

**GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE**

<p><b>SEVERITY</b> - the most likely worst case scenario that could result from the hazard</p> <p><b>Catastrophic</b> – 5 (multiple death)</p> <p><b>Major</b> – 4 (single death or permanent disability)</p> <p><b>Moderate</b> – 3 (broken bones, several days off work)</p> <p><b>Minor</b> – 2 (basic first aid treatment required)</p> <p><b>Insignificant</b> – 1 (minor scratch or bruise)</p>	<p><b>LIKELIHOOD</b> of the risk occurring (with any outcome)</p> <p><b>Certainty</b> – 5 (could happen at any time and on any day)</p> <p><b>Probable</b> – 4 (could happen perhaps once a term)</p> <p><b>Likely</b> – 3 (could happen perhaps once a year)</p> <p><b>Conceivable</b> – 2 (might happen perhaps once in 5 years)</p> <p><b>Improbable</b> – 1 (will probably never happen)</p>	<p><b>SEVERITY</b></p>  <p><b>LIKELIHOOD</b> 1 2 3 4 5</p>
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<p><b>Activity:</b> Operation of Schools from 1 September 2020</p>	<p><b>Date:</b> 8th January 2021</p>
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<p><b>Assessor:</b> GDST Head of H&amp;S, Head of School, SLT</p>	<p><b>Re-assessment date:</b> When required or before Jan 2022</p>
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<p align="center"><b>This is the 'Whole School Precautions' Sheet</b></p>	<p align="center"><b>This risk assessment is on 3 separate sheets - see the tabs at the bottom of the page: 1. Whole School Precautions 2. Staff Activities 3. Pupil Activities</b></p>		
<p><b>What is the hazard?</b></p>	<p>Coronavirus / COVID -19</p>		
<p><b>Why is it a risk?</b></p>	<p>People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of the people they live with, who could become seriously ill</p>		
<p><b>Who is at risk?</b></p>	<p>All staff, pupils and any contractors or visitors attending school</p>		

**Key Guidance Documents**

	<p><a href="https://gov.wales/coronavirus-regulations-guidance">https://gov.wales/coronavirus-regulations-guidance</a></p>
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<b>Control Measures</b>	<b>Tolerable Action Required Prohibited</b> (9+) (See Matrix)	<b>Notes / Further Action Required</b>
<b>Who Can Come to School?</b>		
<p><b>Local Lockdown</b> - In the event of a local lockdown, either in the area where the school is located, or in a neighbouring area where staff and pupils live, schools will follow Government advice about who can come into school.</p>		
<p>Howell's School will follow the Welsh Government guidance</p> <p><b>From 5 January 2021 pupils in the following groups (eligible pupils) are allowed to come into school in person and receive face to face education:</b></p> <ul style="list-style-type: none"> <li>- vulnerable children and young people</li> <li>- children of critical workers</li> <li>- pre-school aged pupils, eg in nursery classes</li> </ul> <p><b>All Schools</b> - In consultation with the CEO, the Head of each school can decide to close their school if local circumstances, or the infection rate in the local community gives particular cause for concern</p>	Tolerable	<p><a href="https://gov.wales/coronavirus-regulations-guidance">https://gov.wales/coronavirus-regulations-guidance</a></p>
<p><b>Staff who are 'clinically extremely vulnerable' (CEV):</b></p> <p><b>CEV staff who have previously received a shielding notification from the NHS or their GP must not attend work in person, but instead shield and work from home if possible. Staff who live with someone who is CEV, but who are not CEV themselves, can attend work at school in person.</b></p> <p><b>CEV Staff who did not receive a written shielding notification</b> can go to work in the workplace providing strict social distancing measures are in place and Covid risks have been mitigated to an acceptable level. A personal risk assessment must be completed to identify their particular vulnerabilities and any extra control measures that are required. Alternatively, if roles can be done effectively from home, arrangements can be made for CEV staff to do so. If staff are unable to work in school and working at home is not an option, they could be considered for furlough</p> <p>When completing the <b>personal risk assessment</b> consider:</p> <ul style="list-style-type: none"> <li>- the particular vulnerability of the individual</li> <li>- where and how the work will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc)</li> <li>- whether strict social distancing measures can be implemented at all times</li> <li>- specify what the social distancing measures will be</li> </ul> <p>Staff who live in a household with someone who is 'clinically extremely vulnerable' can go to the workplace but they should do what they can to support the CEV person and carefully follow the guidance on social distancing</p> <p>Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</p>	Tolerable	<p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p> <p>Personal Risk Assessment template available on Coronavirus page on the HUB</p>
<p><b>Eligible pupils who are 'clinically extremely vulnerable' (CEV):</b></p> <p><b>CEV pupils who have previously received a shielding notification from the NHS or their GP must not attend school in person, but instead shield and undertake Guided Home Learning. Pupils eligible to study in school in person who live with someone who is CEV, but who are not CEV themselves, can attend school but they should do what they can to support the CEV person and carefully follow the guidance on social distancing.</b></p> <p><b>CEV Pupils who have not had a written shielding notification and are eligible to come into school (eg one of their parents is a critical worker)</b> can do so providing strict social distancing measures are in place and Covid risks have been mitigated to an acceptable level. A personal risk assessment must be completed to identify their particular vulnerabilities and any extra control measures that are required. When completing the <b>personal risk assessment</b> consider:</p> <ul style="list-style-type: none"> <li>- the particular vulnerability of the individual</li> <li>- where and how the work / lessons will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc)</li> <li>- whether strict social distancing measures can be implemented at all times</li> <li>- specify what the social distancing measures will be</li> </ul>		
<p><b>Clinically vulnerable</b> members of staff and <b>eligible</b> pupils can come into school / work unless they have specific advice to the contrary from their medical practitioner. However, they should take particular care and be diligent about hand washing, respiratory hygiene and social distancing, staying 2 metres away from others wherever possible.</p> <p>Arrangements should be made for Clinically Vulnerable staff to work in the safest suitable and available role in school with protective measures in place, eg social distancing and PPE. If this is not possible, consideration should be given for vulnerable staff to work from home if their job allows. An individual risk assessment should be undertaken for all 'Clinically vulnerable' members of staff and they should discuss any concerns with their manager.</p> <p>Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</p>	Tolerable	

