

COVID-19 Risk assessment – Opening schools V10 September 2021



Please note that all new guidance and updates are identified in blue and red

The guidance we have followed are:

1. Local COVID-19 infection control decision framework for schools from autumn 2021
2. Operational guidance for schools and settings 20th August 2021
3. Reasonable measures action card for schools
4. COVID-19 interventions in schools: approach to the autumn term 2021 to 2022

All of this new guidance takes effect from the 1st September and needs to be fully implemented by 20th September. This new guidance gives a very different approach for the Autumn term and this is to provide a more localised response to mitigations dependent upon the behaviour of the virus.

The guiding principles of all these documents are:

- Enable schools to operate as 'business as usual' as far as possible including the provision of free breakfast and after school clubs, extra-curricular activities and practical subjects
- secure the best outcomes for all learners by considering both their educational needs and wellbeing
- manage ongoing risks of COVID-19 as safely as possible as for other infections, and ensure clarity of actions required if there is a case in a school

At alert level zero

- **The fundamental principle remains that the most effective way to prevent transmission of COVID-19 in our school is to stop infection being brought into the school.**
- **The best way to manage personal risks is to take up the offer of vaccination, and we encourage those eligible for vaccination to take up this offer.**
- **If anyone tests positive for COVID-19 they must self-isolate and not attend school.**

At alert level zero contacts of a proven case of COVID-19 who are under the age of 18 or those who are fully vaccinated do not have to self-isolate unless they themselves start to show symptoms of COVID-19.

TTP (Test, Trace, Protect) contact tracers will contact the proxy (positive case) and get in touch with identified close contacts and offer them PCR testing on day 2 (or as soon as possible once identified as a contact) and day 8. TTP will also advise them on the most appropriate actions for their circumstances and for some, this will include advising to self-isolate. The majority of learners in a class/year group are unlikely to be identified as close contacts. However, schools may be advised to take a warn and inform approach to update parents and staff on the situation and what they need to do, based on TTP advice.

Core interventions to be implemented

The following core measures should remain in place regardless of risk level:

- **All staff and learners should be reminded to follow the Welsh Government guidance for self-isolation.**
- **Staff and learners should not attend school if they have any COVID-19 symptoms. If a staff member or learner becomes symptomatic they should get a test as soon as possible, and self-isolate until the outcome of the test, if the test is negative they can leave self-isolation.**

- **Regular handwashing, and respiratory etiquette (Catch it, Bin it, Kill it) are key interventions to prevent spread and manage cases, incidents & outbreaks.**
- **Adequate ventilation by opening windows or adjusting ventilation systems are also important.**
- **Maintain appropriate levels of cleaning in line with other communicable diseases. There will, however, no longer be a need for schools to set aside specific days for deep cleaning. However if there is a confirmed cluster associated with one class in the school a deep clean of the immediate area will continue to be helpful in reducing transmission.**

The following guidance still must be adhered to:

Learners, staff and other adults should not come into a school/setting if they:

- **have COVID-19 symptoms**
- **If they live with someone who has symptoms or has tested positive for COVID-19 – unless they are fully vaccinated or are under 18**

Learners, staff and other adults must not come into a school/setting if they:

- **have tested positive for COVID-19**
- **have been contacted by the TTP service and told to self-isolate**
- **anyone developing COVID-19 symptoms during the school day should be sent home immediately**

Contact groups

Contact groups will not play a role in schools and settings from the start of the autumn term. This is consistent with the approach being taken in child care. The reliance on contact groups will be replaced by a stronger focus on contact tracing, in line with the general population. Test, Trace, Protect will lead on identifying the close contacts of staff and learners who have tested positive supported by discussions with schools and settings. Schools and settings will not be expected to make decisions about whether individuals need to self-isolate.

