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| Area of Control | Control measures | Additional notes | To be implemented by: | Date to be completed by: |
| Building Management / readiness  Cleaning of the premises | Deep cleaning schedule through summer break.  '**Standard cleaning schedule 010620**' refer to attachment, undertaken daily when school re-opens.  However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces. | Deep clean will take place during holiday.  **COVID cleaning schedule** to be followed if there is a confirmed case within a specific classroom  Return to normal cleaning schedule as of 02/09/21 | CR and JD | On-going |
|  | Follow site inspection check-list |  | CR and JD | On-going |
|  | From September 2nd normal cleaning schedule will resume but still using COVID supplies from County, as before | N/A | CR and JD | “ |
| Supplies | Ensuring you have adequate supplies of alcohol hand sanitiser, tissue, bins in each room, soap and hand towels / drying facilities in kitchens, toilets, changing facilities and at sinks.  Do not place Hand Sanitisers in direct sunlight or on heated surfaces e.g. computer screens, laptops, I-Pads, etc. |  | CR and JD | On-going |
|  | Photocopiers used by lots of people- need to make sure we all wipe after use | Disinfecting wipes provided by both photocopiers  KS2 and FP to use different photocopiers | CR and JD | From 05.01.2021 2021 |
|  | Only hand sanitiser supplied by county can be used as this has been passed as of sufficient quality.  Staff who cannot use this product (eg due to asthma) should wash their hands instead. | All staff informed through this document. | CR | Shared with all staff 30/09/2020  New staff- Sep'21 |
|  | Ensuring you have adequate supplies of cleaning materials and any identified PPE. | Staff to inform CR when they use an item of PPE so she can inform county. | CR and JD | “ |
| Possible partial closure/closure of school  Assessing safe staff to pupil ratios in EACH BUBBLE  Contact staff- staff and school- parents | Consider that if there is a positive case in school that staff and pupil numbers may be affected.  SLT to consider safe ratios for each ‘bubble’ in case of COVID related absence.  County have suggested that schools can use the TTP letters as soon as we are aware of a positive case | Hard and fast rules cannot be drawn up as regards safe ratios due to needs of individual pupils/groups of children.  SLT to decide on case-by-case basis whether closure/partial closure is necessary and keep Chair of Governors informed.  CR and SH have contact lists in case of closure/ partial closure-  CR to be in charge of checking emails, including at weekends. | CR, SLT and staff | From 28/09/2020 |
| Transport | Only children allocated transport allowed to use bus/taxis. | Bus and taxi lists are checked daily | CR and SH | On-going |
| TTP contact | List of children accessing transport and those living in England available for TTP. | SH and CR hold lists available for TTP | CR and SH | On-going |
|  | Any reasonable adjustments you'll need to make to enable everyone to follow the measures, including pupils with Statements or EHC plans who should have their own individual risk assessments | Individual staff need has been assessed and roles modified where needed.  CR to continue to check in with all staff who may need support from Occ Health/ variations to risk assessment.  Staff reminded 03/09/21 if they need individual risk assessment  Staff continue to be in contact with parents/carers- they have relationships with families and a good understanding of need.  RBSC will support pupils with Statements/EHC plans. | All teachers  RBSC  CR | “Initial information to staff, parents/ carers before 25/07/2020 then ongoing  10.02.2021 and 22.02.2021 |
|  | Review ratios, rotas, medical and first aid needs on an ongoing basis.  Point of contact for First Aid arrangements. | First Aid trained staff above recommended ratio and in date.  Name of trained staff on full first aid boxes.  All staff to inform SH if First Aid equipment needs replacing. | CR, SLT teachers & SH | On-going |
| Updating pupil and staff details | Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible. | Updated termly by SH  SH to message parents/carers requesting information via Facebook. | SH | Termly |
|  | Re-assess if any Statements of SEN need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc…Control measures and risk ratings may need to be altered to reflect the current situation. | ALN provision reviewed through on-going communication between JW and RBSC staff | JW,  RSBC | ongoing |
|  | Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pens and inhalers should be available wherever the pupil is. Ensure staff are trained in their use. | List of pupils with medical needs updated termly.  Health care plans updated at least annually or as needed. | SH, JW | Ongoing |
|  | Food allergies / intolerances information must be shared with catering staff for staff and children they may not already be aware of. | Important - Food allergies / intolerances information must also be up to date on SIMS/Teacher Centre as this information feeds to the cashless till system. | SH | ongoing |
|  | Schools should continue to adhere to their medical needs policy regarding the administration of medication taking into consideration social distancing and PPE requirements. | SH continue to follow administration of medication as per guidance, observing social distancing and using PPE if required.  If pupils need help to use an asthma inhaler, or if a member of staff is required to administer CPR then PPE should be worn.  NB: there are new COVID guidelines for CPR- compression only should be used. | SH | ongoing |
| Assess  activities /  lessons  which  can take  place | Teaching and play activities which require close direct supervision or contact may need to cease e.g. gymnastics in PE and higher level / risk science experiments. | Small group or 1-1 support such as reading, where staff are within 2m of pupil, staff to wear face shield or mask  If there is an out-break in a bubble then staff advised to wear face shield or mask at all times when working in the classroom  Message reiterated, staff to take personal responsibility for decision to wear mask or mask and shield  Non-medical face coverings/face masks  Where staff or learners make use of non-medical face processes for the safe removal and disposal/storage of face coverings must be enacted. Individuals must wash/sanitise their hands both before and after donning or doffing the face covering, dispose of temporary face coverings or store reusable coverings in a plastic bag when not being worn. Staff and learners must be reminded not to touch their face when wearing a face covering, and must wear them correctly (covering both mouth and nose).  Swimming – Year 2- Year 6 children are swimming as of 06.09.21. As volunteers are not yet allowed back in changing rooms, Reception & Year 1 pupils are not yet able to swim, nor the afternoon children from the RSBSC. | All staff |  |
|  | Indoor and outdoor equipment that cannot easily be cleaned after each user or kept for one user at a time should be taken out of use e.g. trim trails, climbing frames, indoor and outdoor gyms. | Equipment allocated to ‘bubble’ groups to remove need for continual cleaning | SLT | Before 03/09/2020 |
|  | Reduce the use of shared resources e.g. stationary, books etc. and allocate individual resources to pupils wherever possible that is for their sole use. | Teachers to ensure that every pupil has their own pencil, rubber, ruler etc | staff | “ |
|  | Remove or refrain from using more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils can be cleaned at the end of the day, but keep to a minimum. | Children now sitting in groups at tables  Staff to continue to organise classrooms as they were during the last academic year, reviewing what is needed in the classroom on a regular basis. | Staff | On-going |
|  | Shared materials and surfaces should be cleaned and disinfected more frequently as per standard cleaning schedule | Cleaning staff/staff within bubble to follow COVID cleaning schedule, if there is an outbreak within a bubble | JD | ongoing |
|  | Improve circulation of fresh air. | Windows and doors (if they are NOT fire doors) to be kept open where possible. | staff | ongoing |
|  | Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g. D&T, practical science, art, ICT, so that groups of pupils can move around safely. | Timetable for ICT suite when applicable e.g. for assessments to take place  All classes able to access DT room now (timetabled as and when needed)  RBSC no longer have exclusive access to DT room | SLT | ongoing |
|  | For areas of the school not allocated to ‘bubble’ groups- teachers to use notices on the doors to indicate that they have used a room.  Flushing of water outlets for rooms not in use must continue in accordance with the Water and Legionella risk assessment. | Signage in place | CR  All staff  JD | ongoing |
