

	REFERENCE:	COVID-19 – Schools Restart Autumn Term 2020	Referenced accompanied additional documentation: COVID-19 HS guidance for schools – Autumn Term 2020 COVID-19 Guidance PPE updated 21-05-20 COVID-19 Face visor cleaning instructions COVID-19 Air conditioning and Mechanical ventilation COVID-19 Test Trace Protect service COVID-19 Actions to take if learner or staff display symptoms COVID-19 Guidance for delivering First Aid COVID-19 Guidance – Reporting of Positive Cases RIDDOR COVID-19 Re-Start Workforce Risk Assessment V2 [16 August 2020] COVID-19 Guidance on Cleaning the school Building V3 COVID-19 Carefirst & Group Support sessions Info			
	ASSESSED BY:	Head Teacher : Geraldine Foley H&S Officer: Gary Stanley Union Rep:	ISSUE DATE:	28/08/20	NEXT REVIEW:	01/10/20
	SCHOOL NAME	MARLBOROUGH PRIMARY SCHOOL	Overall Risk Rating	MEDIUM		

Work Activities:- Re Occupation 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 Yor N / Re-inspected Date
Gas Safety	November 2020	
Legionella		
Boiler and Pressure Systems		
Fire Alarm Systems		
Lift Equipment LOLER Inspections		

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.	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:	All staff have completed the Workforce' Assessment of member of staff with medical condition posing potential risk from COVID-19'		√	

			<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>, <u>emphysema</u> or <u>bronchitis</u> chronic heart disease, such as <u>heart failure</u> <u>chronic kidney disease</u> chronic liver disease, such as <u>hepatitis</u> chronic neurological conditions, such as <u>Parkinson's disease</u>, <u>motor neuron disease</u>, <u>multiple sclerosis (MS)</u>, a learning disability or cerebral palsy <u>diabetes</u> problems with your spleen – for example, <u>sickle cell disease</u> or if you have had your spleen removed a weakened immune system as the result of conditions such as <u>HIV and AIDS</u>, or medicines such as <u>steroid tablets</u> or <u>chemotherapy</u> being seriously overweight (a body mass index (BMI) of 40 or above) those who are pregnant 	<p>Shielding ended on 16th August 2020 and we continue to follow the G & LA guidance.</p> <p>This is detailed in the Staff Handbook – September 2020 version</p>			
2. Living with Vulnerable person(s)	<p>Employees</p> <p>Other household members</p>	Staff may spread COVID-19 to vulnerable people who live in the same household	<p>Public Health Wales provides guidance on what steps to take if living with a medically vulnerable person.</p> <p>There is no requirement for those living with a medically vulnerable person to not attend school or work.</p> <p>Face coverings are required to be worn in communal areas and when moving around the building.</p>	<p>RA completed for all staff.</p> <p>Enhanced PPE and safety measures outlined in staff handbook.</p> <p>Face coverings available in school for staff.</p>		√	
3. Safe Return of Staff into the workplace, where required.	<p>Employees</p> <p>Staff</p>	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties.	<ul style="list-style-type: none"> All staff to be inducted in relation to 'new ways' of working so as to ensure confidence and competence. An induction video of the new site layout/procedures rather than a physical walk through. This can then be revisited if staff need a refresher. Consider what training will be required. This should include school specific arrangements, changes to pupils risk assessments/plans of care, infection control measures and changing of staff responsibilities, how physical distancing requirements will apply, how to wear and remove PPE safely, correct use of cleaning chemicals where they are required to be used for frequently touched surfaces and cleaning of equipment. 	<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>The staff handbook provides comprehensive guidance.</p>		√	