Health and Safety Risk Assessment – – COVID-19

School	CCYD	Assessment No.	9
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Site	Heol Yr Ysgol	Location	Tondu Bridgend
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Subject of Assessment	<p>Local COVID-19 infection control decision framework for schools from autumn 221</p> <p>Operational guidance for schools and settings</p> <p>Reasonable measures action card for schools</p> <p>COVID-19 interventions in schools: approach to the autumn term 2021 to 2022</p>
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Assessed by	Tracey Wellington	Date	30th August 2021	Review date	Ongoing
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	<p>Learners and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, grounds, pick-up and drop off (where applicable).</p> <p style="color: magenta;">While we are at Alert Level 0 staff will continue to teach in their own classrooms</p>	<p>Persons Affected <i>(Who may be harmed)</i></p> <p>Employees, Learners, Contractors and Visitors.</p>
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Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
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1.	<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p> <p>Those who are clinically extremely vulnerable becoming ill.</p>	<ul style="list-style-type: none"> • The school has informed parents, learners, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); • Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members' instruction and should not congregate outside the school; • Parents issued specific school protocols for school attendance for them to explain to their children; • Parents of ALN learners or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • All staff have had sufficient information and briefing regarding infection control and school protocols via risk assessments, updates, rationales and WG guidance • Staff are up to date on other related guidance and support in relation to themselves and learners such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to learners; • Staff can access the Care first, for targeted support for mental health and wellbeing; • There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • COVID-19 guidelines are published on the school's website; 	Low	✓
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- Posters from NHS Wales have been shared with staff and have been placed and shared on all of our social media sites
- Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures;
- Whenever possible, meetings will take place remotely via videoconferencing or phone, and emails are also used for communications;
- Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made;
- The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate;
- Pregnant staff should work from home where possible. Specific risk assessments for new and expectant mothers are completed and reviewed every few weeks. Pregnant staff will work from home after 28 weeks and a work schedule will be agreed with the line manager;
- Due to the fact that staff are now based in their classrooms space will be designated in other areas for bases and this will be reviewed in accordance with the rationale that was provided for all staff;
- CCYD will use the flowchart provided by HR to assess individual circumstances and the BCBC Covid 19 Return to work – Employee Risk assessment template;
- Regular team meetings will continue to ensure that the changing environment and arrangements are consulted and communicated to staff on a consistent basis;

	<p>Lateral Flow Test [LFT] Page 31 OG August 20th</p>	<ul style="list-style-type: none">• Wellbeing checks will continue for those in isolation or those who require it and for staff going on maternity leave at 28 weeks• Further guidance/flowcharts have now been shared with staff offering clear guidance/procedures• There is a shared SLT drive with all of the relevant documents needed for a confirmed case. This includes key questions to ask staff or the learners' parents/carers to help the track and trace process <ul style="list-style-type: none">• Home kits have been offered to all staff to take twice weekly tests. Testing is voluntary. These tests have also been offered to all learners. All information and consent form are stored in the LFT folder on google drive.• Anyone who tests positive using an LFT must not attend school. They and everyone they live with must self-isolate and report the test result online and to the school.• They will then book a follow up PCR test through the online booking portal.• Notify the school of the result <p>You will be contacted by the local contact tracing team to identify contacts who will need to self-isolate – they must follow any advice given by the local contact tracing team. If a positive LFT test result is followed by a PCR test taken within 24 hours and the result is negative, the staff member or learner may return to school as normal. If the PCR test is taken after 24 hours of a positive LFT and the PCR is negative, the staff member or learner will need to continue to self-isolate.</p>		
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<p>Self isolation guidance: WG August 2021</p>	<p>If you have any coronavirus symptoms (a high temperature, a new continuous cough or a loss or change of taste or smell), you should self-isolate at home and get a test. You should not go to a GP surgery, pharmacy or hospital.</p> <p>Self-isolation means that you do not leave the house. You should self-isolate straight away if you have symptoms and until you receive the results of a COVID-19 PCR test. If you have tested positive for COVID-19, or have been told to self-isolate by the NHS Wales Test, Trace, Protect (TTP) service, you must stay at home.</p> <p>The self-isolation period is 10 days from either:</p> <ul style="list-style-type: none">• the day immediately following the date of the start of your symptom• the day immediately following the date of your positive test, or• the date confirmed to you by the TTP service if they identify you as a close contact of someone who has tested positive for COVID-19• As of 7 August 2021, <u>adults who have been fully vaccinated and received the vaccine in the UK and those under the age of 18 will no longer have to self-isolate if they are identified as close contacts of someone who has tested positive for COVID-19.</u> <p>You will be asked to take PCR tests on Day 2 from your last contact with the positive case (or as soon as possible) and on Day 8. It is important that you take</p>		
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these tests even if you feel well, you may have COVID-19 even if you do not have symptoms.