|  | Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.  Review staff wellbeing. | Staff meetings continue virtually where possible.  Review of this risk assessment continues to be ‘running agenda item’  Mental Health Action Group set up- made up from all staff groups within school in order to ensure that well-being of all staff is checked and concerns/questions can be put forward by a group’s representative where appropriate/needed  Where physical meetings are necessary, for example SLT (Tues), and for some staff meetings, we will limit the number of people physically attending the meeting and, where possible, social distancing measures will be observed. | All staff  SLT | ongoing |
|  |  | Pupils to use taps in class to refill water bottles to avoid queues at water coolers EXCEPT Y4 as they do not have a sink in their classroom- they can have their bottles re-filled at lunchtime in the hall. | Y4 | From 23/06/2021 |
| Information to pupils, staff, parents / carers, visitors and contractors. | Clear communication with parents / carers is essential from the school and the LA  so they understand what schools can offer safely to their children. | The local authority will ensure that, regular communication will be provided to parents/carers via schools.  This will include letters to parents prior to re-opening, outlining routines and expectations about social distancing, hygiene, and cleaning.  Our school will continue to provide information to parents via newsletters, emails, signs (sign-posted on school Facebook page) etc. | All staff | ongoing |
|  | All persons likely to come onto the school grounds must be informed they must **not** attend if they are displaying any symptoms of Coronavirus, or if they are self-isolating following Government Guidance for households with family members displaying symptoms.  Any adults on site must wear face coverings on any part of site. | Our school will continue to provide information to all visitors via signage. | SH | ongoing |
| Clinically extremely vulnerable and vulnerable staff and pupils | Where a pupil's plan indicates that they need specialist care or medication, schools must ensure that there are plans in place. | All staff requested to complete an individual risk assessment again to obtain a risk assessment score  Individual risk assessments to be put in place if applicable  Where a pupil's plan indicates that they need specialist support consider if there are appropriately trained staff available, if their usual teachers or support staff are not able to be in school. | All staff  CR, JW  RBSC | 06/09/21  04.01.2021  Risk assessment ‘scoring’ document from PCC shared with all staff 23rd /06.  Second risk assessment from PCC for shielding workers shared 22/07/2020 |
|  | People who live with those who are clinically extremely vulnerable can attend the workplace but should ensure that they maintain good prevention practice in the workplace and home settings. | All staff have already been asked to consider whether they need to write a risk assessment with MS before returning to work.  Staff reminded again 10th and 22nd Feb.2021  06/09/21- with CR | CR  All staff,  RBSC | 06/09/21  Staff offered further meeting 10th and 22nd Feb.2021 |
|  | PCC Community and VC schools must have regard to the guidance issued in Coronavirus (COVID-19) – Advice for schools and school employees –  Powys County Council  Staff must complete the COVID-19 Workforce Risk Assessment in order to enable detailed discussions to take place about the risks of them attending work in a School /Setting and to identify any reasonable adjustments that need to be made to enable them to work safely. https://gov.wales/covid-19-workforce-risk-assessment-tool Any RAs that identify issues must be forwarded to HR/Occupational Health for further evaluation.  Staff who are pregnant As well as completing the new and expectant mothers Risk Assessment as you would for all pregnant members of staff, it is important that staff also complete the updated all Wales COVID-19 Workforce Risk Assessment Tool as pregnancy places staff in an increased category and they will need to aware of this. Pregnant staff who also have underlying health conditions may also have an increased risk of severe illness. All staff who are pregnant will need to send completed RAs to occupational Health for review /advice. Once an employee is reaching 28 weeks gestation, the Risk Assessment should be reviewed and staff should only continue to attend the workplace if the risk assessment advises that it is safe to do so. | Status of all staff has been collected- including new staff members  Workforce Audit sent to all staff via email – 03/09/21  Updated risk assessment from County sent to all staff for their information 04/09/21 | CR | As above  Review of risk assessment weekly item in staff meeting  Staff reminder that they can review personal risk assessment at any time 10th and 22nd Feb.2021  06/09/21 |
|  | Pupils - a small minority of children will fall into this category, and schools should work with parents to follow medical advice if their child is in this category. | September 2021 all pupils are coming into school unless they have symptoms of COVID, have tested positive on a Lateral Flow Test or have tested positive on a PCR test  Even if children/staff have been identified as a contact of a positive case, they do not have to isolate unless they develop symptoms or test positive on a Lateral Flow Test or PCR test.  If someone in their household tests positive, they are to isolate until they receive a negative PCR result.  Children aged under 5 do not have to self-isolate or take a test if they have been a contact of a positive case in their household or otherwise. | CR | Sept 2020 Letter to parents/carers included head’s/ALNCo’s contact address for them to send further information we may need to support all learners 22/07/2020  Information to parents/carers sent out 07/09/21 and 08/09/21 with guidance |
|  | Living with someone who is clinically vulnerable – People who live with those who are at increased risk or clinically extremely vulnerable can attend the workplace but should ensure that they maintain good prevention practice in the workplace and home settings. | All other vulnerable staff to consider whether they need to write a risk assessment with CR  Staff reminded again as above 04/09/21 | CR | As above |
| Persons who are already displaying Coronavirus symptoms | All persons who are displaying symptoms must not come into school and should follow Government guidance on self-isolating. | Ongoing information to parents included in newsletters, emails, signs etc.  SH to check all visitors.  All staff to inform CR immediately if they suspect they have symptoms of COVID. | CR, SH | Before 25/06/20 and ongoing |
|  | If someone in their household has symptoms or has tested positive for coronavirus and they are fully vaccinated or aged 5 to 17 they should self-isolate and [**take a PCR test**](https://gov.wales/get-tested-coronavirus-covid-19#section-55539). If their test is negative they can stop isolating.  If someone in their household has tested positive and they are not fully vaccinated they should self-isolate for 10 days. They should [**take a PCR test**](https://gov.wales/get-tested-coronavirus-covid-19#section-55539) on day 2 and day 8. They should self-isolate for 10 days even if their tests are negative.  Children aged under 5 do not have to self-isolate or take a test if they have been a contact of a positive case in their household or otherwise.  TTP will ask/ advise other family members who have been close contacts to organise a PCR test on Days 2 and 8 following their last contact with the positive case. **This is not enforceable**. | Newsletter for parents/carers to highlight importance of informing school if circumstances change.  CR to check emails at the weekend | CR | Before 25/06/20  w/c 05/10/2020  01/09/21 |
