



ALBERT PRIMARY RISK ASSESSMENT

Location/Premises/School: Albert Primary School	Date: 17/07/2020
Completed by: Adapted by A Gilbert	Review date: as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc
Activity/Description/Area: COVID-19: Operational Risk Assessment for School Reopening from 1st September 2020 Opening school for the Autumn term on 1/9/20 with a 2-week period of flexibility before all pupils return to school on 14/9/20. Emergency childcare provision is no longer provided. This risk assessment takes into account the following Welsh Government operational guidance: https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19 Minimising contacts and mixing between people reduces transmission of COVID-19. Maintaining distinct contact groups that do not mix makes it easier, in the event of a positive case, to identify those who may need to self-isolate and to keep that number as low as possible. Thursday 3rd September School open to Years 1 to 6 return to their new classes. Friday 4th September School open to Years 1 to 6 The week beginning Monday 7th September will be our induction week for Reception children. A phased admission approach will be in operation throughout the week. Nursery Admission start dates from Monday 14th September. Learners will be grouped in 'class groups of no more than 30 children'. Contact between groups will be minimised as much as possible. Staff to arrange classrooms with forward facing desks (where possible), staff maintaining distance from pupils and other staff as much as possible. Children will be kept in class groups for the majority of classroom time but allowed to mix into wider groups for wraparound care and catering operations; some contact groups may need to be the size of a year group. Further support can be obtained from the Health & Safety Team on 01446 709361 / ardavies@valeofglamorgan.gov.uk / lhort@valeofglamorgan.gov.uk	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Spread of Coronavirus	Staff & pupils Not following national guidance	Following National Public Health guidance at all times https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19 https://gov.wales/education-coronavirus [Refer to Appendices for additional information] Anybody unwell with symptoms of COVID-19 or living with someone who does, must stay at home: • New continuous cough; • High temperature; • Loss of / change in taste or smell No pupils / staff to attend school if they: • Feel unwell, have any of the above symptoms or have tested positive to COVID-19 in the past 10 days; • Live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days Robust hand and respiratory hygiene including ventilation Continue with the increased cleaning arrangements Active engagement with Test, Trace, Protect Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination.	Monitor the hygiene practices and social distancing	Staff	Ongoing	

Prevention of Coronavirus	Staff & Pupils	Regular communication with staff, parents, guardians etc. Minimise contact between individuals as much as possible: • Younger pupils – separating groups; • Older pupils – distancing. There will be some temporary changes to the timings of the school day to ensure our school can safely manage drop off and collection of children. The school entrance gate will be open at 8.45am and children will be able to enter the school building from 8.50am using our current access arrangements. To avoid congestion, at the end of the day, Reception, Years 1 and 2 children are to be collected at 3.20pm. Key stage 2 and Nursery children are to be collected at 3.30pm. Process in place for removing face coverings by those that use them when they arrive at school – don't touch front of mask, place mask in covered bin (reusable masks into a plastic bag that can be taken home with them), wash hands Cleaning hands thoroughly more often than usual with soap & water / hand gel – on arrival at school, returning from breaks, during a change of room and before / after eating Good respiratory hygiene by promoting 'catch it, bin it, kill it' Continuing with enhance cleaning, particularly frequently touched surfaces & outside equipment Wearing appropriate PPE (see below) Ensure appropriate ventilation Within classroom:	Ensure sufficient hand washing / hand gel 'stations' Supplies of tissues & bins to be made available Consider separate toilets for different contact groups; where this is not possible use hand gel before entering the toilet & ensure toilets are cleaned regularly	Head Teacher Staff	1/9/20 Ongoing	
---------------------------	----------------	---	---	----------------------------------	------------------------------	--

		• Make small adaptations to the classroom to support distancing where possible, including sitting side by side and facing forwards; • Move unnecessary furniture out of classrooms to give more space; • Maintain a distance & reduce the amount of time they are in face-to-face contact; • Ideally, adults to maintain a 2-metre distance from each other and from pupils; • Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone Elsewhere: • Keep contact groups apart where possible; • Avoid large gatherings such as assemblies or collective worship with more than one group; • Movement around the school to be kept to a minimum; • Avoid creating busy corridors, entrances and exits; • Consider staggered breaks and lunch times (time for cleaning surfaces in dining hall between groups); • Consider shared staff spaces and how set up and used to help with distancing from each other; keep use of staff rooms to a minimum. Limit the amount of equipment pupils bring into school each day to essentials e.g. lunch boxes, bags, hats, coats, books, stationery, mobile phones etc. Books and other shared resources can be taken home, but unnecessary sharing should be avoided; they should be cleaned and rotated. Staff and pupils should have their own individual and very frequently used equipment such as pens and pencils and not shared. Classroom-based resources such as books and games can be used and shared within a contact group; they should be cleaned regularly.	Resources that are shared between contact groups such as sports, art and science equipment should be cleaned frequently and meticulously and always between contact group, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different contact groups			
--	--	---	---	--	--	--