			<ul style="list-style-type: none"> Staff are to be supported by senior members of staff and ensure communications are in place for feedback and any concerns to be addressed. Utilise Cardiff Council's wellbeing services, including CareFirst. 			
4. Infection Control- Wellness and Suitability to attend work site	Employees	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties.	<p>All staff have been advised of the symptoms of Coronavirus (COVID-19). The most common symptoms of COVID-19 are recent onset of:</p> <ul style="list-style-type: none"> New continuous cough and/or High temperature Loss of taste and/or smell <p>Staff advised that if they live alone and have symptoms of COVID-19, however mild, stay at home until tested and results received.</p> <p>If they live with others and are the first in the household to have symptoms of coronavirus, they must self-isolate from other family members until test results come back.</p> <p>Follow Guidance provided by Test , Track and Protect Teams.</p>	This is detailed in the Staff Handbook.	√	
5. Infection Control- Those displaying symptoms of the virus	Employees	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties and when at home	<p>Staff must advise their Head Teacher or line manager immediately if they are displaying any of the above or if someone within their household is displaying symptoms of the virus. The employee will need to remain at home until a virus test is arranged.</p> <p>Virus Testing</p> <p>Testing will be organised as soon as symptoms are displayed for a member of staff or family member within the same household. (Refer to <i>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 10 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 Family member residing in the same household:</p>	This is detailed in the Staff Handbook.	√	

			The employee will be required to self-isolate for 14 days, to monitor if they develop symptoms. If they don't develop symptoms at the end of 14 days, they are able to return to work.			
6. Infection Control-	Employees Staff	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties.	All staff advised to follow good hygiene practices in controlling the spread of COVID-19, following must be maintained at all times: <ul style="list-style-type: none"> • Thoroughly wash your hands with soap and water often – do this for at least 20 seconds, at least at the start and end of 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 reminded to implement the "Catch It, Bin it, Kill it" method and wash hands regularly	√	
Personal Hygiene	Members of the Public Pupils Visitors		<ul style="list-style-type: none"> • Space of room will accommodate 2mtr social distancing. • 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. • PPE correctly disposed of in black bags after 72 hours. • Room to be fully sanitised and cleaned after each use. 	Hand sanitising stations inspected and replenished regularly		
Isolation Room	Pupils & Staff		Room will not be used for any other purpose when not occupied.			
7. Public Interaction & Contractors	Employees Parents Contractors	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties	School to stagger arrival and departure times for staff, parents and pupils to minimise numbers arriving at school gates and reception to avoid congestion. <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 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. 	See guidance document: COVID-19 – Social distancing and complete the Social distancing risk assessment proforma.	√	
				Face coverings must be worn in communal / shared areas and when moving around the building		
				See guidance document: COVID-19 – PPE		
				PPE/RPE guidelines must be followed where contact is unavoidable		
COVID-19	Issue: 1	Date: June 2020	Process Owner: Health and Safety Department	Authorisation: Donna Jones H&S Operational Manager		Page 4 of 7

			<ul style="list-style-type: none"> 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. 	Provide separate equipment to be used for personal use only where possible i.e. statutory and essential work items			
8. Unable to maintain the 2m social/physical distancing.	Employees	Staff may spread COVID-19 or contract COVID-19 while arriving at school	<p>Staff to enter the school early before parents, park at distance from one another and enter school separately, not in groups. School to consider specific staff entrance and exit.</p> <p>Staff will socially distance at all times. Face coverings must be worn when moving round the building or in communal areas.</p>	Staff will enter / exit doors into their zone. Staff will not cross zones unless there is a first aid or safeguarding emergency. Face Coverings provided for staff.	√		
9. Start of School Day	Staff Parents Pupils	<p>Spread of virus due to congestion on arrival at school.</p> <p>Overcrowding due to pupils, staff and visitors entering the school at the same time</p>	<ul style="list-style-type: none"> Implemented alternative entrance arrangements to reduce overcrowding if required. Implemented alternative start and finish times for different classes to prevent everyone arriving and leaving at the same time? A one-way-system implemented benefit to prevent fleeting contact between people arriving and leaving. Barriers can be used effectively for physical segregation. 	One -way-system in operation on playground for parents and pupils (in via Agincourt Rd / Exit via Blenheim Rd). Staggered start and finish times for each learning zone.		√	
10. Start of School Day – ACCESS	Staff ,Pupils Parents	Poor social distancing between staff and pupils at registration & wellness monitoring	<ul style="list-style-type: none"> Display posters as below advising of the 2m/6 foot social distancing requirement available online. Floor markings that identify flow of traffic and social distancing requirements. Round floor stickers with feet markings on them will be easier for pupils to understand. 	<p>Corridors are narrow and can be congested</p> <p>Each zone will devise an agreed plan of when classes will use lockers, toilets, and safe movement through corridors and stairwells.</p> <p>Newsletter to parents published in July and 28th August with expectations.</p>			√