| Persons developing Coronavirus symptoms whilst on site | All persons who develop Coronavirus symptoms, however mild should be sent home as soon as possible and they should then follow government guidance on self-isolating and testing.   1. People who test positive must self-isolate for 10 days, as previously. 2. People aged 18 or over who are not fully-vaccinated, or were fully-vaccinated overseas, must self-isolate if they are a contact of a positive case. 3. Fully-vaccinated people (vaccinated in the UK) aged 18 or over and children do not have to self-isolate if they are contacts. 4. Fully-vaccinated people (vaccinated in the UK) aged 18 or over and children who are contacts of a positive case will instead be **asked/advised** to take PCR tests on Days 2 and 8 following their last contact with the positive case. **This is not enforceable**. 5. If someone in their household has symptoms or has tested positive for coronavirus and they are fully vaccinated or aged 5 to 17 they should self-isolate and [**take a PCR test**](https://gov.wales/get-tested-coronavirus-covid-19#section-55539). If their test is negative they can stop isolating. 6. If someone in their household has tested positive and they are not fully vaccinated they should self-isolate for 10 days. They should [**take a PCR test**](https://gov.wales/get-tested-coronavirus-covid-19#section-55539) on day 2 and day 8. They should self-isolate for 10 days even if their tests are negative. 7. Children aged under 5 do not have to self-isolate or take a test if they have been a contact of a positive case in their household or otherwise. 8. **Therefore, you are likely to have children who have been contacts in school or are even living with a family member who has tested positive for covid. If they have tested negative, they are able to attend school as usual.** 9. If at any point they develop symptoms, they must self-isolate and seek a PCR test. If negative, they can return to school if symptom-free. If they test positive, they must self-isolate (as per Point 1).     All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.  Use of Thermometers - these should only be used to take a child's temperature in the Isolation Room if you have reasonable concerns that the temperature needs to be taken. Comply with the guidelines with the thermometers on how they should be used.  As of 09/09/21 Advice from Michael Gedrim, school can send out TTP letter (has been provided as of 10/09/21) to contacts, if a positive result has been reported to school, before TTP get in touch  School should also contact TTP to make them aware | Staff should use personal, protective equipment (PPE) to care for the child.  The toilet should be cleaned using standard cleaning materials.  The child should be moved to a room where they can be isolated – and for that to be a room other than the usual medical room.  If the child's temperature is not within the normal range, the child must be sent home and every item that the child has been in contact with should be wiped down with the Clinell wipes  If the child is unwell, parents/carers should be called to collect the pupil. It is strongly advised that school staff should not seek to transport a child to their home.  All employees are able to access Covid-19 testing.  In line with official guidance, employees must self-isolate for 10 days if they have any of the following symptoms:   * a high temperature; * a new continuous cough; and/or * loss of smell or taste (anosmia).   Welsh Government has released [self-isolation advice](https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus).  If an employee is fit enough to work even in isolation, employees should be supported to work at home to support remote learning.  However, it is important to note that this must be agreed with the employee’s headteacher.  **If an employee lives with someone who is displaying symptoms, what do they need to do?**   1. If someone in their household has symptoms or has tested positive for coronavirus and they are fully vaccinated or aged 5 to 17 they should self-isolate and [**take a PCR test**](https://gov.wales/get-tested-coronavirus-covid-19#section-55539). If their test is negative they can stop isolating. 2. If someone in their household has tested positive and they are not fully vaccinated they should self-isolate for 10 days. They should [**take a PCR test**](https://gov.wales/get-tested-coronavirus-covid-19#section-55539) on day 2 and day 8. They should self-isolate for 10 days even if their tests are negative. 3. Children aged under 5 do not have to self-isolate or take a test if they have been a contact of a positive case in their household or otherwise.   Testing is also available for all symptomatic household members – further information below.  Even if self-isolating, employees should be supported to work at home to support remote learning, there must be a discussion with the headteacher.  **If an employee is contacted by a contact tracing team, what do they need to do?**  Any employee who is contacted by a contact tracing team will be **asked/advised** to take PCR tests on Days 2 and 8 following their last contact with the positive case. **This is not enforceable**.  If an employee is fit enough to work and able to work from home, they are expected to do so even if self-isolating and support with remote learning.  **If an employee self-isolates, who do they need to inform?**  Employees who self-isolate need to contact their line manager/head teacher at the earliest opportunity.  The line manager/head teacher must email [hrabsence@Powys.gov.uk](mailto:hrabsence@bridgend.gov.uk) immediately following notification from the employee to confirm the following:   * the first day of self-isolation; * the reason for the self-isolation (eg displaying symptoms, advice from GP or a member of the household displaying symptoms); and/or * If the employee is fit enough and is able to work from home.   The manager needs to notify [hrabsence@Powys.gov.uk](mailto:hrabsence@bridgend.gov.uk) even if the employee is working from home while self-isolating.  **When should an employee end their period of self-isolation?**  Employee is personally symptomatic:   * Self-isolation ends after 10 days, as long as the person feels better and no longer has a high temperature.   The 10-day period starts from the day when the person first displays symptoms.    **What if an employee continues to display symptoms beyond their self-isolation period?**  The employee must contact their line manager at the end of the initial 10-day isolation period to confirm whether they intend to return to work.  If an employee has to self-isolate for longer than ten days due to continued symptoms of Covid-19, the employee should follow NHS guidance and keep their line manager/head teacher informed.  Where it is confirmed that an employee has contracted the virus the line manager must notify [hrabsence@Powys.gov.uk](mailto:hrabsence@bridgend.gov.uk).  The employee’s absence transfers to sickness absence leave and the usual sickness absence process applies.  **What if an employee has symptoms that are not linked to Covid-19?**  If an employee is not fit enough to attend work but is not displaying the symptoms outlined above, usual absence management procedures will apply. | CR  SH CR | ongoing |
|  | Whilst awaiting pick up persons should be isolated in a separate area with a closed door (and preferably an open window). Pupils will need to be supervised whilst this takes place.  Every item that the child has been in contact with should be wiped down with the Clinell wipes  If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. If the unwell person subsequently tests positive, they will be **asked/advised** to take PCR tests on Days 2 and 8 following their last contact with the positive case. **This is not enforceable**. They must wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. | Deputy office to be left available for potential isolation of staff and pupils. When waiting with a child, staff to wear PPE and sit outside room, on chair in corridor, leaving the door ajar.  Refer to PCC '***COVID-19 isolation process 020620***’ document  Staff toilet with window to continue to be used as isolation facilities. | CR | ongoing |
|  | An (Fluid Resistant Surgical Mask) FRSM face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, plastic apron eye protection and mask should be worn by the supervising adult. | PCC to arrange ordering of PPE. SH to complete order and update as equipment is used. Staff MUST inform SH if they use PPE.  PCC will make on-line training in correct use of PPE available and this to be shared with all staff. | PCC, SH  all teachers | Before 25/06/20  When training is made available |
|  | All persons who develop Coronavirus symptoms, however mild should be sent home as soon as possible however they must not must not travel home on dedicated school transport. The school or setting should contact the parent/carer who should make arrangements for the learner’s journey home.  They should then follow government guidance on self-isolating and testing. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.  Libraries and pharmacies now have LFT kits for parents/carers to access when needed.  Learner’s assistants who have been in contact with someone that has developed symptoms of COVID-19 while at school/setting or on dedicated school transport do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a COVID-19 test).  The other household members of that wider class or group do not need to self-isolate.  Every item that the child has been in contact with should be wiped down with the Clinell wipes    Where the child, young person or staff member tests positive, the school and the Schools Service will work with the Test, Trace and Protect (TTP) programme, and with relevant colleagues, as described by the TTP guidance and the PHW Guidance on the re-opening of schools.  A positive test on site does not require closure of that site. The process of testing and contact tracing is part of the ‘new normal’ and where schools and settings follow these guidelines carefully, there is no cause for alarm.  If there are multiple cases of COVID-19 in a school then experts from across the NHS and local government will work together to prevent ongoing transmission within the school. This will involve identifying those exposed any child or staff member who is at increased risk and provide tailored infection control advice. Advice based on the assessment of each individual situation will be provided to support the school in preventing further spread.  The process will be handled sensitively and in confidence. | Ongoing information to parents included in newsletters, emails, signs etc. | CR | Initial information to parents/carers before 25/06/20 then ongoing |
