

Penyrenglyn Community Primary School

School COVID 19 - Risk Assessment

Updated: February 2021

Some statutory inspections and building maintenance checks may have lapsed since the start of the pandemic. The checklist below provides a list of those items that may require attention, any responses generating a 'No' response may require further action by School Management:

Site Management Checklist:

Site issue		Yes/No N/A	Further Action
1	Gas Boiler/Heating systems - Serviced/Inspected by a competent person?	Yes	Last serviced/inspected on 02/09/20 by Lorne Steward PLC
2	Fire Protection Systems – Alarms & Emergency Lighting maintained quarterly by Contractor? Fire protection systems are also checked by school management.	Yes	Last serviced/inspected on 11/01/21 by Ambassador Fire & Security. Fire protection systems are tested every Monday by Caretaker.
3	Sprinkler Systems inspected/maintained by a Contractor? (as per frequency set out by the system) - Also checked by school management if necessary.	N/A	N/A
4	Fire Extinguishers (FFE) – Have they been serviced annually by a competent person? Inspect FFE for any damage/discharged or removed units on a monthly basis.	Yes	Last serviced /inspected 11/01/2021 by Fire Safety Direct. FFE checked by Caretaker on a monthly basis.
5	Fire Evacuation Procedures/Drills – Have any fire evacuation arrangements been revised to take account of revised site layouts/personnel?	Yes	Last carried out on 29/01/21. This is carried out 3 times a year. Fire procedures to stay the same.
6	Legionella – Low use systems flushed/temperatures monitored by school management and maintained by Contractors?	Yes	Flushed weekly by Caretaker. Water temperature is carried out monthly by the Caretaker.
7	LEV Units (in D&T) – have they been inspected by a competent person? (required annually).	N/A	N/A
8	Traffic Management – Review arrangements to account for social distancing and supervision/increase in private vehicles?	Yes	1-way system to walk onto school grounds following 2 metre distance markings. Staggered start and finish times. 1 parent/carer to drop off/pick up.

			Vehicle gates are closed during drop off and pick up times.
9	First Aid – Do you have adequate no's of first aiders in view of possible staff shortages or alternative layout of the site?	Yes	All staff First Aid trained in September 2019.
10	Lifting Equipment (e.g. lift hoists) have they been inspected by a competent person?	N/A	N/A
11	Arrangements are in place for dealing with contractors when they arrive on site?	Yes	Signage & Protocol in Foyer.
12	Kitchen areas may have been unused since the start of the pandemic. Have the relevant statutory inspections and regular maintenance requirements been considered? (for example extraction units)	Yes	Carried out on 14/09/20 by AJ Cruise.

For further information on statutory inspections in relation to the building, contact the **Council's Corporate Maintenance Section.**

Please complete this form and return to schoolplanning@rctcbc.gov.uk

COVID 19 Risk Assessment

Subject: COVID 19 School Premises Risk Assessment

Date of Assessment: 12/02/21 (Additions are highlighted in green)

Assessor: Mrs M Hutchings **Acting Headteacher**

Mrs M Roberts **Acting Deputy Headteacher**

School Name: Penyreglyn Community Primary School

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
School drop off/Pick up – Infection control	All Persons	- Parent/carer pick up and drop off protocols have been considered to minimise adult to adult contact and avoid gatherings e.g. at the school gates (signs and floor markings made available from RCT) - All parents/visitors advised to wear face coverings when on site. - Arrangements in place to supervise pupils arriving/leaving on contracted transport to ensure social distancing. - Arrangements in place to identify possible contacts on home to school transport provision for Track and Trace purposes.	- Parents informed of pick up/drop off times & arrangements. Parents follow a 1-way system in place when dropping off & collecting and reminded to queue using social distancing, following floor markings. Video shown via social media outlining procedures. Parents asked to not enter the school grounds until it is their child's drop off/pick up time. If parents are waiting outside the school gate, they are asked to queue on the left hand side of the IN gate following 2m social distancing. - All Parents/Carers/Visitors to wear face masks on school grounds. Signs displayed on gates. - N/A - N/A

	• Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible. • One parent encouraged to drop off/pick up. • Stagger drop off/collection times for contact groups.	• Foundation Phase pupils to be dropped off and collected at the main gate to enter the Foundation Phase playground. Parents queue at the entrance to drop off/pick up. • One parent encouraged to drop off/pick up. Siblings to be dropped off and picked up at the time of the first sibling's class time to avoid numbers on and around premises. • Staggered start and finish times for each class indicated in letter <table><tr><th>Class</th><th>Teacher</th><th colspan="2">Welcome Time</th><th>Home Time</th></tr><tr><td rowspan="2">Enfys – Nursery</td><td rowspan="2">Miss Davies</td><td>AM</td><td>8.55 am</td><td>11.50 am</td></tr><tr><td>PM</td><td>12.20 pm</td><td>3.15 pm</td></tr><tr><td>Coch - Reception</td><td>Mrs Tasker</td><td colspan="2">8.50 am</td><td>3.00pm</td></tr><tr><td>Oren – Year 1/2</td><td>Mrs Roberts</td><td colspan="2">9.00 am</td><td>3.10pm</td></tr><tr><td>Arian – Year 2</td><td>Miss Terrell</td><td colspan="2">8.55 am</td><td>3.05pm</td></tr></table> KS2 when permitted to return. <table><tr><td>Arian – Year 3</td><td>Mrs Terrell</td><td>8.55 am</td><td>3.05pm</td></tr><tr><td>Indigo – Year 4/5</td><td>Miss Thirb</td><td>9.00 am</td><td>3.10pm</td></tr><tr><td>Gwyrdd – Year 5/6</td><td>Mrs Sprague</td><td>8.55 am</td><td>3.05pm</td></tr></table>	Class	Teacher	Welcome Time		Home Time	Enfys – Nursery	Miss Davies	AM	8.55 am	11.50 am	PM	12.20 pm	3.15 pm	Coch - Reception	Mrs Tasker	8.50 am		3.00pm	Oren – Year 1/2	Mrs Roberts	9.00 am		3.10pm	Arian – Year 2	Miss Terrell	8.55 am		3.05pm	Arian – Year 3	Mrs Terrell	8.55 am	3.05pm	Indigo – Year 4/5	Miss Thirb	9.00 am	3.10pm	Gwyrdd – Year 5/6	Mrs Sprague	8.55 am	3.05pm
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		• Additional entrances/exits used to reduce gatherings at peak times where possible. • Parents/carers instructed not to attend school if symptomatic. • Temperature checks taken at arrival. • Where necessary, the School has a process for removing face coverings when learners and staff who use them arrive at school, e.g. a bin for disposal.	<table> <tr> <td>Melyn – Year 6</td><td>Mrs Hanly</td><td>8.50 am</td><td>3.00pm</td></tr> </table> • Children who are late being dropped off and/or collected are to enter/leave school via the Reception door to avoid contact with other contact groups. • All stakeholders instructed not to attend school if showing symptoms. • Temperature checks to be taken for all staff/visitors on entry and temperature recorded on signing in sheet. • If learners/ staff wear face coverings at school they are instructed to: - Wash their hands thoroughly with soap and water for 20 seconds (or use hand sanitiser) and dry thoroughly before putting a face covering on, and before and after removing it. - When wearing a face covering, avoid touching their face or face covering as they could contaminate them with germs from their hands. - Do not hang their face covering from the neck or pull down from the nose or wear on the forehead. - Ensure their face covering is properly secured to their head and fits securely and comfortably to their face. - Change their face covering if it becomes damp or damaged. - Avoid taking their face covering off and putting it back on a lot.	Melyn – Year 6	Mrs Hanly	8.50 am	3.00pm
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		Staff to wear recommended three ply medical masks as provided.	- If their face covering is re-usable, wash it daily/in line with the manufacturer's instructions. - If their face covering is not re-usable, dispose of in a covered bin. - When removing their face covering, avoid touching the part in contact with their mouth and nose as it could be contaminated with the virus, and instead only handle the straps. - Do not give their face covering to someone else to use. - Continue to wash their hands regularly. - Staff will no longer be required to wear re-usable face coverings. Instead, disposable surgical face masks (Type IIR Surgical Masks) need to be worn. Staff to wear the surgical face masks in communal areas and where 2m cannot be maintained. However should staff wish to, they can wear them at all times of the school day, in line with the guidance on the usage of these medical face masks <u>Usage:</u> - Masks should be changed every 4 hours; - A new mask should be used after 4 hours; - If the mask is removed before the 4-hour expiry e.g. an employee stops for lunch, then a new mask must be used; - Change the mask if it gets, damaged soiled or wet. <u>Putting on the Surgical Face Masks:</u> - Sanitise your hands;
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			2. Holding the rear elastic loops examine the mask for any tears or holes (do not attempt to wear a damaged mask); 3. Identify the top of the mask (this is where the metal strip will be found); 4. Identify the inside of the mask which is usually white; 5. Holding the ends of the elastic loops carefully place mask to cover the nose, mouth and chin; 6. Place loops over ears; 7. Pinch the metal strip on the top of the mask to mold to your nose; 8. Remember do not touch the front of the mask to avoid contamination (if you accidentally touch it remember to sanitise your hands immediately). <u>Removing the Surgical Face Masks:</u> 1. Sanitise your hands; 2. Remove by touching the rear elastic loops behind your ears only (do not touch the front of the mask); 3. As you remove the mask lean slightly forward and pull the mask away from your face; 4. Masks are single use only so please immediately place used mask in bin or bag; 5. Sanitise your hands. <u>Safe disposal of the Surgical Face Masks:</u> 1. The designated bins should be emptied into black bags and marked up clinical waste; 2. These black bags should be stored securely for 72 hours;
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		Handwashing/hand sanitiser available at all entrances.	3. You will need to make your current refuse collection company aware of this waste, so that they can collect and dispose of it safely. All adults and children to use hand sanitiser on entry/exit to/from school – available at all external doors.
Circulation Routes – Infection control	All Persons	- Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system. - Floor markings and signage is provided to assist with social distancing. - Doors kept open to encourage ventilation and to reduce physical contact. (where safe to do so – and not compromising fire safety, you may need to check the fire risk assessment to identify doors that can remain open). - Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings. - Class times have been staggered to prevent large numbers moving around the premises at the same time.	- Divided corridor to provide 1-way system inside the school. Entering the hall at dinner time is via a 1-way system. Entering the school premises is via a 1-way system. Internal use of corridors will be limited as pupils will access classrooms directly from the playground and will depart school in the same way. Also, toilets are located as you enter from the playground. - Floor markings are placed to direct staff and pupils. Direction indicated by RCT arrows and reminders of 2m distancing. - All fire doors to remain closed. - Dinner times have been staggered to aid social distancing and ensure corridor does not encourage gatherings. - Staggered start, finish, playtimes and lunchtimes have been planned.
Classroom/Teaching Environment – Infection control	All Persons	For Welsh Government Guidance on control measures within the classroom for the various settings, use the link below:	Adults maintain a 2 metre distance from each other and learners (when circumstances allow), avoid close face-to-face contact, minimise time spent within 1 metre of anyone (Learners with

