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**COVID 19 Risk Assessment**

**Subject:**    COVID 19 School Premises Risk Assessment **Date of Assessment:** 06.06.2022 **Assessor:** Miss. Yvonne Jones (Headteacher)

**School Name:** Porth Community School

**CURRENT LEVEL OF RISK AS OF: 06.06.2022 VERY LOW**

This risk assessment has been assessed and approved by the LA as fit for purpose. As Welsh Government and Local Authority guidance is updated the policy will be revisited.

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| **Hazard** | **People at Risk** | **Local Risk Level****Very High**  | **Local Risk Level****High** | **Local Risk Level****Moderate** | **Local Risk Level** **Low** | **Local Risk Level** **Very Low** |
| **School drop off/Pick up** – Infection control   | All Persons | Parent/carer pick up and drop off protocols have been considered to minimise adult to adult contact and avoid gatherings e.g. at the school gates (signs and floor markings made available from RCT) All parents/visitors advised to wear face coverings when on site.  Arrangements in place to supervise pupils arriving/leaving on contracted transport to ensure social distancing. Arrangements in place to identify possible contacts on home to school transport provision for Track and Trace purposes. Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible.  One parent encouraged to drop off/pick up. Parents/carers instructed not to attend school if symptomatic. Where necessary, the School has a process for removing face coverings when learners and staff who use them arrive at school, e.g. a lidded bin for disposal. Handwashing/hand sanitiser available at all entrances. Y Goedwig Staggered start/end times will be allocated to pupils. A one-way system is in place supervised by staff whereby pupils are walked to the appropriate entrance by their parents/carer.  Parents are asked to wear masks when dropping off/collecting pupils.  Hand sanitiser will be available for the pupils. Parents are to exit the site immediately.  The LSC pupils will also have a staggered end to the day. Leaving at either 3.00pm or 3.10pm Nythbran There are 2 designated drop off/pick up points have been identified – Bus bays and Chip Shop Hill. Pupils should NOT be on site before 8.30am. The only exception to this, is those pupils who travel to school on school transport, these pupils will be escorted to the main hall and kept in their appropriate contact groups. Once they access the building, pupils will be required to wear a face covering. At 8.30am pupils will be allowed into the building and will proceed to their base room. | Parent/carer pick up and drop off protocols have been considered to minimise adult to adult contact and avoid gatherings e.g. at the school gates (signs and floor markings made available from RCT) Arrangements in place to identify possible contacts on home to school transport provision for Track and Trace purposes. Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible.  Parents/carers instructed not to attend school if symptomatic. Where necessary, the School has a process for removing face coverings when learners and staff who use them arrive at school, e.g. a lidded bin for disposal. Handwashing/hand sanitiser available at all entrances. Y Goedwig A one-way system is in place supervised by staff whereby pupils are walked to the appropriate entrance by their parents/carer.  Parents are asked to wear masks when dropping off/collecting pupils.  Hand sanitiser will be available for the pupils. Parents are to exit the site immediately.  The LSC pupils will also have a staggered end to the day. Leaving at either 3.00pm or 3.10pm Nythbran There are 2 designated drop off/pick up points have been identified – Bus bays and Chip Shop Hill. Pupils should NOT be on site before 8.30am. The only exception to this, is those pupils who travel to school on school transport, these pupils will be escorted to the main hall. Once they access the building, pupils will be required to wear a face covering in all communal areas.At 8.40am pupils will be allowed into the building and will proceed to their registration class. | Arrangements in place to identify possible contacts on home to school transport provision for Track and Trace purposes. Parents/carers instructed not to attend school if symptomatic. Where necessary, the School has a process for removing face coverings when learners and staff who use them arrive at school, e.g. a lidded bin for disposal. Handwashing/hand sanitiser available at all entrances. Y Goedwig Hand sanitiser will be available for the pupils. Parents are to exit the site as soon as possible. All parents/carers are asked to adhere to social distancing guidance during drop off/pick up. Nythbran There are 2 designated drop off/pick up points have been identified – Bus bays and Chip Shop Hill. Once they access the building, pupils will be required to wear a face covering in all communal areas.At 8.40am pupils will be allowed into the building and will proceed to their registration class. | Parents/carers instructed not to attend school if symptomatic. Where necessary, the School has a process for removing face coverings when learners and staff who use them arrive at school, e.g. a lidded bin for disposal. Handwashing/hand sanitiser available at all entrances. Y Goedwig Hand sanitiser will be available for the pupils. 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| **Circulation Routes** – Infection control    | All Persons | Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible. Floor markings and signage is provided to assist with social distancing.  Doors kept open (where safe to do so) to reduce physical contact.  Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.  Class times have been staggered to prevent large numbers moving around the premises at the same time.  Cloakrooms are managed to ensure social distancing – coats/bags can be placed on backs of chairs/under tables  Y Goedwig A one-way-system is in place when moving around the school. Movement will be kept to minimum and pupils will remain in the classroom or designated outdoor areas.  Each class will be given a designated classroom, toilet facilities, and outdoor space. Where it is not possible to operate a one way system corridors will be divided in half and clear signage will be in place regarding social distancing. Staggered break and lunchtimes within contact groups will limit the number of pupils moving around the site at any given time. Nythbran In line with guidance from the Welsh Government and Local Authority, all pupils will be required to wear face coverings at all times. Pupils will be encouraged to operate a one -way-system when moving around the school.Movement will be kept to minimum and where possible pupils will remain in the classroom or designated outdoor areas. Where it is not possible to operate a one way system corridors will be divided in half and clear signage will be in place regarding social distancing. Staggered lunchtimes within contact groups will limit the number of pupils moving around the site at any given time.  | Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible. Floor markings and signage is provided to assist with social distancing.  Doors kept open (where safe to do so) to reduce physical contact.  Class times have been staggered to prevent large numbers moving around the premises at the same time.  Cloakrooms are managed to ensure social distancing – coats/bags can be placed on backs of chairs/under tables  Y Goedwig A one-way-system is in place when moving around the school. Movement will be kept to minimum.Each class will be given a designated classroom, toilet facilities, and outdoor space. Where it is not possible to operate a one way system corridors will be divided in half and clear signage will be in place regarding social distancing. Staggered break and lunchtimes will limit the number of pupils moving around the site at any given time. Nythbran All pupils will be required to wear face coverings in communal areas.Pupils will be encouraged to operate a one -way-system when moving around the school.Movement will be kept to minimum.Where it is not possible to operate a one way system corridors will be divided in half and clear signage will be in place regarding social distancing. Staggered lunchtimes will limit the number of pupils moving around the site at any given time.  | Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible. Floor markings and signage is provided to assist with social distancing.  Doors kept open (where safe to do so) to reduce physical contact.  Cloakrooms are managed to ensure social distancing – coats/bags can be placed on backs of chairs/under tables  Y Goedwig All staff and pupils will be encouraged to adhere to social distancing Corridors will be divided in half and clear signage will be in place regarding social distancing. Nythbran All staff and pupils will be encouraged to adhere to social distancing Corridors will be divided in half and clear signage will be in place regarding social distancing. Staggered lunchtimes will limit the number of pupils moving around the site at any given time. | Floor markings and signage is provided to assist with social distancing.  Doors kept open (where safe to do so) to reduce physical contact.   Y Goedwig All staff and pupils will be encouraged to adhere to social distancing Corridors will be divided in half and clear signage will be in place regarding social distancing. Nythbran All staff and pupils will be encouraged to adhere to social distancing Corridors will be divided in half and clear signage will be in place regarding social distancing.  | Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety).  |
| **Classroom/Teaching Environment** – Infection control   | All Persons | Contact groups will be in place for all pupils.Pupils will stay in their class/contact group wherever it is possible throughout the day.Whatever the size of the group, they should be kept apart from other groups where possible and those secondary school learners encouraged to keep their distance within groups.  If social distancing cannot be maintained, medical face masks should be worn anywhere on the school site, including in the classroom, by staff at primary and secondary schools.   Face coverings worn by all learners in secondary schools where social distancing cannot be maintained, including the classroom as well as anywhere else where in the school building.  Where possible pupils use the same desk and resources each day.  Resources are placed in individual trays/bags and only essential items are brought in from home. The use of outdoor space is utilised wherever possible. Rooms have been organised to encourage social distancing, tables and chairs arranged to enable sitting side to side facing forward and not face to face.  Early years settings that host more than one contact group in a single room should consider the physical means that can be used to separate each group e.g. utilise furniture or screens Arrangements put in place to avoid mixing with other groups. Unnecessary items have been removed from learning environments where there is space to store elsewhere. Resources which are not easily washable or wipeable have been be removed.  Arrangements in place for the use of the playground, including playground equipment. Arrangements are also in place for social distancing in prep rooms (where they are in use). There is a designated PPA area for staff which is arranged in a socially distanced manner. This is cleaned regularly to ensure the safety of staff. Staff should ensure that social distancing guidance is adhered to whilst using this spaceStaffrooms are unavailable during this period – staff working areas have been designated. All surfaces should be wiped down, masks should be worn (unless eating or drinking) and social distancing maintained. Y GoedwigPupils to remain in designated classroom throughout the day with the same teacher and members of support staff. Each class will be given a designated classroom, toilet facilities, and outdoor space. All staff are required to wear a 3 layer face mask at all times in the classroom.  In Y Goedwig contact groups are restricted to a class size.  Pupil numbers are restricted to a maximum of 30 pupils per class. All resources etc. will be cleaned during and at the end of each day. Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes. There will be hand sanitiser and wipes placed on a table at the entrance to each classroom. Anti-bacterial spray will also be available this must be stored in a high cupboard which pupils are not able to access. Nythbran Contact groups are restricted in line with Welsh Government guidance: Year 7 and 8 will be in class size contact groups of no more than 30 pupils where possible.Social distancing between pupil’s in classrooms will not be in place but staff should try and maintain a 2m distance from learners where possible. All staff and pupils will be required to a face covering in the classroom. All staff are advised that where possible they should remain inside the 2m teaching zone at the front of the classroom. All practical lessons will not take place. This will ensure that where possible all pupils remain within their base room further limiting movement around the school.  