|  | Where the child, young person or staff member tests negative, they can return to their setting. | Ongoing information to parents included in newsletters, emails, signs etc. | CR | Initial information to parents/carers before 25/06/20then ongoing |
|  | As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health Wales’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting may not be necessary.  Anyone with symptoms of the virus can apply for a home test kit or make an appointment at a drive-through test centre.  An online portal is available for anyone who has symptoms in Wales to book an appointment. See hyperlink to access testing: https://www.nhs.uk/ask-for-a-coronavirus-test  If you get a positive test, you will be contacted by a contact tracer. That person will ask for details of all the individual has had contact with while they had had symptoms. Those contacts will then be followed up and will be **asked/advised** to take PCR tests on Days 2 and 8 following their last contact with the positive case. **This is not enforceable**.  Who counts as a contact? A contact is defined as: -someone you have been within one metre of and had a face-to-face-conversation, had skin-to-skin contact with or have coughed on, or been in other forms of contact for a minute or longer -someone you have been within two metres of for more than 15 minutes  -someone you have travelled in a vehicle with or sat near on public transport  If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. | Any pupil, member of staff, school governor, contractor or visitor will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this. Anyone self-isolating with symptoms will be encouraged to access testing.  Ongoing information to parents included in newsletters, emails, signs etc. | CR | Initial information to parents/carers before 25/06/20then ongoing |
|  | A deep clean will take place in the areas of the school where the symptomatic person has been in accordance with and the Powys CC deep cleaning schedule document ‘**SWP 11.70 Deep Clean 060420**’.  Cleaners to wear disposable: gloves; plastic apron; surgical mask and eye protection.  PPE must be disposed of properly, following decontamination guidance.  Every item that the person has been in contact with should be wiped down with the Clinell wipes | Cleaners to follow PCC Corporate PPE guidance | JD | ongoing |
|  | One staff toilet to be available for individuals who display symptoms (window open). This will be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in. | Cleaners to follow PCC Corporate PPE guidance | JD, CR | ongoing |
|  | Where a member of a group displays symptoms, member to isolate as above and rest of group to move to gym until the area has been cleaned and disinfected.  If this is a member of staff CR to take responsibility for finding another member of staff to supervise the group until other cover can be found. | Gym is designated as additional space to be used. | CR | Before 25/06/20 |
|  | **Follow the government guidance below if you have reasonable grounds to suspect a member of staff or pupil has contracted Coronavirus through attendance at school** | <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> | CR | ongoing |
| Controlling access into the school for staff, pupils and members of the public. | Start and end of session protocol and playtime exits/entrances organised by SLT to ensure one-way flow through separate access and exit points with social distancing wherever possible. This shared with staff and parents/carers before school re-opens.  All access points into the school open, during drop off and pick up, to assist with social distancing.  Parents and carers again advised not to congregate in playgrounds / outside school and to observe social distancing, including of any siblings not currently able to attend school (e.g. KS2 siblings whose Foundation Phase siblings are attending).  Parents and carers again advised that, where possible, only one adult must accompany their child to / from school. Avoid drop off and pick up by older family or community members (e.g. grandparents). Where possible, siblings not currently attending school should not accompany the child/parent to school/onto site. | See annex F | SLT | Shared with all stakeholders by 19/06/2020  Letter from Public Health Powys and message from HT shared with parents/carers 22.02.2021  Regular reminders in newsletters |
|  | Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound. | See annex F  Start and end of session protocol and playtime exits/entrances organised by CR to ensure social distancing wherever possible and shared with staff and parents/carers before school re-opens.  Fire procedures to be reviewed by CR and SH and shared with staff.  New fire procedures used in fire drill on 08/09/21 | CR, SH  SH | Before 25/06/20  during w/c 29/06/2020. |
|  | Parents and carers advised that, where possible, only one adult should accompany their child to / from school. Avoid drop off and pick up by older family or community members (e.g. grandparents)  Parents and carers should be informed they should not come into the school building unless by prior arrangement and an appointment. | Start and end of session protocol and playtime exits/entrances organised by CR to ensure social distancing wherever possible and shared with staff and parents/carers before school re-opens in September.  Parents advised to e-mail or telephone staff initially with any query. Where meetings are needed, this to be done virtually using ‘Teams’. Socially distanced physical meetings may be required, only after e-mail/telephone has been tried first.  RBSC- physical meetings may be required. | CR  SLT | Share with all stakeholders by 19/06/2020  27/08/21 |
|  | Staff should access school through the carpark door and immediately use hand sanitiser stored on the bookcase in the main entrance. | JD to ensure hand sanitiser is available on bookcase in the main entrance to school | JD | Before 25/06/20 |
|  | Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed, including requirement to wear a face mask. Before any visitor enters the school they are to be thermal scanned with an infra- red thermometer, ensure the person scanning has appropriate PPE.  It is assumed the mitigation and controls must be in place at all times when the school: 1. Is occupied by pupils, school staff and catering and cleaning staff 2. Has school transport of pupils by Powys CC Transport staff and Transport assistants 3. Takes delivery of school or catering goods. 4. Receives waste bin collection. 5. Has visitors including school governors, parents or public visitors, Local Authority or Local Health Board staff and emergency services staff. 6. Has contractors visiting to undertake repairs, maintenance or improvement works to the premises and statutory compliance testing and inspections. | SH, in school office, to be responsible for allowing safe access to school building in line with advice from WG and PCC.  SH to check visitors know that they must wear a face mask at all times whilst on school premises.  If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated thoroughly deep cleaned prior to admitting other persons / being used. | SH | from 04.01.2021  ongoing |
|  | CR has created plan of school and marked on any entry or exit routes to provide a visual document for staff, pupils and parents / carers. | Photo shared with all stakeholders | CR | Shared with all stakeholders by 19/06/2020 |
| Handwashing and hand sanitisers | Alcohol hand sanitiser points for staff (Billi bookcase), visitors (office) and pupils (in their classrooms.)  Alcohol hand sanitiser to be used on arrival and departure.  Do not place Hand Sanitisers in direct sunlight or on heated surfaces e.g. computer screens, laptops, I-Pads, etc. | Ongoing information to parents included in newsletters, emails, signs etc.  SH to remind visitors to use hand sanitiser.  Staff to remind pupils.  Only sanitiser provided by county to be used. If someone is not able to use it, they must wash hands instead. | JD  SH,  All teachers | Staff training Before 25/06/20  then ongoing |
|  | Pupils and staff must wash their hands with soap and water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Where this is not possible, hand sanitizer must be used. Paper towels should be available for drying hands where practicable.  Where learners or staff choose to wear non-medical face coverings, they must practise diligent hand hygiene before and after putting on or taking off the face covering. | Virtual staff meetings to continue for all staff to remind everyone of the importance of these routines and to review risk assessment.  Staff to make a point of reviewing these routines with pupils (first taught in March) and to continue to reinforce the message. | All staff | Staff training before 25/06/20  then ongoing |
