

Template school risk assessment for the management of Covid-19 risk

It has been recognised that the Excel format that was initially introduced to record school Covid-19 risk assessments has become unwieldy and is causing some confusion.

This template has been designed to support the simplification of the recording of the Covid-19 risk assessments.

There is no requirement for you to use this template however the Corporate Health and Safety team believe that by using it you will find it easier to record your risk mitigation measures and any changes you make in your reviews.

The significant hazard that is being assessed is “the contraction or transmission of Covid-19”. This hazard is risk assessed at the start of the template. The identified control measures are a reflection of the National guidance and will be the same or similar for all schools. There is little or nothing for you to alter in this part of the document unless you believe that you are doing something additional or different. The guiding principles used in the RA are regularly under review so schools will be made aware of any significant changes to the National guidance.

The second part of the document shows a format for recording how individual schools deal with the “areas of concern” (this is based on the RA produced by a DCC school). In this part of the assessment you should identify in detail how you will manage the identified activities. The areas of concern will generally be common to schools but you do need to consider your specific operation.

Remember - This is a template that incorporates a worked example. Not all of the content will be relevant to your school and there may be additional elements that you need to add for your school.

If you decide to adopt this template, it should be a simple process to cut and paste your school specific information that you already have into it.

Authors:				
Date:	Review date	Review date	Review date	Review date
	Review date	Review date	Review date	Review date

The Welsh Governments's five principles for returning to school Updated in readiness for September 2020

1. The safety and mental, emotional and physical wellbeing of students and staff
2. Continuing contribution to the national effort and strategy to fight the spread of Covid-19
3. Having the confidence of parents, staff and students - based on evidence and information - so that they can plan ahead
4. Ability to prioritise learners at key points, including those from disadvantaged backgrounds
5. Having guidance in place to support measures such as distancing, managing attendance and wider protective actions.

Example of how you can show summary of RA review information.

5.1.2021

Risk Assessment re-visited in light of Government information that 30% of new Covid cases are the new strain which is 50-70% more transmissible. Schools are recognised as vectors of transmission and have been temporarily closed to all learners other than LAC children, pupils on CP register and children of Key Workers. These children will be taught in their original bubbles with class teams supervising on a rota basis. All other pupils will be provided with online learning and/or physical work packs. All control measures from original risk assessment remain current as detailed below.

27.1.2021

Following further guidance from PHW regarding staff toilet procedures – we have reviewed and updated our risk assessment accordingly – under hygiene to reflect this additional information

10.2.21

Following further guidance from WAG, updated re CO2 monitor, 3 layer coverings and twice weekly voluntary tests for staff

Significant hazards	Existing Measures	Assess the risk level with the controls			Identify any further actions (These actions are something you could or should do, they may or may not reduce the risk further).	Risk level after any additional controls			Additional Comments
		Severity	Likelihood	Risk Level		Severity	Likelihood	Risk Level	
Who can be harmed and how?									
Who. Employees, pupils, school visitors and contractors. (anyone entering the premises or coming into contact with individuals that do)									
How. Contraction and or transmission of Covid-19 with any of its associated outcomes.									
Transmission and or contraction of Covid-19	<p>Compliance with National guidance on control measures so far as is practicable.</p> <p>Welsh government guide - How do I keep COVID-19 out of our school? (Version 1 published February 2021) will be applied. (See end of this RA)</p> <ul style="list-style-type: none">• Staff reinforce safety measures with pupils through regular learning, communications, monitoring and support.• Staff, pupils, visitors and contractors do not attend if displaying Covid symptoms, are living with someone who is or who have been advised to self- isolate by test and trace.• Staff and vulnerable pupils subject to personal risk assessment to determine if they are in a vulnerable group and determine any additional control measures.• Social distancing where practicable	4	2	8 (M)	<ul style="list-style-type: none">• Regular review of RA particularly to incorporate new and modified guidance• Assess areas of concern as identified in National guidance (See below)• Develop an operational plan specific to the school	4	2	8 (M)	

