

GUIDANCE

Returning to Education – Operational Plan



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CONFIDEN ATION

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Introduction

Swansea Council are committed to providing a safe and secure work environment for all its employees and others who may be affected by their undertakings.

This operational plan sets out practical measures that must be implemented as part of the risk management process. Every effort has been made to mitigate the risk to staff, pupils and public, however, it is noted that total mitigation of the risk of contamination/infection with COVID-19 is not possible.

The local authority requires suitable arrangements to be in place for all employees, parents and pupils that are accessing education within Swansea. This also includes the provision of Flying Start and Early Years childcare settings aimed at ensuring there is a safe environment for all. All headteachers and managers are reminded that additional controls will be required to ensure that this document meets specific operational needs of the school setting and should be read in line with the schools COVID - 19 risk assessment.

This operational plan and the COVID 19 generic risk assessment has been drafted in line with statutory regulations, to ensure that the authority and our business meets our statutory obligations. This operational plan and supporting risk assessment meets the minimum requirements set out in the Welsh Government, PHW guidance, UNCRC and Wales Safeguarding Procedures whilst demonstrating compliance with current legislation.

The Health and Safety at Work Act 1974 is the primary piece of legislation covering occupational health and safety and sets out the general duties which include the duties:

- Employers have towards employees and members of the public
- Employees have to themselves and to each other
- Certain self-employed have towards themselves and others

The Management of Health and Safety at Work Regulations 1999 that includes the assessment of the risks to health and safety of their employees and others who may be affected by their work activity, undertaking of a detailed assessment of risk and recording these.

The following Principles of Prevention should be applied and are commonly referred to as a hierarchy of risk control:

- Avoiding risks,
- Evaluating the risks which cannot be avoided,
- Combating the risks at source,
- Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health,
- Adapting to technical progress,
- Replacing the dangerous by the non-dangerous or the less dangerous,

- Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment,
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees.

All scientific evidence suggests that the key in delaying the spread of the virus is to break the virus transmission chain. This incorporates: Social Distancing at a minimum of 2 metres wherever possible and hygiene routines and the washing of hands for a minimum of 20 seconds using warm water and soap.

1.0 Staff training and induction:

All education establishments in Swansea have implemented a range of risk assessments and management arrangements to assist in the control of COVID 19 within the workplace. To ensure that all staff are fully conversant with the risk assessments and supporting documentation, all staff will be provided with detailed and comprehensive induction prior to the return of pupils and children to the site. This allowing all staff to be familiar with the new arrangements and to support its implementation. These arrangements will include:

- Amendments to the emergency arrangements of the school/ setting
- Pupil and staff expectations against the fight of COVID- 19
- New school arrangements including classroom procedures and movement around the school
- School and setting “operational plan”
- Any additional measures to support the authority in managing COVID -19

All new/ temporary staff not familiar with the premises will be inducted and made aware of the fire alarm system; emergency fire evacuation procedures and assembly areas. All staff to be made aware of the emergency fire evacuation procedures and how to support children to evacuate in an emergency.

Appendix 13 – Staff guidance on returning to school.

2.0 Access to and from the school/ settings

All parents/guardians will be expected to observe the 2 metres social distancing whilst queuing with their child/ children on entry into the school building/ flying start setting. Where possible lines should be marked on the floor (paint or cones) at a 2 metres intervals so that parents/carers/ responsible adult can identify where to stand and social distancing signage to be placed on the perimeter fence line, on entry to the building and within the school/ setting corridors.

All parents/children to queue in single file on entry into the school, maintaining safe distancing of at least 2 metres.

All parents must be reminded of the importance of:

- Monitoring pupils on arrival

- Maintaining social distancing
- Pupils to use hand sanitisers on arrival
- Vacate the premises immediately after drop off and collection at the end of the day
- All parents and guardians must assure staff that their child/ children DO NOT show symptoms of the virus before entering the school/ setting.

As communicated to parents/ carers/ responsible adult, no one will be permitted to congregate on the grounds of the premises and those who are dropping off pupils will be required to leave immediately after drop off.

Where possible, access to the school/ classroom should be through the designated access points for each year group and this should be highlighted within the school newsletter provided prior to the school/ setting opening.

These can include:

- Where access points for those in a single story building, classroom emergency exits to be utilised as means of access and egress. Pupils are encouraged to line up directly outside the classroom in the yard at the start of the day. Teaching staff will be required to monitor social distancing protocol at all times.
- One- way systems to be implemented where possible and clearly marked on where possible.
- Secondary schools to highlight multiple access points for the building and allocate year group entry and exits where possible.
- Flying Start settings to maintain access through the main reception area.
- It is advised that during inclement weather, early access to the classrooms/ setting's is made available.
- Where possible, external gates to be held open during high footfall and then closed once all pupils of that year group/ class have arrived at the school in line with the buildings site security arrangements.

Schools and Flying Start settings will be required to circulate weekly reminders to all parents of the “rules of engagement and expected behaviours” within the school/ setting. Should there be an ongoing issue with social distancing being maintained, it is advised that the headteacher/ manager contacts a representative from the legal team for further advice and guidance.

It is acknowledged that social distancing “should be maintained where possible” for both education and Flying Start, and will be challenging to maintain. To support all headteachers and managers, parents/guardians are advised through daily/ weekly communications to notify the school/ setting and confirm that their children are not displaying any symptoms of Covid 19. These include:

- Continuous cough
- High temperature
- Loss of taste
- Loss of smell

Should any pupil/ child display symptoms, they will not be authorised to attend the school/ setting. Should any member of the pupil/ child's household is

symptomatic or self-isolating, the headteacher/ manager must discuss these individual cases with a senior member of the education team or Health and Safety for further advice and guidance.

All parents are advised of the essential information that needs to be provided to the school and setting that includes:

1. Are you, your child or anyone in your household a confirmed case of COVID-19/Coronavirus?
2. Do you, your child or anyone in your household have symptoms – a new continuous cough and / OR a high temperature, loss of smell or taste;
3. Are you, your child or anyone in your household in self-isolation?

Appendix 1 Social Distancing information

Appendix 2 One Way Arrows

2.1 Visitors and contractors

All visitors/ contractor that attend the school/ setting must present themselves at the main reception, and should only attend upon appointment only. Visitors are defined as anyone visiting the site who are NOT directly employed by the authority or required to work from that facility.

When on site, all contractors and visitors must use the hand sanitisers available on reception or if possible wash their hands on arrival.

Reception staff to sign the visitors in and remind the visitors of the social distancing rules and additional control measures highlighted to them on arrival.

In line with the site security Risk Assessment, all contractors and visitors must ensure that they wear a premises visitors badge at all times.

It is advised that any contractors undertaken work within the building (other than emergency repair work) is undertaken when the facility can be isolated from children or during periods of closure. All agreed maintenance must be approved by the headteacher.

Schools and settings are reminded that any parents who wish to discuss any issues with the headteacher or a member of teaching staff must be through appointment only or over the telephone/emails.

2.2 Personal Care and hand washing

As we are aware, one of the primary elements to prevent transmission of Covid – 19 is to maintain personal care and hand washing. Transmission through contaminated hands is one of the most common ways that the virus spreads from one person to another. Hand hygiene is essential to reduce the transmission of infection in school/ settings and is a critical element of standard infection control precautions.

On arrival to the school/ setting it is imperative that measures such as washing hands with water and soap for a minimum of 20seconds is undertaken and becomes embedded into daily operations. Alternatively, alcohol hand gel to be available on reception. It is advised that wall mounted hand sanitiser units are located at all pupil entry points and these are visually checked daily by the site manager/ caretaker or a member of teaching.

Each premises has a sufficient number of wash hand basins, running water and hand soap available for both staff and children and these are tested daily by the caretaker on a daily basis. It is essential that all staff:

- Follow setting procedures for hand hygiene.
- Cover all cuts or abrasions with a waterproof dressing.
- Ensure that both staff, pupils and children wash their hands on arrival and before leaving.
- Promote hand washing and continue to observe these routines with pupils, children and all staff. It is essential that this is also undertaken before and after meals and after using the toilet facilities, change of activity and if pupils change locations within the school.
- Wash hands thoroughly for 20 seconds or more with warm water and soap. Dry thoroughly with paper handtowels and dispose of in the bin provided.
- Schools and settings to clearly display signage around the premises on maintaining safe hand washing practices.
- All staff, pupils and young children to be fully aware of the “catch it, bin it, kill it” promotion (See Appendix 3). All pupils and young children to be encouraged on coughing or sneezing into elbow, or tissue, dispose of this by flushing down the toilet or by and place tissue into the bin provided around the building. It is advised that these bins are highlighted with posters to act as a reminder for pupils/ children (tissue stations).
- Should pupils/ children be participating in outdoor play/ forest school/ pond dipping (away from the school building) hand sanitisers may be used to promote personal hygiene, however on return to the building, hand washing must take place.

Matrix 1

When to hand wash Hands should be washed with soap and warm water for 20 seconds and thoroughly dried	
Staff	Pupils
Entering the building	Entering the building
Using the toilet	Using the toilet
Touching, eyes, nose or mouth	Touching, eyes, nose or mouth
Assisting Pupils/ children with toileting	Playing outside or playing with sand or water
Removing personal protective equipment (disposable gloves and aprons)	Sneezing/blowing nose (Sneezing /runny nose should alert staff member to remove child from area to designated room and call parent to take child home).