Pupils and staff with underlying health conditions that are at high risk	Staff & pupils	The Welsh Government has paused Shielding from 16/8/20; the advice is that staff and pupils can come to work / school as long as it is COVID-19 compliant. Risk assessment to be completed on those returning from the shielding group Risk assessments already completed on staff in the clinically vulnerable group Staff and pupil well-being is a primary concern for the school. Support mechanisms for staff include: • Talking to line manager; • Employee Assistance Programme (Care First) available 24/7 on 0800 174 319; • Occupational Health Service can be contacted on 07894 326948 or 07714 397521. Staff to positively reinforce behaviours around social / physical distancing and hygiene as opposed to stigmatising mistakes Staff to be alert to identify and support learners who exhibit signs of distress	Monitor Welsh Government advice for any additional action to be taken in relation to those that were shielding. Support can be obtained from the H&S Team and / or the OH Service Staff to use the COVID-19 Workforce Risk Assessment (self-assessment) to consider their own health and well-being status to see if they are at higher risk of development more serious symptoms if they come into contact with the COVID-19 virus – result will be either	Head Teacher Any staff that choose to	Ongoing	
---	----------------	--	--	---	---------	--

			low, high or very high. Result to be discussed with line manager.			
Pupils with symptoms entering the school	Staff & pupils Spreading symptoms to others	All pupils, parents / guardians will be screened on arrival at the school with a standard set of questions. Parents / guardians reminded of their responsibility to abide by current guidelines on hand washing, social distancing & staying safe at home Pupils to use hand gel on entering the school. https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19	Monitor for symptoms developing. Any child showing symptoms on arrival will not be admitted to the school.	Staff	Ongoing	
Transport	Staff & pupils	Staff to avoid car sharing with work colleagues Face coverings to be worn on public transport LA transport provision has been risk assessed by Transport Services				
Antibody testing	Staff & pupils	All schools are currently in a programme of antibody testing			Completed	

Pupils / staff developing symptoms whilst at the school	Staff & pupils Spreading symptoms to others	If anyone becomes unwell with (NHS Guidance) either: • A new continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature). However, a non-contact thermometer can be found in each building. • loss of smell or taste (anosmia) They should be sent home and advised to follow the Self-isolation guidance & Staying at Home Guidance. Pupil numbers in any ‘class contact group’ restricted by staffing levels and the social distancing protocol. If any person displays the above symptoms of coronavirus, follow the guidance https://gov.wales/education-coronavirus National guidance on: https://gov.wales/education-coronavirus and more general guidance on social distancing to be observed when entering / leaving school and throughout the day wherever possible to reduce the risk of spreading infection. All persons to wash hands upon entry, regularly throughout the day and follow good hygiene practices when not in the school. <i>N.B. - soap and water is the preferred means of washing but sanitiser is also provided.</i> Pupils in the care of the school that feel unwell or who may start displaying symptoms must be isolated into a separate room [Albert Primary's Nurture/ALN Room] in line with current guidance. Their parent / guardian must be contacted using the emergency contact numbers provided at registration.	Monitoring Ensure surfaces that symptomatic pupils / staff have come into contact with are carefully and thoroughly cleaned	Staff	Ongoing	
---	--	---	--	-------	---------	--

		Arrangements must be made for the pupil to be collected and taken home into isolation. Additionally, parents / guardians should be reminded to follow current national advice in relation to self-isolation / staying at home. The pupil should be excluded from that point and observe national guidance. Parent/Guardian to be advised to arrange for pupil(s) to be tested. Current guidance advises that if a member of staff has helped someone who was taken unwell with a new, continuous cough and / or a high temperature do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Staff developing symptoms at school must go directly home and follow the stay at home and social distancing guidance. Staff member should also arrange to be tested. If testing positive an AC1 (Accident form) form should be completed and returned to the Health and Safety department. Any equipment used by a person with symptoms must be removed from use immediately and thoroughly cleaned and disinfected. Following national Cleaning Guidance of areas where a person is suspected of having coronavirus. COVID-19: guidance for households with possible coronavirus infection guidance.	If test is negative, they can return to school when they feel well enough to do so Advise H&S Team as soon as anybody in the school tests positive AC1 form to be completed for all staff that test positive and sent to Health and Safety Team			
--	--	---	--	--	--	--