	<ul style="list-style-type: none"> • Covid signage at entrance around the school - Do not enter if displaying symptoms of Covid, keep your distance, use hand sanitiser on way in, on way out and throughout the day, wearing of face coverings mandatory in communal areas for adults and pupils aged 11 and over. • Hand sanitiser stations at entrance doors, exit doors and selected positions around the school. • Everyone asked to hand sanitise on entering and leaving the premises and at intervals through the school day. • Toilet facilities used by appointed groups to minimise contact crossover • Anyone using the toilet facilities told to wash hands in line with national guidance (posters in toilets) • Regular cleaning through the school day and at the end of the day • Ventilation maximised e.g. doors open where possible, windows open, air circulation operating where available, • Face coverings mandatory in communal areas for all aged 11 or over unless of medical exemption. • Face visors available for staff and pupils who cannot wear face coverings • Staff not wearing face coverings for medical reasons will have identification • Clear screens installed for segregation where practicable • No unauthorised or unofficial visitors' inside • Staff consulted on RA, control measures and operational plan. Staff feedback taken into consideration. • Lateral flow testing in operation • Any Employees/Pupils/ Parents who are feeling unwell/displaying COVID19 symptoms will be advised that they must not attend/visit school. • If anyone becomes unwell when in the school they will be told to leave School as soon as practicable and follow self-isolation guidelines. • Learners who are feeling unwell/displaying COVID19 symptoms will be placed in an isolation area to wait for Parents to pick them up, 								
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	<ul style="list-style-type: none">• School will monitor sickness absence of pupils and report any suspected incidence of COVID19 symptoms to LEA and DCC A/I reporting system.• Track and Trace in operation• Operational plan in place to details the measures in specific areas• RA will be reviewed frequently and whenever guidance is updated							
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Area of Concern	Existing Measures	Likelihood x Severity	Additional Controls	Likelihood x Severity	Additional Comments
Staffing	<p>Staffing numbers required for current eligible cohort have been determined on a rota basis. This includes first aid cover.</p> <p>Timetabling and rotas should support staff's well-being and they should be given regular welfare breaks. This also provide contingency so that staff are able to step back from provision if this is needed to protect their well-being.</p> <p>Approach to staff absence reporting and recording in place. All staff aware.</p> <p>Arrangements for staff who are working from home are in place. Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	3 x 3 = 9		3 x 3 = 9	<p>Return to school from September 2020 procedures are clear for all staff.</p> <p>Occupational Health return to work discussions to be investigated.</p> <p>HR guidance updated</p> <p>As contact with more learners' increase risk of staff requiring self-isolation increases. e.g. Return to work interviews to discuss completed risk assessments and any support needed for clinically vulnerable staff</p> <p>Staff who suffer with anxiety may find it difficult to attend work without reassurances.</p> <p>Professional Association collaboration required with Unions</p> <p>No external peripatetic teachers in the building</p> <p>Full available class teams to be in every day once school reopens. Pupils will be in 5 days a week.</p> <p>Safeguarding procedures and protocols to be maintained at all times.</p>

					<p>Mass Testing when in place may identify the virus earlier</p> <p>CO2 monitor to be installed in new building (Foundation, Supported/ Functional and Post 16 area) to assess levels of CO2 emissions</p> <p>EYFS Staff to wear 3 layer face coverings – wash hands before donning. Do not touch and fiddle with face covering during the day to reduce transmission. School will provide face coverings</p> <p>Voluntary staff lateral flow test twice weekly at home on a Sunday and Wednesday.</p> <p>Majority of staff have taken up the offer of the first Covid Vaccine</p>
Transport / Taxi	<p>Transport assistants wearing face coverings and ensuring 2m social distancing.</p> <p>LA to work with all transport providers regarding cleaning of vehicles and risk assessments for pupil transport. Pupils will wash their hands upon arrival at school.</p> <p>School sectioned into 4 hubs with 4 transport drop off points to minimise traffic through school and cross contamination.</p> <p>SLT on duty every day.</p> <p>SLT and Pastoral Manager on gate to let taxis in and out once safe.</p>	2 x 3= 6	Pupils dropped off at nearest point of access to their class-base to enable them to access their class from external doors.	2 x 3 = 6	<p>Where possible families to transport their child themselves, therefore reducing the number of adults that the pupil comes into contact with.</p> <p>Updated LA guidance</p>