Contact with blood/body fluids (e.g. faeces, vomit)	Contact with blood/body fluids (e.g. faeces, vomit)
Touching any potentially contaminated surface (e.g. cleaning cloths/equipment, soiled clothing)	Before and after eating and drinking
Before and after starting new activities	Before and after starting new activities
Any cleaning procedure even if gloves have been worn	Going home
Caring for sick pupils/ children	After using shared equipment or toys.
Sneezing/blowing nose	
Dealing with waste	
Preparing and serving food or drink	
Before and after eating and drinking	
On leaving the building	
This is a list of examples and is not exhaustive, if in doubt, hands hygiene should be exercised.	
Children should be supervised to ensure they wash their hands correctly and for at least 20 seconds and dry thoroughly with paper towel.	
Visual prompts such as hand hygiene posters to be displayed in all welfare provisions and dining halls	

2.2.1 Personal Care

Before and after supporting any personal care or medical requirements staff should ensure they wash their hands thoroughly with water and soap for a minimum of 20 seconds.

Schools and Flying Start settings are reminded to follow their internal policy in regards to supporting pupils / young children with personal care. All staff are reminded that additional PPE/C may be required and those measures include the following:

- Any staff that are providing support with pupils with a health care plan (HCP) and personal care must wear appropriate PPE/C in line with the HCP requirements. This may include disposable gloves, aprons, face mask, eye protection or face shield.
- Where cleaning of bodily fluids are being undertaken, disposable aprons, gloves and face mask and or visors must be worn.
- Staff must ensure that they clean their hands for a minimum of 20 seconds with water and soap prior to supporting personal care and after.
- Make sure long hair is tied back.
- Ensure fingernails are clean, short and that artificial nails or nail products are not worn.

All staff to familiarise themselves with the guidance highlighted below.

- Clean and disinfect the changing facility after use, using disinfectant or anti-bacterial spray (changing mat/ bed, hand rails, light switches, integrated ladders, steps, hand wash basin, bin lids etc.)
- All waste to be placed within the bin or general waste and double bagged (including nappies, wipes, PPE, or any contaminated materials). This must be stored for 72 hours within the secured bin storage area prior to further handling and collection.
- A detailed review of specific risk assessments including the use of PPE/C for pupils those with additional needs. For example, nursery, infants, Flying Start Settings, pupils with autistic spectrum disorder (ASD) or attention deficit hyperactivity disorder (ADHD) etc. In line with schools risk assessment, a review of their individual HCP is essential and any additional controls to mitigate risk must be included and communicated to all appropriate staff.
- PPE/C will be provided to Special Schools, Specialist Teaching Facilities (STF) in line with additional risk assessment outcomes, and pupils with any additional complex needs will be assessed on a case by case basis.



Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE
 Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stented rings.

- Put on your plastic apron, making sure it is fast securely at the back.
- Put on your surgical face mask. If fac, make sure security fast at crown and base of neck. Once made sure, make sure it is extended to cover your mouth and chin.
- Put on your eye protection, if there is a risk of splashing.
- Put on non-sterile nitrile gloves.
- You are now ready to enter the patient area.

Doffing or taking off PPE
 Surgical masks are single session use, gloves and apron should be changed between patients.

- Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.
- Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- Snap or unfasten apron ties the neck and allow to fall forward.
- Once outside the patient room, Remove eye protection.
- Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- Remove surgical mask.
- Now wash your hands with soap and water.

Please refer to the PHE standard PPE video in the COVID-10 guidance collection:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures
 If you require the PPE for aerosol generating procedures (AGPs) please visit:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

3.0 Social distancing within the school/ settings

In line with the generic risk assessment, all schools and settings will be independently assessed based on the following calculations:

Location	Cubic meter per child	Rational
Secondary and Primary School	3m ² per pupil	To accommodate for desks, chairs and cupboards bookcases within the classroom, and allowing 2m ² social distancing to be maintained
Flying Start/ Nursery & Reception	3.9m ² per pupil	Due to limited understanding of social distancing and additional resources

Special Schools and	4.5m2 per pupil	Due to specific needs of the pupil that may include additional equipment to support the pupil in line with their HCP and pupil RA
STF/ PRU facilities	4.5m2 per pupil	Due to possible behaviors and lack of understanding or ability to maintain social distancing.

Pupils are encouraged to line up outside the classroom immediately prior to the start time of the lesson and then directed to their seats. Table number to be displayed on the desks.

During play activities, breaks, cleaning duties etc. all staff should maintain social distancing from their colleagues as far as they are able to during the day. Any difficulties should be brought to the setting lead's attention so that a solution can be found.

4.0 Classroom/ learning facility

As far as is reasonably practicable, social distancing should be maintained where possible throughout the school and setting operations. It is advised that all teaching staff are provided every opportunity to set up their classrooms and ensure that 2m2 social distancing is maintained. A schematic floor plan is completed highlighting the table numbers and these are allocated to each pupil.

Flying Start/ nursery and reception should highlight play zones within their settings and to ensure that each child has an area of play that will maintain social distancing of a minimum of 2m2.

Each member of staff and pupils/children must wash their hands thoroughly prior to entering any classroom/ facility.

All staff must ensure that all unnecessary resources and equipment are removed from the classroom/ learning facility or stored within sealed boxes, this allowing the cleaning and disinfection processes to be undertaken safely and thoroughly.

All staff must ensure that a clear desk policy is maintained at all times and housekeeping is maintained to exceptional standards.

Storage areas to be clean and accessible. Only staff permitted to enter storage areas and access resources.

Only agreed cleaning products to be stored within the classroom (storage area) for cleaning of equipment and furniture.

Where required, each pupil to be provided with a digital device to undertake learning. These must be cleaned after each use (prior and after breaks/lunchtimes and at the end of the day).

Only have minimal furniture and other items in the environment that are easy to clean/ disinfect.

Clean and wipe down high use surfaces **every 2 hours** appropriate disinfectant and disposable cloth.

Pupils should bring their own pencils, pencil cases etc. and should not share with others.

5.0 Circulation Around the School/ corridor safety

Consideration should be given to a one- way system within the school. Thus allowing pupils to move in a single direction around the school, limiting contact with others. One-way systems should be clearly marked using pictorial signage and laminated. (Appendix 2)

Where this is not possible, each class to be dismissed using a staggered approach to limit the number of pupils within the circulation space/corridors. A ensure that the corridors are clear prior to releasing pupils from the classroom.

6.0 Cleaning activities / work cross infection

It is essential that all staff adopt a “ clean as you go” process to minimise the risk of cross contamination and transmission of Covid 19. All schools/ settings and ECS have been provided with a cleaning checklist that may be adapted to meet each school/ setting requirements (See Appendix 4). To support all staff, it is advised that each classroom/ setting have suitable trigger sprays that include disinfectant diluted (in line with the manufactures guidance) and cloths to ensure that cleaning and disinfection can be completed through the day.

Incidental cleaning undertaken by staff should include:

- Wiping down of tables and chairs after use
- Any equipment that is being shared between “bubbles/ groups”
- Doors and handles
- Light switches
- Work surfaces (where applicable)
- Monitoring of numbers and usage of all toilet facilities will be required. Where possible the monitoring of hand washing will be important.
- It is recommended that pupil resources are placed within trays on the individual desk and these are sprayed at the end of the activity/ session.
- Ensure there is no residual cleaning agent left on the surface behind after cleaning has been completed.
- PPE (gloves) should be used in line with the manufactures instruction (nitrile or vinyl gloves) or if a risk of cross infection from surfaces or between persons.

6.1 Bodily Fluids:

All schools must follow their internal arrangements for the cleaning and disposal of bodily fluids. **On no account must any event be left unattended.**

Spill kits are readily available within schools and every effort must be made to ensure that these are available for use. In the event that bodily fluids require cleaning, staff must be supported with appropriate PPE/C that include:

- Eye protection (goggles)
- Disposable Gloves
- Disposable apron
- Face shield/ face mask

Where bodily fluid spill kits are available, these should be applied to the affected area in line with the manufactures guidance and disposed of within the biohazard bins, or double bagged. Where spill kits are not available, schools are advised to adopt the cleaning services protocol as follows:

Use blue coded equipment to clean up initial spillage and then the appropriate colour code to disinfect. All appropriate equipment should be located within the schools/ setting cleaning cupboard.

6.2 **Cleaning Areas/equipment suspected COVID19 contamination**

Any play equipment that the child/pupil has been in contact with must be isolated from further use until it is thoroughly cleaned and disinfected. Staff must ensure that this is formally recorded within this the cleaning checklist (Appendix 4). Staff should wear appropriate PPE whilst undertaking any cleaning activities.

6.3 **Toys/ Equipment**

Wherever possible toys/equipment should be limited to personal use only. Toys can easily become contaminated with organisms from infected persons. It is essential that schools/ settings adapt the cleaning schedule in appendix 1 to highlight all appropriate equipment and toys and this is completed on a daily basis.

Do not use play equipment / toys that require high levels of shared use (Lego, playdough, building blocks, sand and other sensory play activities) etc. When using shared equipment such a trikes / bike or other ride on toys, staff must ensure that these are wiped down after play and cleaned at regular intervals at the start / end and throughout the session.

It is advised that all soft play areas and ball pits are isolated from use until further notice. These will require extensive cleaning and disinfection processes.

All electronic devices must be cleaned and disinfected after use, allowed to dry prior to loading within the charging stations.