|  | All classrooms except hall and Y4 have sinks. Allocated toilet area or hand sanitiser to be used instead.  Do not place Hand Sanitisers in direct sunlight or on heated surfaces e.g. computer screens, laptops, I-Pads, etc. | Ongoing information to parents included in newsletters, emails, signs etc.  SH to remind visitors to use hand sanitiser.  Staff to remind pupils. | JD  SH,  All teachers | Staff training before 25/06/20  then ongoing |
|  | All persons should wash their hands with soap and water for at least 20 seconds before leaving the premises. | Staff to make a point of reviewing these routines with pupils (first taught in March) and to continue to reinforce the message.  Ensure there are sufficient handwashing and/or hand sanitiser stations available for all staff and learners to comply with the requirement to regularly and frequently practise good hand hygiene.  Review of risk assessment is a running item in staff meetings. Reiterate message that staff should not feel worried about reminding each other about wiping, sanitising, mask-wearing etc. 04.01.2021 |  | JD |
|  | Tissues will be available in all group areas and should be single use only and disposed of in a dedicated bin after use. Follow government guidance for disposal. | SH to order boxes of tissues.  Dedicated bins for tissues in every classroom, emptied daily. | SH  JD | Before 25/06/20  then ongoing |
|  | Any waste products used by staff or pupils that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed in the school bin store. N.B. the virus cannot survive on a surface for more than 72 hours according to current guidance. | Waste products used by staff or pupils that start to show symptoms whilst in school double bagged and kept (securely) for 72 hours in a dedicated yellow waste bin, located in the deputy office, before being disposed in the school bin store. | JD  All staff | Staff training before 25/06/20  then ongoing |
|  | In addition staff are to wash hands on entry to staff room, before and after preparing food and drinks, and before leaving. | Virtual staff meetings to continue for all staff to remind everyone of the importance of these routines and to review risk assessment. | All staff | Staff training before 25/06/20  then ongoing |
| Cleaning | Normal cleaning schedule resumed 02/09/21  Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays in accordance with '**standard cleaning schedule 010620**'. | Refer to PCC 'Standard Cleaning schedule 010620' document  JD to train all cleaning staff.  .  JD to be released to deep clean in event of COVID incident in school. | JD and CR | Staff training before 25/06/20  then ongoing |
|  | Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g. in a container like a storage box, workbox etc. so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils. | SH and JD to ensure that supplies of hand sanitisers, anti – viral wipes / sprays, paper towels, soap and tissues are kept at an adequate level.  Teachers are responsible for asking JD or SH for more supplies if they run low.  Virtual staff meetings to continue for all staff to remind everyone of the importance of these routines and to review risk assessment. | SH, JD  CR | Staff training before 25/06/20  then ongoing |
|  | Cleaning should be prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant. | Normal cleaning schedule resumed as of 02/09/21  Refer to PCC 'Standard Cleaning schedule 010620' document | JD | Staff training before 25/06/20  then ongoing |
|  | Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. | Refer to PCC 'Standard Cleaning schedule 010620' document  JD to train all cleaning staff.  The local authority also expects all staff (and learners) to take reasonable steps to ensure the working environment is as clean as possible.  Where appropriate (according to the age/stage of the child), pupils can be encouraged to clean their own personal spaces for example a cloth that a child uses in their own area.  In the event of an outbreak in a bubble, door handles and tables/surfaces used by the bubble are cleaned at break and at lunchtime, in addition to normal cleaning schedule that has resumed since September. | JD  All staff  Older pupils  All staff | Staff training before 25/06/20  then ongoing  Teachers to work with pupils to raise awareness and develop routines. |
|  | Shared materials and surfaces should be cleaned and disinfected more frequently. | Refer to PCC 'Standard Cleaning schedule 010620' document  JD to train all cleaning staff. | JD | Staff training before 25/06/20  then ongoing |
|  | Rooms used for isolating pupils or staff who display symptoms of Coronavirus then undertake deep clean of that room.  Cleaners to wear disposable: gloves; plastic apron; surgical mask and eye protection.  PPE must be disposed of properly, following decontamination guidance.  Staff undertaking wider cleaning should wear disposable non-latex gloves and aprons and change these after cleaning each separate area. | Refer to deep cleaning schedule 'SWP 11.7 Coronavirus deep clean 060420' and isolation process 'COVID-19 Isolation process 020620'. | “ | “ |
|  | It is recommended that clothes be washed at the end of every day in school (staff and pupils). | Pupils and staff encouraged to wear clean clothes every day- uniform **should now**  be worn. Parents/carers encouraged to ask about second-hand school uniform available on newsletters.  No item should be worn by pupils that requires staff to adjust, e.g. lace-up shoes. On PE days children continue to come to school in their PE kit. | CR | Share information with all stakeholders by 22/07/2020 |
| JD and CR consider the following if required in the future… | …additional / alterations to cleaning may be available on request – for example PCC Cleaning Service / Contract cleaning may be able to provide:-  Changes to contracted cleaning if areas to clean have been reduced then the cleaning team may be able to utilise the extra contracted time to do:-  Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points.  Funding for extra cleaning hours from WG has been confirmed as of 04/09/2020.  The cleaning hardship fund has been extended beyond September 2021 | | | |
| Cleaning of hard surface toys such as plastics, wood, sports equipment etc. | In order to reduce transmission, the local authority recommends that as few items as possible are brought between home and school.  Learners and staff will be expected to bring their own food into school to keep them going for the whole of the day. | Pupils will need to bring fresh fruit snack and packed lunch and a filled water bottle every day they are in school.  Pupils to take all items, including packaging, home at the end of the day.  Pencil cases/ wellies to be brought into school now- 02/09/21. | All staff | Share information with all stakeholders by 19/06/2020 |
| High risk activities | Some guidance suggests that singing and shouting significantly increase likelihood of transmission. | Whole school assemblies suspended unless virtual.  Music activities can now include singing if the children are sitting facing in the same direction and encouraged to sing quietly/gently.  As part of raising COVID awareness (handwashing, distancing etc), teachers to discourage shouting. | All staff | Staff meeting 23/07/2020 |
| Social Distancing | Government Guidance states that  “We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools must therefore work through the hierarchy of measures set out above:   * avoiding contact with anyone with symptoms * frequent hand cleaning and good respiratory hygiene practices * regular cleaning of settings * minimising contact and mixing   It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.  Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.” | | | |
|  | Keep cohorts together wherever possible. | ‘Bubbles’ of pupils and staff to stay together throughout the day wherever possible. | SLT | Share information with all stakeholders by 22/07/2020 |
|  | Classes and groups of pupils must be kept to a minimal size where possible to allow greater social distancing. | No more than 30 pupils per class wherever possible. |  |  |
|  | Where appropriate areas of building marked out with 2m indicators as a visual aid for social distancing.  The marked areas will provide guidance on safe social distancing requirements for pupils and staff. | .  Areas marked outside to ensure pupils in different bubbles socially distance | SLT | Share information with all stakeholders by 19/06/2020 |
|  | A system for movement around school, into / out of classrooms, use of toilets should be devised to avoid paths crossing where possible e.g. use of one way systems, controlled access / exit. Staggering lunchtimes will help minimise corridor occupancy. | Use CR’s plan to design ‘flow’ of traffic around school.  Areas marked outside to encourage pupils to line up in a socially distanced fashion.  Other than Year 3 & Year 4 pupils, children to eat lunch in classrooms: either packed lunches or school meals (which will be brought to the classroom.) Menus have been slightly adapted to make this possible. | “ | “  Share information with all stakeholders by 22/07/2020 |
