

Health and Safety Action Plan – COVID Secure Site Audit Report 2020

School/ setting name: Waunarlwydd Primary School		Heath and Safety Officer: Nic Overton		
School Representaive: Jamie Evans (Acting Headteacher)		Date of site Visit:25/09/20	Time: 8:30 Duration: 1.5 hours	
Breiff decription of the areas assessed/ monitoed: Pupil arrival to the school 8:30, observed pupils and parent movement on sthe school, grounds. General walk around the school to ensure complaine with COVID 19.				
Time Ratings: Red – immediate actions to reduce risk required Amber - commence work withn 3-6 months Green - No Action required, maintain best practice				
Areas of Assessment	Observations/ recommendations	Target date and risk rating	Supporting Evidence: Documents assessed & photo evidence where possible	Fully addressed area of concern Partly addressed area of concern Further Action Needed School Actions since inspection
COVID risk assessment updated and communicated to all staff and governing bodies	<p>The school have fully embedded the COVID 19 risk assessment and made minor adaptations to reflect the school operational requirements. The documents have been discussed with all staff during the preparation day at the start of term, and full sign off by the governing body and no concerns raised at the start of term. The HT advised that if required, the documents are updated if amendments are undertaken and this is discussed with the staff and GB when required.</p> <p>All documents are stored on the central drive (Hwb) and all staff have access to these and a hard copy available. Breakfast club risk assessments in place and sampled.</p>			
COVID Schools Operational Plan in place and evidence of its communication to all appropriate staff and Governing Bodies	<p>The school have fully adopted the Swansea schools operational plan and have amended this to reflect additional school activities. As highlighted above, discussed and included on Hwb. Documents and up to date information has also been provided to the GB prior to schools return, and also receive regular updated by the head teacher.</p>			

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Areas of Concern	Action required	Target date	Supporting Evidence	Fully addressed area of concern Partly addressed area of concern Further Action Needed
				School Actions since inspection Also see SDP
Pupils arrival / leaving school	<p>Observations undertaken at the start of the day and parent and staff movement observed. It was noted that all parents on the drive were maintaining social distancing and this was well managed. Staff offering advice and guidance at the bottom of the drive and also monitoring drop off – exceptionally well managed by the team.</p> <p>The school have adopted a staggered start and end of day and this is extremely effective. It was noted how well parents were following the onsite arrangements and there were ample staff wearing high visibility clothing, managing this process and on hand to support. The school have introduced a number of multiple entry points and the current plans are under continuous review. The management of start and end of day is allowing a clear segregation of consistent groups, and this must be maintained. Excellent efforts observed by all staff.</p>			
Hand washing/ hand sanitisers	<p>The school have introduced a range of measures that include hand sanitisers across the school and all pupils are monitored when hand washing or using hand sanitisers. This process is undertaken following each change of activity and prior and after break/ lunch times. This was observed during the visit. Staff reminding all to maintain hand hygiene.</p>			
Cleaning schedule	<p>The school have introduced the cleaning schedule and these are completed daily by the staff. All check lists are located within the classrooms and have been adapted to meet the class requirements. All collated and stored centrally within the a file and this is in line with the school operational plan. It was noted that all classrooms have adequate and appropriate cleaning products that are stored out of reach of pupils and this is to be maintain. All classrooms are well maintained and housekeeping was exceptional.</p>			
Social Distancing	<p>Social distancing was discussed with the staff and all aware of the importance of this. During the visit, SD was maintained and this was also evident within the classrooms.</p>			

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Face Coverings	In line with Welsh Government guidance, there is no requirement for staff to use face coverings within the primary school setting. School confirmed that face coverings are used to support 1-1 due to pupil's needs and behaviours. This has been documented within the pupils risk assessment.			
Staff wellbeing	<p>Staff wellbeing has been key focus for the acting Headteacher and this was evident during the visit. One staff member advised how well the head was doing and how supportive he is in such challenging times. All staff were in high spirit and this reflecting on the pupils within the school.</p> <p>The acting Headteacher paid tribute to his team and how well they have adapted to the new changes and how committed they were in maintaining a high standard of safety within the school.</p>			
Break/ lunch/ lesson change observations	<p>Breakfast club was observed and all areas were appropriately zoned allowing a minimum of 3m safe passageway. This allowing safe movement of pupils and staff and social distancing to be maintained.</p> <p>Pupils were engaging within activities in their own zones and staff supporting and monitoring behaviour and movement of pupils. Areas well ventilated and well maintained.</p>			

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Welfare provisions	All staff and pupil toilets were assessed and all supported with appropriate “hand washing” information soap and hand towels/ hand dryers. The school have planned the welfare provisions to allocated toilers for each class area. This minimising any potential mix of any consistent group.			
Additional observations	<p>The school have fully embedded all of the recommended made within the operational plan, and this is under constant review. The school have also confirmed that there is no face-to-face meetings with the parents. The school maintain good ventilation throughout the building and housekeeping is well maintained in all areas. PPE grab bags in place and these are checked and replenished where required.</p> <p>It must be noted how well the start of the day and the careful planning of this has reflected on such a successful and key element of the schools operations. An example of best practice, and all the team should be proud of what they have achieved.</p>			
Staff interviewed	<p>Name of pupil/ staff: A range of staff</p> <p>Discussed social distancing and staff were fully aware of the importance of this and this is being maintained, and staff felt safe in their place of work.</p> <p>Staff aware of the PPE usage and requirements and there were no concerns with this.</p> <p>Staff were very complimentary of the acting Headteacher and the work that he has done to support the school and staff in such challenging times.</p>	<p>Name of pupil/ staff</p> <p>Questions and response</p>		