All departments that deliver education where essential hand tools are used (design & technology, science, biology, art) all heads of department or nominated staff representative must ensure that equipment used during each teaching session is cleaned at the end of the session. Where possible, these

should be allocated within a resource tray per pupil and a checklist included. Each tray should be checked prior to the pupils finishing the lesson, and sprayed with disinfectant and left over night to dry.

All schools are advised to amend the cleaning schedule to include:

- Who, what, when and how toys should be cleaned and be monitored
- Which toys/ equipment will be cleaned
- Staff member responsible for cleaning equipment/ toys
- Cleaning products being used to undertake the cleaning and disinfecting (this depending on the equipment/ toys being cleaned)
- When the toys/equipment will be cleaned
- How toys/equipment will be cleaned

The condition of toys and equipment should be part of the monitoring process and any damaged item that cannot be cleaned or repaired should be discarded.

6.4 **Mandatory Standards**

In line with government guidelines, all potentially contaminated waste will be placed in to a black bag, sealed and placed inside a second black bag and stored within the buildings designated storage area and away from all other waste until 72 hours has passed when it will be disposed of in the normal manner.

Inform cleaning staff of the suspected COVID 19 contamination and update them on what actions staff have already taken within the facility.

6.5 **Procedures for washing potentially contaminated clothing**

It is advised that contaminated laundry is kept totally separate from other items and given to parents to wash at home:

- separately from other home linen;
- in a load not more than half the machine capacity;
- place the washing in the drum
- do not shake dirty laundry, this minimises the possibility of dispersing virus through the air
- at the maximum temperature the fabric can tolerate (ideally 60⁰ C), then tumbled-dried.

7.0 Staff member or child becoming unwell during operational hours

7.1 **Staff**

As part of the return induction, all staff to be reminded of the common symptoms of COVID-19 and watch for symptoms in themselves and others.

These symptoms include:

- High temperature
- New constant coughing
- Loss of taste

➤ Loss of smell

If any staff member develops symptoms and based on the information that presents itself, the staff member must be isolated and taken to the designated self-isolation area or asked to return home to self-isolate in accordance with Public Health Wales, and or NHS direct.

Where possible all windows to be opened to maximise natural ventilation and arrangements to be made for the cleaning and disinfection to be undertaken.

Anyone displaying symptoms should stay at home for 7 days and should arrange to be tested. Anyone who lives with someone displaying symptoms but remains well should stay at home for 14 days from the day the first person became ill. See point 26.0

7.2 **Children/ Pupils**

Any children/ pupils that displays symptoms of COVID – 19 must be taken to the agreed isolation room, with supervision, and maintain social distancing – 2 metres. Their parent / guardian must be contacted using the emergency contact numbers provided and arrangements must be made for their collection and taken home into isolation. Windows should be opened for ventilation and this must be maintained.

Social distancing from the infected child/ pupil must be maintained wherever possible to prevent the spread of the infection to other staff and children/pupils. Depending on the situation (young children, pupils with specific health care needs, behaviours, or other circumstances) should this not be possible, staff are to be supported with appropriate PPE/C (disposable apron, gloves as a minimum and face masks where required).

All staff must ensure that PPE/C is applied in line with the donning and doffing of PPE (highlighted above 1.2.1) and personal hygiene must be exercised at all times to ensure that the spread of the infection is controlled.

Should any pupil need to use the welfare facilities while waiting to be collected, they should use a separate W/C if possible. The W/C should be isolated from use and signage placed on the door until cleaned and disinfected using standard cleaning products before being used by anyone else.

Should any staff, parent or responsible adult require any additional advice and guidance telephone the NHS on 111. In an emergency, call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has supported a pupil/ child or another staff member who was become unwell with symptoms of COVID- 19, 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.

Anyone displaying symptoms should stay at home for 7 days and should arrange to be tested. Anyone who lives with someone displaying symptoms but remains well should stay at home for 14 days from the day the first person became ill. See point 26.0

Surfaces that both staff and learners have come into contact with should be cleaned and disinfected.

8.0 First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

Due to the unrepresented times and supporting the management of risk, each school and Flying Start Setting must undertake a review of their first aid provisions on site. The review must include an appropriate assessment of risk and ensure where possible, that adequate first aid trained personnel are on the premises to support any staff or child/ pupil should they become unwell or sustain an injury.

In the event where a school is not supported with a staff member that holds suitable first aid qualification (First Aid at Work – all staff and pupils, Emergency First Aid Certificate, Paediatric first aid – Flying Start) the school should then identify a appointed person to take charge of first-aid arrangements. The roles of this appointed person include looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a first-aider is absent due to these unforeseen circumstances.

As part of the assessment, consideration is also given to the provision of first aid boxes and PPE in dealing with any persons that may have symptoms of COVID –19.

It is recommended that schools/ settings have the following provisions on site and included within a first aid emergency grab bag:

- 2x disposable aprons
- 2x disposable gloves
- 2x disposable surgical face masks
- 2x travel size hand sanitisers.

First aid boxes / kits must be easily accessible, well stocked and the contents must be within their use by date.

All schools must ensure that they are fully conversant with the amber alert that has been circulated highlighting RIDDOR reportable requirements (Appendix 5) and CPR guidance (Appendix 6).

Where possible provide a list of the locations of local AED's (de-fibs) in the event that this will be needed, the attached link may be of use, <https://www.nhsdirect.wales.nhs.uk/LocalServices/?s=DefibrillatorLocations>

9.0 Isolation rooms

All schools/ settings must identify a primary and alternative suitable isolation room. This should be in close proximity to a toilet facilities and exit point of the school to reduce contact with other pupils and staff.

An isolation area should where possible include the following:

- Personal Protective Equipment (new aprons/mask and gloves)
- Alcohol Based Hand Rub
- Box of tissues with pedal bin (lined with a disposable bag)
- Sick bags and Spill kit
- Where possible a separate exit
- Only have minimal furniture that is easy to clean/ disinfect
- Natural ventilation where possible
- Vision panel within the door

Should the isolation room be used, Please ensure that the room remains closed for 72 hours and display warning sign on door (Appendix 7 & 8). It is essential that the Headteacher/ manager contacts cleaning services on:

Alison Cosker: 01792 636276, 07976529503 Alison.Cosker@swansea.gov.uk
Julie Archer: 01792 773473 Julie.Archer@swansea.gov.uk

In line with previous guidance, any closure of school/ premises will be through full consultation with the director of education and senior leadership team.

10.0 Positive tests for Covid-19

In the event of a positive covid-19 case, it is advised that the Headteacher/ manager contact's a member of the senior leadership team within education and Corporate Health and Safety for further advice and guidance. Detailed information based on the specific case will be required to make an informed decision on actions to be take. Any communication should be through the normal channels and agreed prior to publication.

11.0 Personal Protection Equipment (PPE)

In line with (English guidance) PPE is not required during general school activities. However should teaching staff be supporting pupils with ALN, supported with a HCP or where social distancing cannot be maintained, PPE may be required.

Before undertaking any task, staff should assess any likely exposure and ensure they wear PPE which provides adequate protection against the risks associated with the contact or task being undertaken.

Guidance on the safe and proper use of PPE see (Appendix 9 – Putting on and Taking off PPE & Appendix 10– Management of blood and body fluid spillages PPE).

Where required, staff will be issued this equipment by the Headteacher/ manager and will be reviewed in line with guidance.

Each school/ setting to have a clearly identified storage facility that secured and access restricted, and a stock list of all provisions completed daily. Where PPE is required to support pupils with additional learning needs (ALN), HCP or unable to maintain social distancing, additional provisions can be ordered through the corona virus enquiry email: Coronavirusenquiries@swansea.gov.uk

In addition:

- Staff who have had and recovered from COVID-19 should continue to follow infection control precautions, including the PPE recommended in this document.

All PPE should be:

- Compliant with the relevant BS/EN standards (European technical standards as adopted in the UK)
- PPE should be located close to the point of use or centrally within the building
- Stored to prevent contamination in a clean, dry area until required for use (expiry dates must be adhered to).
- Single use only
- Changed immediately after each pupil and/or following completion of a procedure or task; and
- Disposed of after use in line with the COVID 19 waste procedures (2.2.1)

11.1 Disposable apron/gown

Disposable plastic aprons must be worn to protect staff uniform or clothes from contamination when providing direct pupil care (e.g. assisting with toileting) and during environmental and equipment decontamination.

Disposable aprons and gowns must be changed between pupils and immediately after completion of a procedure/task.

11.2 Disposable gloves

Disposable gloves must be worn when providing direct pupil care and when exposure to blood and/or other body fluids is anticipated/likely, including during equipment and environmental decontamination. Gloves must be changed immediately following the care episode or the task undertaken.

11.3 Eye/Face protection

Eye/face protection should be worn when there is a risk of contamination to the eyes from splashing of secretions (including respiratory secretions), blood, body fluids or excretions. An individual risk assessment should be carried out prior to/at the time of providing care.

Eye/face protection can be achieved by the use of any one of the following:

- Fluid repellent surgical mask should be used (visor if splashing into face likely).
- Full face shield/visor;
- Polycarbonate safety goggles or equivalent eye protection if there is no visor

11.4 Hand Sanitisers

It is advised that schools highlight areas where hand sanitiser stations can be positioned around the premises. This should include the following and ideally wall mounted:

- On main entrance to the building and all entry points for pupils
- Made available in classrooms where there is no running water
- Available after outdoor activities (forest school, outdoor plan is they cannot access welfare facilities.
- Where home tuition is being undertaken (off site where required)
- First aid grab bag

It must be noted that the use of the use of PPE/C will be reviewed on a case by case basis where required and under full consultation with the headteacher/ manager and relevant stakeholders.