	<p>Timing of journeys and staggering of incoming/exiting to be planned with DCC and transport</p> <p>A transport risk assessment from DCC in place</p>				
Arrival / departure	<p>Pupils wash their hands for no less than 20 seconds upon arrival and departure.</p> <p>All learners to remain in vehicles until identified staff arrive to collect them.</p> <p>One-way system introduced for safety.</p> <p>Receiving staff to use PPE and carry thermal thermometers</p> <p>Identified staff to change PPE prior to continuing with their role.</p> <p>Learners to remain in designated classes with minimal movement unless to toilet facilities.</p>	2 x 2 = 4	<p>Thermometers for each class on FD site and one for each class at Grange Road site</p>	2 x 2 = 4	<p>Staff will ensure that learners are not left unsupervised.</p> <p>Disposal of PPE will be in yellow bins</p> <p>Other monitoring controls to be carried out by all school staff</p>
Classrooms	<p>All classrooms rearranged to ensure pupils will be sat two metres apart.</p> <p>Maximum capacity per class is 3 pupils and 4 adults per classroom.</p> <p>All classrooms clearly marked up to adhere to the two-metre rule. In order to reduce the risk of any contact, the groups, which will be set by the school, will not mix and will not be changed. Each group</p>	3 x 2 = 6	<p>All classrooms rearranged to face the front of class as much as possible with additional desks and chairs brought back into classrooms.</p> <p>Tape on floor to be removed.</p> <p>Tape to remain in place in corridors.</p> <p>Social distancing to suit the space as best as possible.</p> <p>Plastic boxes for storage of individual resources</p>	3 x 2 = 6	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. Sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected with school anti-bac after each use.</p> <p>Cooking room on FD site to be used by one class weekly to reduce transmission on surfaces.</p>

	<p>will act on its own (in its own bubble)</p> <p>Each learner to have a designated workspace and equipment. Suggestion is to box up all equipment needed by that one learner</p> <p>Toilet breaks to be monitored.</p> <p>Rooms accessed directly from outside where possible.</p> <p>Classroom entry and exit routes determined and appropriate signage in place.</p> <p>Spaces well ventilated using natural ventilation (opening windows and doors where possible)</p> <p>Sanitising spray and paper towels provided in classrooms for use by members of staff.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups.</p> <p>Outdoor equipment appropriately cleaned between groups of pupils</p> <p>Seating plans to ensure pupils sit at the same desk.</p> <p>Soft furnishings removed.</p>				<p>Room to be used Monday and Thursday and then deep cleaned and left for 72 hours over the weekend</p>
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	Information posters are displayed in every classroom.				
Break times	<p>Staggered break times for all classes and reduce according to needs of pupils.</p> <p>High level of staff supervision during break times.</p> <p>Learners bring snack with them to eat in class.</p> <p>All Learners wash hands on return from break.</p>	3 x 2= 6	Break rota published with staff and space allocated to avoid cross-contamination of bubbles. Pupils can wear comfortable clothing to suit all weathers.	3 x 2= 6	<p>Ensure that learners who understand social distancing but choose not to follow are reminded and the appropriate behaviour re-enforced as required. Pupils staffed 1:1 if they can't socially distance</p> <p>Outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p>
Catering facility	<p>Arrangements in place to provide food on site, including the requirement of universal free school meals.</p> <p>Where breakfast and/or lunch is provided, the provision should deliver those meals based on the Healthy Eating in Schools (Nutritional Standards and Requirements) (Wales) Regulations 2013. Those meals designed to reduce access to food and drink high in fat, sugar and salt, and increase the take up of fruit and vegetables and oily fish.</p>	1 x 1 = 1	<p>No staff to enter dining hall to collect meals</p> <p>Meals will need to be covered if raining when delivering to Post-16</p>	1 x 1 = 1	<p>The use of polystyrene containers to be discussed with county. This was discussed and polystyrene container usage reduced only to Post 16 – the rest of pupils eat from plates and cutlery</p>