			<ul style="list-style-type: none"> Parents issued a newsletter with all the site specific information, and expectations of the family – e.g. the expectation for children to wear clean clothes daily. No parents should be permitted into the main building only designated areas if emergency with pupil e.g. collect unwell child. Parents and children could be asked to use hand sanitiser upon entering the site – children will be taken to wash their hands as they enter the setting. Consideration to swapping shoes upon arrival to the setting – where this is undertaken, consideration must be given to – storage of outside shoes, if children take their own shoes on and off – handwashing must take place immediately after, if a staff member is assisting in this role PPE to be worn, and hands washed after the activity. Shoes will need to be stored in disposable carrier bags, away from main play areas. 			
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. 	SRB staff and LC will liaise closely with transport and pupils' parents.		√
12. Arrival Traffic Management	Staff, Pupil, Taxi Driver Escort	<ul style="list-style-type: none"> Overcrowding due to pupils exiting vehicles at the same time 	<ul style="list-style-type: none"> Vehicle arrivals staggered on-site OR Pupils permitted to leave vehicles in a phased approach to ensure social distancing. [Traffic Management safety controls to remain in place, e.g. specific parking areas used and engines 'turned off' etc.] All changes have been communicated to pupils/drivers to ensure compliance. 	Families to be encouraged to walk to school		√
13. Arrival Medically Vulnerable Pupils	Staff, Pupil, Taxi Driver Escort Parent	<ul style="list-style-type: none"> Complex medical needs Vulnerable pupils Heightened risk of infection / poor immune system etc. 	<ul style="list-style-type: none"> Pupils have been identified as vulnerable or more susceptible to harm due to their underlying medical needs. System in place to identify any new or existing medical needs in pupils prior to their return In all circumstances, an individual pupil risk assessment required to ensure control measures are in place to reduce the risk to an acceptable level. In some instances and dependent upon the vulnerability these pupils may not be able to access the school provision at this time. This decision will be based on the outcome of a risk assessment. This maybe where a pupil or household member is clinically extremely vulnerable 			√

			<p>and based on age or capacity is unlikely to adhere to the instructions on stringent social distancing.</p> <ul style="list-style-type: none"> A plan is in place for pupils to be supported to learn or work at home when they are unable to return to the setting based on findings from the risk assessment or latest government advice. 			
14. END OF SCHOOL DAY	Staff , Pupils Taxi Driver Escort Parents	Lack of specific control measures and procedures resulting in over-crowding and poor social distancing practices.	<ul style="list-style-type: none"> Introduced alternative finish times for different classes to prevent everyone arriving and leaving at the same time. More than one point of egress be used. All parents, guardians etc. will need to be informed via communication. Prevent gatherings outside the school at 'pick-up' times and politely advise any gatherings of the 2m distancing rule if required. 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	Taff & Pupils	COVID19 Respiratory Illness – Virus contracted due to lack of Social Distancing	<ul style="list-style-type: none"> Classrooms/class sizes: these will have been re-arranged to allow as much space between individuals as practical by spacing tables/desks out in the classrooms. Pupils sat on tables are spread out to allow for social distancing. Pupil flow around the class: ensuring there is enough room in between furniture for pupils and staff to access exit points, welfare facilities etc. To minimise the movement around school pupils will remain in the same classroom for lessons during the school day. Outdoor learning: Remove any unnecessary equipment. The same control measures should be reflected outside. Pupils should wash their hands before outdoor play and upon re-entering the classroom. Assemblies: this will be held in individual classrooms. Classroom entry and exit routes have been determined and appropriate signage in place. All pupils will be asked to wash their hands when they come onto school site. If hand washing facilities are not in close proximity to entry points, hand sanitisers to be placed on class entrance points for pupils to use. Toilet access: Pupils will be provided with passes to use the 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 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 times of the pupils changing into their PE kit will be staggered Offsite visits: Offsite visits/trips will not be permitted during these times and will be subject to ongoing review. 	<p>Primary schools pupils should be remain within their class bubble cohort when in class or moving around the school, at play times etc. .</p> <p>Primary schools pupils should be remain within their class bubble cohort when in class or moving around the school, at play times etc.</p>		√