		https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19 • Pupils will stay in their class/contact group wherever it is possible throughout the day – Refer to WG Guidance on ‘how to group learners’ - link above. • Whatever the size of the group, they should be kept apart from other groups where possible and those age 11+ should be encouraged to keep their distance within groups. • Face coverings worn in all areas outside the classroom by staff and learners in secondary schools. • Where possible pupils use the same desk and resources each day. Resources are placed in individual trays/bags and only essential items are brought in from home. • The use of outdoor space is utilised wherever possible.	complex needs or who need close contact care...their educational and care support should be provided as normal), Learners not to touch staff and their peers where possible, Seat learners side by side and facing forwards (Years 4-6). Staff to wear visors in class when teaching. Staff to wear face mask in communal areas of the school and in classrooms where two metre distancing cannot be maintained. • There are 7 classes/ contact groups of a maximum of 32 pupils in each. Wherever possible throughout the day, pupils will remain in that group. Assemblies will take place in classrooms as ‘Class Assemblies’. • Pupils are kept apart from other contact groups where possible throughout the day. When contact groups are together, they keep 2m apart. • N/A to pupils but staff/visitors wear face coverings when in communal areas and in the classroom when 2m distancing is not possible. • KS2 children to use the same desk on each day they attend school. KS2 children will be provided with individual resources. These will be kept in individual plastic pockets. • Playgrounds separated to ensure Contact Groups are kept separate.
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		• Rooms have been organised to encourage social distancing, tables and chairs arranged to enable sitting side to side facing forward and not face to face. • Early years settings that host more than one contact group in a single room should consider the physical means that can be used to separate each group e.g. utilise furniture or screens • Arrangements put in place to avoid mixing with other groups. • Unnecessary items have been removed from learning environments where there is space to store elsewhere. • Resources which are not easily washable or wipeable have been be removed. • Arrangements in place for the use of the playground, including playground equipment. • Arrangements are also in place for social distancing in staff rooms and prep rooms.	• Classroom desks (in Years 4-6) arranged in lines where all pupils face forwards. • N/A • Staggered start, finish, breaks & dinner times avoids mixing with other Contact Groups. • All unnecessary items have been removed from classrooms where possible. • Items that are not easily washable have been stored centrally within the school. • Playgrounds have been segregated into 2 parts. Each class to have their own set of playground equipment cleaned by the cleaner/staff throughout the day. Scooters are shared between 2 bubbles (Arian & Oren) but these are sanitised between bubble use. Playground gym trail in KS2 and Climbing frame/slide in FP are out of use. • Staggered play and lunch means there will be minimal staff using the staffrooms. Maximum of 3 in staffroom. Mrs. Hutchings' classroom is used as overflow Staff Room – staff using this room at break/dinner time, instructed to keep
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		• Classroom phone use. • PPA Room/Isolation room. • Singing	2m distance and open classroom windows for ventilation. • Where 2 staff members share a room, 1 designated person to answer or use the phone. • PPA room out of use due to being used as an isolation room. Staff permitted to work from home on their PPA, if possible. If not, staff asked to use Mrs. Hutchings' classroom. • Singing is a high risk activity due to aerosol infection but can be managed using suitable precautions. In order to minimise the risks you should include in your consideration; - Physical distancing between individuals - Physical distancing between bubbles - Low volume singing - Singing outdoors - Ensure good ventilation in the area being used. - Any other constraint imposed by the current regulations being imposed by the Welsh Government at the time. - No performances
Pupil and Staff Toileting – Infection control		• Times are staggered where possible and consider the increased handwashing times that have been introduced. • Where possible, provide separate toilets for different contact groups. Where this is not possible, using hand sanitiser before entering the toilet and ensuring toilets are cleaned regularly.	• Break and dinner times has been staggered and children instructed to use toilets and hand wash before/after break/dinner • Each Contact Group will be allocated a toilet to use (the toilet closest to their classroom). Toilets will now be unisex. Signage dictates 1 in 1 out and waiting spots. Toilets cleaned by Solo cleaners throughout the day.