	<p>No learners leave site- must bring in packed lunch and eat in classroom.</p> <p>Reduced unstructured times at lunchtime to ensure social distancing where possible.</p> <p>Kitchen staff deliver meals to bubbles.</p> <p>Adjusted lunch times according to needs of learners if needed</p>				
Cleaning and waste disposal	<p>Hand sanitiser available at the school entrance</p> <p>Bins in classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>PPE available for vomit, smearing etc</p> <p>Stock check and ordering schedule reviewed and order made.</p> <p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times.</p> <p>Increase of 6 hours of cleaning agreed until December 2020 with focus on surfaces, doors and communal areas.</p> <p>Sufficient time is available for the enhanced cleaning regime to take place. Deep clean prior to opening.</p>	2 x 2=4	Sanitisation spray on 27 th August.	2 x 2=4	<p>Already sourcing additional cleaning staff.</p> <p>Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p> <p>Cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies to be in place.</p> <p>All staff requested to be mindful of supporting cleaning routines.</p> <p>Associated costs due to risk assessment response.</p> <p>Moment by moment cleaning for high use and personal care areas.</p> <p>COSHH arrangements will not need checking as cleaners will be using DCC cleaning products as they are DCC staff</p> <p>School purchased sanitising machine defogger</p>

	Waste disposal process in place for potentially contaminated waste - waste bags and containers - kept closed and stored separately from communal waste for 72 hours. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).				
Curriculum	<p>To help social distancing, staff should consider as many activities outside as practicable. This will require children to have weather appropriate clothing. This is happening at the moment as the weather is so good but should continue for Sept and onwards.</p> <p>Provide routine and balance (including learning, playing and relaxing and limitation of screen use)</p> <p>Provide developmentally appropriate opportunities that support a child's physical, mental and emotional well-being.</p> <p>Allow children to express and raise mental well-being issues. Support other broad learning experiences, such as singing, drama or art.</p>	2 x 2=4	<p>Pupils will be in full-time.</p> <p>New Curriculum for Wales will be implemented</p> <p>PPA timetable in place</p> <p>Forest School will be limited until further notice.</p> <p>Work Experience will be suspended until further notice.</p> <p>Some staff/pupils in FD Supported will be working across two bubbles according to their ability</p> <p>Recycles accreditation programme in place for FD and GR pupils – will be halted until virus numbers reduce as cross site key worker</p>	2 x 2=4	<p><i>Consideration to be given to what activity is more difficult/ not possible to be undertaken with consideration given to social distancing.</i></p> <p><i>Each activity should be risk assessed and should not be run unless the risks can be mitigated</i></p> <p><i>Identify and plan lessons that could take place outdoors.</i></p> <p><i>Use the timetable to reduce movement around the school or building.</i></p> <p><i>Explore purchase of a composting toilet for on-site forest school area. Option explored not possible but alternative arrangements in place for forest school pupils to use toilets outside dining room</i></p>

	<p>Promote a better understanding and practice of social distancing.</p> <p>Support understanding and practice of hygiene in line with guidance, e.g. handwashing</p> <p>Good practice identified and established during DL should be built upon.</p> <p>One main focus of current DL has been well-being - this needs to continue and possibly be enhanced as pupils return to the 'new normal'.</p> <p>However, this needs to be balanced working on IEP targets for English, Maths PSE as well as statement objectives.</p> <p>This will ensure equity of provision for all learners.</p> <p>Teacher teaching in class could be filmed and uploaded on to see saw for other pupils</p> <p>Time in school is a 'touch base' with regard to DL and opportunity for social interaction (from distance) with peers</p> <p>Building on current provision will ensure consistency and equity for all learners, ease pressures of workload and assist with pupil's</p>			
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	<p>independence and social distancing.</p> <p>Structured timetable in place</p> <p>Staff to be given Wednesday as PPA and distance learning day catch up with pupils using See Saw. Current distance learning provision to continue for pupils in and out of school.</p> <p>Staff to work in teams to deliver this provision.</p> <p>Distance learning in place. Distance learning established for most learners - mixture of web based, menu based, thematic tasks and routines</p>				
Hygiene	<p>Sufficient handwashing facilities are available.</p> <p>Where there is no sink, hand sanitiser is provided</p> <p>Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).</p> <p>Hands cleaned on arrival at school, before and after eating, toileting and after sneezing or coughing.</p> <p>Posters are displayed throughout the school reminding pupils to</p>	3 x 3=9	<p>Pupils sanitise hands before using toilet and wash hands after using the toilet</p> <p>Staff toilet designated for each class. This provision is sign-posted by class name, with the exception of Post-16, which is signed as Support Staff, P16 Female Staff, P16 Male staff. Foundation staff to stick to same nominated toilet. Each toilet has anti-bac wipes, anti-bac spray, Neutradol Disinfectant spray and wall mounted soap dispensers. Staff have been issued guidance</p>	3 x 3=9	<p>Business and Finance Manager exploring possibility of full-time cleaner – We have employed a housekeeper 10-2pm daily</p>