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Pregnant women</b> who are healthy and up to 28 weeks gestation can come into school / work unless they have specific advise to the contrary from their medical practitioner. However, as they are in the 'clinically vulnerable' category, they should take particular care and be diligent about hand washing, respiratory hygiene and social distancing, staying 2 metres away from others wherever possible.</p> <p>- A risk assessment must be completed and reviewed regularly if <b>an employee is pregnant, breastfeeding, or has given birth within the last 6 months</b> (a Pregnancy Risk Assessment template, including the risk of coronavirus, is available on the HUB) The pregnant woman should discuss any concerns with their manager.</p> <p>- Pregnant women after 28 weeks gestation, or with underlying health conditions, may be at greater risk and additional controls may be required eg further social distancing measures and / or the provision of PPE, suitable alternative work or accommodating working from home.</p> <p>- Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</p> <p>- Occupational advice for employers and pregnant women is published by the Royal College of Obstetrics and Gynaecology</p>		<p><u>Occupational advice for employers and pregnant women - Royal College of Obstetrics and Gynaecology</u></p>
<p>Members of staff who have some additional degree of vulnerability as a result of other factors, should discuss their particular concerns with their line manager and, where possible, be offered roles where they can stay 2 metres away from others.</p>	Tolerable	
<b>Avoiding Contact With Anyone Who is Unwell</b>		
<p>The Government encourages all staff and pupils over the age of 16 to download and use the NHS COVID-19 app on their phones to help them identify if they have been to a venue, such as a café, restaurant, cinema, leisure centre or hairdresser, which is linked to a Covid-19 outbreak</p>	Tolerable	
<p>In accordance with Welsh Government guidance all parents must wear a face covering while on the school site at all times.</p>	Tolerable	
<p>If anyone (member of staff, pupil) is notified that they have been in contact with a case via Government approved app (once available), NHS email, text or phone call they must follow advice regarding isolation / testing and <b>must not</b> come into school</p>	Tolerable	
<p>Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils, parents and carers that <b>if they, or anyone in their household, or any close contacts are feeling unwell / exhibiting symptoms of Covid-19</b>, however mild (typically a new continuous cough, fever or a loss of or change to normal sense of smell or taste), they <b>must not</b> come to school, they <b>must</b> follow the governments 'Stay at home guidance for household with possible coronavirus infection' or 'Guidance for contacts of people with confirmed coronavirus infection who do not live with that person', and they must apply for a Covid-19 test. Tests can be booked online through the NHS Testing and Tracing for Coronavirus website <a href="http://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a> Staff and pupils must let the school know the results of the test.</p>	Tolerable	<p><a href="https://gov.wales/coronavirus-us-regulations-guidance">https://gov.wales/coronavirus-us-regulations-guidance</a></p>
<p>Staff returning from holiday abroad must fully comply with any quarantine requirements, even if they imposed at short notice</p>	Tolerable	
<p><b>Rapid Result (Lateral Flow) Testing of Asymptomatic Staff and Pupils</b></p> <p>As part of the Welsh Government health initiative all Howell's school will participate in the testing programme of staff and students during the spring term using rapid result (lateral flow) test kits. From <b>4 January 2021</b>:</p> <ul style="list-style-type: none"> <li>- For students and pupils as well as the school and college workforce to conduct daily testing for those identified as close contacts (with the exception of household contacts) of confirmed coronavirus cases. This provides an alternative to self-isolation and ensures learners are able to continue to benefit from in person learning.</li> <li>- Parent's consent required for pupils aged under 16</li> <li>- Anyone who has a <b>positive</b> lateral flow test must arrange to have a PCR Covid-19 test asap</li> <li>- Arrangements for testing <b>junior school pupils</b> with rapid results (lateral flow) tests will be announced by the Government in due course</li> <li>- A <b>negative lateral flow test result</b> is not a cast iron guarantee that the person does not have the infection, and strict Covid secure practices should continue to be practised by everyone</li> </ul>		
<p><b>Rapid Result (Lateral Flow) Testing of Asymptomatic Staff and Pupils</b></p> <ul style="list-style-type: none"> <li>- Relevant staff in all schools must complete <b>training</b> in how to set up and run a Covid Rapid Result Testing Centre on the school premises</li> <li>- The <b>DfE guidelines</b> and DoHS <b>Standard Operating Procedures</b> on setting up and running a Covid Rapid Result Testing Centre on the school premises must be followed precisely</li> <li>- A <b>risk assessment</b> must be completed using the NHS template and the controls implemented</li> </ul>		
<p>All <b>senior school pupils</b> eligible to attend the school in person and <b>members of staff</b> (senior and junior school, academic and support staff) working on the school premises who are identified as a <b>close contact</b> of someone who has had a positive Covid-19 PCR test do not have to self isolate, and can continue to attend / work in school in person providing:</p> <ol style="list-style-type: none"> <li>1. they do not have Covid-19 symptoms</li> <li>2. they participate in 'serial' testing using lateral flow test kits for 7 consecutive days (excluding weekends &amp; bank holidays)</li> <li>3. the results of the lateral flow tests are negative</li> </ol> <p>If they do not fully participate in the serial testing, or have a positive lateral flow test result, they <b>must</b> follow the Government's 'Stay at home guidance for household with possible coronavirus infection' or 'Guidance for contacts of people with confirmed coronavirus infection who do not live with that person'</p>		
<p>Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff) that <b>if they start feeling unwell with symptoms of Covid-19 during the school day</b>, they must go home as soon as possible and arrange to have a PCR Covid-19 test asap. This will enable staff to quickly come back to school if the test proves to be negative. A positive test will require rapid action to protect their colleagues and pupils.</p> <ul style="list-style-type: none"> <li>- Remind all pupils that if they start feeling unwell with symptoms of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home</li> <li>- Staff should be alert for signs of pupils developing symptoms of Covid-19 - commonly a temperature (looking visibly hot for no obvious reason), feverish or developing a persistent cough</li> </ul>	Tolerable	<p><a href="https://gov.wales/coronavirus-us-regulations-guidance">https://gov.wales/coronavirus-us-regulations-guidance</a></p>
<p>Tell all <b>suppliers and delivery drivers</b> that if they, or anyone in their household or close contacts is feeling unwell / exhibiting symptoms of Covid-19, they <b>must not</b> come on site, and they <b>must</b> follow the governments 'Stay at home guidance for household with possible coronavirus infection'</p>		
<p><b>Coronavirus Testing Kits</b></p> <p>All schools have been provided with a <b>small number of PCR Covid-19</b> testing kits by the NHS / PHW (additional limited supplies can be ordered). These are <b>only</b> to be used by members of staff or pupils in exceptional circumstances (not members of their families or households). The exceptional circumstances are:</p> <ul style="list-style-type: none"> <li>• They have developed symptoms whilst at school, and</li> <li>• You believe they may have barriers to accessing a test elsewhere</li> <li>• You believe that if you sent the individual home without a kit, they would not receive a test at all.</li> </ul> <p>The test is suitable for use by pupils and staff of all ages. Staff at school <b>must not</b> conduct the test. Pupils under 18 - the test kit should be given to their parent or carer.</p> <p>Schools can also provide members of staff with a BUPA test kit if they are not able to access a NHS test</p>		
<b>Promoting Good Health</b>		
<p>Encourage all staff to have a seasonal flu vaccination in the autumn term; facilitate this by arranging vaccination sessions in school</p>		<p><a href="https://gov.wales/coronavirus-us-regulations-guidance">https://gov.wales/coronavirus-us-regulations-guidance</a></p>
<p>Encourage all staff to have a Covid 19 vaccination as soon as they are eligible for it</p>		
<b>Whole School Precautions</b>		