			<ul style="list-style-type: none"> Gloves will be disposed of – as per the PPE instruction and guidance, hands washed for 20 seconds with liquid soap and running water after each change. Hand dryers or paper towels to be used. Not communal hand towels Clothing should not be washed by staff but double bagged and stored in a secure location until it can be handed to the parent. This should not be stored near anything i.e. not on a child's peg. 			
18. Pupils with Challenging Behaviour	Staff & Pupils	Positive Handling Interventions Physical Restraint Provoking staff & purposefully breaching social distancing Spitting and other bodily fluids	<ul style="list-style-type: none"> Some pupils may be identified as possessing challenging behaviour traits. This information should be made available to all staff at the school and plans put into place to provide support. In the first instance, these identified pupils will be supported by experienced staff (e.g. positive handling training) and be aware of the 'triggers'. De-escalation techniques would be utilised before attempting physical restraint. The classroom environment must be carefully planned to support this strategy. Enhanced PPE is available for all staff in lieu of social distancing, which will include eye protection in case of contact with bodily fluids etc. 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. 		√	
19. Pupils with Complex / Medical Needs	Staff & Pupils	Unable to comprehend social distancing measures due to age or complex needs and behaviour Visual or hearing impairment and requiring support ASD Pupils PMLD Risk of spread of Covid19 with transferring equipment home to school/ pupils mouthing	<ul style="list-style-type: none"> Social distancing is the first control to be implemented however due to the complex needs of pupils and the level of support required will require close proximity. Protection will include the use of PPE, but also consider a range of activities and alternative measures that would allow staff to 'create distance' throughout the day (if possible.) There also needs to be a limit on interaction between different classes and cohorts throughout the day where possible. Individual pupil risk assessment should already be in place – remember to review these in relation to COVID19 control measures. Thorough hygiene procedures will be implemented throughout the day in line with Cardiff councils cleaning guidance in relation to Covid19 and Covid19 H&S schools guidance. Enhanced Cleaning will take place during the day, this will be complemented by School staff who will clean tables, toys and equipment throughout the day. 	SRB pupils will not integrate with year group lessons. This will be reviewed at the end of September 2020.		√