	<p>wash their hands, e.g. before entering and leaving the school.</p> <p>Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.</p> <p>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.</p> <p>Infection control procedures are adhered to as much as possible in accordance with guidance.</p> <p>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all areas.</p> <p>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</p> <p>Pupils do not share cutlery, cups or food.</p> <p>All utensils are thoroughly cleaned before and after use.</p> <p>Additional cleaner employed to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</p>		<p>to wash own hands and sanitise the toilet after each use.</p>		
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	Each class and public area have a wall mounted hand sanitiser				
Spread of infection	<p>Adults and pupils are encouraged not to touch their mouth, eyes and nose.</p> <p>Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p> <p>*If anyone (employee, pupil, contractor visitor or other) is identified as symptomatic in the school environment the "Education hubs in DCC. Guidance for managers and staff" will be followed</p> <p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times.</p> <p>Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.</p> <p>Pupils clean their hands after they have coughed or sneezed.</p>	3 x 3 = 9	<p>Bins with lids are in every class for the disposal of tissues</p> <p>Some identified members of staff measured and fitted for face masks for when dealing with suctioning.</p>	3 x 3 = 9	Staff and pupils to remain in their bubbles to reduce risk of spreading infection.

	<p>Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</p> <p>Pupils who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school.</p> <p>Staff are vigilant and report concerns about a pupil's symptoms to the school nurse.</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>Social distancing measures are implemented as much as possible and PPE is worn where possible.</p> <p>Leadership team monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p> <p>Any pupil exhibiting symptoms is isolated in school until parents can collect</p> <p>Any staff member exhibiting symptoms will be sent home immediately and advised to self-isolate</p>				
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<p>Catching / Spreading.</p> <p>Unable to remain social distancing whilst carrying out personal care. Learner is currently asymptomatic.</p>	<p>The school is currently following Public Health Wales guidance around gloves and aprons. Face coverings and visors also available for staff. PPE also available for staff. Risk assessment available for any learner with additional challenges such as unsafe behaviour. Follow guidance re PPE, including face coverings, aprons and gloves. Double bagging for waste. Ensure that waste bins are emptied daily by caretaking team. Increase cleaning hours to ensure that all surfaces are deep cleaned at the end of the day/ shift.</p>	<p>3 x 3 = 9</p>		<p>3 x 3 = 9</p>	<p>Availability of PPE for schools, particularly high-level PPE for oxygen-based interventions. Review use of PPE for all staff and learners. Moment/by/moment cleaning in classrooms to be carried out by staff teams using anti bac as is usual practice. All staff to constantly re-visit 'Catch-it, bin-it kill-it' mantra with pupils.</p>
<p>Catching / Spreading.</p> <p>Unable to remain social distancing whilst transferring learner from wheelchair to floor, or vice versa. Learner is currently asymptomatic.</p>	<p>The school is currently following PHW guidance around gloves and aprons. Face coverings and visors also available for staff. Antibacterial spray available throughout the school to ensure robust cleaning routines. Risk assessment completed for every learner requiring support via a care plan. PPE available for all staff requested to make contact care. Antibacterial spray available throughout the school to ensure robust cleaning routines. All learners to be handed over by the escort to TA.</p>	<p>3 x 3 = 9</p>		<p>3 x 3 = 9</p>	<p>Transport arrangements are more precise and robust. Social distancing for escorts in taxis as per DCC risk assessment. Social distancing in multi-use cars will not be needed as DCC won't be using them.</p>