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
Unless it is an emergency, or essential to the safe operation of the school, parents, visitors, contractors, delivery staff should <b>not</b> enter school buildings during school hours / whilst pupils and the majority of staff are on site	Tolerable	
<p><b>Essential Onsite Visitor meetings</b></p> <p>Where possible, avoid having face-to-face meetings with visitors - most meetings can take place virtually. However, if a face-to-face meeting is unavoidable, or there is a significant benefit in having a face-to-face meeting, a specific risk assessment / protocol should be completed that explains why the meeting has to take place which includes the following controls:</p> <ul style="list-style-type: none"> <li>- Control where the visitor(s) go, when they arrive / leave, whom they meet and log this (in case they subsequently inform you that they had Covid-19 at the time of the meeting, or vice versa that there is a case of Covid-19 in school and the visitor is a close contact),</li> <li>- Ask the visitor(s) to inform the school in advance and on arrival that they are not exhibiting symptoms of Covid-19, or required to isolate or quarantine, and to cancel the meeting if they are.</li> <li>- If the visitor(s) is not familiar with the school, consider access routes - they could be met outside the main entrance and escorted to signing in point if this is not in the main reception area,</li> <li>- The time and location of the meeting should be arranged to minimise the potential to mix with other school staff and pupils, and in a room that can be easily and swiftly cleaned post meeting. If possible, use a room for the meeting that is not near an entrance used by large numbers of pupils</li> <li>- Meeting rooms should be provided with supplies of hand sanitisers and tissues</li> <li>- Ensure that the visitor(s) and everyone they meet complies with the requirements for hand washing / sanitisation, social distancing, and any mask wearing protocol required by the school or the Government if a local lockdown is in force.</li> </ul>	Tolerable	
<p><b>Peripatetic Staff</b></p> <p>Consider teaching lessons / pupil activities taught / supervised by peripatetic staff virtually. Where there is a significant benefit to pupils having a lesson / session with a peripatetic member of staff in person (or a significant disadvantage if it is taught virtually) a specific risk assessment / protocol should be completed that explains why the lesson / session is taking place in person and includes the following controls:</p> <ul style="list-style-type: none"> <li>- Where possible use peripatetic staff who only visit your school</li> <li>- If they don't come into school every day, the peripatetic teacher should confirm 24hrs in advance of the visit that they are free from Covid-19 symptoms and have not been required to isolate, and be reminded that under no circumstances should they come to school if they are showing even the mildest of Covid-19 symptoms</li> <li>- Peripatetic staff should follow strict social distancing (2m or 1m+) from their pupils, and all other staff members, at all times. In small music rooms, consider the use of screens between staff and pupils, and ensure good ventilation</li> <li>- In order to minimise contact and maintain as much distance as possible from other staff, breaks and lunch should <u>not</u> be taken in rooms / offices occupied by significant numbers of other staff / pupils</li> </ul>	Tolerable	
<p><b>Supply Staff</b></p> <p>Where possible all lessons / pupil activities should be taught by permanent school staff. Where it essential to use supply staff a specific risk assessment / protocol should be completed that explains why it is necessary and includes the following controls:</p> <ul style="list-style-type: none"> <li>- Where possible use supply teachers who have agreed only to work for your school</li> <li>- If they don't come into school every day, the supply teacher should confirm 24hrs in advance of the visit that they are free from Covid-19 symptoms and have not been required to isolate, and be reminded that under no circumstances should they come to school if they are showing even the mildest of Covid-19 symptoms</li> <li>- Strict social distancing should be followed at all times</li> </ul>	Tolerable	
<p><b>Entrances and Reception Areas</b></p> <ul style="list-style-type: none"> <li>- Consider fitting non-touch systems / proximity readers on access control systems, particularly on gates &amp; entrance doors used by the majority of staff pupils and visitors</li> <li>- Consider fitting additional hand washing facilities (ideally operated by sensors) outside the entrances used by the majority of staff and pupils</li> <li>- Where it is not possible / appropriate to have handwashing facilities at entrances, provide supplies of sanitiser preferably activated by a sensor or pedal, rather than manually NB Be aware of the need to supervise younger pupils if they need to use sanitisers</li> <li>- Depending on the design of your reception areas, consider providing protective screens</li> <li>- Ask staff and visitors to use their own pens to sign in, or clean signing in /out touch screens after each person has used it.</li> <li>- Everyone should wash their hands / use hand sanitiser on arrival at the school - display notices to remind people to do this</li> <li>- Receive / check post deliveries in a designated area, respecting social distancing, and be aware of the need to wash / sanitise hands immediately after handling items and using any shared signing devices.</li> </ul>	Tolerable	
<p>As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises.</p> <p>For <b>pupils</b> this means:</p> <ul style="list-style-type: none"> <li>- being in consistent groups / bubbles which have limited contact with other groups / bubbles</li> <li>- where possible, keeping 1m+ away from other pupils</li> <li>- not directly facing each other when it is not possible to be at least 1m+ away from other pupils</li> <li>- keeping at least 2m away from members of staff and other adults (it is recognised that younger pupils will not be able to do this)</li> </ul> <p>For <b>staff, visitors, contractors</b> and all other adults this means:</p> <ul style="list-style-type: none"> <li>- trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, mitigations should be out in place, eg</li> <li>- being outside</li> <li>- not directly facing another person</li> <li>- minimising the time spent in closer contact</li> <li>- having a screen between people</li> </ul>	Tolerable	
Provide signage in prominent positions around the school to remind everyone of the importance of regular handwashing, keeping a safe distance from everyone else, staying within your teaching group / 'bubble', and not coming into school if you have symptoms of Covid-19, however mild. Ensure everyone practices these important measures.	Tolerable	
<p>All staff and pupils to be regularly reminded to follow recommended precautions to reduce the risk of catching / spreading infections</p> <ol style="list-style-type: none"> <li>1. Avoid contact with people who are unwell</li> <li>2. Wash your hands regularly and thoroughly, or use of hand sanitiser (min 60% alcohol) where hand washing facilities are not available</li> <li>3. Try not to touch your eyes / nose / mouth</li> <li>4. Good respiratory hygiene / cough etiquette (catch it, bin it, kill it)</li> <li>5. Clean surfaces that are touched frequently</li> <li>6. Minimise contact with other individuals and groups / 'bubbles'</li> </ol>	Tolerable	
Remind all staff and pupils that they <b>must</b> follow the Welsh governments guidance' when they are not in school	Tolerable	<a href="https://gov.wales/coronavirus-regulations-">https://gov.wales/coronavirus-regulations-</a>
<p><b>Moving around the site</b></p> <ul style="list-style-type: none"> <li>- Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people.</li> <li>- Where this is not possible divide wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points.</li> <li>- Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors</li> <li>- Everyone should be reminded that social distancing should be maintained between themselves and other people when they move around the site</li> <li>- Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site</li> <li>- Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site.</li> </ul>	Tolerable	