		objects, not maintaining 2m distance. Administering medication – unable to socially distance from pupil – spread of Covid19	<ul style="list-style-type: none"> Staff and pupils will wash hands regularly throughout the day using liquid soap and running water for 20seconds. Hands will be thoroughly dried using paper towels or hand dryers. Where hand washing is not possible hand sanitiser will be used. Hand sanitiser will be used as well as not instead off wherever possible. If staff are required to administer medication, this must be done in accordance with the pupils medical care plan. Only staff trained to administer medication e.g. insulin, epi pen will do so. All managing medicines paperwork must be completed. If staff need to be in close proximity to the pupil a risk assessment must be undertaken to document what level of PPE must be worn. 			
20. Lunch Time	Staff & Pupils	<p>Lunch time is usually the time of greatest “traffic” in schools, with most pupils moving:</p> <p>Classroom>Toilets>Hall>Playground>Toilets>Classroom</p> <p>This will result in crowding in corridors, hall, individual rooms during wet play and lavatories, and most likely cause a breach of the 2M rule.</p> <p>Schools with stairways/elevators</p>	<ul style="list-style-type: none"> Extend lunch over a longer period and send pupils class by class, or year by year for lunch to minimise overall numbers. Rotate the pupils between areas on a one-way system (if possible), so when one year is eating the next is in the playground. Only send pupils from the hall to playground in groups, not individually, to control movement. If multiple playgrounds are available utilise them to separate the pupils by year or class. If only a single playground split the playground to help minimise numbers. Toilets will need to be visited “en masse” by whole classes for handwashing, both before eating and after play. If possible this should be in a toilet not used by children in the playground to avoid overcrowding. Use of toilets by pupils during playground time must be supervised. Markings in place in corridors as visual reminder of 2m rule to help children move between areas whilst maintaining distancing. Re-enforced with signage and supervision. Any school with an upper floor will usually have 2 staircases. One should be designated “up” the other “down” to maintain one way traffic. In the event there is only a single staircase arrangements will have to be made to ensure pupils only move in one direction in groups. For use of lifts/ elevators needs to be carefully considered, with management procedures explained to all users, e.g. 1 person in the lift at a time, if a staff member needs to accompany a pupil PPE to be worn. Hands should be sanitised before and after using the lift controls. Users to avoid touching their face. 	Pupils will remain within their class bubble cohort when in class or moving around the school, at play times etc. .		√

<p>21. Lunch Time</p>	<p>Staff & Pupils</p>	<p>Sitting and eating – potential for cross infection on seats, chairs and infringement of 2m rule.</p> <p>Play equipment during playtime, including fixed and portable play equipment.</p> <p>Lunchtime involves a lot of queuing up, with potential for breach of 2m rule.</p> <p>Movement between areas requires multiple opening of doors.</p> <p>Lunchtime supervision. Whilst this is not an infection risk as such all actions noted above will have to be supervised, and staff still need time to have their own lunchbreak.</p> <p>Staffroom is typically crowded during lunchtimes.</p>	<ul style="list-style-type: none"> • Maintain current 2m isolation. For fixed tables typically 3-4 can sit and maintain distance. Tables will have to be sanitised between "sittings" • Maintain same protocols : 1 pupil at a time on fixed play equipment (queues should be marked at 2m intervals) Portable play equipment should be 1/child and thoroughly sanitised after use. • Markings put in place at those places where children queue. Typically in the line for food, line outside the hall and line up in the classroom, or queue for the playground. • Where possible doors should be propped open. If these are fire doors an assessment may be needed to determine if the risk is acceptable. Doors should be part of the enhanced cleaning regime. Where absconding is an issue care should be taken to ensure any absconder cannot leave site. • Sufficient staffing to monitor pupils during lunchbreaks. This may mean that support staff as well as teaching staff/lunchtime supervisors are required to assist. This will have to be determined when numbers are known and site-by-site. • If the rotation system outlined above is in place then staff presence in the staffroom will be minimised. If possible introduce a one-way system to allow staff in and out without passing one another. Any lunches brought in from outside school must be clearly labelled and kept in such a way as others will not touch them accidentally, such as keeping in kitbags. Avoid lunches that have to be refrigerated. • Staff should bring their own travel mugs and cold water receptacles to prevent cross-infection. 	<p>For Primary schools pupils should be seated within their class bubble.</p> <p>Management system in situ for use of the equipment – e.g. only one class at a time, equipment cleaned between uses. Pupils wash hands before use.</p> <p>Pupils to stay and que within their class bubble.</p>			
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22. Lunch Time Cont'd	Staff & Pupils	Lunchtime/playtime is typically the busiest period for first aid require controlling overcrowding in the toilets due to lack of supervision?	<ul style="list-style-type: none"> • First aiders should follow the guidance re CPR. • Where possible first aid should be at a distance. If a staff member has to apply first aid then full PPE should be used. Where schools do not have non-hand operated taps (i.e. automated taps), staff should be encouraged to turn the tap off with disposable hand towels to avoid cross contaminating their hands. This is more of an issue with pupils, and therefore hand sanitiser should be thoroughly applied following hand washing. 				
23. Pupils Toilets	Staff & Pupils	<p>Controlling pupils not washing hands due to lack of provisions i.e. no hand soap?</p> <p>Controlling pupils not washing their hands correctly due to wrong technique.</p> <p>Are pupils forgetting to 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. • Where possible staff to supervise hand washing to wash and encourage technique. Reminders given to pupils upon entering and leaving the toilets. 		√		
24. Toilets Cont'd		<p>Contamination of contact hand surfaces?</p> <p>Pupil's movements around the school to get to toilets?</p> <p>Pupil's handwashing before break times and lunchtimes?</p> <p>How are you controlling contact with hand contact surfaces on route to toilets?</p> <p>How are you providing access to a toilet provision for pupils in isolation?</p>	<ul style="list-style-type: none"> • Doors to be held open where possible (not invading privacy). Hand gels upon leaving toilets. 2 x daily cleans. • Schools with a first floor should establish a one way system. For example one staircase used to travel up and one staircase designated to travel down. Lifts should not be used unless necessary due to social distancing not being possible and requirement to be part of enhanced cleaning regime. • Potentially use sinks in classrooms to wash hands before break times, or (if not possible) have a designated area for children to wash their hands. Soap and paper towels will be required. There will be a hand sanitiser station within the school. • Where possible doors should be propped open. If these are fire doors an assessment may be needed to determine if the risk is acceptable. Doors should be part of the enhanced cleaning regime. • If possible identify a designated toilet for any symptomatic child. This should be signed indicating there is no entry for other pupils and staff. 		√		