11.5 MANAGEMENT OF BLOOD AND BODY FLUID SPILLAGES – PPE

Please note if you have any concerns please contact Corporate Health Safety and Wellbeing Services

When should PPE be worn?

Level of contact with blood and body fluids	PPE required
No contact anticipated (e.g. social contact)	None
Possible contact (e.g. cleaning equipment)	Disposable gloves and plastic disposable apron
Likely contact (e.g. assisting toileting)	Disposable gloves and plastic disposable apron
Risk of splashing to face (e.g. nose bleeds, cleaning up spillages of body fluids e.g. blood, vomit, urine)	Disposable gloves and plastic disposable apron consider eye and facial protection i.e. goggles/face mask
Cleaning up blood and bodily fluid spillages	Disposable gloves and plastic disposable apron (and goggles / face mask if required) Spill kits available on site and used where necessary.

12.0 Manual Handling – furniture, equipment and deliveries

Staff are instructed not to lift or carry items that are too heavy, awkward or unwieldy and should ask for assistance or use trolleys particularly if carrying for long distances.

Only move, lift or carry equipment if there is an essential need to do so.

Prioritise those members of staff who have had manual handling training to manage the loads in the first instance.

Take care to check for sharp edges or finger traps, wear heavy duty gloves and only handle equipment by its carrying handles etc.

2m social distancing must be applied when accepting deliveries. All staff must wash their hands after handling any type of delivery.

Staff are reminded that any manual handling issues identified must be brought to the attention of the site manager so that it can risk assessed and appropriate control measures applied.

13.0 General Building safety

Due to the closures of several schools and settings, it is advised that all headteachers and managers undertake a detailed assessment of all statutory testing and inspections, and ensure that these have been completed and up to date.

All school and setting premises will have processes already in place to check for defects / faults, the daily check system must be completed prior to the building being opened. All defects identified that require remedial action should be notified to the Headteacher or Managers and the authority via the normal channels.

Any areas of the premise or infrastructure of the premise that provides an inherent risk to safety must be isolated until the situation has been rectified, school staff will advise accordingly.

14.0 Property/Legionella/Fire/ Emergency Lights Testing

Due to the closure of some buildings and settings, testing and inspections may not have been undertaken since the end of March as a consequence of the COVID-19 outbreak.

It is essential that prior to the building being occupied, that the arrangements are made by the Headteacher/ manager for the following checks to be undertaken by the caretaker/ site manager:

- Detailed and comprehensive visual inspection of the building including external areas,

- Testing of fire alarm – including call points that have been missed due to school/ building closure,
- Testing of emergency lights, both internal and external,
- Visual inspection of Fire Extinguishers
- Full test of sprinkler systems (where fitted)
- Flushing of water outlets (Legionella testing)
- Test and inspect all school/ building security systems including entry systems and CCTV

Following these initial checks, the following checks will be required by the school's Caretaker/ site manager:

Check	Description	frequency	to comply with
General visual check of property and external area	General check to be completed – staff are reminded to access the daily/ weekly/ monthly check list available on the health and safety group – Hwb	Daily/weekly/ monthly	Requirements of the Council's insurers – Complete school check lists
Testing of fire alarms	Carry out check that the fire alarm is working and is not showing a fault, ensuring that each call point is tested in turn and that all call points are tested within 3 months	Weekly	The regulatory reform fire safety order of 2005 BS5839 part one Complete fire log book
Testing of Emergency Lights	Carry out monthly check to ensure Emergency lights are fully operational both internal and external.	Monthly	HASAWA1974 BS 5266 Complete fire log book
Flushing of water outlets (Legionella Testing)	In line with the buildings legionella risk assessment, and support the management systems to reduce the risk of COVID 19 in the workplace hot and cold water taps will need to be run for between 3 and 5 minutes each week, and warm water available in hand wash basins. If there are other taps adjacent, these additional taps only need to be run for 1 minute each. This is to ensure that there is no stagnation of water and that water has not been allowed to sit at temperatures of between 20°C and 45°C where Legionella bacteria proliferate.	Weekly	To comply with HSG274 and ACoP L8 Complete documents with the buildings risk assessment file

	All showerheads have been removed to mitigate legionella risk. Should headteachers/ managers require any further guidance please contact Mike Boat: mike.boat@swansea.gov.uk		
First Aid provisions including defibrillators	Ensure that all provisions are in date, and all first aid boxes are fully stocked. Emergency grab bags to be in place	On opening of the building and monthly thereafter	First aid at work regulations
PAT Testing	Ensure that any equipment that may not have been tested is removed if not within the testing date.	Planned maintenance	AcOP
Ensure that any planned maintenance and inspection are undertaken at the earliest opportunity. This may include servicing of hoists and lifting equipment, kilns, intruder alarms, extractor systems etc.			

Appendix 11 – Reopening plan/ check list

15.0 Fire Risk Management

Due to changes in operation, it is advised that the school/ setting updates their fire risk assessment to reflect return of school/ operations. Where buildings are supporting the provision of Emergency Child Care provisions, it is advise that the short term adjustments in relation to the FRA remains operational, and the buildings FRA amended to reflect any additional changes in operation.

Due to social distancing requirements, schools/ settings will need to consider additional assembly points within the building and this documented within the EAP and update the fire action notices.

Where staff are supporting the role of “Fire marshal” this to be maintained where possible. It is advised that all staff undertake the eLearning “fire Marshal training and Fire Safety Awareness” training to update knowledge and understanding. It is essential that all staff working on site can perform their duties competently, and the training will support any skills shortage/ training within the building.

<https://swansea.learningpool.com/totara/coursecatalog/courses.php?spage=1>

Appendix 12 – Temporary Amendment to FRA

16.0 Use of School Minibus

It is advised that the use of the school minibus must only be used if absolutely necessary and authorised by the Headteacher prior to use. Use should be in line with the school transport risk assessment.

17.0 Toilets

Schools will be required to consider the following:

- Setting a maximum number of pupils entering one toilet block at one particular time
- Whether there will be need to use all toilet blocks (more relevant for larger schools/secondary schools); and
- Whether a member of staff will be required to monitor usage all day.

In addition, consider having a designated toilet for isolated individuals as this will need to have an additional clean and also areas touched e.g. flush, door/toilet handles, taps will need to be sanitised after each use.

18.0 Water Fountains

It is advised that all water fountains are to be isolated at water source and signage placed on the units highlighting “out of use” Drinking water is available within schools and Flying Start Settings through other water supplies within the school.

19.0 Break time arrangements

It is advised that break times are staggered (dependent on pupil numbers) to limit pupils/ children and staff moving around the building. All pupils/ children or be reminded that social distancing must be maintained during these periods. Pupils within the same classroom should have breaks at the same time.

Pupils should wherever possible refill their **own** water bottles in order to reduce contamination. Ensure that each pupil/child takes home their lunch bag and bottle each day.

20.0 Lunchtime arrangements

Where pupil are bringing in their packed lunch and a water bottle, clearly labelled with their name on the bottle and packed lunch. This includes pupils on Free School Meals – parents of these pupils will have been provided with a BACS payment or supermarket voucher in order to buy food for their child.

All Headteacher/ managers to assess provisions of fridges within the building to accommodate additional packed lunches that may be brought in by pupils. Where fridges are located within classrooms, these to be used to accommodate those pupils.

It is recommended that all pupils have their lunchboxes within their classrooms, this limiting movement around the school. It is essential that the following is undertaken to safeguard food hygiene and standard safety practices:

- All equipment and resources are removed off the table prior to lunchtime.
- Tables are cleaned with antibacterial sprays and ensure that the learning areas is clean.
- All pupils to wash hands prior eating food and this to be monitored by teaching staff.
- After food, learning area to be wiped down, all packaging and waste to be disposed of in line with school waste procedures.
- Pupils to wash hands prior to undertaking any activities.

In line with personal hygiene requirements and risk assessment, all pupils and staff will be required to wash their hands before and after eating food. Lunch times may need to be staggered (dependent on pupil numbers) in order to minimise the number of pupils mixing at one particular time.

All staff that support pupils with Gastrostomy feeding, all procedures in line with the individual HCP and infection control measures must be apply. All staff are aware of required PPE/C and this must be maintained at all times.

To be discussed- breakfast/ after school care should only be offered if it is deemed a vital service

21.0 Traffic Management - Drop off and pick up points

It is essential that all schools/ settings undertake a detailed assessment of all available collection and drop off points. Due to increased number of vehicles required (taxis/ busses) all drop off and collection points need to be assessed for suitability and the sites traffic management plan updated.

You will be provided with the School transport risk assessment as this highlights specific detail relating to school transport procedures. This also providing additional information on agreed control measures with bus drivers/ taxi drivers.

In line with best practice, all collection and drop off points should be closely monitored by a nominated staff member of staff who is supported with high visibility clothing.

To reduce the number of pupils leaving the building at the end of the day, it is advised that classes are released on a phased approach. This also limiting the number of pupil movement at any one time.

22.0 Arrangements for school Assemblies

Assemblies should not be undertaken even for individual key stages. Assemblies could however be pre-recorded and shown in the individual classrooms.

