distancing, insistence upon hand gel usage and the cleaning of tables etc between year group servings. • Chartwells will produce their own Risk Assessment for canteens and kitchens. • Pupils to wear face coverings at all times unless 2m physical distancing can be maintained. The exemption is for lunch breaks and outdoors (unless the school risk assessment determines that face covers are required to compensate for lack of social distancing between different contact groups). • Learners should not wear face coverings when running round, playing football or other active games. 			
22. 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. • Staff rooms will be closed until further notice other than for photocopying and computer usage. • 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 • Staff will receive regular and frequent updates of amendments to guidance. 		√	
23. 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. 	All violence and aggression incidents must be record on the accident / violent report incident form and sent to accidents@cardiff.gov.uk		√

			<ul style="list-style-type: none"> 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. 	Head will report incident on Violent Incident Report Form and follow reporting procedures to the Council.			
24. 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 school cleaning staff which covers all work, communal and public access areas. Enhanced cleaning protocols will be adopted for parts of the school which have high pupil and/or staff traffic. This will include clean down of desks and chairs at the end of lessons. Extra cleaning staff have been employed to implement whole day constant clean on both sites. 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	√		

<p>25. Employee Wellbeing and Support</p>	<p>Employees</p>	<p>Employees may feel anxious/stressed about health and wellbeing of themselves, their families and livelihood.</p>	<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 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). • 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 	<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>√</p>		
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<p>26. Emergencies :</p> <ul style="list-style-type: none"> First Aid 	<p>Employees 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 is there 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 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>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>√</p> <p>√</p>	
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			<ul style="list-style-type: none"> 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, FFP2/N95 Face Mask and safety glasses or face visor. 			
27. 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><u>School Mini Bus Usage</u> Schools should not need to use minibuses during this period.</p> <p><u>IT Equipment</u> 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>		√	
28. Fire Safety	Employees	Staff may be risk during a fire alarm activation	<ul style="list-style-type: none"> Due to the reduced number of staff in the school, 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. Due to the provision of automatic detection within schools it has been assessed that 	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>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>			
<p>29. Handling of Mail, Deliveries and Internal Files.</p>	<p>Employees</p>	<p>Staff may spread COVID-19 or contract COVID-19 while undertaking their duties.</p>	<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 days latest delivery of mail.</p>	√	
<p>30. Air Conditioning / Ventilation</p>	<p>School staff Pupils</p>	<p>Air conditioning systems may increase the risk of spreading COVID-19</p>	<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. 	<p>If the building has been closed for an extended period and has air conditioning units that have a source of water that can generate aerosol, the units will be serviced prior to restarting.</p>	√	

			<p>Other types of air-conditioning systems do not need to be adjusted.</p> <ul style="list-style-type: none"> • Desk fans will not be used. <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. • 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. <p>Window-driven Natural Ventilation</p> <ul style="list-style-type: none"> • 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 	<p>In buildings with mechanical ventilation, consider opening the windows to boost ventilation.</p>		
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			<p>other spaces to achieve crossflows through buildings.</p> <p>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.</p> <p>Natural ventilation – if necessary external opening doors may also be used (where safe to do so).</p> <p>To increase the fresh air ventilation rate and ensure dilution, schools may include the following:</p> <ul style="list-style-type: none"> • Start ventilation of rooms ahead of school day and allow it to continue throughout the day and after classes have finished. • Set air handling units to maximise fresh outdoor air, rather than recirculation. • 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. • 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. • 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 			
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			room and supplemented by an outdoor air supply.			
31. Lettings	All involved in letting arrangements	Lack of understanding of school RA protocols. Failure to implement individual organisational RA protocols.	<ul style="list-style-type: none"> All letting arrangements will be determined by the organisation in question acknowledging that they have read and understood the school RA. All organisations to provide the school with their own RA which will be forwarded to LA H&S rep for authorisation. No changing facilities available. 		√	
40. Security	Employees Pupils Visitors Trespassers	School may be compromised by covid-10 control measures or lack of sufficient emergency planning may result in breaches of social distancing/virus transmission.	<p>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.</p> <p>Further guidance is available in the Welsh Government and WECTU booklet entitled Protecting schools: An integrated security approach – Toolbox for head teachers (2017).</p>		✓	
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"> Line manager 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 supports a comfortable posture 	<p>Staff with disabilities are to advise the Head teacher if there 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>	✓	

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 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
COVID-19 Shielding Reintroduced – 22 December 2020 v2
WG Operational Guidance for Schools and Settings to support limited attendance at alert level 4 [27th January 2021]

SCHOOL ACTION PLAN – School Name :				
No's	Problem/ Issue	Action to Resolve	Action On	Completion Date
3.2	The school cannot implement 2 metre social distancing in classrooms between pupils.	No action possible. Mitigation such as no assemblies, management of indoor spaces in inclement weather and classroom layout will be in place.	n/a	n/a
14.3	The school cannot stagger break times due to its being split-site.	Canteens will be closed at break times. Year groups will be allocated specific zones to go to in the event of inclement weather.	From September 1 st 2020	Ongoing
15.3	The school cannot allocate toilets to specific year groups due to the split site requiring some Years 10, 11, 12 and 13 students to study on both sites. The sheer distance between toilets, in any case, would increase year groups moving around the school and crossover between year groups.	No action possible.	n/a	n/a
21.1	The school believes that it can operate many of its letting arrangements in a way which minimises risk.	All lettings will be subject to adhering to the school's Risk Assessment procedures as well as those of the organisations which utilise our premises. The swimming pool will remain closed until further guidance becomes available.	From August 2020	Ongoing.