|  | If parents/carers and staff agree, very young children may be physically reassured if appropriate. Staff may choose to wear PPE to do this. Chairs / desks surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points. | Maximum class size of 30 pupils where possible.  Staff to help pupils to remember to maintain a 2m distance from members of staff whenever possible.  Where staff are in closer contact for more than a minute, eg reading 1-1with a pupil, a face mask or face shield must be worn. | SLT and all staff | "  From w/c 05/10/2020 |
|  |  |  |  |  |
|  | All groups of staff and children should be kept separate in different areas with sinks available (where possible) and observe social distancing in these areas and when moving around school as far as possible.  Consider how many pupils will be using cloak areas / pegs and take steps to minimise persons being in close proximity e.g space out the ones in use to keep a 2m distance, rota access to these areas, keep bags and coats with the individual. | SLT have organised staffing to try to keep groups of pupils with the same staff wherever possible.  Where possible carry out any necessary closer supervision side on rather than face on. | SLT | " |
|  | Ensure that wherever possible pupils use the same classroom or area of a setting throughout the day, with a cleaning of the rooms at the end of the day.  Where possible, pupils should not share devices and equipment.  If parents/carers and staff agree, very young children may be physically reassured if appropriate. Staff may choose to wear PPE to do this. | PCC 'Standard Cleaning schedule 010620' document  Ongoing information to parents included in newsletters, emails, signs etc. | All staff | “ |
|  | “ | Pupils and staff should maintain social distancing when outside and stay within their discrete learning group, where possible. | “ | " |
|  | School staff using hard surface equipment to enable sports activities with children - indoor and outdoor activities. | Wash hands with soap and water before and after activities, meals, toileting on arrival and departure from school | “ | “ |
|  | The local authority recommends that schools stagger break times in order that contact between learners is minimised and sufficient area is provided for outdoor activities.  Access to playground equipment should be limited to specific groups and cleaned after each use by separate groups. | Lunchtimes will be staggered to allow safe movement around the school.  Ongoing information to parents included in newsletters, emails, signs etc. | SLT | " |
|  | Take steps to minimise persons being closer than 2m | Use of toilets has been organised so that individual groups use them where possible and as close to their learning base as possible.  Where toilets are shared, cubicles are allocated to individual pupils' groups. | All staff | " |
|  | Schools need to ensure that toilet use is managed appropriately. | All staff to limit the number of children who use the toilet facilities at one time and supervise numbers in and out and in the corridor.  Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve). | All staff | “Share information with all stakeholders by 22/07/2020 |
|  | Schools need to consider how hand sanitisers and hand washing times are organized throughout the day, with a clear priority given to effective hand washing.  Do not place Hand Sanitisers in direct sunlight or on heated surfaces e.g. computer screens, laptops, I-Pads, etc. | Warm water and soap are available at all times, in all cloakrooms/toilets for pupils and staff.  Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).  Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them. | All staff | “ |
|  | New signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the “If You Use It – Wipe It” principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place. | Signage to the backs of toilet doors and above sinks to remind pupils and staff to wash their hands.  Signage to make it clear which pupil ‘bubble’ is allowed to use the toilet.  Bins organised for the disposal of wipes if not already in place. | CR, JD | “ |
|  | Physical assemblies should be suspended during this current period until further notice. | Collective worship to be carried out in the areas in which each group is based. Virtual assemblies to continue. | All teachers | “ |
|  | Staff must maintain social distancing from other adults where possible.  Where staff have to break social distancing from other staff in order to meet a specific pupil's needs, PPE should be worn (face coverings and visors do not constitute PPE - schools should follow the PPE guidance for non-social care settings (available from H&S advisors)). There will be emergency situations where PPE cannot be donned prior to breaking social distancing - consider staff being able to shower and change clothes following these incidents. | Staffroom and offices will be re-arranged to have 2m gaps between seating and work stations and / or stagger breaks / lunchtime or use a rota for common resources and areas to limit staff numbers using the area at any one time.  For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc. follow the **“If You Use It – Wipe It”** principle with anti-viral wipes.  Staff to bring their own provisions in.  Review of risk assessment is a running item in staff meetings. Reiterate message that staff should not feel worried about reminding each other about wiping, sanitising, mask-wearing etc. 04.01.2021 and 09/09/21  There must be a specific risk assessment in place where a pupil's needs are known. There will be situations in which a child displays previously unseen behaviours/needs which have required staff to break social distancing from other staff. Such situations must be reviewed post-event and a new individual risk assessment created.---RBSC staff | all staff | ““Share information with all stakeholders by 22/07/2020 |
|  | Staff should maintain social distancing from other adults where possible.  If staff need to communicate outside their groups they should observe social distancing where possible.  In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school’s acceptable use policy regarding the use of their own phones.  Summer term 2021: Some training/ meetings are now taking place in the hall or staffroom, where groups of adults can be seated 2m away from each other, or where staff can work in their ‘bubbles’. | Staff share mobile phone numbers and communicate via these between groups where possible. | All staff | " |
| First Aid | Ensure adequate first aid provision for the numbers of staff and pupils on site.  The local authority will work with Welsh Government and Health and Safety Executive to ensure existing policy and practice is update in due course.  It is important that all accidents continue to be reported via the online accident recording system. | Ensure there is PPE FRSM masks, non-latex gloves and eye protection available at First aid points.  PCC will make on-line training in correct use of PPE available and this to be shared with all staff. Until then, see appendix I.  All staff must tell SH /CR when they use PPE so they can re-order.  We have appropriate numbers of first-aid trained staff.  More first aid training completed 01.09.21  Continue to ensure staff are aware of any medical conditions / needs of the CYP they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the CYP is. Annual training is up to date.  Where contact (less than 2m) is with a child has no COVID symptoms and where no member of the household is a possible or confirmed case, disposable gloves should be worn.    If pupils need help to use an asthma inhaler, or if a member of staff is required to administer CPR then PPE should be worn.  NB: there are new COVID guidelines for CPR- compression only should be used. | All staff | “ |
|  | **Guidance on Level of Trained Personnel**   |  |  |  | | --- | --- | --- | | **Number of Persons Regularly On Site\*** | **Emergency First Aid at Work** | **First Aid At Work** | | **<25** | 1 | - | | **25-75** | 2 | - | | **75-200** | 2 | 1 | | Limit or cease activities more likely to result in injuries. | All staff  11 members of staff completed paediatric first aid training 01/09/21- to ensure that first aiders are in every bubble | “ |
| General controls | Avoid contaminated surfaces. | IT equipment should be cleaned, by teachers and TAs NOT cleaners (for insurance purposes) with alcohol wipes/sanitiser sprays between users if it cannot be kept for the sole use of an individual. | “ | “Share information with all stakeholders by 22/07/2020 |
|  | Clean clothing should be worn daily. | Pupils will be encouraged to wear clean school uniform. Parents/carers informed of second hand uniform available.  Staff members will be encouraged to wear appropriate, easily washable clothing and footwear. | Staff and pupils | " |
|  | Fire doors must remain shut as normal, however-  where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound. | Where possible open doors and windows to classrooms, offices, staff rooms etc. | All staff | “ |