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Ensure social distancing is maintained in cloakrooms &amp; handwashing facilities, e.g. by designating specific cloakrooms / handwashing facilities to specific groups of staff / pupils, marking out social distancing spacing and monitoring compliance. NB as hand washing is one of the main ways to reduce the risk of Covid-19 infection, it is not recommended that wash hand basins are taken out of use even if they are less than 1m apart</p> <p>- Provide plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities. Blown air hand dryers activated by proximity sensors are safe to use, but hand dryers operated by pressing a button should be disconnected</p>	Tolerable	
<p>In order to enable handwashing to be as effective as possible staff and pupils should not wear bracelets and rings (other than plain wedding bands), finger nails should be kept short</p>	Tolerable	
<p>Provide supplies tissues in all classrooms, staff rooms &amp; reception areas, and encourage pupils to use them when necessary - 'catch it, bin it, kill it'.</p> <p>- Bins should be emptied at least daily. Ideally bins should have lids on them</p>	Tolerable	
<p>Recommend that all staff and pupils wear clean clothing on the top half of their body to school each day. Skirts, trousers and shorts should be changed regularly - ideally at least twice / week</p> <p>- Recommend that clothes that cannot be regularly machine washed, e.g. blazers, suits, jackets and ties should be avoided or rotated with 72 hours break in-between wear</p>	Tolerable	
<p><b>Face coverings -</b></p> <p>If a school is located in a local lockdown area where the transmission of the virus is high, face coverings must be worn by senior school staff, pupils and visitors whilst moving around the school in areas where social distancing is difficult to maintain, eg corridors and communal areas</p> <p>- Face coverings may also need to be worn whilst giving First Aid, Caring for Pupils with Covid-19 Symptoms and Cleaning Areas Occupied Someone with Covid 19 Symptoms (see paras below).</p> <p>- School Heads can also decide that staff, pupils, visitors and contractors must wear face coverings when moving around their school, eg on staircases, in corridors and in communal areas, e.g. queue's for lunch service or transport at the end of the school day, where social distancing is difficult.</p> <p>- Individual staff or pupils may choose to wear face coverings at all times. If staff would like to wear a face covering whilst they are teaching, then a clear face visor is recommended as this will have less impact on teaching / communication than a close fitting face covering</p> <p>Require that all staff and students wear face masks in corridors and common areas at all times. Especially where there are likely to be others from outside their "bubble". Face masks are not required when in classrooms amongst those within the "Bubble".</p> <p>Must also advise them to:</p> <ul style="list-style-type: none"> <li>- refrain from touching their face covering when wearing it,</li> <li>- when not wearing it keep it in their pocket, or a small bag (eg money belt) that they keep with them at all times (it's important to avoid face coverings being placed on tables and other surfaces in areas such as the dining hall)</li> <li>- not put face coverings down on desks, benches and other surfaces (contamination risk)</li> <li>- wash or sanitise their hands immediately after handling their face covering</li> <li>- not touch face coverings that don't belong to them</li> <li>- a clean face covering should be worn each day, and used face coverings washed on a hot washing machine cycle (60oC).</li> </ul> <p>If teaching staff would like to wear a face covering whilst they are teaching, then a clear face visor is recommended as this will have less impact on teaching / communication than a close fitting face covering</p> <p>Discarded or lost face coverings should only be picked up by someone wearing gloves or using a litter picker; they can be disposed of in the normal waste stream</p>	Tolerable	<p><a href="https://gov.wales/coronavirus-regulations-guidance">https://gov.wales/coronavirus-regulations-guidance</a></p>
<p><b>Fire Drills &amp; Emergency Evacuations</b></p> <p>In an emergency, exiting the building quickly and calmly will be the number 1 priority, but having exited the building, social distancing between everyone should be reinstated, including at the assembly point - Year and Class markers may need to be repositioned to achieve this</p>	Tolerable	
<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>- Pupils should be encouraged to care for their own small / superficial injuries, e.g. applying a plaster to a graze or small cut, if they are old enough and not distressed.</li> <li>- Where it is not possible to maintain a 2m or more distance from the injured person, disposable gloves and an apron should be worn. Avoid touching your mouth, eyes or nose</li> <li>- Full PPE (disposable gloves and aprons, an appropriate face mask e.g. fluid resistant surgical mask or CE marked FFP2 respirator and visor) should be worn where first aid provision requires close contact (within 2m for more than 15 minutes) with the injured person, if there is any risk of bodily fluids splashing (coughing, crying, vomiting), or where face-to-face treatment is necessary</li> <li>- After first aid treatment has been given, used PPE can be disposed of with normal waste, wash your hands thoroughly with soap and water at the earliest opportunity</li> <li>- All first aiders and first aid kits are supplied with mouth-to-mouth resuscitation protection (masks with a one-way valve and filter that can be used on a casualty to enable mouth-to-mouth resuscitation to take place safely)</li> </ul>	Tolerable	<p><a href="#">Guidance for First Aid Responders</a></p>
<p><b>Assemblies and Other Large Group Gatherings</b></p>	Tolerable	