23.0 Arrangements for PE lessons

Any school wishing to undertake any physical activity must ensure that pupils/ children are appropriately dressed. It is advised that these are planned in advance to allow pupils/ children to attend school in suitable clothing (tracksuit/ trainers). Where possible, physical activity should be encouraged to support wellbeing of the pupils/ children.

24.0 Primary School and Flying Start – Daily snack

Where snacks are being prepared and provided, all food hygiene practices are to be maintained at all times.

All staff who will be involved in the preparation of snack must have the relevant food hygiene qualification.

All food must be stored in the appropriate storage condition / facilities.

All food being delivered must be stored in accordance with the food hygiene laws.

All food bags / parcels being issued must be adequately sealed to prevent food from being contaminated.

All food eating areas must be cleaned at regular intervals and set up so as to promote social distancing.

For young children that have brought in their own feeding bottles, cleaning the surface of feeding bottles is required before use. Disposable gloves need to be worn to feed babies.

All staff must wash their hands before and after handling food/snacks.

25.0 Notice boards and soft furnishings

It is advised that soft furnishings, soft toys are removed or restricted from use within the classroom and circulation areas if possible. Where schools are limited in storage areas and removal may increase additional risk, all staff need to ensure that these are positioned within the classroom facility that offers a level of restriction. Cleaning and disinfection may be required on the soft furnishings.

It is advised where possible that notice boards are covered with Perspex to reduce contact. In line with the buildings fire risk management strategy, all noticeboards within corridors or circulation area supported with Perspex. High level notice boards/ displays within classrooms can remain in situ providing they are out of reach from pupils/ children.

26.0 Covid Testing – Test, Trace, Protect Strategy

A new Test, Trace, Protect strategy, which sets out the next phase of the Government approach to tackling coronavirus has now been published. This

covers their approach to testing people with symptoms in the community, tracing those they have come into close contact with, who may be at risk of having the virus, and protecting family, friends and the community by self-isolating. All Headteacher/ managers are advised to familiarise themselves with the following links highlighting the procedures for testing

The process for accessing tests can be found here:

<https://gov.wales/coronavirus-covid-19-testing-process-html#section-41323>

The current testing policy outlines that 'one symptomatic household member of a critical worker can also be tested'.

The full policy can be found here: <https://gov.wales/coronavirus-covid-19-testing-process-html>

Further FAQs on testing can be found here: <https://gov.wales/coronavirus-covid-19-testing-your-questions#section-42188>

27.0 Shielding Information - FAQ

27.1 Shielding

If an employee is in receipt of the Shielding letter from the Chief Medical Officer the expectation is to continue to work from home if they are able to. If this is not possible we will seek to identify a role that you can fulfil from home. For those who have been advised to shield, this has been extended to 16 August 2020. Employees will be required to provide a copy of their shielding letter to the Headteacher.

27.2 Vulnerable or living with someone who is vulnerable or shielding

Staff who are classed as being in the vulnerable category or are living with someone who is on the shielding list or in vulnerable category should be able to return to work, providing social distancing can be achieved within the workplace in line with an appropriate risk assessment. Where the risk assessment shows that this cannot be achieved the employee will need to work from home or where agreeable, be redeployed elsewhere. If an employee has a concern they should raise this with their Headteacher and this will be considered on a case by case basis.

gov.wales/coronavirus-social-distancing-guidance

If you are in any of the above categories and have not already done so, please speak to your line manager/headteacher to determine the appropriate course of action in your particular case. This may mean working from home, if possible, or making other reasonable adjustments.

Should Headteacher/ managers require any additional support or guidance or wish to discuss individual cases/ scenarios then please contact HRoD at HRandOD@swansea.gov.uk

28.0 Ventilation

It is widely known that COVID19 is transmitted via 2 routes from an infected person - large droplets/particles emitted from a person sneezing, coughing or talking and via surface contact either hand to hand or hand to surface contact. A third transmission route that is gaining more attention from the scientific community is the faecal-oral route.

The guidance suggests measures to reduce the risk of transmission to “AS LOW AS REASONABLY ACHIEVEABLE” when used in conjunction with recommended hygiene measures set out by Public Health Wales in workplaces and schools etc. In addition to this, natural ventilation should be maintained at all times through free air circulation by opening windows within the school/ setting. Additional guidance can be found in Appendix 15, however all school staff are reminded of the following procedures:

- Ensure there is good ventilation within rooms at all times particularly during occupancy.
- Open windows approximately 15 minutes before occupancy. This should be carried out throughout the day to ensure adequate supply of external fresh air (even in mechanically ventilated buildings)
- Switch mechanical ventilation to nominal speed at least 2 hours before building usage and switch to lower speed 2 hours after usage ends
- Keep toilet extract systems in operation 24/7 and avoid opening toilet windows where extract systems are in place to avoid extraction being interfered with by drafts from windows. If no extraction system in place open windows within the welfare provisions to allow adequate ventilation.

29.0 Black, Asian minority or Ethnic (BAME)

There is a growing amount of data emerging nationally that the effect of the COVID – 19 virus is having a disproportionate effect on people with Black, Asian, Minority or Ethnic (BAME) backgrounds.

The authority will be circulating further guidance in the weeks ahead to guide headteacher/ managers through the BAME individual assessment toolkit.

All Headteacher and managers are reminded to follow the agreed arrangements with the COVID-19 risk assessment.

30.0 Physical Intervention

As always, physical intervention will only be used as a last resort in line with the Council policy and Welsh Government guidance. To avoid the need for physical intervention, where there is a known risk that a pupil will act in a way that will cause himself or others harm, an individual risk assessment should be completed prior to the pupil returning to school to ascertain what needs to be put in place to keep everyone safe. This may include the following:

- Consideration of the group size and make-up that the pupil is placed in
- Consideration of the room/areas of the school that the pupil is based in
- Consideration of the time of the day that the pupil attends school and the duration of the session
- Consideration of staffing
- Consideration of the tasks/activities set
- Consideration of PPE for staff

In the event of a pupil acting in a manner that does put themselves or others at a risk of harm, the council Use of Reasonable Force Policy should be used to guide the actions of staff. For pupils who are not able to keep themselves or others safe, it may be necessary as a final action to review the risk assessment and the type of provision that can be offered.

31.0 Working with pupils with Social, Emotional, Mental and Health needs (SEMH) - Advice from the Educational Psychology Service 08.06.20

Some children and young people experiencing SEMH difficulties may present behaviours that are challenging to manage and it may not be possible to avoid close contact, for example:

- Not respecting social distancing rules out of school
- Invading personal space (inadvertently standing too close to others)
- Hugging
- Spitting

An individual, needs-led approach is essential and a blanket policy is not advised.

Principles:

1. **A sense of safety:** It is important that adults, children and young people feel safe upon their return to school or setting
2. **A sense of calm:** Children and young people are likely to experience a range of big feelings including both pleasant and unpleasant emotions. It is important that these feelings are normalised and that support is provided to help them manage their emotions and return to a state of calm.
3. **A sense of self- and collective- efficacy:** Children need to feel they have some control over what is happening to them, and a belief that their actions are likely to lead to generally positive outcomes (Bandura, 1997). They need to feel they belong to a group that is likely to experience positive outcomes and this is known as collective efficacy (Antonovsky, 1979; Benight, 2004)
4. **Social connectedness:** It is important that adults, children and young people feel they belong and have a social network which can support them within their school or other educational setting
5. **Promoting hope:** Whilst life may be difficult at the moment, it is important that adults, children and young people feel the situation will improve in the

future. Staff and pupils need to be provided with reassurance and understand that in the longer term they will feel positive again

6. Behaviour is a form of communication and behaviour occurs in a context; working out the "triggers", teaching new skills and implementing proactive measures is key to success.

An individual risk assessment should be carried out for any pupil for whom the above concerns are identified and a behaviour plan put in place. Schools should make use of advice and support available, e.g. from the EP Service, LST, BST.

Clear communication of new rules and routines is essential; taking a restorative approach focussing on "doing with" rather than "doing to" may lead to better outcomes, as this approach may increase pupil engagement and responsibility. Instead of giving out a list of rules and expectation to pupils, better to provide a rationale and explain why the rules are required, and to do this with pupils. This applies across all age groups. Schools are already taking this approach and there are lots of examples of schools making social stories or sharing videos to show pupils how things will work when they come back to school.

Only those children not showing symptoms of Covid 19 should attend school (this does not mean they do not have the virus). Children and staff who show symptoms of coronavirus should not attend and should instead remain at home.

Social distancing measures should be in place where feasible.

DfE and Public Health England guidance (Welsh guidance to be included once announced):

'We recognise that some children and young people with special educational needs present behaviours that are challenging to manage in the current context, such as spitting uncontrollably. It will be impossible to provide the care that some children and young people need without close hands-on contact. In these circumstances, staff should minimise close contact wherever possible, increase hand-washing and other hygiene measures, and clean surfaces more regularly and maintain existing routine use of personal protective equipment. We recommend that educational settings follow the Public Health England guidance on cleaning in non-healthcare settings and the guidance on safe working in education, childcare and children's social care settings.'

32.0 Supporting the well-being of learners and staff

The learner and staff well-being is the primary concern and this has been fundamental in the operation and planning for the schools return. Detailed presentations have been developed for staff, learners and parents and these will be delivered to all through staff training, class assembly, communication sent to all parents and made available on the schools social media platforms.