|  | Avoid queues to fill water bottles | Parents encouraged to send full water bottles in with their child’s packed lunch.  No glasses of water provided with school lunch, so a filled water bottle will be needed.  Water bottles should be filled either in class or from the hall at lunchtime (Y3/Y4. | “ | “Share information with all stakeholders by 22/07/2020 |
| Educational Visits | For local visits e.g to local parks etc - guidance has been provided by the Schools Health, Safety and Wellbeing Team on managing local visits, especially regarding social distancing and hygiene. There is also guidance on www.oeapng.info 4.4k Coronavirus  Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve. | Follow guidance | “ | “ |
| PPE for staff and pupils | Government has advised there is no need for staff or pupils to wear face coverings or face masks as a matter of course when in school. Welsh Government recommend recyclable, high-quality, three-ply, multi-use face coverings. These do not need to be medical-grade face masks.  Where a learner or a staff member has a specific hearing impairment, and their communication needs rely on them being able to lip-read, etc, then transparent, 2-ply face coverings can be provided by the Local Authority. Transparent face coverings must be used in conjunction with a visor. In order to procure transparent face coverings, schools must complete an individual risk assessment in respect of the child/staff member. This must clearly evidence why transparent face coverings are required. Requests may be cross-checked with the Sensory Support Service.  Where staff or learners make use of these to travel to school, a processes for the safe removal and disposal/storage of face coverings must be enacted. Individuals must wash/sanitise their hands immediately on arrival, dispose of temporary face coverings or store reusable coverings in a plastic bag for the day, and then wash/sanitise their hands again before going to the classroom. | Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves.  Teachers to ensure that pupils who choose to wear masks on school transport follow procedure for removing and storing mask safely.  Staff who are working with children more closely than 2m, eg when working with small group support, should wear a mask or visor.  Catering staff must observe the rules of social distancing and hygiene whilst on site. PCC Catering staff must wear face coverings where the constraints of social distancing and food hygiene necessitate them. | Pupils and staff | “ |
|  | Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. | Where contact (less than 2m) is with a child has no COVID symptoms and where no member of the household is a possible or confirmed case, disposable gloves should be worn. However, this needs to be assessed on a case by case basis.  Staff carrying out these activities must wear disposable gloves and aprons and may need FRSM masks and eye protection. This would need to be assessed on a case by case basis. | RBSC and FP staff | “Share information with all stakeholders by 22/07/2020 |
|  | PCC to provide PPE  Schools to record usage so county can replace as needed. | All staff to inform SH if they use PPE. SH to record usage so county can replace as needed.  Reusable eye protection / face coverings should be thoroughly disinfected and cleaned between each individual person being assisted. | All staff,  SH | “ |
| Staff Wellbeing | Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment.  Staff encouraged to create their own individual risk assessments in conversation with CR. Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing mental health issues. A WASP is available via Powys CC.  e.g. if you have BAME staff, take a look at advice from BAMEed  It is recommended that regular staff meetings (via skype etc. or following social distancing rules) are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing. Setting up closed WhatsApp groups etc. may help (staff will still need to follow Safer Working practices and adhere to the guidelines on the use of social media). | CR to: discuss during training, provide risk assessment format to staff on request and arrange consultations.  Additional risk assessments with written following meetings 01/09/2020  Reiterated message that staff should not feel worried about reminding each other about wiping, sanitising, mask-wearing etc.  Staff reminded every half term to see CR as soon as possible to review personal risk assessments as and when staff feel this is necessary.  Continue Teams meetings and use of Messenger | CR  Individual staff’s responsibility to request paperwork as needed.  From 04.01.2021 | “ |
|  | Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing mental health issues. A WASP is available via Powys CC. | Affected staff have completed the Risk Assessment and answer the associated questions with head teacher: appropriate advice has been sought and a safe approach has been agreed that is suitable to their individual circumstances.  Clear mechanism by which concerns can be raised shared with staff.  SLT to check regularly with staff on their wellbeing and any work/life balance concerns.  Mental Health Action Group for staff set up- to include all groups of staff and a governor.  Staff to see CR as soon as possible to review personal risk assessments as and when staff feel this is necessary. 04.01.2021 04/09/21  MHAG meeting 10/11/21 No concerns raised | SLT  CR  All staff | 04.01.2021  ongoing |
|  | Identify Mental Health First Aiders. | Member of staff trained in Trauma Informed Schools | JW | On-line training 22/06/2020 |
|  | Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA).  **Guidance on Staff Wellbeing is available on PCC** | Please note the guidance will be reviewed consistently, and updated on the council’s website. | PCC | ongoing |
| Pupil wellbeing | It is recognised that this will be a challenging task.  In many cases, learners will not have had opportunity to socialise with their peers for a significant period of time.  The schools and local authority have shared advice for supporting pupil wellbeing upon their return to school.  Powys Mental Health and Emotional Wellbeing in Schools community network on HWB <https://hwb.gov.wales/go/ylj281> | All staff to use ‘Incredible Years’ strategies to re-build positive relationships with pupils.  Any staff who are worried about a pupil’s mental health to discuss this with CR.  Specific training accessed by staff (see training record)  Well-Being Think Tank group established (two pupils from each class) Led by JF/CR - meet each half term | All teachers | Share information with all stakeholders by 22/07/2020 |
| Contractors visiting site | Minimise visits to essential visits only e.g. to carry out statutory testing, repair work or building works. | SH to check visits are essential. | SH | “ |
|  | Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting. | “ | “ | “ |
|  | Contractors must adhere to social distancing guidelines. | “ | “ | “ |
|  | Contractors to carry out regular handwashing and sanitising, especially on arrival at the school and throughout their time on site. | “ | “ | “ |
|  | If contractors need supervising this should be done following social distancing guidelines. | “ | “ | “ |
|  | Contractors to follow Government guidelines on self-isolating if they or their family members display any symptoms. | SH to confirm that they are not suffering symptoms. | “ | “ |
|  | If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly deep cleaned prior to admitting other persons / being used. | Refer to deep cleaning schedule | JD | “ |
|  | Inform contractors of the “**If You Use It – Wipe It**” principle. |  | SH | “ |
|  | Where practicable an access / exit point separate to that used by staff and pupils should be used. | School should still follow procedures for controlling access / security whilst contractors are on site. | “ | “ |
| Meetings / Visitors | Visitors and on site meetings with external individuals / groups should cease unless they can only be conducted face to face and are vital / necessary. | Continue use of virtual meetings where possible. | All staff | “ |
|  | If they are for vital / necessary educational / health purposes e.g. private nurseries, multi agency meetings, mental health sessions, meetings with parent / carers they should only go ahead if social distancing and hygiene rules can be adhered to. | Consider alternative arrangements via Microsoft Teams.  If physical meetings must take place, inform visitors of the “**If You Use It – Wipe It**” principle. | All staff | “ |
|  | Visitors to site (educational support service, health services, etc) must have their own safe working principles and guidance, and may have completed risk assessments. Ask to see these. They must only attend if it is vital.  Peripatetic teachers, clinicians, therapists, etc, must socially distance from other staff and from learners with whom they are not working. As far as possible, they must socially distance from the learners with whom they are working. | Ensure there is PPE available in case outside agencies do not have their own and may require it to undertake work with a child.  Visitor log is fully legible to support contact tracing operations where necessary. |  |  |