Those who are no longer required to self-isolate will also receive advice and guidance from TTP contact tracers about how to protect themselves as follows:

- Try to minimise contact with others and avoid crowded settings, particularly indoor settings
- Consider using lateral flow tests on a daily/ more regular basis for the time you would otherwise have been self-isolating
- DO NOT visit vulnerable people such as those in care homes or hospitals.
- Work from home if you are not already doing so
- Inform your employer that you are a contact of a case of COVID-19.
- Pay extra attention to thorough and regular hand washing and wearing a face covering. If you develop COVID-19 symptoms at any point, no matter how mild, regardless of your age or vaccine status, you should immediately self-isolate and arrange a COVID-19 PCR test.
- ***If you are over the age of 18, and have not received a full course of COVID-19 vaccination in the UK, you should self-isolate for 10 days if:***
- ***you develop COVID-19 symptoms, no matter how mild (and you should book a test)***
- ***you live with someone who has developed COVID-19 symptoms and they are awaiting the outcome of a PCR test***

For staff who are not vaccinated

	Exemptions	<ul style="list-style-type: none"> • you live with someone who has tested positive for COVID-19 • you have been contacted by the TTP service and told to self isolate because someone you have had close contact with has tested positive for COVID-19 • <u>Exemptions from self isolation</u> If TTP identifies you as a contact of someone who has tested positive for COVID-19, and you were fully vaccinated at the time of your contact with the infected person, you will not have to self-isolate. You are considered to be fully vaccinated, if it is at least 14 full days since you had the full course of an approved vaccine, and it was administered in the UK. If you have not completed your vaccination course (usually two separate vaccinations), at least 14 full days prior to close contact, or if you received your vaccination outside of the UK, you will be required to self-isolate if contacted by TTP. If you are unable to receive a COVID-19 vaccination for medical reasons, you are required to self-isolate if contacted by TTP. If you are under 18 and identified by TTP as a contact, you will not need to self-isolate, unless you develop symptoms yourself. If your test result is positive, you must continue to self-isolate and complete the full self-isolation period of at least 10 days. Day 1 is the day immediately following the day you first had symptoms. • If you do not have symptoms but test positive If you do not have any symptoms but have tested positive, you must self-isolate for at least 10 days, starting from the day after you took the test. You may have to self-isolate for longer (up to 14 days), if you have certain variants of the virus. TTP will let you know if this is the case. 		
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	<p>Prevention</p>	<ul style="list-style-type: none"> ● Stop self-isolating after 10 days if you feel well. You can stop self-isolating after 10 days even if you still have a cough or loss or change to your sense of smell or taste. These can last for a couple of weeks ● Keep self-isolating if you feel unwell. If you still have a temperature after completing 10 days of self-isolation you need to keep self-isolating and seek medical help. ● Learners (under 18 years) who need to self-isolate: A learner must begin to self-isolate if they have symptoms of COVID-19 and are awaiting the outcome of a test. They will need to complete the full 10 days self-isolation period if the test result is positive. If their test result is negative they can end their self-isolation period immediately. Learners under 18 will not be required to self-isolate if identified as a contact but contact tracers will still call to provide advice and information <p>All staff, learners and parents/carers to follow the guidance that any staff member or learner who has any of the 3 cardinal symptoms of COVID-19 (new persistent cough, fever and/or loss of taste or smell) should not attend the school setting but should self-isolate, arrange a COVID-19 test and notify the school of this.</p>		
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		<ul style="list-style-type: none">• Local Health Boards may make testing available for individuals who are experiencing a wider range of symptoms such as fatigue, myalgia (muscle ache or pain), a sore throat, a headache, a runny nose, nausea, vomiting, or diarrhoea. Individuals are asked to consider taking a test if they are experiencing any of these wider symptoms and they are new, persistent and/ or unusual symptoms for them. Individuals who take a test because of these other wider symptoms are not legally required to isolate while they await their test result. However, Local Health Boards are encouraging the individual concerned to self-isolate while they await their test result, and children and adults with diarrhoea and/or vomiting should remain away from their school or setting until they are symptom free for 48 hours even if their COVID-19 test is negative. In addition - unless they develop one of the three main symptoms - the individual's household does not have to self-isolate. If individuals then receive a positive COVID-19 result, they and other members of their household who are over 18 and not fully vaccinated must then isolate. Household contacts who are fully vaccinated or under 18 do not need to self-isolate in this case.