<p>Catching / Spreading.</p> <p>Unable to remain social distancing whilst assisting learner with engaging with communication system or materials/resources (dependent upon staff support to engage in toys and play). Learner is currently asymptomatic.</p>	<p>Advice is for staff member to sit side by side at a distance and not opposite the pupil when managing a communication device</p> <p>Staff member to wear face coverings and visor</p> <p>Temperature of pupil taken</p> <p>Temperature of staff member taken</p> <p>Communication device sterilised as per ICT guidance</p>	3 x 3 = 9	Mass Testing when in place from government	3 x 3 = 9	This is likely to be an activity of high risk and individual risk assessments are necessary beforehand
<p>Catching / Spreading.</p> <p>Learner mouthing or licking of objects. Learner is currently asymptomatic.</p>	<p>Individual risk assessment, particularly around very young learners who lick.</p> <p>No sharing of objects in individual work spaces</p> <p>All objects to be wiped/ placed in dishwasher at the end of the day or washed in soapy hot water.</p>	3 x 2 = 6	Mass Testing when in place from government	3 x 2 = 6	No sharing of objects and resources
<p>Visitors at school</p>	<p>All visitors present at main reception and wait for staff to meet them. No visitors allowed in school unless pre-arranged and not symptomatic or living with someone that is</p> <p>All visitors will be pre-arranged. No external visitors other than key visitors e.g. school nurse, child protection social workers. All non-statutory visits/ contact to be cancelled or done through virtual meetings. Email updated first aid guidance to all first aid staff</p>	2 x 2 = 4	Annual Reviews to be run with Chairperson and Parent. All other parties on Teams to reduce amount of people in the building. Any visitors to school: full contact details to be recorded for track and trace	2 x 2 = 4	

Travel around school	<p>Learners are supported by adults and reminded of social distancing expectations. Pupils to stay within their designated hub and not to travel to the other parts of the school.</p> <p>No more than 25% of school population admitted at the same time, focus on learning needs for admission.</p> <p>2 meters mapped and marked across school.</p> <p>Posters reminding of social distancing evident for all.</p> <p>The school will create a one-way system in corridors.</p> <p>If weather is bad, ensure pupils have appropriate clothing for outdoors learning or reduce travel to classroom-based activities only, unless toilet breaks needed.</p> <p>All doors/ surfaces to be wiped regularly by caretaking team and staff team throughout the day.</p>	3 x 2 = 6	<p>Full school population return</p> <p>Floor markings in general use areas to remain</p> <p>Pupils will be in their bubble apart from toilet routines</p> <p>School corridor will be used minimally by staff accessing reception and photocopier. Staff teams have been allocated a photocopier time each day to prevent a queue. Any queue will need to be 2m apart and wearing their face coverings.</p> <p>Photocopier protocols for cleaning before and after every use to be adhered to</p>	3 x 2 = 6	<p>Considerations around reducing potential physical contact with surfaces, doors etc. Whilst maintaining safety and security.</p>
Availability of NHS Staff	<p>School nurse is currently re deployed to Rhuddlan, however this is covered by learning disabilities nurses in the short term. However, they may be called to be front line nurses impacting on school's ability to admit a few learners with highly complex medical needs. A few services have been re-deployed to support adult services and those recovering from Covid-19. This is currently not an issue as school has been re-purposed for child care purposes.</p>	1 x 1 = 1	<p>All professional services provided by NHS to</p>	1 x 1 = 1	<p>LA to work with NHS around specialist staff availability.</p>

	<p>School Nurse returned to school on 29th June (4 days per week)</p> <p>School nurse service will need to be covered five days a week when learner number increases.</p> <p>As school's are re-purposed back to schools, consideration needed on the availability of specialist staff who support learners' learning programmes.</p> <p>Pre-admission return to school meetings via virtual/ phones to update care plans, share risk assessments and gain a joint understanding of services available to support at this time.</p> <p>No non-essential services to visit school.</p>				
Suction / aerosol generating procedures.	<p>This is not currently a consideration due to learners shielding.</p> <p>Individual risk assessments. No children requiring suction or any other aerosol generating procedure e.g. tracheostomy should be in school until PPE guidance is relaxed (at present full PPE is required for these procedures - double gloves, boiler suit, overshoes, mask and visor).</p>	0	<p>Full PPE and staff measured and fitted for face masks</p> <p>Fluid repellent gowns provided for staff</p> <p>One pupil tested for Covid 19 weekly in school by NHS staff</p>	0	<p>This factor affects two pupils only. HCSW will be responsible for one of these pupils.</p>