32.1 **Learners' well-being**

All schools and settings will have an important impact on learners' physical, mental and emotional and social well-being. All schools and settings are focusing on these areas as part of the planning and classroom layouts to reduce the anxieties of all staff and learners. All staff should positively reinforce behaviors around social distancing and hygiene as opposed to stigmatising mistakes. Likewise, the timetable and layout should ensure that there are appropriate opportunities for breaks and time outdoors activities. All schools and settings will be alert to identify and support learners who exhibit signs of distress, and support will be provided in line with schools policy. This included pastoral care and bereavement support should be planned for and put in place. All staff, parents and learners will be provided with this information through the presentations and newsletters/ information.

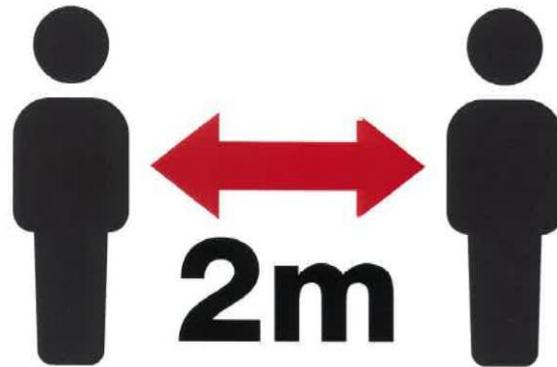
32.2 **Staff well-being**

All Headteachers/ managers will consider the potential impacts on the health and well-being of staff and leaders, including work–life balance. Detailed planning will include appropriate breaks. Timetabling and rotas should support staff's well-being and they should be given regular welfare breaks.

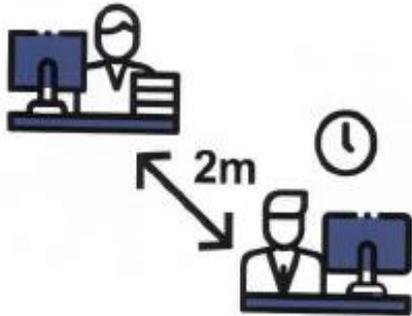
Support will be provided to all staff that include:
those who have found the long period at home hard to manage and who have concerns over having to deal with children's well-being issues in the classroom with a lack of support.

- Those who have developed anxieties related to the virus and their own health and wellbeing (i.e. fears of contracting the virus in the classroom)
- Those who have pre-existing issues that may have increased as a result of the COVID-19 pandemic
- Those who have experienced bereavement.
- Welfare/ rest space in line with the workplace Health, safety and welfare regulations
- As standard practice, all staff provided with details of the stress, management and counseling services and other appropriate external support networks.

APPENDIX 1 - SOCIAL DISTANCING POSTERS



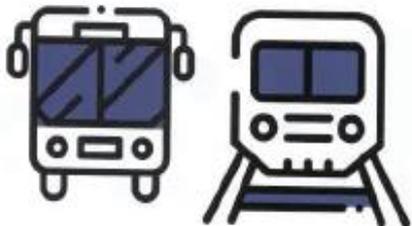
Cadwch Eich Pellter **Keep Your Distance**



Yn y Swyddfa
In the Office



Mewn Cyfarfodydd
In Meetings



Wrth Gymudo
When Commuting



Peidiwch Ysgwyd Llaw
No Handshakes

Gofalwch am Eich Gilydd
Protect Each Other

APPENDIX 2 – ONE WAY POSTERS







APPENDIX 3 – CATCH IT AND BIN IT POSTER



Llywodraeth Cymru
Welsh Government



lechyd Cyhoeddus
Cymru
Public Health
Wales



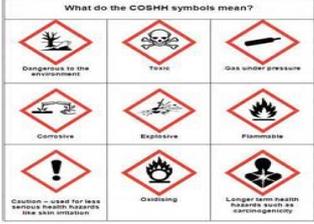
CATCH IT.

BIN IT.

KILL IT.

APPENDIX 4 - CLEANERS CHECKLIST

City & County of Swansea Catering / Cleaning Facilities Daily Cleaning - Colour Coded System

Equipment		
Personal Protections Equipment (PPE) Gloves & Goggles	Chemicals	<div style="text-align: center; font-size: small;">What do the COSHH symbols mean?</div> 
Classrooms		
Yellow Cloths, Gloves & Yellow Pail Bucket	Classroom Sinks Tables & All Surfaces Spring Clean & Cif	
Red Bucket & Mop with Red Socket	Corridor / Classroom Floors Apple Fresh Disinfectant	
Toilets		
Blue Cloths, Gloves & Blue Pail Bucket	Loos; Pipework; Back Fascia/Surround Selgiene	
Blue Mop Bucket & Mop with Blue Socket	Toilet Floors Apple Fresh Disinfectant	
Pink Cloths, Gloves & Red Pail Bucket	Toilets Sinks/Tiles Toilet Roll Holder Soap Dispenser Door Handles Selgiene	

CLEANING PROCEDURE FOR TOYS/GAMES/PLAY EQUIPMENT

<p>All toys/equipment must be cleaned at the end of all communal use sessions before placing back into storage – this should also be noted. Consideration will need to be given regarding the number of toys in circulation – keeping to a minimum.</p> <p>All toys MUST be cleaned after each use/end of play session.</p>	
Books	<ul style="list-style-type: none"> • Books and posters should be examined for visible soiling with body fluid and disposed of as necessary • Between use, wipe the book cover with a detergent wipe • As books are porous and difficult to clean children should be advised to wash their hands before and after use.
Construction toys	<ul style="list-style-type: none"> • Care must be taken to examine small parts, at the end of play, wash all parts thoroughly in warm water and neutral detergent. They can then be soaked for a period of 5 minutes in a chlorine based solution e.g. Milton 1,000 parts per million) • Alternatively place in a 'net bag' and wash in the washing machine
Hand held mechanical or electronic toys	<ul style="list-style-type: none"> • Damp wipe with a disposable detergent wipes between child use and thorough drying before returning to storage
Hard surface toys	<ul style="list-style-type: none"> • Must have a smooth, non-porous surface that is easy to clean. N.B. toys with moving parts or openings can harbour dirt and germs in the crevices • Use detergent wipes to wipe clean toys after use. If wipes are not available use a fresh solution of detergent made up as per manufacturer's instructions, using disposable cloth. Rinse and dry thoroughly. DO NOT store toys wet
General hand held equipment/tools	<ul style="list-style-type: none"> • All teaching staff must ensure that all equipment allocated to pupils are in line with the planned activity. • All storage facilities for D&T, Art, Pottery etc must be secured at all times. • Hand held equipment to be placed within a tray and sprayed with disinfectant and allow to dry. Where possible rotate equipment to allow 72 hours to pass before reuse
Keyboards, and electronic devices	<ul style="list-style-type: none"> • Hand held devices to be cleaned with disinfectant wipes after use. • Keyboards to be wiped and allow to dry after use. This also includes monitors and mouse

	devices. • Buttons and crevices can harbour dirt and germs in the crevices
Ball Pools	Do not use at this time as can be difficult to decontaminate.
Dressing up clothing	Do not use at this time
Play dough and therapeutic putty	Do not use at this time
Play sand	Do not use at this time
Stuffed soft toys	Do not use at this time
Lego and building blocks	Do not use at this time
Climbing frame's	Do not use or ensure wiped down after each use and limit pupil numbers

Communal Play with appropriate social distancing

All toys/equipment **must** be cleaned at the end of all communal use sessions before placing back into storage – this should also be recorded/documentated.

Additional Cleaning Measures

Reference to be made to the ECS RA for additional guidance on cleaning of toys and equipment. (Nic to add in) Additional cleaning include:

- If toys become contaminated with any blood/body fluids, they need to be removed and placed in a box to be disinfected and left for a minimum of 72 hours prior to reuse.
- Where toys have been contaminated e.g. by a child who requires isolation, additional disinfection procedures may be required and advice and guidance sourced through PHW.
- If this is not possible the toy must be discarded
- “frequently touched” surfaces such as door/toilet handles and tables should be cleaned at least twice daily, toys and other play equipment daily and immediately when known to be contaminated with secretions, excretions or body fluids.

An increased frequency of decontamination should be considered for reusable equipment e.g. wheelchairs, dining chairs, tables should be wiped down regularly with disposable detergent wipes.