<p><b>Lunch / Food Preparation</b></p> <ul style="list-style-type: none"> <li>- Consider moving to a very simple / limited lunch service which needs only a few staff to prepare/serve, or move to a system whereby staff and pupils eligible to be in school bring their own lunch into school. Be mindful of allergy risks posed by home made lunches.</li> </ul> <p>If a school lunch service is provided: The catering staff must comply with the <i>Guidance for Food Businesses on Coronavirus (COVID-19)</i> during food preparation and service</p> <ul style="list-style-type: none"> <li>- Organise catering staff into groups / partners built around natural work teams to reduce the amount of mixing between staff members; each group / partnership should work together, take breaks together and change together</li> <li>- If possible stagger starting / finishing times to minimise crowding at entrances and in changing rooms</li> <li>- Restrict access to the catering department to as few as people as possible and strictly maintain social distance with all delivery staff</li> <li>- Staff involved in food preparation and service should try to maintain social distancing - 2m (or '1m plus') at all times</li> <li>- Where possible arrange workstations which give 2m distance between each staff member, avoid working directly opposite someone else</li> <li>- In cramped areas, eg walk-in fridges, smaller store rooms, pot wash areas or changing rooms, set a maximum limit on the number of people allowed in the room at any one time, or consider using screens or barriers to separate people from each other</li> <li>- Implement a one-way system in the kitchen, food preparation and service areas</li> <li>- Encourage staff to wash their hands very regularly, and increase the frequency that high contact surfaces, eg fridge door handles, are sanitised</li> <li>- Maintain good ventilation in all parts of the catering department by keeping doors and windows open (fly screening must be in place)</li> <li>- Hold meetings virtually or in well ventilated rooms with plenty of space</li> <li>- Staff changing rooms / toilets / locker rooms / rest rooms should be cleaned more regularly and thoroughly with emphasis in hand-contact surfaces</li> </ul>	Tolerable	<p><a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></p>
<p><b>Lunch Service</b></p> <p>The catering staff must comply with the <i>Guidance for Food Businesses on Coronavirus (COVID-19)</i> during food preparation and service</p> <p>Steps must be taken to keep staff and pupils in different bubbles / groups separate from each other during lunch service. This could include:</p> <ul style="list-style-type: none"> <li>- Making arrangements for lunch to be served / eaten in other rooms, eg staff rooms, common rooms, outside (if the weather is suitable)</li> <li>- Staggering the lunch service</li> <li>- Reducing the number of tables and chairs in the dining rooms to enable greater spacing between them</li> <li>- Allocating specific tables to specific groups / bubbles</li> <li>- Thoroughly cleaning tables and chairs between use by different groups / bubbles</li> <li>- Ensuring everyone follows social distancing in queues, at the service counter, in the dining room and at pinch points eg entrance/exit doors or the dirty plate return point - use of floor markings, signs, one-way systems</li> <li>- Self service should be limited to prevent the shared use of serving spoons / utensils etc</li> <li>- Where face-to-face contact between catering staff and pupils/teaching staff cannot be avoided, eg at the food service counter or till, install screens</li> <li>- Shared containers, eg drinking water jugs or condiment dispensers should be removed or thoroughly cleaned after each use</li> <li>- Crockery, glasses/cups and eating utensils should not be shared and must be washed in a dishwasher on a hot wash cycle</li> <li>- Remind everyone to wash their hands immediately before and after eating their lunch</li> <li>- Ensure the dining room is well ventilated by keeping doors and windows open</li> <li>- Where possible cashless systems should be used for all transactions</li> </ul>	Tolerable	<p><a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></p>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Libraries and Communal Learning Resources</b></p> <ul style="list-style-type: none"> <li>- Libraries can be used as a learning environment, provided members of different groups don't mix together (consider allocating each year group specific times) or having wide gaps between different groups; consider a one way system and ensure thorough cleaning regimes are in place</li> <li>- Items that are difficult or impossible to clean, eg newspapers and periodicals should be removed / cancelled</li> <li>- Seating and desks should be arranged so that the people using them are not facing each other (if closer than 2m) and are socially distanced from each other</li> <li>- As it is not practical to regularly clean all the books etc in the library, staff and pupils should be instructed to wash / sanitise their hands after handling resources in the library.</li> <li>- The covers of all books/resources taken out of the library should be wiped over with sanitising spray as it is issued. Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves</li> </ul>	Tolerable	
<p><b>Wrap-Around Care and Extra Curricular Clubs</b></p> <p>Early Birds / After School Care and Extra-curricular clubs can operate for all pupils. Where possible pupils should stay in the groups / bubbles they are in during the school day. If this is not possible, the groups should have a consistent and identifiable membership, as far as possible keep separate from / not mix with other groups, and additional Covid controls appropriate to the activity employed eg take place outside or in large well ventilated rooms, equipment designated for use only by specific pupils, etc</p> <p>A daily record should be kept of pupils and staff in each group, and any close contact** that takes place between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19</p> <p>**Close contact means:</p> <ul style="list-style-type: none"> <li>- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin). [People likely to fall into this category will have had a close conversation with the positive person, or be in their immediate friendship group]</li> <li>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual. [People likely to fall into this category will have within a circle with a 2m radius of the positive person – sitting next to them / in front of them / behind them in lessons, at lunch, during sports activities, in clubs, on school transport, on public transport]</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul>	Tolerable	