Sports lessons	No formal PE lessons- use of Mile Walk, individual use of hydro pool and outside area to support exercise. No invasion games individual/non-contact sports only. No formal PE lessons- use of Mile Walk, individual use of hydro pool and outside area to support exercise. No invasion games individual/non-contact sports only. No outdoor education off-site lessons until at least October half term. Staff and learners to utilise school grounds in the first instance. All sports equipment to wiped down prior to next lesson. Outside sports offered if weather permits Social distancing observed non-contact sports only.	1 x 1 = 1	Further arrangements TBC as per RHS availability/usability of sports facilities. No formal P.E. lessons on FD.	1 x 1 = 1	Mile walk to be marked for distancing. Sports equipment to be wiped at end of lesson
Offsite visits	No visits currently happening This will be assessed on transport, location and number of learners attending. No off-site visits during re-integration period. No learners allowed off-site during lunchtimes. All off-site visits will have to be authorised by Headteacher / Deputy Headteacher through Evolve. Robust risk assessment of individual learners requiring offsite provision such as TRAC	1 x 1 = 1	Local community walks permitted following approval via Evolve	1 x 1 = 1	Updated guidance on offsite visits.

Access to PPE	Currently Limited PPE in school but DCC have advised they will supply all our PPE needs School requires access to PPE stocks to support staff and ease anxiety. High level PPE required for invasive process until regulations relax. No learner requiring oxygen-based interventions admitted without additional PPE/ regulations relaxed.	2 x 2= 4	School has had a regular supply of PPE from DCC and currently investigating if this will continue from September All staff have received training in use of PPE on-line and via school nurse.	2 x 2= 4	PPE has continued since September and delivered timeously to the school from county
Civil defence/Lockdown procedures	All procedures amended in view of above changes in operational procedures. Appendices added	4x2 = 8			
Safeguarding and Wellbeing policies and procedures	All procedures amended in view of above changes in operational procedures. Appendices added	4x2 = 8			
Fire evacuation procedures	Weekly fire alarm tests as normal. Social distancing during evacuation if practicable. Social distancing practised at fire assembly point.	3 x 4= 12	Fire Evacuation to be practised as normal Review Fire Risk Assessment.	2 x 4 = 8	Fire services and school to review in view of changes to school operational changes. There is adequate space outside to evacuate and remain distanced and evacuation is not optional in the event of a fire.
Water hygiene \ Legionella	Water hygiene routine in place	4 x 2 = 8	Ensure routing running of taps and water temp is carried out in line with water hygiene procedure immediately before the school re-opens	4 x 1 = 4	If school has been closed or partly open treat like it has opened after a school break.
First Aid availability and Health and Safety Policies	Staff aware of evacuation and emergency procedures Update first aiders and ensure posters around school updated to reflect this	3 x 4= 12	Safety drills to be carried out early part of Autumn term	2 x 4 = 8	Review See DCC first aid during COVID-19 outbreak guidance

		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood	1 Unlikely	Very Low	Low	Low	Low	Medium
	2 Rare	Low	Low	Medium	Medium	Medium
	3 Possible	Low	Medium	Medium	Medium	High
	4 Likely	Low	Medium	Medium	High	High
	5 Very Likely	Medium	Medium	High	High	Very High

Examples of Severity

Risk Types	Injury	Negligible injury but worth recording	Minor cuts, bumps and bruises	Injury with short term effect or visit to hospital	RIDDOR Level event	Single/multiple fatalities
	Damage/Loss	Negligible damage but worth recording	Minor building or equipment damage	Damage to equipment or property – short term effect	Temporary loss of facility or equipment	Total loss of building or equipment.
	Effect on Service	Negligible effect but worth recording	Effect on some Service/Citizens	Noticeable effect on Service/Citizens	Detrimental effect on Service/Citizens	Loss of Service/ Adverse PR



How do I keep COVID-19 out of our school?

Version 1 (published February 2021)

Action card guidance

- This action card should be used in conjunction with current Welsh Government guidelines.
- Its purpose is to highlight those actions that are key to controlling COVID-19 infection in schools and settings.

Setting context

- Includes primary, secondary schools as well as special schools and PRUs.
- Undertaking a Coronavirus risk assessment is a pre-requisite to this guidance and the workforce/unions should be consulted. The assessment should be regularly reviewed in particular when the Alert Level is changed in the area where the school is located.
- The 'hierarchy of controls' principles should always be adopted in managing COVID-19 in your school.
- Full guidance on changes to teaching and learning in schools and settings can be found at www.gov.wales/schools-coronavirus-guidance.