25. Drinking Water	Staff & Pupils	<p>Risk of dehydration/ illness from not drinking</p> <p>Risk of cross contamination from items brought in from home/ multiple use of receptacle/ water fountain.</p>	<ul style="list-style-type: none"> • Drinking fountains are isolated. Signed to prevent attempted use. Alternative provisions are being put in place to provide drinking water. • Pupils bring in their own water bottles for drinking. Pupils to be prevented sharing of these bottles. 				
26. Outdoor Play	Staff & Pupils	<p>Preventing pupils overcrowding of the building whilst leaving for break?</p> <p>Failing to monitor outdoor games that don't encourage social distancing being played?</p> <p>Avoid communal use of multi - use hand contact equipment?</p>	<ul style="list-style-type: none"> • Stagger break times to ensure the corridors are not overcrowded. Potential dots on the floor to allow for visualisation of the 2m distance. • Increase ratio of staff to pupils to monitor games and activities being played. Marking the floor to allow pupils to visualise distance. Setting out activities in specific locations. Constant reminders given to pupils on social distancing. Set out games that could be played by pupils. • Communal use of equipment should be discouraged. Pupils to wash their hands prior to play. Individual play equipment, such as scooters, bikes etc to be part of a cleaning regime at end of day. 	Primary schools pupils should be remain within their class bubble cohort when in class or moving around the school, at play times etc. .	√		