<p><b>Lets</b></p> <p><b>Lets can only take place if they are providing childcare for early years settings, vulnerable children &amp; children of critical workers</b></p> <p><b>Where lets are allowed to take place, strict controls must be implemented to minimise the risk of transmission of Covid-19 to the school community, eg separation by time and distance, cleaning regimes of areas / equipment used, and the steps that the let takes to register their participants are at each session</b>(and where relevant sporting NGB guidance) and strict controls are in place to minimise the risk of transmission of Covid-19 to the school community, eg separation by time and distance, cleaning regimes of areas / equipment used, and the steps that the let takes to ensure that they know who their participants are at each session.</p> <ul style="list-style-type: none"> <li>- Lettings are not generally permitted for over-18s social groups, clubs, activities of more than six people and indoor team sports (refer to Sports England guidance), but there are exceptions, for example: <ul style="list-style-type: none"> <li>* exercise classes, organised outdoor sport or licenced outdoor physical activity, and supervised sporting activity (indoors or outdoors) for under-18s <ul style="list-style-type: none"> <li>• indoor organised team sports for disabled people</li> <li>• elite sporting competition and training</li> <li>• supervised activities for children, including wraparound care, youth groups and activities and children's playgroups</li> <li>• support groups (formally organised groups to provide mutual aid, therapy or any other form of support, eg to those who have suffered bereavement) which can be up to a maximum of 15 people;</li> </ul> </li> </ul> </li> <li>- Lets that fall within the designated sectors, eg sport &amp; leisure activities, should have and use a unique NHS QR code so that customers / members can 'check in' using this option, and therefore support the NHS Test &amp; Trace system.</li> </ul> <p>Both the school and the hirer must complete a risk assessment / protocol to indicate how the risks of Covid-19 infection will be controlled during the let. Some of the factors to consider include:</p> <ul style="list-style-type: none"> <li>- How the let checks the health status of their customers</li> <li>- How the let records which customers attends each of their sessions, and the process for notifying the school in the event that any of them subsequently test positive for Covid-19 (temporary records of customers should be kept for 21 days)</li> <li>- How the let will discourage spectators and non-participating children in indoor facilities</li> <li>- How the let will ensure social distancing, regular handwashing / hand sanitisation, and if indoors good ventilation during the let</li> <li>- When and where the lets customers will enter the school site / buildings</li> <li>- Any facilities / equipment that will not be available, eg if it is not possible to clean effectively between use by different groups</li> <li>- Where relevant, use of changing rooms (NB the lets customers and staff should be encouraged to change and shower at home wherever possible)</li> <li>- Any overlap with school staff / other lets</li> <li>- Responsibilities for monitoring to ensure controls identified in the risk assessment are being complied with</li> </ul>	Tolerable	<a href="#">Working Safely During Coronavirus: Guidance for providers of grassroots sport and gym / leisure facilities</a>
<p><b>School Pets</b></p> <p>The welfare of all school pets is essential and they must continue to be properly looked after.</p> <ul style="list-style-type: none"> <li>- Anyone who looks after or touches a school pet should wash their hands immediately afterwards</li> </ul>	Tolerable	
<p><b>School Trips</b></p> <ul style="list-style-type: none"> <li>- The government currently advises against any overseas trips for children under 18 organised by educational settings.</li> <li>- The Department for Education is currently advising against all residential domestic trips</li> <li>- Day trips can be undertaken, provided a detailed risk assessment has been completed which takes into account the risks of Covid-19 infection at every stage of the trip / visit and implements strict controls</li> </ul>	Tolerable	
<p><b>School Trips will not take place during lockdown</b> Duke of Edinburgh Award Expeditions <b>will not take place during lockdown</b></p>	Tolerable	<a href="#">DfE Public Health Arrangement</a>
<p><b>Assessment Days for Prospective EYFS / KS1 Pupils must take place virtually, or be postponed until after lockdown has ended</b></p>	Tolerable	
<p><b>Music and LAMDA Exams</b></p> <p>Official Music and LAMDA exams <b>must take place virtually, or be postponed until after lockdown has ended</b></p>		
<p><b>Parents Evenings</b></p> <p>As far as possible, parents evenings should be run virtually. If a face-to-face meeting is essential, it should take place in a well ventilated location where it is possible to maintain at least 2m separation (or '1m plus'). Small offices / rooms should be avoided where possible, as should furniture that can't be easily cleaned</p>	Tolerable	
<p><b>Interviews for New Staff</b></p> <p>Initial interviews / selection processes should take place virtually, but final interviews can take place in person providing all the necessary controls are implemented, e.g. confirming interviewees are not symptomatic or isolating on the day of the interview, social distancing at all times, appropriately sized and well ventilated rooms if an outside interview is not possible, not shaking hands, cleaning of all surfaces, handwashing or sanitising</p>	Tolerable	