In line with the 'Keep Childcare Safe – Protective Measures in Childcare Settings', the key actions for you to take to be as COVID secure as possible are outlined below:

1. Under no circumstances should learners or staff attend schools or settings if they:
 - feel unwell with or, have any of the identified COVID-19 symptoms: they and their household should self-isolate immediately and get a COVID-19 test;
 - have tested positive for COVID-19 and been told to isolate;
 - live in a household with someone who has symptoms of, or has tested positive for COVID-19: the whole household must self-isolate.
2. Where a staff member or learner becomes unwell at the school/setting with possible symptoms of COVID-19:
 - they should be sent home immediately to self-isolate and arrange a COVID-19 test;
 - until they leave the school/setting (in the case of a learner, when they are collected by a parent/carer) their contact with all other individuals at the school/setting should be minimised;
 - if possible, ensure they remain in a separate room until they are able to leave the school/setting;
 - if the test is positive, the class bubble will be asked to self-isolate for 10 days.
3. Test at home kits are available to all schools/settings in order for staff to take twice weekly tests. Testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to further reduce the risk of asymptomatic transmission within the workplace.

4. Minimise contact between all individuals wherever possible; this applies to both staff and learners. For all learners the emphasis will be on forming groups and ensuring separation of those groups, with staggered class, meal and play times to avoid mixing of groups. For older learners it will also be on maintaining social/physical distancing where possible, reducing total number of daily contacts by at least half, and wearing face coverings where possible during face to face conversations.
5. Staff should avoid interchanging between different or a number of groups unless absolutely necessary, and subject to a risk assessment
6. Staff should maintain social distance from learners and other staff as much as possible across the school site. This includes communal areas, staff rooms, during meetings and when using WC facilities.
7. Clean hands thoroughly more often than usual with soap and water for at least 20 seconds, and use a hand sanitiser, especially if soap and water are unavailable.
8. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
9. Ensure enhanced cleaning takes place, including cleaning frequently touched surfaces often, using standard products such as detergents and disinfectants.
10. Ensure appropriate ventilation and 'airing' of rooms using doors and windows as far as possible.
11. Remind parents/carers about drop-off and collection arrangements, that they should not gather at school gates, nor should people from different households mix (e.g. not share cars to travel to and from the school/setting, or mix for social activities).
12. Where necessary, in specific circumstances, wear appropriate personal protective equipment (PPE). This includes when dealing with suspected cases of COVID-19, and when providing personal care to a child or young person. Further details can be found at: www.gov.wales/operational-guidance-schools-and-settings-support-limited-attendance.html.

PTO

What action should I take when a learner or staff member tests positive for COVID-19?

In the event of a positive test, a contact tracer will contact the person tested to help identify potential contacts.

1. A second contact tracer will then get in touch with those contacts and notify them to self-isolate from their last contact with the person who tested positive. These people will only be required to take a test if they develop symptoms.
2. Schools should ensure that they have processes in place, supported by seating plans where appropriate, to enable contacts to be quickly and easily identified and shared with the contact tracer. The timeliness of your school's response can be critical in reducing the impact of the infection on your school.
3. If a cluster should occur in the school, the cluster's members will be provided with a dedicated TTP contact person managing the cluster, to whom they can report new cases or raise any other concerns such as increasing numbers of possible cases.
4. A positive test on site therefore does not require closure of that site. The process of testing and contact tracing is part of the 'new normal' risk mitigations process, and where schools and settings follow guidelines carefully, there is no cause for alarm.
5. Where vulnerable learners are self-isolating it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support

How can I minimize the spread of infection in my school?

Should you have 2 or more cases from your school/setting (including staff, children and visitors) testing positive for COVID-19 in a 14 day period you will need to consider if there are inherent risks within the setting:

1. Review your Coronavirus risk assessment including what measures you have in place in the school/setting, numbers of children attending, consistency of staff working with groups of learners, and infection and control measures.
2. Staff and union engagement and engagement with parents and communicating the revised plan are a critical part of this and provide the opportunity to reinforce good practice and ensure that signs and symptoms of COVID-19 are understood and acted on appropriately i.e. self-isolating and testing.
3. Any cluster in the school/setting will prompt action from the local authority. They will be able to support and advise you on further actions required to mitigate ongoing risks. One of the actions they may wish you to take is to support whole testing of staff to identify asymptomatic individuals.