27. Outdoor Play Equipment Cont'd	Staff & Pupils	<p>Inability to clean outdoor play equipment resulting in cross contamination.</p> <p>How are you preventing pupils poor hand hygiene prior to using equipment?</p> <p>How are you controlling eliminating or minimising overcrowding of playground?</p> <p>Are you implementing appropriate controls for Forest Schools activities?</p> <ul style="list-style-type: none"> • Inadequate supervision of outdoor play? <p>A lack of provision and administration of First Aid?</p>	<ul style="list-style-type: none"> • Stationary play equipment will not be cleaned. • Wooden play equipment is hard to clean. • Metal and plastic equipment can be wiped down but not practicable to do so. Therefore the control is handwashing or sanitizer. • Hand washing to take place before and after use. • Also create a rota for equipment i.e. year 3 to use specific equipment on one day then year 2 the next day etc. • Monitoring pupils for symptoms and isolate portable equipment (bicycles, scooters) where there has been contamination for 72 hours. • All pupils to wash their hands prior to break time and have teachers with hand sanitiser on the yard. • Stagger break times/ reduce break times (if in excess to minimum requirements). Utilise all available outdoor space for example fields. • Only undertake activities that social distancing can be achieved. Ensure children do not share gardening tools/ equipment. Equipment will need sterilising after use. social distancing is promoted during every activity and pupil bubbles maintained wherever possible. • Potentially increase supervision ratios to monitor for any symptoms. • Midday supervisors to be trained/ told about control measures that school are putting in place. • Designated first aider and location known to supervisory staff. Assess situation from a far and call first aider if required. Potential for first aider to be situated on yard with PPE ready. Child encouraged to wipe cuts/scrapes and apply plaster themselves. In the event of a more serious accident the emergency services should be called as per normal school procedure. 				
28. Early Years Feeding children/ Bottle feeding (babies)	Staff & Pupils	Risk of transmission from close contact, from touching contaminated surfaces/ equipment	<ul style="list-style-type: none"> • Where feeding is required – a risk assessment must be undertaken to determine the level of PPE needed. Eye protection is advised if there is a risk of bodily fluids getting into the eyes. This will need to be determined on an individual basis. • If a child is sick – follow regular cleaning procedure (Full PPE to be worn) gloves/ apron and mask, this should be double bagged and disposed of 72 hours later or put into special waste bin. 				

29. Early Years Cleaning and Hygiene arrangements	Staff & Pupils	Risk of transmission of infection from close contact, from touching contaminated surfaces/ equipment.	<ul style="list-style-type: none"> • Time tabled handwashing – as to avoid congestion outside the toilet. • Possibility of using additional handwashing facilities in the base room / accessible toilets etc. • Tooth brushing activities are not permitted at this time • Bins emptied regularly throughout the day; special waste collections (nappy bins) to be collected and put near the entrance to allow hygiene contractor to pick up and go. – Full PPE to be worn for this task. Washing hands for at least 20s afterward. • Foul/spoiled laundry should be laundered separately. A pre wash cycle should be used and then a hot wash. 65 degrees for not less than 10 minutes or 71 degrees for not less than 3 minutes or equivalent. 		√	
30. Staff information	Staff	information/ knowledge of the current policies and procedures, leading to spread of infection/ ill health	<ul style="list-style-type: none"> • Adults will stay 2m distance apart. • All staff will be issued with infection control guidance including: • Signs and symptoms – what to do if you or a child becomes ill. • How to use PPE. • Cleaning arrangements – use of Milton. • Exclusion/self –isolation Government rules • It is recommended that staff undergo a morning meeting to remind them of the guidance and pass on any up to date information. • Staff will wear clean clothes daily. 		√	
31. Home Visits by staff to Pupils residence	Staff	Risk of transmission from close contact, from touching contaminated surfaces/ equipment, from spreading it from home to home/ home to base etc.	<ul style="list-style-type: none"> • Home visits must be avoided to eliminate risk. • Staff should not be making home visits during this period. 		√	
32. Violence and Aggression	Employees/ staff Members of the public	Members of the public may become violent and aggressive towards employees	<ul style="list-style-type: none"> • Staff communicating with the public may face aggressive or violent behaviour and foul language. Staff always try and resolve any queries, where possible, however, will not engage in any dispute. • Where a situation has potential to escalate into violence and aggression employees must alert the Head who will inform member of the Public to contact the school via email, but that they must leave school site. If they fail to do so – Head will call the Police. 	All violence and aggression incidents must be record on the accident / violent report incident form and sent to accidents@cardiff.gov.uk Head will report incident on Violent Incident Report Form and follow reporting procedures to the Council.	√	