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Exams</b></p> <ul style="list-style-type: none"> <li>- Candidates or invigilators who are unwell / self-isolating must not attend; alternative arrangements should be made for the candidate to sit the exam</li> <li>- <b>Public Exams and vocational assessments planned for January 2021, eg BTECs, can go ahead</b></li> <li>- <b>Mock and internal exams must be postponed or take place virtually</b></li> </ul> <p><b>Entrance Exams and Scholarship Assessments</b></p> <ul style="list-style-type: none"> <li>- Where possible, entrance exams and scholarship assessments should be undertaken remotely / virtually. If this is not possible, children taking the entrance exams / scholarship assessments should be kept separate from the school's current pupils, e.g. by setting the exam/assessment on a Saturday, or in a separate part of the school. Strict Covid controls must be implemented. Any scholarship assessments should take place on the same day as entrance exams to reduce the need for additional visits to the school</li> </ul>		
<p><b>Exams</b></p> <p><b>Arrival and Departure</b></p> <ul style="list-style-type: none"> <li>- Discourage group travel to the exam. Avoid groups of people congregating together by staggering arrival times. Parents should be discouraged from congregating at the school.</li> <li>- If children need to be escorted to the exam, this should be limited to one parent/adult</li> <li>- Spaces where candidates wait before and after the exam should be sufficient to enable good social distancing, and have easy access to hand washing and toilet facilities which are regularly and thoroughly cleaned</li> <li>- Candidates should be supervised to ensure good social distancing is maintained inside and outside the exam room.</li> </ul> <p><b>Exam Room</b></p> <ul style="list-style-type: none"> <li>- All exam rooms must be well-ventilated and thoroughly cleaned before and after the assessment</li> <li>- Where possible, candidates should be divided up into small groups in separate rooms.</li> <li>- Maximise the space between candidates as much as possible; candidates must not sit face-to-face</li> <li>- For candidates in the same bubble the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres – but they should be further apart – ideally 2m, if the available space in the room allows this.</li> <li>- All other candidates, whether in different bubbles, private candidates or those returning to school to take exams, should be seated at least 2 metres apart from each other in all directions. They can be in the same room as other candidates, but separate rooms should be used for different bubbles where possible.</li> <li>- It is recommended that invigilators wear face coverings whilst walking around the exam rooms</li> <li>- Invigilators must have areas where they can stand at least 2 meters from the nearest desk and see all candidates in the room. Invigilators and staff should be advised to stand alongside candidates when interacting with them rather than face to face</li> <li>- Hand sanitiser should be available around the exam rooms</li> <li>- Candidates should bring their own equipment (pencils/pens/calculators etc.), tissues and water bottles</li> </ul>		
<p><b>Open Days</b></p> <p><b>On-site open days, face-to-face meetings with prospective pupils and parents, and private schools tours will not take place during lockdown</b></p>	Tolerable	
<p style="text-align: center;"><b>Cleaning</b></p>		
<p>Each school should have a documented cleaning schedule which states 'who, what, when and how' all rooms, furniture and equipment will be thoroughly and regularly cleaned and disinfected. The schedule should include a record sheet to confirm that the task has been completed.</p> <ul style="list-style-type: none"> <li>- People undertaking routine cleaning duties do not need to wear personal protective equipment or clothing e.g. gloves &amp; aprons over and above what is usually specified in the activity risk assessment (See paragraph below for requirements for cleaning areas occupied by someone with suspected coronavirus COVID-19)</li> <li>- Equipment - use disposable cloths, paper towels/roll, disposable mop heads</li> <li>- Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses</li> <li>- Do not use bleach - there are serious H&amp;S risks associated with this product</li> <li>- If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used</li> <li>- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> <li>- Waste (gloves, aprons, paper towels etc) does not need to be segregated or treated differently from normal unless someone on the school premises exhibits symptoms, or tests positive for Covid 19, in which case it should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>- Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'</li> </ul>	Tolerable	<p><u>COSHH assessments must be completed for all new chemicals displaying a hazard symbol, and through site specific risk assessments must be completed for all new cleaning techniques, eg use of fogging, misting or UV cleaning systems</u></p>
<p><b>Every day</b> all desks, tables, work benches, chairs, stools and other regularly used furniture and equipment in all rooms used by staff and pupils should be thoroughly cleaned and disinfected.</p> <ul style="list-style-type: none"> <li>- <b>Rooms / areas used by different groups / bubbles throughout the day</b> (e.g. specialist teaching areas such as music rooms, IT suites, language labs, libraries, science labs, art studios, DT workshops, food tech rooms and changing rooms) should be cleaned more regularly. For example, cleaning staff should thoroughly clean the room at lunch time and at the end of each day. In addition each pupil should wipe down the desk surface and chair/stool they have been using at the end of each lesson using a sanitiser spray and paper towels (after being instructed on how to use the products safely) <b>NB</b> alcohol based sanitiser should <b>not</b> be used in labs or classrooms with Bunsen burners / naked flames due to the fire risk.</li> <li>- All surfaces and tables in <b>dining rooms</b> should be cleaned between different sittings, or if there is one continuous sitting, at regular intervals throughout the service period.</li> <li>- All surfaces in <b>indoor sports / exercise facilities</b> should be thoroughly cleaned between use by different classes / bubbles / groups because of the way in which people breathe during exercise</li> <li>- All high frequency <b>hand-contact surfaces</b> should be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly key pads / door release buttons, door handles and push plates, handrails and bannisters, wash hand basin taps and toilet flush handles, light switches, interactive whiteboards, tea / coffee making facilities, drinking water dispensers, keyboards, mice, touch screens, telephones, locker doors, hand operated sanitiser dispensers, desks and work surfaces, chair arm rests and the tops of chair backs (used to move chairs in and out).</li> <li>- Classroom based resources, such as <b>books and games</b>, should be cleaned and disinfected regularly. <b>Resources and equipment</b> shared between classes / groups / bubbles, eg sports, art, DT, musical, science and playground equipment should be thoroughly cleaned between bubbles, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles.</li> <li>- The covers of all books/resources taken out of the library should be wiped over with sanitising spray as it is issued. Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves</li> <li>- <b>Toilets and additional handwashing facilities</b> should be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly after break times when they have been heavily used.</li> </ul>	Tolerable	<p><u>Link to 'Cleaning Guidance'</u> <u>NB this document was updated 15 July 2020</u></p> <p>Alcohol based sanitisers present a fire risk - see email from Clare Cunningham to DFOs dated 24 August 2020 for precautions</p>
<p style="text-align: center;"><b>Medical Provision and Action in Event of Suspected or Confirmed Case of Covid-19 (Coronavirus) in School</b></p>		
<p><b>Ensure that at least one adult with a current First Aid qualification is present on each operational school site during the normal school day. If EYFS children are present, at least one person with a current full (2 day) Paediatric First Aid certificate must also be present</b></p>		
<p>Where possible, nurses should have access to 3 areas in order that they can look after all pupils with medical needs safely, and keep themselves safe too:</p> <ol style="list-style-type: none"> <li>1 - a 'triage room / area' where an initial assessment of a pupil's condition can be made (easy to clean / disinfect in case they have Covid-19 symptoms)</li> <li>2 - a dedicated 'isolation room' where pupil's with symptoms of Covid-19 could be isolated until they can go home</li> <li>3 – an office / work area where pupils that need treatment unrelated to Covid-19 can be treated. A separate room, where pupils who are unwell with non-Covid conditions can rest, may also be required</li> </ol> <p>All areas which may be occupied by people suffering from Covid symptoms should have minimal contents and all surfaces and furniture should be very easy to thoroughly clean</p>	Tolerable	