School/ Setting		Week Commencing:					
Locations		Monday Initials	Tuesday Initials	Wednesday Initials	Thursday Initials	Friday Initials	Action required
Entrance doors, hallways, corridors and access doors to areas in use.	All hand contact points wiped and disinfected – door handles, hand plates, latches, hand rails, key code entry systems, etc.						
	All hallways and corridors in use mopped/ hoovered and disinfected where possible.						
Dining hall/ hall	Window sills, Fully swept/fully mopped						
General Areas (Reception, offices, head teachers office, communal areas) Tables, chairs and working surfaces	All surfaces of tables, window sills, and furniture where there may be contact wiped and disinfected						
	All hard arm rests on chairs and hand contact points to be wiped and disinfected						
Toilet areas Children/ Staff/ Disabled	Wash hand basin, taps , pipes and tiles disinfected						
	Door panels and handles disinfected						
	Hand dryers and light switch disinfected						
	Waste bin disinfected						
	Toilets and urinals and behind units disinfected						
	Disinfect all wall surfaces and floors						
Staff room	Clean and disinfect mirrors						
	All surfaces of tables and furniture where there may be contact wiped and disinfected						
Classroom Name: (Y1,Y2,Y3...)	All hard arm rests on chairs and hand contact points to be wiped and disinfected						
		Classroom:	Classroom:	Classroom:	Classroom:	Classroom:	
	All surfaces of tables, furniture, window sills, light switches, door handles/push plates						
	Sinks, wet areas and carpet						
	Computer keyboards-wiped						

School staff		Week Commencing:					
Check list to be completed by the staff working within the childcare setting or end user. This providing staff with a prompt list of areas to be cleaned/ disinfected. This document MUST be adapted to meet the individual settings as equipment may differ.							
Locations		Monday Initials	Tuesday Initials	Wednesday Initials	Thursday Initials	Friday Initials	Action required
Computer/IT equipment	Disinfect desktop and keyboard surfaces Chair armrests and all hand contact points						
<p>It is advised that play equipment is limited to allow cleaning and disinfection to be undertaken on a daily basis. This will assist in the cleaning and disinfection of all equipment used through the day, minimising the risk of spreading the virus. Best practice is to place play equipment into boxes and number these. Where possible select a box at a time and ensure that all equipment within the play box has been cleaned and disinfected.</p> <p>Where outdoor play equipment is being used, this should be limited in numbers e.g. 2 trikes/ bikes to reduce cleaning requirement.</p>							
Small plastic play equipment (Boxes)	Where possible soak all play equipment in Milton over night						
	Cleaned and disinfected all equipment used.						
Outdoor Play equipment – Trikes and bikes	Handles, grips, frame and seat - surfaces wiped and disinfected						
Outdoor play Equipment – must be limited to materials that can be disinfected.	Footballs, hoops, balls, cones, mud kitchen						

APPENDIX 5 - AMBER ALERT - RIDDOR



Corporate Health, Safety, Emergency Management & Wellbeing Service

WARNING - Prepare

Issue Date: 12th May 2020
COVID-19 Reportable to Health and Safety Executive (HSE) as Industrial Disease Information
In a recent HSE bulletin, it was confirmed that COVID-19 is now classed as a reportable industrial disease under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) but only if the disease is proven to be contracted whilst carrying out a work activity.
Target Audience
Heads of Service All Managers / Supervisors
Action to be taken
<p>If you become aware of a member of staff being tested and subsequently being diagnosed with COVID 19 and there is evidence that the virus was contracted whilst carrying out a work activity on behalf of Swansea Council then Line Managers must complete a HS1 form and submit it to the Corporate Health & Safety Section along with all relevant information.</p> <p>In order to establish whether contraction of COVID-19 was a work related disease it is essential that the following information is included in the HS1 Incident form:</p> <ul style="list-style-type: none">• What was the work activity being undertaken by the Employee when they believe they contracted the virus along with a description on how the employee actually became exposed whilst undertaking the work activity.• Was a risk assessment in place in relation to the work being carried out (Please include a copy when submitting the HS1 form)• Was the employee issued with suitable PPE (in accordance with government guidance) – Please state what type of PPE• Was the employee wearing / using the PPE at the time they believe they contracted the virus. <p>The diagnosis will need to be reported to the Occupational Health Team occhealth.teama@swansea.gov.uk within 5 days of being notified of the diagnosis.</p>
<p>For further safety advice and guidance, please contact Corporate Health, Safety, Emergency Management and Wellbeing Team: Tel: 636210 Email: healthandsafety@swansea.gov.uk</p>

APPENDIX 6 – CPR GUIDANCE ALERT



Health, Safety, Wellbeing and Emergency Management Service

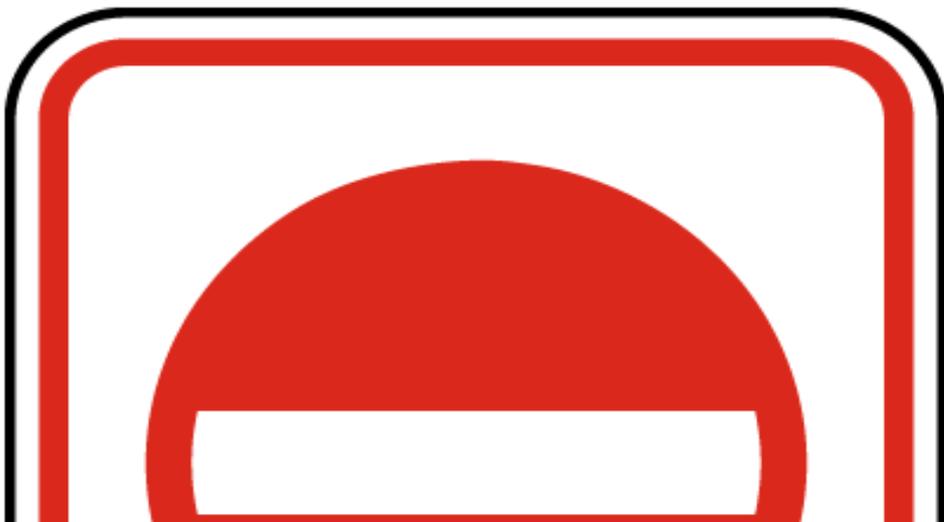
URGENT- Action.

Issue Date: 20.04.2020
CPR During COVID-19
Information
This alert is being sent out following the advice received by the Resuscitation Council UK relating to providing CPR during the COVID-19 outbreak.
Target Audience
All Staff
Action to be taken
<p>Due to heightened awareness of the possibility that the casualty may have COVID-19, the Resuscitation Council UK along with Swansea Council offers the following advice:</p> <ul style="list-style-type: none">• Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do Not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. Do Not undertake rescue breaths.• Make sure an ambulance is on its way. If COVID 19 is suspected, ensure you inform the operator when you call 999.• If there is a perceived risk of infection, rescuers for their own protection should place a cloth/towel over the casualties mouth and nose and attempt compression only CPP and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.• Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.• If the rescuer has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn.• After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. <p>Paediatric advice</p> <p>We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child's chances of survival. However, for those not trained in paediatric resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.</p> <p>For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur. Therefore, if there is any doubt about what to do, this statement should be used.</p> <p>It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p>
For further advice and guidance, please contact Health, Safety and Wellbeing Service Tel: 01792 636210 Email: healthandsafety@swansea.gov.uk

Health & Safety – RED SAFETY NOTICE

APPENDIX 7 – ISOLATION ROOM

Isolation Room



APPENDIX 8 - DO NOT ENTER – CONTAMINATED AREA SIGN

DO NOT ENTER

CONTAMINATED AREA



ROOM TO REMAIN CLOSED UNTIL:

DATE: ___/___/___ TIME: __:___

(ALLOW 72 HOURS FROM TIME OF INCIDENT)

APPENDIX 9 - PUTTING ON AND TAKING OFF PPE



Public Health
England

Putting on personal protective equipment (PPE)

for non-aerosol generating procedures (AGPs)*

Pre-donning instructions:

- Ensure healthcare worker hydrated
- Remove jewellery
- Tie hair back
- Check PPE in the correct size is available

- 1** Perform hand hygiene before putting on PPE.



- 2** Put on apron and tie at waist.



- 3** Put on facemask – position upper straps on the crown of your head, lower strap at nape of neck.



- 4** With both hands, mould the metal strap over the bridge of your nose.



- 5** Don eye protection if required.



- 6** Put on gloves.



*For the PPE guide for AGPS please see: www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control

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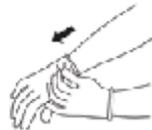


Taking off personal protective equipment (PPE)

for non-aerosol generating procedures (AGPS)*

<ul style="list-style-type: none"> • PPE should be removed in an order that minimises the risk of self-contamination 	<ul style="list-style-type: none"> • Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area
---	--

1 Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off.
Hold the removed glove in the remaining gloved hand.



Slide the fingers of the un-gloved hand under the remaining glove at the wrist.

Peel the remaining glove off over the first glove and discard.



2 Clean hands.



3 Apron.
Unfasten or break apron ties at the neck and let the apron fold down on itself.



Break ties at waist and fold apron in on itself – do not touch the outside – **this will be contaminated.** Discard.



4 Remove eye protection if worn.
Use both hands to handle the straps by pulling away from face and discard.



5 Clean hands.



6 Remove facemask once your clinical work is completed.



Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard. DO NOT reuse once removed.

7 Clean hands with soap and water.



*For the doffing guide to PPE for AGPs see: www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control

APPENDIX 10 – BIOHAZARD SPILLAGE KIT INSTRUCTIONS

Biohazard Spillage Kit Instructions for cleaning Vomit, Feaces, Blood and Urine

1. **Isolate:** Remove the pupil/ chils and staff from the area, make the area safe and collect the appropriate spill kit.
2. **Prepare:** Apply appropriate PPE/C (gloves, apron, eye protection, face mask/ seild
3. **Treat:** Apply the spill kit in line with manufactures instruiction
4. **Remove:** Detach the scraper from the spill kit, collecte the gelled spillage and deposit within the biohazard bag. Dispose of the scraper/ scoop after use.
5. **Sanatise:** Spray area with disinfectant and clean the area in line with the cleaning appendix 4 and dispose of cleaning materiasl within the biohazard bag.
6. **Dispose:** Remove gloes, apron and any other items that may have been used. Ensure that hands don't become contaminated and place all PPE/C within the biohazrad bag. Secure the bag and dispose of in line with corportate procedures.
7. **Protect:**Clean hands with disinfectant wipes/ hand sanatisers
8. **Return:** Return all equipment to the designated storage are and ensure that this is secured when leaving.
9. Clean hands with warm water and soap immediately and thoroughly dry.