• Where a staff member or learner becomes unwell at the school or setting with possible symptoms of COVID-19 they should be sent home immediately to self-isolate and arrange a COVID-19 test. Until they leave the school or setting (in the case of a learner, when they are collected by a parent/carer) their contact with all other individuals at the setting should be minimised. If possible, ensure they remain in a separate room until they are able to leave the setting.• Support older learners to maintain physical distancing wherever possible• All staff should adhere to the physical distancing measures as far as possible		
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		<ul style="list-style-type: none">• Face coverings are not routinely recommended for use in the classroom by staff or learners. Schools and settings may however wish to encourage their use in areas where there is likely to be more social mixing, such as in communal areas.• If anyone in the school/setting becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in their normal sense of taste or smell (anosmia), the school should continue to follow the arrangements they have in place and the individual must be sent home immediately and advised to follow guidance for households with possible or confirmed COVID-19 infection, i.e. the individual should begin to self-isolate and should arrange to have a COVID-19 test.• If a learner with COVID-19 symptoms is awaiting collection, they should be moved to the isolation room in the Phoenix centre where they can be isolated. Ideally, a window should be opened for ventilation.• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.• As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or if their life is at risk.• The present advice continues to be that it is not necessary to screen temperatures.		
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2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Drop off / entry to the school. 	<p>Entry to the school:</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for learners have been identified, this information has been cascaded to relevant parents/carers • Appropriate information has been communicated to parents and carers of learners who will be educated remotely to clarify that they should not attend school • Learners will be met at the entrance and atrium by SLT and Pupil support officers • The café area has now been opened for all those who walk to school to help ease congestion when entering and leaving the building • The back entrance is now being used for those who travel via the bus • Learners will be met at the designated classroom door / entrance by their Teacher at the start of school • Parents/Carers are NOT permitted to enter the school buildings unless an appointment has been made • Entrance doors are held open, reducing the number of occupants touching the doors; • Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; New hand sanitising display units have been purchased for the main entrances • Good hand washing signage to instruct learners how to do this effectively is displayed; • Help is available for learners who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to learners on how to adequately wash their hands. <p>(Entry to the school):</p> <ul style="list-style-type: none"> • Learners who are dropped off can do this in the usual way but drivers MUST NOT leave the vehicle; 	Low	
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		<ul style="list-style-type: none"> Learners are required to complete hand washing on entry to the school; Entrance doors are held open, reducing the number of occupants touching the doors; Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or Hand sanitiser) on entry to the school; Good hand washing signage to instruct learners how to do this effectively is displayed; There will be a strong visibility of SLT and other staff to usher learners to the correct blocks/bases. Learners will not be permitted to gather with learners outside of their group at the start and end of the day; 		
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Pickup / leaving the school. 	<p>(Exit from school):</p> <ul style="list-style-type: none"> Learners who are picked up can do this in the usual way but drivers MUST NOT leave the vehicle; Exit doors are held open, reducing the number of occupants touching the doors; Hand-wash stations are located at the exits from the school (classroom or other); Good hand washing signage to instruct learners how to do this effectively; Learners are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas; 	Low	
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. 	<ul style="list-style-type: none"> We will follow the hierarchy of controls set out in the WG documentation: Local COVID-19 infection control decision framework for schools from autumn 201 on p.15. We will follow the four stages of low, moderate, high and very high If the risk is low we will have assemblies but we still adhere to the social distancing measures Staff to be in their rooms at 8.25 to ensure a calm orderly start; 	Low	