Person to person transmission	All staff & pupils Lack of social distancing, sharing equipment, not washing hands properly	As above PLUS: Parents & pupils to be encouraged to maintain social distancing on arrival. Activities developed and coordinated to minimise close contact (see link above). Social hygiene skills e.g. using / disposal of tissues, face touching etc. to be reinforced throughout the day. Class groups should be segregated wherever possible including break and or lunch times (eat in classrooms) and outdoor play by appropriate means. All persons to wash hands upon entry, regularly throughout the day, on departure and follow good hygiene practices when not in school. <i>N.B. - soap and water is the preferred means of washing but sanitiser is also provided.</i>	Staff to remain alert for symptoms in others	Ongoing		
Transmission via inanimate objects	All staff & pupils Sharing equipment, insufficient cleaning	Sharing objects to be minimised wherever possible. Communal objects / surfaces to be cleaned using standard cleaning methods but on a more frequent basis (determined by number of persons present, frequency of use etc.). NB this also applies to more infrequent tasks such as removing depleted toilet roll cardboards. Specific areas / equipment used by persons who have been excluded (due to developing symptoms) must be cleaned before reuse in line with guidance (see link above). If required, contact AR Contract Cleaning Co. for specific cleaning related issues Consideration must be given to prohibiting personal belongings being brought into school unless justifiable and control measures introduced to prevent cross contamination.	Staff to remain alert for symptoms in others	Ongoing		

Personal Protective Equipment (PPE)		Physical distancing, hand hygiene and respiratory hygiene (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus. There is therefore no need to use personal protective equipment (PPE) when undertaking routine educational activities in classroom/school settings. PPE is only needed in a very small number of cases including: • Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. • If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • A risk assessment has determined that PPE must be worn in a particular situation. A supply of PPE is provided by the Council. Routine Activities No PPE is required when undertaking routine educational activities in classroom or school settings. Suspected COVID-19 • Gloves, aprons and a fluid-resistant surgical mask should be worn	All staff to be trained in putting on and removing PPE in the right order, safety dispose of the waste and use correct hand hygiene steps to reduce the risk of onward transmission of the infection Consider the well-being of pupils before considering whether staff or older pupils	Line managers Head Teacher	1/09/20	
-------------------------------------	--	---	---	--	---------	--

		if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care. • 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 and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been. Intimate Care • 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. • Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions. Social / physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus No PPE is required when undertaking routine educational activities in the classroom / school setting	wear face coverings. No one who may not be able to handle face coverings (young pupils, SEN or disabilities) should wear them as it may inadvertently increase the risk of transmission			
--	--	---	--	--	--	--

Use of face coverings for health purposes		If a pupil becomes unwell with symptoms of COVID-19 and needs direct personal care, staff should wear disposable gloves, apron and fluid-resistant (type IIR) surgical mask; eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes from coughing, spitting or vomiting; gloves and aprons to be worn when cleaning areas where a symptomatic person has been All the above PPE to be worn if providing intimate care Non-medical face coverings are not PPE and are recommending in the community where social distancing cannot be maintained. School environment to be organised so they operate with social distancing maintained throughout a routine day. Please refer to video link below to show donning and doffing PPE – the link below refers to health / social care and patients, the order the PPE is donned and doffed is exactly the same. https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be				
---	--	--	--	--	--	--

Test, Trace, Protect		Welsh Government's Test, Trace, Protect strategy was implemented from 1 June. COVID-19 testing is available to anyone who has one of the following symptoms: • A new continuous cough • A fever (above 37°C) • Loss of smell or taste You can apply for a test online. If anybody tests positive a Contact Tracer will contact them (parent of a pupil) to help identify potential contacts. A second contact tracer will then get in touch with those contacts and advise them to self-isolate for 14 days from their last contact with the positive person. These people will only be required to take a test if they develop symptoms. People are considered as potential contacts if they were in contact with the person who has tested positive during a period beginning up to 2 days before symptoms started and ending when the case entered home isolation. A positive test on site does not require closure of the school Where staff have maintained social / physical distancing rules and adhered to hygiene measures during work and where required have used PPE, they would not be regarded as part of a contact tracing exercise If school identifies a potential cluster or outbreak, they will contact the regional multi-agency TTP Team immediately	Monitoring School will be contacted by the TTP team to assist in tracing contacts School to maintain records of all staff / pupils on site, where, when etc. School to note that a contact is defined as someone who has had close contact: Within 1 metre of the person who has tested positive and has been coughed on, had a face-to-face conversation, had skin-to-skin physical contact, or been in other	Headteacher / Staff	Ongoing	
----------------------	--	---	---	---------------------	---------	--