		• Signage is in place in each toilet to encourage adequate hand washing takes place. • Similar arrangements are also in place for staff toilets. • Automated soap dispensers should be used where possible and hands should be thoroughly dried, preferably using paper towels. Hand dryers should be avoided where possible. Paper towels should be disposed of in a lidded bin and not allowed to overflow. Bins should be emptied daily.	• Handwashing signage in place in the pupil toilets. • Handwashing signage in place in the staff toilets. • Hand pump soap dispensers are used in FP and KS2 toilets. Hand dryers are currently being used to dry hands in toilets but paper towels are used to dry hands in classroom. All paper towels to be disposed of in a lidded bin, which is emptied daily.
Spread of COVID - 19/Social Distancing Infection Control (General)	All Persons	• Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety). • Where necessary, Corporate Estates have been consulted regarding safe use of mechanical ventilation systems. • Contact groups are kept apart where possible, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. • Face coverings worn in all areas outside the classroom by staff and learners in secondary schools • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this.	• Windows and doors to be open wherever possible. All fire doors to be kept closed. • N/A • Contact groups kept apart where possible. If they come together, a distance of 2m is adhered to. Large gatherings such as assemblies will not be taking place. • N/A to pupils but staff/visitors wear face coverings when in communal areas and in the classroom when 2m social distance cannot be maintained. • Whole classes will not use/ move into a different classroom. Dinner time has been staggered to limit the number of pupils out on the yard/in the hall/moving around school at any one time. Dosbarth Coch to use 2 classrooms due to requiring more space.