Pupils will be in group sizes limited to 30 and where possible will remain within these groups across the day. Option groups where possible have been allocated as doubles to reduce movement between rooms. All rooms will be cleaned between room changes.  Seating plans for core groups will be put in place by the Wellbeing Teams. Options classes will be put in seating plans by the class teacher. There will be hand sanitiser and wipes placed on a table at the entrance to each classroom. Anti-bacterial spray will also be available this must be stored in the drawer of the teacher desks which pupils are not able to access. Local Authority guidance states that, ‘when using larger groups other preventative measures become even more important to minimise transmission risks’ the following measures have been put in place: Windows and doors to be kept open to provide ventilation. Assigned seating to limit the number of daily contacts. Staff to remain at a 2 metre social distance from pupils. All resource etc. will be cleaned during and at the end of each day. Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes. Each contact group will be allocated their own outdoor space.   | The use of outdoor space is utilised wherever possible. Rooms have been organised to encourage social distancing, tables and chairs arranged to enable sitting side to side facing forward and not face to face.  Unnecessary items have been removed from learning environments where there is space to store elsewhere. Resources which are not easily washable or wipeable have been be removed.  Arrangements in place for the use of the playground, including playground equipment. Arrangements are also in place for social distancing in prep rooms (where they are in use). There is a designated PPA area for staff which is arranged in a socially distanced manner. This is cleaned regularly to ensure the safety of staff. A staffroom will be available but staff should ensure that all necessary precautions are in place. The staffroom in Y Goedwig has proved to be too small for the staff to sufficiently social distance – therefore a larger space is available for all staff in the Nythbran building.Staff should ensure that social distancing guidance is adhered to whilst using this spaceAll surfaces should be wiped down, masks should be worn (unless eating or drinking) and social distancing maintained. Y GoedwigPupils to remain in designated classroom throughout the day.Each class will be given a designated classroom, toilet facilities, and outdoor space. All staff are required to wear a 3 layer face mask in communal areas.All resources etc. will be cleaned during and at the end of each day. Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes. There will be hand sanitiser and wipes placed on a table at the entrance to each classroom. 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| **Pupil and Staff Toileting** – Infection control   | **All persons** | Times are staggered where possible and consider the increased handwashing times that have been introduced.  The setting has introduced a one in/one out policy.  Distancing for queuing has been introduced e.g. through floor markings  Signage is in place in each toilet to encourage adequate hand washing takes place.   Automated soap dispensers should be used where possible and hands should be thoroughly dried, using paper towels. Hand dryers will not be available. Paper towels should be disposed of in a lidded bin and not allowed to overflow. Bins should be emptied daily. Similar arrangements are also in place for staff toilets.  Y Goedwig Arrival, break and lunchtimes are staggered. Each group is allocated a specific toilet area. Toilets are cleaned on a regular basis throughout the day. Nythbran Lunchtimes are staggered. Each group is allocated a specific toilet area.  Year 7 and 8 will use the toilets outside the Dining Hall. Year 9 and 10 will use the toilets on the ground floor of C Block Year 11 will use the toilets on the 1st floor of C Block Only those pupils with toilet passes are allowed out of the classroom to use the toilet during lessons. The pupils will be supervised in these areas during break. Toilets are cleaned on a regular basis throughout the day.  | Distancing for queuing has been introduced e.g. through floor markings  Signage is in place in each toilet to encourage adequate hand washing takes place.   Automated soap dispensers should be used where possible and hands should be thoroughly dried, using paper towels. Hand dryers will not be available. Paper towels should be disposed of in a lidded bin and not allowed to overflow. Bins should be emptied daily. Similar arrangements are also in place for staff toilets.  Y Goedwig Each group is allocated a specific toilet area. Toilets are cleaned on a regular basis throughout the day. Nythbran Lunchtimes are staggered. Each group is allocated a specific toilet area.  Year 7 and 8 will use the toilets outside the Dining Hall. Year 9 and 10 will use the toilets on the ground floor of C Block Year 11 will use the toilets on the 1st floor of C Block The pupils will be supervised in these areas during break. Toilets are cleaned on a regular basis throughout the day.  | Distancing for queuing has been introduced e.g. through floor markings  Signage is in place in each toilet to encourage adequate hand washing takes place.   Automated soap dispensers should be used where possible and hands should be thoroughly dried, using paper towels. Hand dryers will not be available. Paper towels should be disposed of in a lidded bin and not allowed to overflow. Bins should be emptied daily. Similar arrangements are also in place for staff toilets.  Y Goedwig Toilets are cleaned on a regular basis throughout the day. Nythbran Each group is allocated a specific toilet area:Year 7 and 8 will use the toilets outside the Dining Hall. Year 9 and 10 will use the toilets on the ground floor of C Block Year 11 will use the toilets on the 1st floor of C Block Toilets are cleaned on a regular basis throughout the day.  | Social distancing is encouraged for all staff and pupils.Signage is in place in each toilet to encourage adequate hand washing takes place.   Automated soap dispensers should be used where possible and hands should be thoroughly dried, using paper towels. Hand dryers will not be available. Paper towels should be disposed of in a lidded bin and not allowed to overflow. Bins should be emptied daily. Similar arrangements are also in place for staff toilets.  Y Goedwig Toilets are cleaned on a regular basis throughout the day. Nythbran Toilets are cleaned on a regular basis throughout the day.  | Signage is in place in each toilet to encourage adequate hand washing takes place.   Toilets are cleaned on a regular basis throughout the day.  |