			forms of contact within 1 metre for 1 minute or longer; Within 2 metres of the person testing positive for more than 15 minutes Having travelled in a vehicle with the person who has tested positive.			
Identifying clusters and outbreaks	Staff & pupils	A cluster is defined as 2 or more cases of COVID-19 among pupils or staff within 14 days or an increased rate of absence due to suspected or confirmed cases of COVID-19 An outbreak is defined as 2 or more confirmed cases of COVID-19 among pupils or staff who are direct close contacts, proximity contacts or in the same 'bubble' in the school, within 14 days. An outbreak is declared over when there has been 28 days since the onset of the last confirmed case in the school and the results of any possible cases in pupils and staff in that time have tested negative	Outbreak Control Team will consider: Adjustments to how the school is operating to facilitate infection & control measures and social distancing; If further groups need to be asked to			

			self-isolate e.g. class groups, other functional groups or year groups; Whether to undertake an enhanced investigation including testing of a wider group.			
Dermatitis (staff)	All staff Washing hands excessively	Moisturising creams can be used periodically if required.	Monitoring	Staff	Ongoing	

Lack of First Aid provision	All staff & Pupils	Low risk environment. Supervision rations to be adhered to (minimum of emergency first aid staff on site at all times). First aid equipment available and adequately stocked. Corporate accident / incident form to be completed where appropriate.	Monitoring	Staff	Ongoing	
Administering prescription medication	Pupils Incorrect medication or dosage given; medication not available	Staff from each individual school to liaise with parent / guardian / pupil to ensure availability at the school.	Follow procedures at all times	Staff	Ongoing	

Fire	All staff & pupils Burns, smoke inhalation, asphyxiation	Inspection undertaken by Council Fire Safety Officer and advice sheet provided. Isolate areas of the school that are not required to be used within the school activities to prevent unauthorised access – without compromising emergency evacuation routes. Fire alarm checks to be carried out as normal. All staff and pupils to be given induction (including tour of exits, assembly point etc.); fire wardens to be agreed including means of contacting emergency services. Fire doors should not be wedged open unless done so with an appropriate hold open device that is connected to the fire alarm system.	Follow advice provided Further advice from Andrew Gwatkin, Fire Safety Officer 01446 709150	Staff	Ongoing	
Use of play activities	Pupils Infection, bumps, fractures	Do not use play equipment that required high levels of shared use. Suitable control measures in place as per guidance including age segregation. Play equipment to be cleaned throughout the day. Contact activities minimised to prevent cross contamination. Social distancing guidelines observed as far as practicable.	Monitoring	Staff	Ongoing	
Child Protection	Pupils Abduction etc.	Standard procedures to be observed including consideration of older age groups. Appropriate site security arrangements in place. All staff aware of their safeguarding duties All staff and pupils should know how to contact the Designated	Follow procedures at all times	Ongoing		

		Safeguarding Person (DSP) and consider how pupils can talk privately. Standard procedures to be observed including consideration of older age groups. Appropriate site security arrangements in place				
Building & property maintenance	All staff & pupils Legionella, defects in property, faults, electric shock etc.	All routine inspections & tests must be maintained e.g. legionella water monitoring, hand wash water temperatures. Statutory inspections & servicing to continue. Defects to be reported for remedial action. Any areas presenting increased risk to pupils to be isolated e.g. D&T rooms. All doors to chemical / cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked. Good housekeeping to be maintained. All outdoor building maintenance must be coordinated with the Head. All contractors to report to School Reception prior to the start of any work.	Monitoring	Staff/ C-taker	Ongoing	
Slips, Trips & Falls	All staff & pupils Poor housekeeping	Appropriate footwear to be worn. Emergency cleaning (spills) procedures in place. Good housekeeping to be maintained.	Monitoring	Staff	Ongoing	

Cleaning activities	All staff & pupils	Ensure robust cleaning arrangements are in place. Enhanced cleaning of high contact areas must be arranged throughout the day. Wash hands following any cleaning activity. Cleaners to wear appropriate PPE in line with current arrangements e.g. gloves, apron etc. Wear goggles if decanting chemicals where there is a risk of splashing in the eyes. Guidance on cleaning areas where a suspected COVID-19 case has been, is available by following the link below. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Handwashing Encourage pupils to wash their hands more often than usual. Hands should be washed thoroughly for 20 seconds with running water and soap and dried thoroughly. Alternatively, alcohol hand rub or sanitiser could be used. Regular handwashing should be undertaken including: • on arrival at and when leaving the school or setting • before and after handling food • before and after handling objects and equipment that may have been used by others • where there has been any physical contact • after people blow their nose, sneeze or cough. The Council will provide portable hand washing stations where required. Hand washing facilities should be available at the following	Monitoring	Staff	Ongoing	
---------------------	--------------------	---	------------	-------	---------	--