- Staff should still maintain distance from their learners, staying at the front of the class and away from colleagues where possible. A 2 metre distance should be maintained from each other and learners
- Classroom sizes are restricted to a normal class (1 teacher and 1 support member of staff if required (based on the specific needs of class);
- Blocks/bases of the school have been designated for specific year groups. Classrooms have been organised to achieve 2m distances between learners and staff;
- Classrooms are arranged so that learners sit side by side and facing forwards, rather than face to face or side on;
- Learners are managed while entering the room to avoid contact with each other or the Teacher;
- Classroom furniture has been reduced. This is designed to enable successful cleaning of all surfaces;
- Individual and very frequently used equipment such as pencils and pens are not shared;
- Staff and learners have their own items;
- These resources are cleaned regularly as are classroom surfaces;
- Resources shared between bubbles, such as sports, art and music equipment are cleaned frequently and meticulously between use;
- Practical subjects have devised individual risk assessments to help reduce the risk of infection
- The school limits the amount of equipment learners bring to school to only essentials;
- Shared resources can be taken home but this is avoided where unnecessary;
- All such resources are cleaned before used by others;
- Learners and staff use hand sanitiser on entry to the classroom;
- Learners may move around the outside areas as usual but stay within their specific group. Not mixing with learners from other year groups;

- Where possible, all spaces are well ventilated using natural ventilation (opening windows). All classroom doors are to be kept open at all times. All windows will be opened prior to school and at the end of the day. One or two windows can be partially opened if a reasonable temperature is maintained.
 - Team Leaders are proactive in managing the risks in their areas of responsibility - this means ensuring their teams are aware of procedures and protocols
 - Where learners are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, Progress Leaders and/or a member of the SLT will be asked to assist and implement the Disciplinary Procedure. This has been amended to deal with Covid related incidents.
 - We will still keep physical distancing and seating plans in place during the first half term and then review the situation based on local intelligence
- Physical Education and other practical subjects
- PE lessons can take place outdoors and indoors. outdoor activity should be prioritised wherever possible. In indoor spaces, ventilation should be maximised including using natural air flow through opening doors and windows. Areas should be cleaned regularly and thoroughly as part of the school's cleaning programme. Activities which help minimise contact and enable physical distancing should be used. All guidance published by the relevant National Governing Body for the sport in question should be utilised.
 - Changing rooms present a higher risk of transmission so the PE risk assessment should ensure that all changing rooms are well ventilated and the surfaces are cleaned after use. Learners must clean their hands before and after the activity. Activities must minimise the use of equipment. Any equipment used and shared should be carefully cleaned before use and between lessons. There should be no sharing of water bottles
 - Face coverings should not be worn whilst undertaking physical activity.

		<ul style="list-style-type: none"> Schools and settings should only consider team sports where the relevant national governing body has developed guidance for their safe operation in respect of coronavirus, and schools and settings should consider this guidance in delivering lessons containing such sports. <p>Other considerations</p> <ul style="list-style-type: none"> Learners and staff can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to learners' education and development. Similar rules on hand washing, cleaning of the resources and rotation should apply to these resources. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and learners have their own items that are not shared. Classroom-based resources, such as books and games, can be used and shared; these should be cleaned regularly. Resources that are shared between different groups/classes, such as sports, art and science equipment, should be cleaned frequently. <p>Ventilation</p> <ul style="list-style-type: none"> Please note that fans are not to be used Natural ventilation: Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Windows can also be opened more fully before learners and teaching staff come in and at the end of the school day. Opening internal doors can also assist with increasing the throughput of air (as long as they are not fire doors and where safe to do so) 		
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		<ul style="list-style-type: none"> natural ventilation: if necessary external opening doors may also be used (as long as they are not fire doors, and where safe to do so) 		
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Dining; Moving around the school; Break-time/Lunchtime 	<p>Information on this was shared with all staff in July</p> <ul style="list-style-type: none"> Split break and form times have been introduced Tables are wiped clean with an appropriate disinfectant before and after lunch; Learners are advised to clean hands before and after eating lunch Learners will have specific areas for break and lunchtimes A pre-order system has been introduced to try and help alleviate queuing <p>Moving around the school:</p> <ul style="list-style-type: none"> Movement to different areas within the school is reduced as much as possible; Where possible, all spaces are well ventilated using natural ventilation (opening windows) Corridors are sterile environments and kept as clear as possible; Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; Corridor floors are demarcated to show direction and safe distance signage; Where possible learners will move with their group only and will not mix with other groups; Staff will generally manage learner movement but keep a suitable social distance from learners and other staff. SLT and other support staff will be visible in each block throughout the day. Additional staff bases have been provided for use throughout the day to help staff adhere to the 2m social distancing requirements; 	Low	