| **Spread of COVID -19/Social Distancing** Infection Control (General)  | All Persons  | Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety). Where necessary, Corporate Estates have been consulted regarding safe use of mechanical ventilation systems.  An adequate supply of lidded bins are available for the safe disposal of single use face coverings.  Contact groups are kept apart where possible.Large gatherings such as assemblies or collective worship with more than one group do not take place. If social distancing cannot be maintained, medical face masks should be worn anywhere on the school site, including in the classroom, by staff at primary and secondary schools.   Face coverings worn by all learners in Secondary Schools where social distancing cannot be maintained, including the classroom as well as anywhere in the school building Appropriate signage is in place throughout the setting. Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation. Staff responsible for younger learners remain with set groups. Only in exceptional circumstances should staff interchange between different groups.  All staff should adhere to the social/physical distancing measures as far as possible with younger learners, but should adhere to those measures in their interactions with older learners, other staff members and visitors to the school. Y Goedwig Contact groups are restricted in line with Welsh Government guidance. In Y Goedwig contact groups are restricted to a class size.  Pupil numbers are restricted to a maximum of 30 pupils per class. Pupils to remain in designated classroom throughout the day with the same teacher and members of support staff. Each class will be given a designated classroom, toilet facilities, and outdoor space. All staff are required to wear a 3 layer face mask at all times in the classroom. Where the member of staff is closer than 2 metres to learners, they should ensure that they are wearing a medical grade face covering. All resources etc. will be cleaned during and at the end of each day. Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes. There will be hand sanitiser and wipes placed on a table at the entrance to each classroom. Anti-bacterial spray will also be available this must be stored in a high cupboard which pupils are not able to access. Nythbran Years 7 and 8 – pupils to remain in designated classroom throughout the day. All classes to be based in E Block. Staff will move between classes (adhering to social distancing rules) and ensuring that a face mask is worn at all times.  During break time, as space is restricted, years 7 and 8 will be in contact groups of a year group. To minimise the risk of transmission pupils will be outdoors, break will only last 20 minutes, pupils will be encouraged to stay in their class size contact group and encouraged to adhere to social distancing protocols. All pupils are required to wear face masks at all times apart from when eating in the Dining Hall or during outdoor PE lessons. Years 9, 10 and 11 - pupils to remain in designated classroom for all lesson apart from Options subject where some movement will be necessary. All classes to be based in C Block. Staff will move between classes (adhering to social distancing rules) and ensuring that a face mask is worn at all times.  Each contact group has been designated a specific outdoor area. All pupils are required to wear face masks at all times apart from when eating in the Dining Hall or during outdoor PE lessons. Staggered lunches will take place in the hall, where pupils will be expected to remain within their contact group. | Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety). An adequate supply of lidded bins are available for the safe disposal of single use face coverings.  Large gatherings such as assemblies or collective worship with more than one group do not take place. If social distancing cannot be maintained, medical face masks should be worn in communal areas by staff and secondary age pupils.Appropriate signage is in place throughout the setting. Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation. Staff responsible for younger learners remain with set groups. Only in exceptional circumstances should staff interchange between different groups.  All staff should adhere to the social/physical distancing measures as far as possible with younger learners, but should adhere to those measures in their interactions with older learners, other staff members and visitors to the school. Y Goedwig Pupils to remain in designated classroom throughout the day with the same teacher and members of support staff. Each class will be given a designated classroom, toilet facilities, and outdoor space. All resources etc. will be cleaned during and at the end of each day. Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes. There will be hand sanitiser and wipes placed on a table at the entrance to each classroom. Anti-bacterial spray will also be available this must be stored in a high cupboard which pupils are not able to access. Nythbran Enhanced cleaning will be carried out of all corridor areas and touch points following the change of lesson. Social distancing between pupil’s in classrooms will not be in place but staff should try and maintain a 2m distance from learners where possible.All staff and pupils will be required to a face covering in communal areas.  During PE lessons pupils will change into PE kit in the changing rooms where pupils will be in year group bubbles. Pupils will be no longer than 15 minutes in the changing room.To minimise the risk of transmission pupils will be outdoors, break will only last 20 minutes, pupils will be encouraged to stay in their class size contact group and encouraged to adhere to social distancing protocols. Years 7-11 are in year group contact groups of no more than 150 pupils. This will enable them to access the broader curriculum.  Staff should try and maintain a 2m distance from learners where possible.   Any pupils removed for parking or re-seated within the classroom will be recorded on ClassCharts There will be hand sanitiser and wipes placed on a table at the entrance to each classroom. Anti-bacterial spray will also be available this must be stored in the drawer of the teacher desks which pupils are not able to access. Local Authority guidance states that, ‘when using larger groups other preventative measures become even more important to minimise transmission risks’ the following measures have been put in place: Windows and doors to be kept open to provide ventilation. Assigned seating to limit the number of daily contacts. Staff to remain at a 2 metre social distance from pupils. All resource etc. will be cleaned during and at the end of each day. Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes.  | Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety). An adequate supply of lidded bins are available for the safe disposal of single use face coverings.  If social distancing cannot be maintained, medical face masks should be worn in communal areas by staff and secondary age pupils.Appropriate signage is in place throughout the setting. Y Goedwig All resources etc. will be cleaned during and at the end of each day. Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes. There will be hand sanitiser and wipes placed on a table at the entrance to each classroom. 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Anti-bacterial spray will also be available this must be stored in the drawer of the teacher desks which pupils are not able to access.  | Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety). Hand sanitizer is available in classrooms and throughout the school. |
| **Staffing**   |   | Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. Refer to the Council guidance ‘Update for Chairs of Governors, Headteachers, Managers & Staff – Shielding and Childcare Responsibilities’ & Staff COVID-19 Medical Risk Assessment Tool.  Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. Teaching staff have breaks from their group during the day where possible, for example, by alternating between the teacher and teaching assistant, avoiding new staff covering from a different grouping.  There is a designated PPA area for staff which is arranged in a socially distanced manner. This is cleaned regularly to ensure the safety of staff. Staff should ensure that social distancing guidance is adhered to whilst using this space.Staffrooms are unavailable during this period – staff working areas have been designated. All surfaces should be wiped down, masks should be worn (unless eating or drinking) and social distancing maintained. Y Goedwig Staff will be allocated to each class. These will not be changed during this time. Staff to be informed of class groupings ensuring full compliance with pupil ratios and ensuring workload is, where possible, equally distributed. Support staff are allocated in each area to ensure that staff have breaks during the day. Agency staff will be kept to a minimum and only used to cover essential staff. Separate RA’s have been put in for staff who are extremely clinically vulnerable and have returned to work following shielding. NythbranRevised staff timetables will be issued ensuring full compliance with pupil ratios and ensuring workload is, where possible, equally distributed. Support staff are allocated in each area to ensure that staff have breaks during the day. Agency staff will be kept to a minimum and only used to cover essential staff. Separate RA’s have been put in for staff who are clinically vulnerable.  | Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. 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The staffroom in Y Goedwig has proved to be too small for the staff to sufficiently social distance – therefore a larger space is available for all staff in the Nythbran building.Staff should ensure that social distancing guidance is adhered to whilst using this spaceAll surfaces should be wiped down, masks should be worn (unless eating or drinking) and social distancing maintained. Y Goedwig Staff will be allocated to each class. 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| **Catering/Lunchtime Arrangements –**Infection control   |   | Groups of children can eat packed lunch or school meals within their own classroom setting. Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing. Different groups mixing together is avoided through staggered times with several sittings and/or use of additional areas and to help reduce queues.  Hand gel is provided for pupils and staff to use immediately before collecting their lunch. Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff. Additional meal collection points have been put in place to reduce queuing where necessary. Alternative payment methods are being used to eliminate cash handling. Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating. A different entry and exit route are being used at dinner times where more than one door is available. Y Goedwig Staggered lunches, supervised by class teachers and other key staff will be implemented. Breakfast club (for those eligible for it) will also take place in the Y Goedwig hall with pupils remaining in their allotted contact groups. Lunches will be staggered and pupils are to remain within their contact groups at all times. Nythbran Pupils will eat their lunch in the hall. Staggered lunches will be implemented. Seating has been arranged so that Years 7, 8 and 9 will remain in contact groups of no more the 30 based on their main teaching group. Years 10 and 11 will be in contact groups based on the year group. Each year/contact group will be allocated a designated outside area All pupils are required to wear face masks at all times apart from when eating in the Dining Hall or during outdoor PE lessons  Pupils will enter and leave the hall by separate exits. Pupils will be supervised at all times. | Groups of children can eat packed lunch or school meals within their own classroom setting. Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing. Different groups mixing together is avoided through staggered times with several sittings and/or use of additional areas and to help reduce queues.  Hand gel is provided for pupils and staff to use immediately before collecting their lunch. Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff. Additional meal collection points have been put in place to reduce queuing where necessary. Alternative payment methods are being used to eliminate cash handling. Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. 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| **Pupils/Staff displaying symptoms whilst at school**   |   | Arrangements in place to deal with pupil/staff who develop symptoms whilst at the school.If a learner develops symptoms whilst at school/setting, they should be sent home. However, they must not travel home on dedicated school transport.  An isolation room is available for pupils/staff. Y Goedwig Isolation room designated as break out area. Nythbran Isolation room designated as the area outside of the Attendance Reception.  | Arrangements in place to deal with pupil/staff who develop symptoms whilst at the school.If a learner develops symptoms whilst at school/setting, they should be sent home. However, they must not travel home on dedicated school transport.  An isolation room is available for pupils/staff. Y Goedwig Isolation room designated as break out area. Nythbran Isolation room designated as the area outside of the Attendance Reception.  | Arrangements in place to deal with pupil/staff who develop symptoms whilst at the school.If a learner develops symptoms whilst at school/setting, they should be sent home. However, they must not travel home on dedicated school transport.  An isolation room is available for pupils/staff. Y Goedwig Isolation room designated as break out area. Nythbran Isolation room designated as the area outside of the Attendance Reception.  | Arrangements in place to deal with pupil/staff who develop symptoms whilst at the school.If a learner develops symptoms whilst at school/setting, they should be sent home. However, they must not travel home on dedicated school transport.  An isolation room is available for pupils/staff. Y Goedwig Isolation room designated as break out area. Nythbran Isolation room designated as the area outside of the Attendance Reception.  | Anyone testing positive for Covid-19 should follow Welsh Government guidance regarding self-isolation. |
| **Cleaning/Waste Disposal**    |   | All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. Enhanced cleaning regime in place across the setting. Adequate cleaning supplies and facilities around the school are in place.   A Clear desk policy in place for all pupils and staff.  Tissues should be placed in a separate waste bin and disposed of safely.  All rubbish should be removed daily. If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is. Y GoedwigEach classroom will have cleaning products and hand sanitiser available for staff.  Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes, a separate bin will be identified for face mask disposal.  NythbranEach classroom will have cleaning products and hand sanitiser available for staff.  Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes, a separate bin will be identified for face mask disposal.   | All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. Adequate cleaning supplies and facilities around the school are in place.   Tissues should be placed in a separate waste bin and disposed of safely.  All rubbish should be removed daily. If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is. Y GoedwigEach classroom will have cleaning products and hand sanitiser available for staff.  Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes, a separate bin will be identified for face mask disposal.  NythbranEach classroom will have cleaning products and hand sanitiser available for staff.  Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes, a separate bin will be identified for face mask disposal.  | All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. Adequate cleaning supplies and facilities around the school are in place.   Tissues should be placed in a separate waste bin and disposed of safely.  All rubbish should be removed daily. If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is. Y GoedwigEach classroom will have cleaning products and hand sanitiser available for staff.  Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes, a separate bin will be identified for face mask disposal.  NythbranEach classroom will have cleaning products and hand sanitiser available for staff.  Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes, a separate bin will be identified for face mask disposal.  | All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. Adequate cleaning supplies and facilities around the school are in place.   Tissues should be placed in a separate waste bin and disposed of safely.  All rubbish should be removed daily. If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is. Y GoedwigEach classroom will have cleaning products and hand sanitiser available for staff.  Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes, a separate bin will be identified for face mask disposal.  NythbranEach classroom will have cleaning products and hand sanitiser available for staff.  Pedal bins to be provided in each classroom for the disposal of tissues and sanitiser wipes, a separate bin will be identified for face mask disposal.  | All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. Adequate cleaning supplies and facilities around the school are in place.    |
| **Personal Protective Equipment (PPE)**    |   | PPE is not required for routine class activities. PPE may be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19 and in other situations where close contact is required. For further guidance on PPE requirements refer to the RCT Schools COVID 19 PPE Guidance Matrix and associated links within the document.  | PPE is not required for routine class activities. PPE may be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19 and in other situations where close contact is required. For further guidance on PPE requirements refer to the RCT Schools COVID 19 PPE Guidance Matrix and associated links within the document.  | PPE is not required for routine class activities. PPE may be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19 and in other situations where close contact is required. For further guidance on PPE requirements refer to the RCT Schools COVID 19 PPE Guidance Matrix and associated links within the document.  | PPE is not required for routine class activities. PPE may be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19 and in other situations where close contact is required. For further guidance on PPE requirements refer to the RCT Schools COVID 19 PPE Guidance Matrix and associated links within the document.  | PPE is not required for routine class activities.  |