		key areas: • Entrance(s) to the site and buildings • Classrooms • Toilets • Lunch areas ARCS Cleaning [Contract Cleaners] will operate a mid-week biomass of site.  01656713950 07780495443  Manager@arcs-cleaning.co.uk  www.arcs-cleaning.co.uk / www.ar-security.co.uk  Unit 49 Bryn Road, Tondu Enterprise Park, Bridgend, CF32 9BS				
Lack of staff, reduction in supervision	Staff & pupils Lack of supervision, increase in accidents, increase contact	Maintain supervision levels as far as practicable at all times. Identify back-up staff. Utilise rotas to cover access times including premises staff / cleaners. Consider redeploying staff where necessary.	Monitoring	Staff	Ongoing	

Verbal / physical abuse	Staff & pupils	Maintain adequate staff supervision.	Monitoring	Staff	Ongoing	
Loss of control	Physical / psychological injury	Staff familiar with children to be present. Staff with additional training employed where appropriate.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Travel to and from School		Parents to be reminded what children need for the school day. This could include: • Mid-morning snack, packed lunch & water, if required • All necessary school equipment • Hand sanitiser, if appropriate • Tissues • Any required medication Pupils should be encouraged to walk or cycle to school and avoid public transport where possible. • Repurpose drop off/pick up facilities to encourage active travel, where possible. • Ensure there is sufficient cycle/scooter storage on site and ensure this is communicated to parents. • Staff to monitor entrances and exits to the school. • Car sharing to be discouraged in line with guidance.	Monitoring	Staff	Ongoing	
Pick up/Drop off		Pick up and drop off will need to be planned carefully and clearly communicated to parents to avoid large groups congregating around the school site.	Monitoring	Staff	Ongoing	

		• Staggering start and finish times for each group (NB will need to consider parents with children in more than one-year group to avoid parent waiting between start times) • Use all available entrances and exits to the school and ensure parents are made aware in advance which entrance/exit to use and ensure clear signage. • Staff to be available at the entrances to guide parents/pupils. • Pupils should be guided straight to their classroom to avoid congregating in the playground. • Hygiene stations to be made available at the entrances for hand washing. • Floor markings at the entrances to encourage queueing at 2m intervals whilst awaiting admittance. • Implement a one-way system in areas around the school in order to assist with social distancing protocols.				
Staff and Parent Meetings		Meetings should be kept to a minimum and, where possible, undertaken online. • All meetings to be arranged in advance with clear guidance on the method of communication that will be used. • Social distancing must be followed at all meetings, so a suitable location should be found. For example, staff meetings could take place in the main hall rather than in the staffroom. • Staggered arrival times along with meeting invites to limit the number of attendees arriving at any given time.	Monitoring	Staff	Ongoing	

		Meetings with parents should be conducted remotely either over the phone or using conferencing tools such as Microsoft Teams.				
School Visitors		Schools should limit the number of people on site at any given time and should only allow essential visitors to access the premises. - Visitors should be permitted on an appointment only basis. - Ensure signage is clearly displayed at entrances to notify visitors of the entrance procedure. - Avoid appointments or deliveries during drop-off and pick-up times. - Ensure hygiene facilities are available for visitors arriving on site i.e. hand sanitiser. - Avoid use of electronic sign-in systems unless they are cleaned after every use. Could maintain a list of visitors compiled by administration team. - Ensure visitors are made aware of social distancing requirements e.g. clear signage in reception. - Ensure room is available where 2m social distance can be maintained, if required. - Members of the catering team may require access to the kitchen but will ensure social distancing is maintained'	Monitoring	Staff	Ongoing	

Social Distancing		<u>Classrooms/Teaching Areas</u> The Vale of Glamorgan Council has provided guidance on the maximum capacity of each classroom based on each pupil accommodating 3.14m². • Consider markings on tables to identify which side pupils should be sitting. • Consider numbering desks and devise an entrance strategy. Pupils should be directed to a table when arriving to ensure 2m distancing can be maintained as pupils travel to their seat (i.e. table furthest from the entrance should be filled first). • When devising entrance strategy, consider hand washing arrangements. i.e. is it possible to wash hands on the way to their seat, whilst maintaining social distancing? If not, consider temporary hygiene station at classroom entrance. • If classroom has direct access to the outside, consider using this access to avoid queueing in the corridor. • 2m markings for those queueing outside awaiting access. • Remove unnecessary items from the classroom to create additional space and reduce cleaning. • Remove toys/equipment that cannot be cleaned easily between uses. • Open windows to improve ventilation where possible. • Utilise outdoor learning where possible.	Monitoring	Staff	Ongoing	
-------------------	--	--	------------	-------	---------	--