		• Appropriate signage is in place throughout the setting. • Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation. • Staff responsible for younger learners should remain with set groups rather than interchange between different/a number of groups, although WG recognises this is not always possible with younger learners and teachers in primary schools can still work across groups if that is needed to enable a full educational offer. All staff should adhere to the social/physical distancing measures as far as possible with younger learners, but should adhere to those measures in their interactions with older learners, other staff members and visitors to the school. • Staff to wear three ply medical masks	• Appropriate RCT signage is displayed throughout the building. • Break times staggered to limit the number of pupils out on the yard and the staff using the staff room. The playground is segregated for different contact groups. • All staff to adhere to the social/physical distancing measures with older learners, other staff members and visitors to the school and as far as they possibly can with younger learners. • Staff to wear three ply medical masks (as provided) in communal areas and where social distancing cannot be maintained within the classroom. Staff to change and dispose of them according to the guidelines.
Staffing		• Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. Refer to the Council guidance 'Update for Chairs of Governors, Headteachers, Managers & Staff – Shielding and Childcare Responsibilities' & Staff COVID19 Risk Assessment Tool. • If social distancing cannot be maintained, medical face masks should be worn anywhere on the school site, including in the classroom, by staff.	• All staff have completed the risk assessment and scored themselves. Adjustments made for clinically vulnerable staff, if necessary. On 12/02/21, staff emailed/given Risk Assessment and asked to update Headteacher if circumstances change in relation to their own personal Risk Assessment. • Type 11R surgical masks provided for staff along with guidance on how to put on/take off and dispose of.

		• Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. • The use of shared staff spaces and staff rooms is minimised. • Teaching staff have breaks from their class during the day where possible, for example, by alternating between the teacher and teaching assistant, avoiding new staff covering from a different grouping. • Staff to adhere to social/physical distancing throughout the day and when entering and exiting the premises. • Staff/SLT Meetings • PPA teacher working with different Contact Groups	- The face masks should be changed every 4 hours. - If a mask is removed before being used for 4 hours, a new mask must be used. - Masks must also be changed if they become damaged, wet or soiled. - Staff reminded of the frequency of use and of the instructions issued regarding the safe putting on, removal and disposal of these face masks. • Staffing to be reviewed daily by the Head to ensure appropriate staffing levels for each class and ensuring that classes are not mixed. • Staffing breaks and dinner times are staggered and timetabled. • Staffing breaks are timetabled / staggered within each class. LSA's to cover pupil break times when Teachers are on break. • Maintain 2m distance with adults and follow hygiene guidelines e.g. handwashing before entering a different classroom. • Meetings to take place via TEAMS. • PPA teacher to be timetabled to work in the same class all day to avoid mixing classrooms in 1 day. Therefore staff PPA sessions will be a whole day a fortnight instead of half a day a week.
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		• Intervention groups to take place. • Rapid-result coronavirus (COVID-19) tests (lateral flow tests - LFD tests)	• Children working in intervention groups to wash hands before entering the intervention room and when leaving the intervention room. Intervention groups to be with class bubble only. • Test at home kits to be taken twice weekly for staff participating. • School to provide a test kit log and test register to record the distribution of test kits. All tests will have to be signed for and use monitored. • Test to be undertaken on a Monday morning and a Thursday morning. It is recommended that the tests are taken in the morning before attendance at the school. • Testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to further reduce the risk of asymptomatic transmission within the workplace. • Anyone who tests positive using a LFD test: - Must not attend school. - Must record the result via the online results portal. - Must notify their school of the result. - Must follow the self-isolation guidance and self-isolate for 10 days (as must all members of their household). - Must book a follow up PCR test through the online booking portal or by calling 119.
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			– If the PCR test result is negative, self-isolation can end and twice weekly LFD testing can resume. • Staff to provide their results (positive, negative or void) to the NHS track and trace portal system. Results also to be shared with their workplace to support local contact tracing. • Staff who decline to participate in this testing programme are still able to attend the workplace following the usual national guidelines on self-isolation and anyone should get tested if they show symptoms. • A negative test result does not remove the risk of transmission. Those who test negative does not mean they can relax their infection prevention measures and if they show any of the COVID-19 symptoms they must still self-isolate immediately and book a PCR test. • Once staff understand the testing process and have read a privacy notice, if they choose to participate they are committing to self-administer the test and provide their results.
Catering/Lunchtime Arrangements – Infection control		• Groups of children can eat packed lunch or school meals within their own classroom setting.	• Not required due to staggered dinner times for use of canteen. Two classes in the hall at a time (1 FP & 1 KS2 class). Each Contact Group is separated by a 2m distance demarcated by floor markings and all children are facing forwards. KS2 children queue for their food. Lunch time supervisor to take hot meals to F Ph dinner children to avoid two classes queuing at the serving hatch.