33. Cleaning: General Personal Teaching Areas	Employees Staff & Cleaners	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties and when at home	<ul style="list-style-type: none"> • General cleaning is undertaken daily our in-house cleaning team included all work, communal and public access areas. • Cleaning down of personal work desk at end of day is encouraged by all employees with the use of general antibacterial sprays/wipes • Regular hand washing and use of hand sanitisers is encouraged and provisions provided for employees to access and use throughout each day. • Employees/staff using cleaning chemicals should be informed of potential skin irritation, respiratory issues which may be caused by the product and to ensure they are using in accordance with the manufacturers and workplace instructions. Any issues must be reported to the Manager for action. 	Any concerns with cleaning practices must be dealt with immediately and brought to the attention of the Head Teacher and relevant cleaning department/ or external contractor			
34. Employee Wellbeing and Support	Employees	Employees may feel anxious/stressed about health and wellbeing of themselves, their families and livelihood.	<ul style="list-style-type: none"> • Employees are encouraged and supported to undertake their duties safely by following and implementing the required safety controls implemented within the workplace • Staff changing/redeployed to other roles to have additional training so they feel able to carry out the new role • All employees must inform the Manager if there are any concerns or issues which they may need support and assistance with. 	Care first is available to support during the COVID-19. Managers to offer additional support for staff in role changes. Employees can be referred to Occupational Health if there are particular concerns regarding an employee's wellbeing during this time.	√		
35. Emergencies: <ul style="list-style-type: none"> • First Aid 	Employees Members of the public (Pupils)	Staff may become unwell and require assistance First aiders may be exposed to COVID-19 while administrating first aid.	<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 fluid repellent face masks, disposable gloves, apron and eye protection if there is a risk to bodily fluids coming into contact with the eyes. • 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 	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 Head Teacher will maintain clear communication of arrangements, roles and responsibilities and updates must be given to all relevant parties Report all work related incidents to corporate H&S, accidents@cardiff.gov.uk	√		

			<p>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, FFP2 face mask and safety glasses or face visor.</p> <p>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>			
36. Work Equipment	Employees	Staff may spread COVID-19 or contract COVID-19 while using work equipment.	<ul style="list-style-type: none"> • <u>School staff will, where possible, use the same small plant and tools during the day.</u> • <u>Operatives will clean equipment at the beginning and end of each school day using suitable cleaning product</u> • <u>School will be operating a clear desk policy to enable effective cleaning.</u> • <u>School will implement a wipe/ clean before use policy for communal equipment, such as kettles and microwaves and photocopier.</u> <p><u>IT Equipment</u> Operatives will clean their PC at the beginning, during and end of each shift using suitable cleaning product.</p> <p><u>Teaching staff should not be bringing resources and material between home and school.</u></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>		√	
37. Fire Safety	Employees	Staff may be risk during a fire alarm activation	<ul style="list-style-type: none"> • Head Teachers will ensure a suitable induction of staff to communicate any changes to emergency exit procedures, assembly points and requirement to socially distance at assembly point. 	.	√	
38. Handling of Mail, Deliveries and Internal Files.	Employees	Staff may spread COVID-19 or contract COVID-19 while undertaking their duties.	<ul style="list-style-type: none"> • 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. 	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	√	

			<ul style="list-style-type: none"> 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. 			
39. Air Conditioning / Ventilation	School staff Pupils	Air conditioning systems may increase the risk of spreading COVID-19	<p>No Use of Recirculation</p> <ul style="list-style-type: none"> Where centralised ventilation system that removes and circulates air to different rooms are present, recirculation has been turned off and only use a fresh air supply. Other types of air-conditioning systems do not need to be adjusted. Careful consideration needs to be given to the use of desk fans and the positioning within the building. – Please refer to Air conditioning and Mechanical ventilation guidance provided. <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 other spaces to achieve crossflows through buildings. 	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.		√

SCHOOL ACTION PLAN – School Name :

No's	Problem/ Issue	Action to Resolve	Action On	Completion Date
	PLEASE NOTE ALL ADDITIONAL CONTROL MEASURES	Implement additional controls	Without delay / ongoing	
1.				
2.				
3.				
4.				
5.				
6.				