| **Visitors**   |   | Information about visitor arrangements is displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms. Visitors to the school should be kept to an absolute minimum. Visitors should only be on site if there are no other available options. Where possible all meetings should be conducted via TEAMS. All visitors on site advised to wear face coverings and maintain strict social distancing.Handwashing/hand sanitiser available at all entrances. Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens.  Where possible, visitors are signed in/out by the receptionist. A record should be kept of all visitors as this may be needed at a future point to assist the Welsh Government’s Test, Trace, Protect strategy.   No visitors will be accepted on to the site unless they have a booked appointment All visitors are to sign in in Y Goedwig – signing in to be completed by Reception staff. The iPads are NOT to be used. Any movement around the site is to be kept to a minimum. Face coverings are to be worn strict social distancing maintained when moving around the school site in line with school policy. During meetings all parties will be expected to wear appropriate face coverings and adhere to social distancing protocols. Designated meeting areas have been allocated, these are to be wiped down before and after use.  | Information about visitor arrangements is displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms. All visitors on site advised to wear face coverings. Handwashing/hand sanitiser available at all entrances. Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens.  Where possible, visitors are signed in/out by the receptionist. A record should be kept of all visitors as this may be needed at a future point to assist the Welsh Government’s Test, Trace, Protect strategy.   No visitors will be accepted on to the site unless they have a booked appointment All visitors are to sign in in Y Goedwig – signing in to be completed by Reception staff. The iPads are NOT to be used. All visitors will be expected to wear masks when moving around the school site in line with school policy. During meetings all parties will be expected to wear appropriate face coverings and adhere to social distancing protocols. Designated meeting areas have been allocated, these are to be wiped down before and after use | Information about visitor arrangements is displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms. All visitors on site advised to wear face coverings. Handwashing/hand sanitiser available at all entrances. Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens.  Where possible, visitors are signed in/out by the receptionist. A record should be kept of all visitors as this may be needed at a future point to assist the Welsh Government’s Test, Trace, Protect strategy.   No visitors will be accepted on to the site unless they have a booked appointment All visitors are to sign in in Y Goedwig – signing in to be completed by Reception staff. The iPads are NOT to be used. All visitors will be expected to wear masks when moving around the school site in line with school policy. During meetings all parties will adhere to social distancing protocols. Designated meeting areas have been allocated, these are to be wiped down before and after use | Information about visitor arrangements is displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms. All visitors on site advised adhere to social distancing guidanceHandwashing/hand sanitiser available at all entrances. Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens.  Where possible, visitors are signed in/out by the receptionist. A record should be kept of all visitors as this may be needed at a future point to assist the Welsh Government’s Test, Trace, Protect strategy.   All visitors are to sign in in Y Goedwig.During meetings all parties will adhere to social distancing protocols.  | All visitors are to sign in in Y Goedwig.Anyone testing positive for Covid-19 should follow Welsh Government guidance regarding self-isolation. |
| **Fire Safety**   |   | Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff.  Procedures have been reviewed to include hygiene and distancing at assembly points.  Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff). See link below for specific fire safety advice for specific advice during the outbreak. <https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf>  | Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff.  Procedures have been reviewed to include hygiene and distancing at assembly points.  Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff). See link below for specific fire safety advice for specific advice during the outbreak. <https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf> | Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff.  Procedures have been reviewed to include hygiene and distancing at assembly points.  Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff). See link below for specific fire safety advice for specific advice during the outbreak. <https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf> | Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff.  Procedures have been reviewed to include hygiene and distancing at assembly points.  Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff). See link below for specific fire safety advice for specific advice during the outbreak. <https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf> | Fire safety arrangements and evacuation revert to the original plans. |
| **Training**   |   | Staff have been instructed on the nature of COVID-19 and its transmission.  The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff. Any staff briefings are also conducted with social distancing considerations Risk assessment and guidance notes to be issued to all staff whenever there is an update. These will be subject to change and/or review as guidance is updated  | Staff have been instructed on the nature of COVID-19 and its transmission.  The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff. Any staff briefings are also conducted with social distancing considerations Risk assessment and guidance notes to be issued to all staff whenever there is an update. These will be subject to change and/or review as guidance is updated | Staff have been instructed on the nature of COVID-19 and its transmission.  The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff. Any staff briefings are also conducted with social distancing considerations Risk assessment and guidance notes to be issued to all staff whenever there is an update. These will be subject to change and/or review as guidance is updated | Staff have been instructed on the nature of COVID-19 and its transmission.  The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff. Any staff briefings are also conducted with social distancing considerations Risk assessment and guidance notes to be issued to all staff whenever there is an update. These will be subject to change and/or review as guidance is updated | Staff have been instructed on the nature of COVID-19 and its transmission.  Staff have been advised that anyone testing positive for Covid-19 should follow Welsh Government guidance regarding self-isolation. |