|  | School should still follow procedures for controlling access / security whilst visitors are on site- ensure the person has appropriate PPE.  Where possible an access / exit point separate to that used by staff and pupils must be used. | SH to check visitors have appropriate PPE before they are allowed entry to school. | SH | “ |
| Fire safety | The local authority recommends that all non-fire doors are be locked/wedged in an open position (to minimise physical contact with surfaces).  Fire doors need to remain in ‘normal’ use. The local authority has consulted with the Mid and West Wales Fire and Rescue Service. They recommend:   * Not wedging open fire doors. Where fire doors are used regularly when people circulate around the site, hygiene/cleaning measures should be increased on and around that door, including providing a hand sanitiser station. . | Fire drill to be carried out in first week.  CR has planned nearest fire exits for each group to share with all staff w/c 29/06/2020  05/09/21- fire drill and new plan carried out  Staff to review individual evacuation plans for vulnerable pupils.  muster points are painted on the yard | CR  SH  All staff | w/c September 1st |
|  | If changes are made to the current Fire Evacuation Management Plan and staff re-trained this should be added to your Fire Risk Assessment as an interim measure and a sheet attached marked “Interim Amendments to procedures in relation to COVID-19”.  **In the schools Fire Risk Assessment insert a page inset as an appendices for interim changes to be noted rather than rewriting sections.** | CR/SH to update Fire Evacuation Management Plan  **Annex I: COVID Fire Evacuation Map** | CR SH | “ Share information with all stakeholders by 17/09/21 |
| Supervision at Lunchtimes | Staff allocated at lunchtime to ensure supervisors stay with a consistent group of pupils and staff have adequate breaks. | **Annex J: lunch and break timetables** |  | “ |
| Catering | Any food/packaging brought from home must be taken back home by individual learners. | Lunch will be eaten in ‘bubble’ classrooms (except for Year 3 & Year 4 pupils- in hall). | CR | “ |
|  | Inform catering staff of any changes to entry / exit points, fire safety procedures, safeguarding etc.  Staff to don appropriate PPE before undertaking food preparation and cooking activity. Staff to dispose of PPE in designated waste bins.    Catering staff to don appropriate PPE before plating up meals for each individual pupil. Individual pupils collect their plated meal maintaining social distancing at all times and return to the table to eat their meal.  On completion staff dispose of PPE in school waste bins and hand wash.  Catering staff must observe the rules of social distancing and hygiene whilst on site. PCC Catering staff may be wearing face masks due to constraints of social distancing and food hygiene. | Lunches to be taken to pupils’ classrooms on trolleys. Lunch supervisors to take meals from catering staff and hand to pupils, with support from teachers and TAs where appropriate.  After eating, trays to be collected by lunch supervisors and returned to kitchen. |  | “ |
| Staff Training | This is especially important for staff members who may not have been in school. | School staff will be made familiar with new working practices before opening the school. | CR | “ Share information with all stakeholders by 22/07/2020 |
| Transport to School by Bus or School Buses (not public transport buses) | Schools will need to work closely with PCC to maintain a clear understanding of which children must be travelling to & from school on a school bus in order to safeguard children effectively  The local authority will provide guidance for schools to communicate to parents/carers/learners, reminding learners of social distancing requirements.  The local authority (or indeed transport providers) will be unable to demarcate or monitor bus stops.  However, escorts for pupils with additional learning needs will be prioritised but will be dependent on agreements between schools, parents, and transport operators.  The local authority is currently in the process of developing guidance in relation to this issue and will provide further advice shortly. | Learners who are eligible for home-to-school transport will continue to receive home-to-school transport.  Communicate to parents/carers/learners, The PCC School Transport Team’s step-by-step guide to offer advice for parents/carers/schools (not yet received by school.)  CR/SH to ensure that a daily record of pupils who have travelled by school transport is kept for TTP. | PCC | “ |
|  | Consider how to keep access to Bus / School Bus drop off / pick up areas clear of parent / carer vehicles e.g. cones, signage etc. | n/a | - | -“ Share information with all stakeholders by 22/07/2020 |
|  | For primary school pupils - where there is a need for parents to board a school bus to buckle their children in the expectation is that this will include any parents boarding a bus for this purpose to wear a face mask. | Drivers are not permitted to buckle children in. This should be communicated to parents whose children use these buses. | CR | “ |
| Before and after school provisions | Consider whether before- and after-school provisions can be safely provided. | Breakfast club and After-school provision, with children remaining in their ‘bubbles’ where possible. | CR | 03.09.2020 |
|  | Ensure that the spaces are risk assessed in line with Section 1, above, and that there are sufficient hand-hygiene and other control measures in place. | Breakfast Club: to run from 3.9.20  children sit at the table(s) assigned to the class bubbles. Children will remain seated or play in dedicated outdoor space.  No shared use of toys, puzzles, etc. Children to bring their own books (incl school reading book) to read when breakfast is finished.  Children to wash hands as they enter and leave breakfast club.  Tables to be cleaned after use. |  | “ |
| Routine testing for school staff | The Welsh Government have announced that routine, twice-weekly testing will be available to all education and childcare staff working in schools/settings. Participation is voluntary.  Ensure all staff (include catering and cleaning staff not employed by, but who work in, the school) understand the routine testing system and how the programme works. Ensure they understand that it is a voluntary scheme. Ensure that all staff understand that participation in the scheme does not change how rigorously all other control measures must be applied/adhered to.  Once fully informed, ask staff to privately and confidentially inform you whether they wish to participate or not. Staff must not be coerced or forced to participate.  Identify who will act as Covid-19 Coordinator and as Registration Assistant (may be the same person). Ensure that they fully understand the tasks associated with the role.  Ensure that all staff who have chosen to participate: have received the data privacy notice and version 1.3.2 of the self-testing instructions; understand how to administer the test and when; know how to record results on the TTP portal; know how they will report results to the school and when.  Identify a safe location to store tests kits in school.  Verify that you know how to access the Operational Portal for reordering tests, and that you have a Unique Organisation Number to be able to reorder kits.  Ensure kits are distributed correctly, and that the appropriate details (see WG guidance) are logged correctly. When distributing test kits, a face covering must be work and 2-metre social distancing maintained.  In the event that a member of staff tests positive using the lateral flow device, they must self-isolate. They must arrange for a follow-up PCR (laboratory) test. If the PCR test is negative, they can end their self-isolation and return to work.  In the event that a member of staff tests positive on a PCR test members of their bubble (pupils) and any staff contacts will likely be contacted by TTP.  All records relating to routine testing (in particular, the log of individuals' test results) must be kept secure in line with data protection requirements. | All other control measures remain vital and their importance is not diminished by participation in this scheme. In particular, negative results on lateral flow tests do not permit staff to ignore social distancing and face covering requirements.  Staff may choose not to participate. This is an additional reason for why other control measures remain vital.  Welsh Government guidance.  It is recommended that tests are administered on a Sunday and Wednesday.  County have recommended that testing should be continued twice a week and that staff test before coming back after the Christmas holiday period 27/11/21  Portal - request-testing.test-for-coronavirus.service.gov.uk Queries/support - [eduandcctesting@gov.wales](mailto:eduandcctesting@gov.wales)  Sarah Hamer to be registration assistant | CR and SH | From 2nd half spring term 2021 |