		• Different groups mixing together during lunchtimes is avoided through staggered times with several sittings and/or use of additional areas and to help reduce queues. • Time/resource provision for cleaning surfaces between groups in the dining hall. • Hand sanitizer gel is provided for pupils and staff to use immediately before collecting their lunch. • Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff. • Additional meal collection points have been put in place to reduce queuing where necessary. • Alternative payment methods are being used to eliminate cash handling. • Tables and seating are moved apart to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating or placing screens.	• Where possible, each class allocated their own lunch time supervisor who stays with that class throughout lunch time. Playground split into 2 so only 2 Contact Groups on yard at any one time. Lunchtime supervisors to wear a face mask at all times. • Tables to be wiped and cleaned before/after eating by lunchtime staff with anti-bacterial spray. • Hand sanitiser available in the dining hall (placed near to and before serving hatch). Handwashing facilities available in each class too and handwashing /hand gel will be practised by pupils and staff before and after eating their lunch. • Social distancing employed, by floor markings, at meal collection point in the dining hall. Meal collection point at the serving hatch already encourages social distancing between pupils and staff. • N/A • Alternative payment methods are being encouraged to eliminate cash handling (RCT Online payments) • Tables and seating areas re-arranged in dining hall to ensure physical distance between contact groups and all children are facing the same way.
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		- A different entry and exit route are being used at dinner times where more than one door is available. - Milk and snack times in the classroom	One-way system in operation: Far door by staffroom to be 'IN' door and door by piano to be 'OUT' door. All staff and children to wash hands before preparing milk and consuming it.
Pupils/Staff displaying symptoms whilst at school		- Arrangements in place to deal with pupil/staff who develop symptoms whilst at the setting – Follow the WG guidance <u>Welsh Government - Operational-guidance-schools-and-settings-autumn-term-covid-19 V5 09.12.20</u> and the relevant section of the RCT Coronavirus (COVID-19): Guidance for the safe re-opening of schools. - An isolation room is available for pupils/staff.	Under no circumstances should learners or staff attend schools if they: - feel unwell with any of the four identified COVID-19 symptoms (a new continuous cough, or a high temperature or loss of or change to their sense of taste or smell), or - they have tested positive to COVID-19 in the past 10 days, or - they live in a household or are part of an extended household with someone who has symptoms of COVID-19 or has tested positive for COVID-19 in the past 10 days, or - they have been identified as a contact of a case by Test, Trace and Protect and advised to self-isolate, or - they have returned from a country specified by the Foreign and Commonwealth Office as being subject to quarantine. If symptoms are noted in school, LSA to take pupil to the isolation room and/or phone FEO / Admin from the classroom they are in for pupil to be taken to the isolation room. - Parents/Carers contacted immediately. - Non-contact thermometer could be used when pupils show symptoms (wear face mask & visor to take temperature). - Pupil/Staff to use PPA room to self-isolate until parents/carers collect. Ensure window is open.

			- Staff to supervise pupil at a distance of two metres. - If a distance of 2 metres cannot be maintained then PPE should be used. A fluid-resistant surgical facemask, apron and gloves should be used for intimate care. Eye protection should also be used if a risk assessment determines there is a risk of splashing to the eyes. - If clinical advice is needed, go online to 111 Wales or call 111. - Keep clear areas that have been accessed by the symptomatic pupil / staff member and those areas must be deep cleaned. Cleaner to wear face mask, gloves and apron when doing this. - Pupil/Staff sent home and immediately self-isolate at home for at least 10 days. Arrange for a test. If the test is negative the Pupil/Staff with symptoms will not be required to complete the full 10 days self-isolation period. - Anyone who lives with someone displaying COVID-19 symptoms, or is an extended household arrangement (where they had contact in the two days before the person had symptoms) with someone displaying symptoms must stay at home for 10 days from the day the first person became ill or until the outcome of the COVID-19 test is known. - If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or if the child subsequently tests positive. They
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		If a learner develops symptoms whilst at school/setting, they should be sent home. However, they must not travel home on dedicated school transport.	should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Anyone who is showing symptoms whilst at school, will be sent home immediately. We do not have any pupils who travel on dedicated school transport.
Cleaning/Waste Disposal		- All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. - Enhanced cleaning regime in place across the setting. - Adequate cleaning supplies and facilities around the school are in place. - A Clear desk policy in place for all pupils and staff. - Tissues should be placed in a separate waste bin and disposed of safely. All rubbish should be removed daily. If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is.	All contact surfaces identified to be cleaned daily. Cleaners to wear a face mask, apron and gloves at all times. A cleaner will be on site throughout the school day (9am-3pm and employed by SOLO) and has a timetable to follow. 9:00-11:30: SS 11:30 – 1:00: JP 1:00-3:00: KM Additional cleaning supplies now available in each classroom. Additional cleaning supplies in place in cleaner's cupboard. White Pedal bins for tissues placed in each classroom. All staff to adopt a clear desk policy – not just office based staff Tissues and wipes to be placed in white pedal bins. All recycling bin lids removed and all rubbish removed daily.