		<u>Corridors</u> Movement between rooms should be kept to a minimum. Ideally, when indoors, staff and learners should use the same room. This avoids risk of transmission from room to room and keeps the number of people each person comes into contact with to a minimum. One-Way Systems Schools should consider one-way systems where possible. These should be clearly signposted and communicated to staff and pupils. Floor markings should also be used to identify where pupils should stop and give way. Complex junctions should be monitored by staff where possible. Two-way corridors Where corridors are wide enough to allow two-way travel, floor markings and signage should be clearly displayed. It is suggested pupils are encouraged to walk on the left-hand side of corridors with give way markings displayed at corridor junctions. (See picture in app) If large movements is required, (i.e. whole classes) ensure these are planned in advance to limit meeting in narrow corridors. For example, movements could be managed by a designated person using walkie talkies to monitor and approve movements				
--	--	---	--	--	--	--

Toilets		Ensure toilets do not become crowded by limiting the number of pupils using the facilities at a single time. • Limit the number of pupils who can access toilet facilities at any time. Consider how many could walk around the facilities whilst maintaining a 2m distance. This could be a one-in one-out system. • Lock toilet cubicles that are not required to reduce amount of cleaning required. • Cover adjoining sinks and urinals to avoid use. • Display signage and floor markings where appropriate. • Turn off hand dryers and provide hand towels and/or hand sanitiser. • Staff to monitor toilets at busy times. • Assign toilets to nearby classes or year groups where possible. • Number of toilets. [1 toilet for every 20 pupils over 5 yrs] ✓ Infant block = 8 cubicles ✓ Nursery = 3 cubicles ✓ Boys (KS2) = 5 cubicles ✓ Girls (KS2) = 8 cubicles ✓ One disabled toilet	Monitoring	Staff	Ongoing	
Breaks and Lunch		Kitchens will be fully opened from the start of the Autumn term Lunch and break times usually result in large gatherings of pupils. These will need to be carefully managed to ensure social distancing guidelines are applied.	Further information and guidance provided by Welsh Government to cover any			

		Break Times: • Break times should be staggered to limit the number of pupils. • External areas should be utilised wherever possible. • Playground could be divided by floor markings to accommodate different groups. • A plan should be developed for access to external areas. Classrooms should utilise direct access to external areas where available. • Prepare games that incorporate the principles of social distancing. • Remove equipment that would be shared between pupils, such as footballs. • Ensure regular handwashing before and after break times. Lunch Times: • Pupils should bring a packed lunch and water, if required until the option of having cooked meals has been reinstated • Stagger lunch breaks to ensure the dining hall can accommodate the relevant number of pupils. Other halls may be used to accommodate older children eating school dinners. • Tables and chairs should be cleaned between sittings. • Pupils should be encouraged to wash their hands before and after eating food.	potential issues with the provision of free school meals, if the need arises			
--	--	--	--	--	--	--

		- Provisional arrangements of all children bringing in a packed lunch for the first two weeks of term and for Reception children to bring in a packed lunch for the first half term; pupils eat own lunches in classrooms / outdoor spaces. - Emphasis that packed lunch food cannot be shared.				
Staff areas		Staff areas are organised to ensure social distancing can be incorporated. This includes separating chairs, removing small tables, separating lockers/in-trays, installing dividers etc. - Stagger breaks to limit the number of staff using certain areas. - Consider location of often used equipment such as printers to allow easy access.	Monitoring	Staff	Ongoing	
Educational visits	Pupils	Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: https://oeapng.info/				
School uniform		All pupils to wear school uniform from the Autumn term.				
Breakfast Clubs & after school provision		Breakfast and after school provision will resume from the Autumn term				

Contingency planning	Staff and pupils	Plan in place for the possibility of a further lockdown	Welsh Government will work closely with Public Health Wales and Councils, in the case of potential localised outbreaks			
Policies and Key Documents		Apply for a Test https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19 https://gov.wales/guidance-learning-schools-and-settings-autumn-term-covid-19 https://gov.wales/education-coronavirus Welsh Government Childcare Settings Welsh Government - FAQs				

PROTECTIVE MEASURES

Prevention

- Minimise contact between individuals wherever possible. For younger learners the emphasis will be on separating groups, and for older learners it will be on distancing.
- Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.
- Clean hands thoroughly more often than usual.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Continue enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- Where necessary, in specific circumstances (set out later in the guidance), wear appropriate personal protective equipment (PPE).
- Where possible ensure appropriate ventilation.