		<ul style="list-style-type: none"> • Only one person at a time is permitted to use the lift. However, we accept that adult supervision is needed for a learner and no PPE is required in line with Appendix RA13 BCBC guidance. <p>Break-times/grounds:</p> <ul style="list-style-type: none"> • Separate times or areas (at a safe distance using government guidance) are issued for each separate year group. • Learners are permitted to complete normal playground activities; • Mixing with other groups is not permitted; • Each year group is assigned a specific area of the school to use. • In line with BCBC guidance Appendix RA13 the water fountains will now be on during break and lunchtimes. They must have their own water bottle and their hands must be cleaned before they touch the fountain. Gel dispensers are placed near the fountain along with advisory posters. <p>Face coverings for secondary aged learners Currently these are not routinely recommended but can be worn if it is their personal choice. They continue to be recommended on school transport,</p> <p><u>Use of face coverings by staff and visitors.</u> Currently these are not routinely recommended.</p>		
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> • Hand washing stations are positioned throughout the building • All those entering the school are required to wash/sanitise their hands; • Hand washing stations are located on each floor, within each classroom and on entry to the atrium; • Hand washing sinks are located within each toilet provision; 	Low	

		<ul style="list-style-type: none"> • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Learners and staff have been shown how to wash hands properly; • Help is available for learners who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: Entry to the school; After using the toilet; When returning from breaks On entry to the atrium for lunch and break: Before and after eating; On entry and exit from each classroom. <ul style="list-style-type: none"> • Unnecessary touching of the face is discouraged. • Teachers will remind learners to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it'; • Toilets and wash stations have driers for drying hands. 		
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<p>The most updated guidance states there is no longer a need for schools to set aside specific days for deep cleaning. If there is a confirmed cluster with one class a deep clean of the area/classroom will be completed.</p> <p>The school has implemented additional cleaning regimes. This includes the following:</p> <ul style="list-style-type: none"> • Frequent cleaning of classrooms, Toilets, common areas and dining halls; • Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. • Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean rooms; • Classrooms will be cleaned every day; 	Low	

		<ul style="list-style-type: none"> • Toilets will be cleaned in the morning, after break, after lunch and at the end of the day; • Common areas will be cleaned once a day; • Equipment used by the learners and staff will be suitably cleaned at the end of each day or before it is used by another person; • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72 hours before disposal as per the guidance set on <u>COVID-19: cleaning for non-healthcare settings</u>. <p>The school is to follow the measures outlined in APPENDIX RA 6 – CLEANING GUIDANCE from BCBC</p> <ul style="list-style-type: none"> • These areas will also be fogged. 		
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • School offices are either reduced in occupation and desks are positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; • Staff bases are not to be used unless these are large enough to safely accommodate current staff numbers at a safe social distance from each other; • Additional staff bases have been provided; • Staff are encouraged to bring a packed lunch and use the extra bases provided keeping a suitable distance from other occupants; • Learners will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; • Employees will be provided with and wear PPE when required in accordance with Government guidance. 	Low	