**GENERAL GUIDANCE TO SCHOOL STAFF WORKING - PPE & SOCIAL DISTANCING**

**Introduction**

It is important to remember that physical distancing, hand hygiene and respiratory **hygiene** (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus. Hand hygiene is critical before and after all direct contact with a child or young person, and after cleaning equipment and the environment.

There is therefore no need to use personal protective equipment (PPE) when undertaking routine educational activities in classroom/school settings. The list below covers when PPE may be required.  Further guidance is available at: <https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity/Task/ Circumstance**   | **Context**  | **Disposable Gloves**  | **Disposable Plastic Apron**  | **Fluid Resistant Surgical Mask**  | **Eye Protection**  |
| Routine Activities  | **No PPE** is required when undertaking routine educational activities in classroom or school settings.  |
| Suspected coronavirus  (COVID-19)  | If a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.     | **√** **Single use**   | **√** **Single use**   | **√** **Single use**   | **X – Risk Assess**  |
| When cleaning the areas where a person suspected of having COVID-19 has been.   | **√** **Single use**   | **√** **Single use**   |   |   |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity/Task/ Circumstance**   | **Context**  | **Disposable Gloves**  | **Disposable Plastic Apron**  | **Fluid-resistant Surgical Mask**  | **Fluid Repellent Gown**  | **FFP3 Mask**  | **Eye Protection**  |
| Intimate Care  | When providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.  | **√** **Single use**   | **√** **Single use**   | **√** **Single use**   |   |   | **X – Risk Assess**   |
| When undertaking aerosol generating procedures such as suction.  | **√** **Single use**   |   |   | **√** **Single use**   | **√** **Single use**   | **√** **Single use** **(clean & re-use)**  |
| When cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.  | **√** **Single use**   | **√** **Single use**   |   |   |   |   |

**X Risk Assess =** **If a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.**

[**Guidance**](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)

The use of PPE by staff within education settings should be based on a clear assessment of risk, taking into account each individual setting and the needs of the individual learner. Schools, settings and local authorities already have risk assessments processes in place which should be used to identify the need for the use of PPE. Following any risk assessment, where the need for PPE has been identified, it should be readily available and provided. Further information has been provided by the [**Health and Safety Executive**](https://www.hse.gov.uk/pubns/indg174.pdf).

[**Using PPE at work during the coronavirus outbreak**](https://www.hse.gov.uk/news/using-ppe-at-work-coronavirus.htm)

All staff should understand how to put on or remove PPE in the right order, safely dispose of the waste and use correct hand hygiene steps to reduce the risk of onward transmission of infection. Further guidance is available in Appendix 6 of the [Infection Prevention and Control for Childcare Settings Guidance](https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/).

**In any case, hand washing should always be practiced before putting on and after removing PPE.**

**NB – For pregnant staff or those staff who have been off with Moderate Health Risks the above PPE guidance may be adjusted to take account of any medical risk assessment process that has been undertaken prior to a staff member returning to work.**

Please refer to the link below for the full version of the Welsh Government Guidance – Keep Education Safe: Operational Guidance for Schools and Settings (COVID-19):

<https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19>

**2. Social Distancing**

Under Regulation 7a of the Health Protection (Coronavirus Restriction) (Wales) Regulations 2020, Welsh Government have chosen to impose a legal requirement on workplaces to ensure that everything reasonably practicable is done to minimise transmission of coronavirus. The key purpose of the Regulations is to minimise the risk of transmission of Coronavirus. Where contact or closer working is required, it is important that other measures are considered, for example:

* Washing hands thoroughly for 20 seconds with soap or use of hand sanitiser after close contact;
* Minimising the level of interaction;
* Physical barriers (including wearing Personal Protective Equipment that has been provided when required);
* Improved personal hygiene and reminders about the importance of good hygiene;
* Ensuring those with symptoms are isolated from other person’s onsite until they can be collected.

Although the duty falls on the person responsible for management control, everybody in a workplace has a personal responsibility to comply with the 2 metre distance requirement wherever possible and practical to do so, to ensure that the risk of transmission of Coronavirus across Wales is reduced.  WG have made it clear that while there is a requirement to take all reasonable measures to maintain a physical distance, it is about taking proportionate action where it is practicable to do so.

**What constitutes a reasonable measure?**

It will be for the duty holder of the school/childcare setting to justify the reasonable measures that they have adopted, and to demonstrate how they have considered that these are proportionate and minimise the risks faced by all persons who have to continue to attend work in their setting.

If physical distancing can be achieved, this would be considered a reasonable measure and this will play a part, along with other actions, to minimise community transmission.  Where possible a 2 metre distance should be maintained between staff and any visitors. If practical to do so, staff should also maintain a 2 metre distance from pupils at the school or childcare setting.

However, it is recognised that due to the age and personal requirements of some pupils this will undoubtedly be difficult to achieve and therefore physical distancing is not in these cases considered a reasonable measure.  If for any reason a member of staff cannot maintain suitable distance, PPE would need to be worn as per the above table, to provide a level of protection.

**Headteacher** **-** **Yvonne Jones** 

**Chair of Governors** **-** **David Brookes** 

**Date** **–** **28.02.22**