Response to any infection

- Engage with the [Test, Trace, Protect strategy](#).
- Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following local health protection team advice

Measures within the classroom

Maintaining a distance between people while inside and reducing the amount of time they are in face-to-face to contact lowers the risk of transmission. Ideally, adults should maintain a 2 metre distance from each other, and from learners. We know that this is not always possible, particularly when working with younger learners, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face-to-face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many learners who have complex needs or who need close contact care. These learners' educational and care support should be provided as normal.

For learners old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest learners and some learners with complex needs and it is not feasible in some schools where space does not allow.

When staff or learners cannot maintain distancing, particularly with younger learners in primary schools, the risk can also be reduced by keeping learners in the smaller, class-sized groups described above.

Schools should make small adaptations to the classroom to support distancing where possible.

[Refer to <https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19> <https://gov.wales/guidance-learning-schools-and-settings-autumn-term-covid-19>]

Best Practice: Appendix 6 - Putting on and removing PPE

Use safe work practices to protect yourself and limit the spread of infection

- Keep hands away from face and PPE being worn.
- Change gloves when torn or heavily contaminated.
- Limit surfaces touched in the patient environment.
- Regularly perform hand hygiene.
- Always clean hands after removing gloves.

NB Masks and goggles are not routinely recommended for contact precautions. Consider the use of these under standard infection control precautions or if there are other routes of transmission.

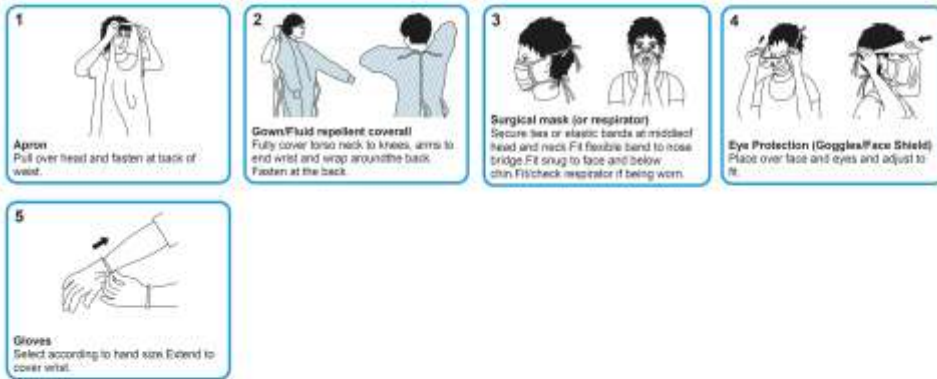
The type of PPE used will vary based on the type of exposure anticipated, and not all items of PPE will be required.

The order for putting on PPE is Apron or Gown, Surgical Mask, Eye Protection (where required) and Gloves.

The order for removing PPE is Gloves, Apron or Gown, Eye Protection, Surgical Mask.