9.	<p>Spread/contraction of COVID-19</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Dealing with a suspected case of Covid-19; • Inappropriate handling/removal of clinical waste 	<ul style="list-style-type: none"> • Qualified first aiders are in place and if first aid is required the on-call procedure should be used. The school has a specific room/area dedicated for suspected cases of COVID-19. This is based in the Phoenix centre and is secluded from the rest of the school • All first aid staff need to read and adhere to the first aid guidance links: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm <p>Where an individual exhibits symptom during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</p> <ul style="list-style-type: none"> • Staff escorting the individual will be provided with disposable gloves and apron if the 2-metre social distancing rule cannot be maintained; <p>Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided</p> <ul style="list-style-type: none"> • The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; • First aiders will need to follow the guidance for 'donning and doffing' PPE; 	Low	
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● <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

● PPE is disposed of in accordance with NHS COVID-19 wastemanagementguidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

● The first aid room is cleaned frequently and after each use (when first aid care has been provided).

● Staff dispensing medication to learners should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication;

● Where appropriate, learners should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.

Waste disposal measures

Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:

● Put in a plastic rubbish bag and tied when full;

● The plastic bag is placed in a second bin bag and tied;

● It is put in a suitable and secure place and marked for storage until the individual's test results are known;

● Waste is stored safely and kept away from children;

● Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;

● If the individual tests negative, this can be put in with the normal waste;

● If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;

● If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect

		your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.		
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents/Carers • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 	<ul style="list-style-type: none"> • Parents are not permitted to enter the school unless this has been agreed beforehand and this is for emergency meetings only agreed with by the SLT; • Parents have been informed to call the school office or email if they have any questions or concerns; • If parents need to drop off items for learners, they should be left at the school's main entrance for staff to collect; • For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff; • Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; • Touch screen sign in equipment in Reception to be wiped after use • Visitors will only be permitted into the school if they have an appointment; • A record of all visitors, including contractors, to site will be kept and maintained; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • The school contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If not possible social distancing measures will be adhered to at all times; • Face to face meetings in small rooms or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; 	Low	

		<ul style="list-style-type: none"> • Deliveries will be accepted at designated quiet times only; • Delivered items will be left outside of the school building for staff to collect; • Indoor sports facilities will remain closed and cannot be hired out to external users 		
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> • Toilets are cleaned throughout the day; • Staff to ensure that learners are not left out to use the toilets after break or lunch and no more than one at a time from each base; • Learners and staff are encouraged to close toilet lids where applicable before flushing. 	Low	
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; • Learners are suitably supervised at all times. 	Low	
13.	Lack of suitable premises management	<ul style="list-style-type: none"> • The school adheres to the government guidance on managing buildings that are partially open; • The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time; • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden premises staff absence; • Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems. 	Low	

14.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Low	
15.	Fire and evacuation procedures	<ul style="list-style-type: none"> • Evacuation plans including the following will be reviewed in September: <ul style="list-style-type: none"> Safe assembly points for occupants following social distancing requirements; Safe exit via the nearest available final exit; Training occupants of any changes to evacuation; Use of the school has been reduced to enable safe sweeping and evacuation. • All other fire system testing and maintenance has continued as normal. <i>Year 7 have now experienced a fire drill.</i> 	Low	
16.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> • The Kitchen/Catering Manager has reviewed and implemented the <u>Guidance for food businesses on coronavirus (COVID-19)</u> • The Kitchen/Catering Manager has reviewed and implemented FSA <u>guidance on good hygiene practices</u> in food preparation and <u>PHE guidance</u> • The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus 	Low	

17.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> In line with Government advice, overnight and overseas educational visits will not be carried out during national lockdown periods 	Low	
18.	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	<p>If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow <u>COVID-19: guidance for households with possible coronavirus infection</u></p> <ul style="list-style-type: none"> Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding The school will ensure that BCBC is contacted if there is a case and that PHW guidance is followed [See Appendix RA8 BCBC guidance] The school keeps informed of Welsh Government and BCBC guidance and updates To avoid attendance to the school, remote education plans are in place for learners or groups that need to self-isolate A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by the local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other learners. A remote/blended learning policy is in place. 	Low	