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>PPE for School Nurses and Other Staff Who Have to Look After Pupils Who Fall Ill With Covid-19 Symptoms Whilst at School</b>  School Nurses and all staff that give direct personal care to / supervise pupils who fall ill with Covid-19 symptoms whilst at school must have access to full PPE - disposable gloves &amp; aprons, an appropriate face mask e.g. fluid resistant surgical masks or CE marked FFP2 respirator, and face visor, and wear it if a distance of 2m can't be maintained between themselves and the sick person. Face masks must:</p> <ul style="list-style-type: none"> <li>- fit closely around the face and cover both the nose and mouth</li> <li>- not be allowed to dangle around the neck</li> <li>- not be touched once put on, except when carefully removed before disposal</li> <li>- be changed when they become moist or damaged</li> <li>- be worn once and then discarded</li> <li>- hands must be washed after disposal</li> </ul> <p>Training should be provided in how to safely don and doff PPE (see GDST guidance note). Training should be recorded  Face fit testing is required for wearers of Filtering Face Piece (FFP) masks (e.g. FFP2 Masks). Accredited face fit testers for your area can be found at: <a href="https://www.fit2fit.org/find-a-tester/">https://www.fit2fit.org/find-a-tester/</a></p>	Tolerable	
<p>All disposable PPE used by the School Nurse / staff whilst they look after pupils who fall ill with Covid-19 symptoms whilst at all school should be carefully disposed of by double bagging it (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream.</p>	Tolerable	Safe working in education, childcare and children's social care settings
<p>Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be:</p> <ul style="list-style-type: none"> <li>- changed as soon as possible and wrapped in a disposable plastic bag,</li> <li>- laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate</li> <li>- ironed or tumble dried</li> </ul> <p>The bag can be disposed of in the normal household waste stream.</p>	Tolerable	
<p>Members of staff that give direct personal care to / supervise someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose and wash their hands thoroughly for 20 seconds immediately after leaving the sick person  They do not need to go home and isolate unless they develop symptoms themselves.</p>	Tolerable	<a href="https://gov.wales/coronavirus-regulations-">https://gov.wales/coronavirus-regulations-</a>
<p><b>Pupils</b> developing symptoms of Covid-19 whilst at school should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in 'Coronavirus (COVID 19) - Implementing Protective Measures in Education &amp; Childcare Settings'.  If they are old enough, the pupil should be isolated in a room with the door closed and a window open for ventilation. If they are not old enough to be in the room by themselves, they should have appropriate adult supervision. As much as possible, the supervisor should keep at least 2m away from the child, and they should wear full PPE (see row 77) if this is not possible.  If they need to go to the toilet whilst waiting to be collected, they should use a separate WC which must be cleaned and disinfected before being used by anyone else.</p>	Tolerable	<a href="https://gov.wales/coronavirus-regulations-guidance">https://gov.wales/coronavirus-regulations-guidance</a>
<p><b>Cleaning areas occupied by someone with suspected coronavirus (COVID-19)</b></p> <ul style="list-style-type: none"> <li>- If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours</li> <li>- People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning.</li> <li>- Equipment - use disposable cloths, paper towels/roll, disposable mop heads</li> <li>- Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses</li> <li>- Do not use bleach - there are serious H&amp;S risks associated with this product</li> <li>- If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used</li> <li>- Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces</li> <li>- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> <li>- All waste (gloves, aprons, paper towels etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>- Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose (fluid resistant surgical masks or CE marked FFP2 respirator and face visor), as well as wearing gloves and an apron</li> <li>- Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned</li> <li>- Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of</li> </ul>	Tolerable	Link to 'Cleaning Guidance' NB this document was updated 15 July 2020
<p><b>Action in the Event of a Confirmed Case of Covid-19 in School</b>  If a pupil or member of staff develops Covid-19 symptoms whilst in school they will be sent home. They must have a PCR Covid-19 test, and let the school know the results. Tests are free and can be booked online through the NHS Testing and Tracing for Coronavirus website <a href="http://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a>  - If the PCR test result is positive the school will act swiftly and contact PHW. There is no need to contact the DfE if the person has symptoms but has not tested positive. The school should also report all confirmed, positive cases using the online attendance form daily return AND inform your local authority.  - The Covid-19 positive person must self-isolate for a minimum of <b>10 days</b>, and all members of their household must also self-isolate for <b>10 days</b> (or more if they develop symptoms themselves).  - The school must inform the Health Protection Team which members of staff and pupils have been in <b>close contact</b> with the person during the infectious period - <b>Junior school pupils will all be asked to self isolate for 10 days; Senior school pupils and members of staff will be offered 'Serial Contact Tracing' or they must also self-isolate for 10 days - see row 42.</b></p> <p><b>'Close contact' means:</b></p> <ul style="list-style-type: none"> <li>- <b>direct close contacts</b> - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin). [People likely to fall into this category will have had a close conversation with the positive person, or be in their immediate friendship group]</li> <li>- <b>proximity contacts</b> - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual. [People likely to fall into this category will have within a circle with a 2m radius of the positive person – sitting next to them / in front of them / behind them in lessons, at lunch, during sports activities, in clubs, on school transport, on public transport]</li> <li>- <b>travelling in a small vehicle</b>, like a car, with an infected person</li> </ul> <p>Household members of the contacts who are sent home do not need to self-isolate unless the contact subsequently develops symptoms, in which case they must isolate too, unless the contact has a negative Covid-19 test  If confirmed cases of Covid-19 include any EYFS pupils or staff Ofsted must be informed</p>	Tolerable	<a href="https://gov.wales/coronavirus-regulations-guidance">https://gov.wales/coronavirus-regulations-guidance</a>
<p style="text-align: center;"><b>Communication and Training</b></p>		
<p>All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded</p>		
<p>Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors</p>		
<p style="text-align: center;"><b>Area / Activity Risk Assessments</b></p>		
<p>All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented</p>		
<p style="text-align: center;"><b>Monitoring</b></p>		

Control Measures	Tolerable Action Required (3+) Prohibited (See Matrix)	Notes / Further Action Required
All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department		

It is essential that:

- Staff are **consulted** on the risk assessment. This must be through the NEU rep(s) as per GDST's Recognition Agreement, but you should also consult more widely, perhaps via the Staff Consultative Committee, Heads of Department or directly. Staff will have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary.
- The controls identified in the risk assessment are **communicated** to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. This could be in the form of a training session, notices reminding people what to do in certain situations, provision of guidance notes or reference documents, the issuing of the risk assessment itself, or a combination of some, or all of these things. It is not necessary for all staff to 'sign off' the risk assessment, but it is recommended that you keep records of how you are informing all the affected people of the controls they must implement and new practices they must follow.

In addition:

- The risk assessment should be **signed off** by the Head, Junior Head and DFO
- You should **publish** your site specific risk assessment on your school's website
- Once the school has reopened, the risk assessment should be kept under **regular review**, and updated as necessary

Further Action Log			
Action Required			
1			
2			
3			
4			