1. Putting on Personal Protective Equipment (PPE).

- Perform hand hygiene before putting on PPE



2. Removing Personal Protective Equipment (PPE)



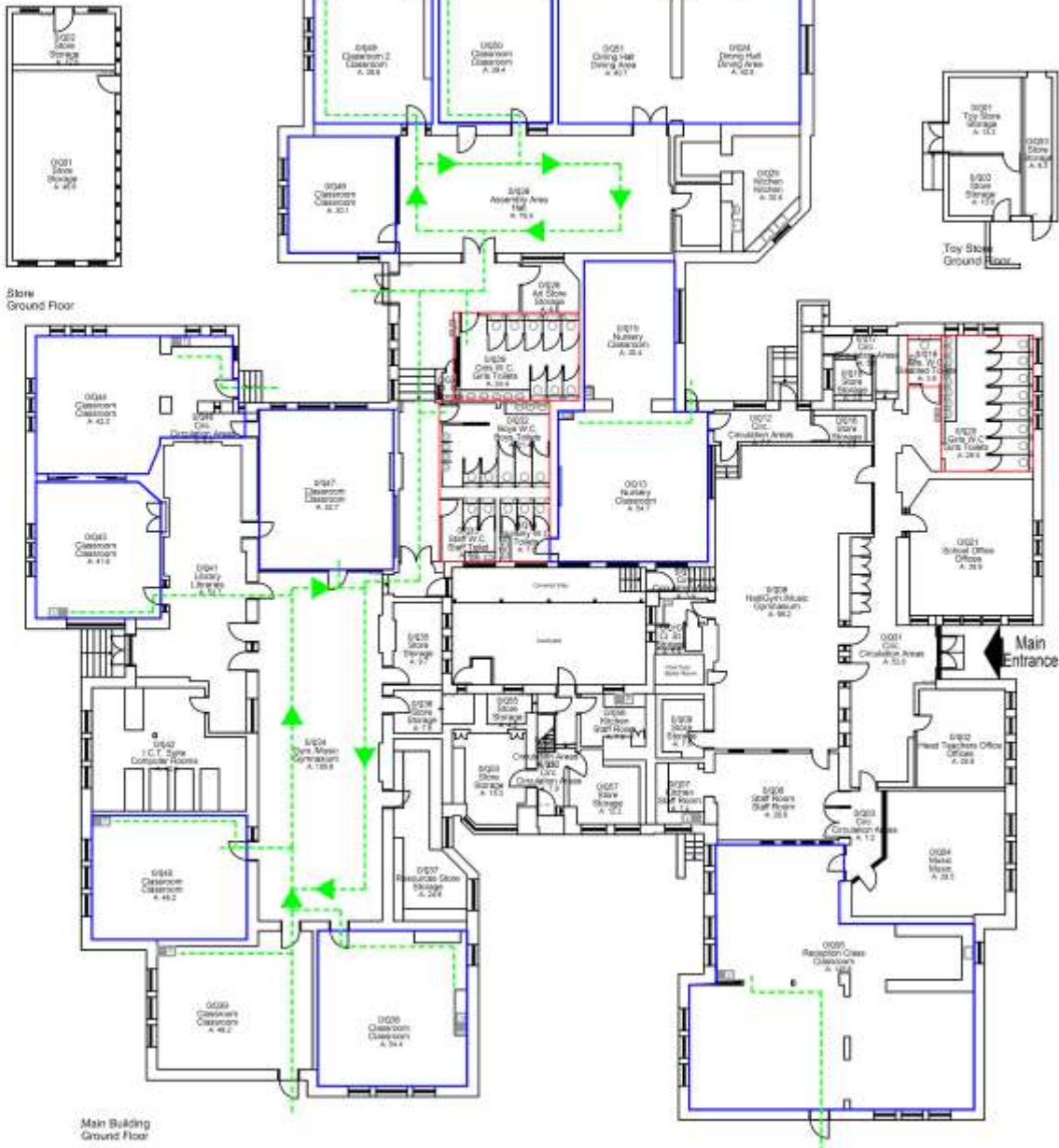
- Perform hand hygiene immediately on removal.
- All PPE should be removed before leaving the area and disposed of as healthcare waste.



QR Code to access APP

Please refer to video link below to show donning and doffing PPE – the link below refers to health / social care and patients, the order the PPE is donned and doffed is exactly the same.

https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be



Policy

- Access Roads
- Classrooms
- Toilet Facilities
- Change of Life

NOTES

NOTES:
Access router also provides an optional
route to the existing wired within the
cluster/office.

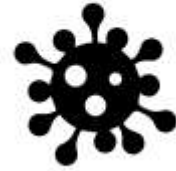
Room 0104 to include a one way system around the window.

Room 0110 to be utilized as a
storage to access Classroom 5/043
and 5/047.

To accommodate the classrooms lost for use as a corridor, utilizing the dining area as a learning space could be an option.

The ministerial movement agreed the full to introduce a one-way system to ensure social distancing rules are adhered.

Covid-19 Coronavirus
Covid-19 Coronafeirws

HELP PREVENT THE SPREAD

HELPWCH I'W ATAL RHAG LLEDAENU

Top three things you can do to protect yourselves and others from COVID-19:

Tri pheth y gallwn ei wneud i ddiogelu'ch hun ac eraill rhag COVID-19:



Do not come to school if you have a high temperature, dry cough, lost your sense of taste or smell

Peidiwch â mynd i'r ysgol os oes gennym dymheredd neu beswch sych, wedi colli eich synnwyr o flas neu arogl



Remember to keep a 2-metre distance from others

Cofiwch gadw dwy fetr rhag eraill



Wash your hands frequently for 20 seconds, cover coughs and sneezes and avoid touching your face

Golchwch eich dwylo'n rheolaidd am 20 eiliad, gorchuddio peswch a thisian ac osgoi cyffwrdd ein hwynebau

If you have any concerns, please speak with a member of the school staff

Os oes gennych unrhyw bryderon, siaradwch ag aelod o staff yr ysgol