		- Regular checks to ascertain supply of hand gel, sanitiser, wipes etc.	Staff to inform Office when cleaning supplies are running low.
Personal Protective Equipment (PPE)		- PPE is not required for routine class activities. - PPE may be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19 and in other situations where close contact is required. For further guidance on PPE requirements refer to the RCT Schools COVID 19 PPE Guidance Matrix and associated links within the document.	- All staff to wear a face mask as provided, in class when teaching and in communal areas. - PPE available in Isolation Room and Mrs. Hutchings' classroom- to be used when necessary. - All staff aware of where PPE is located (Isolation Room & Mrs. Hutchings' classroom) and when it needs to be used (guidance on Risk Assessment which all staff have seen and displayed in isolation room). - Individual pupil Risk Assessments state whether personal care and PPE is required. When undertaking intimate care the following should be undertaken: - Gloves and aprons should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding. - Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting. - Gloves, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol-generating procedures such as suction. When dealing with body fluids the following should be undertaken:

			- Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions - Staff undertaking intimate care have been COVID19 vaccinated – FEB 2021
Visitors		• Information about visitor arrangements is displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms. • All visitors on site advised to wear face coverings. • Handwashing/hand sanitiser available at all entrances. • Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens. • Where possible, visitors are signed in/out by the receptionist.	• Information about visitor arrangements displayed at the main entrance in the foyer. - All visitors to hand sanitise on entrance - All visitors to take their temperature & record on sign in sheet. - All visitors to sign in/out (and place pen in 'used pen box'. - All visitors to wear face mask when walking around communal areas of the school and a face mask when teaching. - All visitors to maintain 2m social distancing. - All visitors to hand sanitise upon entering different classrooms. - All visitors to hand sanitise on exit. • All visitors to wear a face mask on site. • Hand sanitiser at all entrances • Soft furnishings removed from foyer area. Visitors to wait in foyer and only enter if absolutely necessary. Reception screen and floor markings installed. Only 1 parent/ pupil in the foyer at any one time. • Staff and visitors to use hand sanitiser prior to signing in and when leaving.

		A record should be kept of all visitors as this may be needed at a future point to assist the Welsh Government's Test, Trace, Protect strategy.	Record of all visitors will be kept.
Fire Safety		- Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff. - Procedures have been reviewed to include hygiene and distancing at assembly points. - Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff). See link below for specific fire safety advice for specific advice during the outbreak. https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf	Usual Fire Assembly Points to remain Staff briefed to encourage social distancing, if possible, during an evacuation. Staff aware on Planning & Preparation Day on 01/09/20. Pupils to be reminded by their class teacher on their first day back in school – week beginning 22.02.21
Training		- Staff have been instructed on the nature of COVID-19 and its transmission. - The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff. - Any staff briefings are also conducted with social distancing considerations.	All staff provided with advice from LA by emails/meetings regarding transmission All staff emailed the updated Risk Assessment before returning 22.02.21. All staff briefings to be carried out via TEAMS or with social distancing in place

The risk assessment should be signed by the Headteacher and the Chair of Governors:

Position	Name	Signature	Date	Review Date 23/11/2020	Review Date 04/01/2021	Review Date 12/02/21
Headteacher	Michelle Hutchings		28/08/2020			
Chair of Governors	Julie Rees		24/09/2020			
Chair of Health & Safety Committee	Leanne Pritchard	<i>L. Pritchard</i>	23/11/2020	<i>L. Pritchard</i>	<i>L. Pritchard</i>	