Should there be any spillage on the carpert or soft furnishingshins, every effort should be made to isolate and clean the areas and additional guidance obtained from the school/ setting cleaning supervisor.

Management of laundry, blood and body fluid spills and waste

Safe management of laundry

If you suspect laundry (children's or own clothing) is contaminated with COVID-19, it should be managed as 'infectious'. Infected laundry must be handled, transported and processed in a manner that prevents exposure to the skin and mucous membranes (eyes, nose, mouth) of staff, contamination of their clothing and the environment:

Disposable gloves and an apron should be worn when handling infectious laundry.

All laundry should be handled inside the isolation room.

When handling laundry do not:

- rinse, shake or sort linen on removal;
- place used/infectious laundry on the floor or any other surfaces e.g. a table top;
- re-handle used/infectious laundry once bagged;
- overfill laundry bag; or
- place inappropriate items in the laundry bag e.g. used equipment, rubbish.

When managing infectious laundry:

- place directly into a water-soluble/alginate bag and secure;
- place the water-soluble bag inside a clear polythene bag and secure;

Contaminated laundry must be kept totally separate from other items and given to parents to wash at home:

- separately from other home laundry;
- in a load not more than half the machine capacity;
- place the washing still in the water-soluble bag in the drum, do not shake dirty laundry, this minimises the possibility of dispersing virus through the air
- at the maximum temperature the fabric can tolerate (ideally 60⁰ C), then tumbled-dried.

Management of blood and body fluid spills

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection. **If a spillage is identified, the area must be cleaned immediately using a Biohazard Spill Kit and staff must wear PPE (disposable gloves and aprons) during this procedure and complete a risk assessment.** Please see **Appendix 10**.

The Kit also include a yellow bag which can be used for contaminated waste.

Management of waste

Waste should be disposed of following the standard procedures in place within schools, and in line with the arrangements highlighted within the schools/ setting Covid19 Risk assessment.

APPENDIX 11 - Reopening Plan

To be completed by the Headteacher and Governing body/ Setting manager to confirm that all arrangements and procedures are in place to support all reasonable mitigation measures.

Swansea Council Schools and Flying Start re-opening Plan

School/ setting Name:	Completed by:	Date:
Section	Implementation	✓
Class sizes and pupil numbers	<p>School/ Setting capacity has been calculated using the following formula:</p> <p>Primary and secondary: 3m²per pupils (in the absence of guidance)</p> <p>Nursery/ Reception/ Flying start: 3.8 m², this is based on an increase of 1m² per pupil due to limited awareness of social distancing and equipment within the facility(CIW requirements 2.8 during normal operations).</p> <p>STF facilities: same formula as nursery/ reception.</p> <p>Special school: 4.5m² per pupil (based on risk assessment), this allowing additional space for equipment and 2 persons per pupil.</p>	
Staffing	All Headteachers / managers to assess staffing issues and if school can operate safely based on staff shielding or unable to attend the work place due to unrelated ill health/ absence	
Property/Legionella/Fire/ Emergency Lights Testing	<ul style="list-style-type: none"> • General visual check of school property completed on [DATE] • Testing of Fire alarms completed on [DATE] • Testing of emergency lights completed on [DATE] • Flushing of water outlets (legionella testing) completed on [DATE] <p>Daily/ weekly and monthly maintenance check sheets in place.</p>	

Entry and exit points	<ul style="list-style-type: none"> • Staff and pupils will enter through XXX and exit through XXX • Parents will drop off and collect children from XXX • Only one parent will be able to drop off/collect each 	
Corridors	<p>Insert completed one way system on School Plan</p> <p>One way system clearly labelled with arrows and black and yellow tape or pictorial signage highlighted in Appendix 2</p>	
Isolation rooms	<ul style="list-style-type: none"> • Isolation Room 1 = XXXX • Isolation Room 2 = XXXX • Signage in place 	
Positive tests for Covid-19	All staff made aware of the procedures to follow with a positive test of COVID19	
Personal Protection Equipment (PPE)	<ul style="list-style-type: none"> • Staff aware of how to use PPE (Appendix 9) 	
Hygiene products	<ul style="list-style-type: none"> • Plenty of Soap, sanitiser and paper towels available 	
Hand sanitiser stations (wall mounted where possible)	<ul style="list-style-type: none"> • Highlight on school plan and display in corridors to raise awareness of locations. • Informed all staff/ pupils and parents • As a minimum located on main reception, access points into the school and classrooms with no running water 	
Hand washing	<ul style="list-style-type: none"> • Hand washing posters placed around school (PHW Guidance) 	
Toilets	<ul style="list-style-type: none"> • Number of toilet blocks in use: XX • Maximum number of pupils entering toilet block is: XXX • Usage will be monitored by: XXXX 	
Hygiene within classrooms	<p>Ensure that staff are aware of hygiene requirements:</p> <ul style="list-style-type: none"> • Ensure staff/pupils have washed hands before entering classroom • Clean and wipe down high use surfaces every 2 hours • Place any equipment which you require cleaner to clean in XXX 	

Thermometers	<ul style="list-style-type: none"> • XXXX will be responsible for taking pupils' temperature • Will be taken XXXX 	
Break time arrangements	Break times will be as follows: XXXX	
Lunchtime arrangements	<ul style="list-style-type: none"> • Ensure each parent is aware of need to bring packed lunch and water bottle • Lunch time arrangements will be as follows: XXXXX • Ensure parents are aware that there are currently no breakfast or after school club • Breakfast club arrangements (only offer if vital): XXXX • After school arrangements (only offer if vital): XXXX Wait on WG Guidance 	
Social distancing	<ul style="list-style-type: none"> • Social distancing poster placed in school, main reception and on external perimeter fence lines leading to reception. Consideration also given to displaying information on assembly points(Appendix 1) • Parents informed of social distancing arrangements (presentation/ information leaflet) • Social distancing arrangements for drop off/pick up: XXXX • Social distancing arrangements for playtime: XXXX 	
Evacuation of building	Insert amended Fire Evacuation procedures (fire assembly points)	
Transport Drop off and pick up points	<ul style="list-style-type: none"> • Transport arrangements for dropping pupils at school/collecting: XXX • Received and understood the school transport risk assessment. • Reviewed school traffic management plan 	

Testing of Staff for Covid-19	Ensure all staff are aware of testing - NHS guidance	
Arrangements for school assemblies	Arrangements for Assemblies will be: XXX	
Arrangement for PE lessons	PE lessons will be held: XXXX Boys will change :XXXX Girls will change: XXXX	
First Aid	Staff who have the necessary First Aid qualification: XXXX	

Checklist

CHECKLIST FOR SCHOOLS: To be completed by the site manager/ caretaker	
Action required	✓
1. Pupil numbers/ classroom audit completed and returned	
2. Staff Audit completed and returned	
3. Each member of staff have received the protocol for Entry and Exiting School (appendix 13)	
4. General visual check of building completed (weekly checks)	
5. Testing of fire alarms completed (weekly checks)	
6. Testing of water outlets (Legionella) completed (weekly checks)	
7. Testing of emergency lights completed (monthly checks)	
8. Arrangements for staff and pupil entry exit	
9. Drop off and collection arrangements	
10. One way system arranged and clearly labelled with arrows and black and yellow tape or approved signage (Appendix 2)	
11. Isolation room(s) chosen	
12. Isolation room(s) stocked with required items (PPE, Water)	
13. School protocol for dealing with positive test for Covid-19	
14. Hand washing posters placed around school	
15. Toilet arrangements	
16. Classroom hygiene arrangements	
17. Support break and lunch time arrangements	
18. Social distancing arrangements – posters displayed and maintained (Appendix 1)	
19. Amended Fire Evacuation procedures	
20. Support transport arrangements/ school/ setting traffic management plan	
21. First aid boxes and emergency grab bag stocked and maintained	

APPENDIX 12 – FRA TEMPORARY AMENDMENTS



Area of Premises Affected: Emergency Child Care Settings: *****school
New Risk: Operational change to support emergency child care for key workers
Dates From: 23rd March 2020 To:

Short-term amendment to be included with the Fire Risk Assessment

Info on new risk and why exists:

School buildings have now been repurposed to support emergency child care facilities for key workers as a result of the Covid – 19 pandemic. Now operating as child care settings, the combined risk rating of education establishments FRA risk rating or building profile will remain unchanged.

Due to the change of use, young children attending the settings may not be familiar with the building layout and emergency arrangements.

Opening hours of the ECS has changed from general school operations. Where buildings are closed during school holidays, these are now open to support public demand.

ESC is staffed on a rota basis. Staff may not be fully conversant with the general site arrangements.

Temporary Control Measures in place:

- Any 3rd party letting activities that may be operating from the building have now been suspended until further notice.
- All fire action notices are reviewed to ensure that EAP/ assembly points are highlighted on the notice.
- Fire drills will not be undertaken each term as highlighted within the FRA/ EAP. EAP arrangements are discussed as part of the onsite induction for all children and staff. High staff ratio is maintained to allow a safe evacuation strategy to be implemented.
- Social distancing will be maintained at the assembly point.
- MWWFRS have been made aware of the repurposed school settings as this may influence response times. Occupied/ non occupied buildings.
- NOP arrangements remain unchanged
- Any higher risk activities (cooking activities) must be authorised by the HT once arrangements have been agreed.
- Any child that is supported with a HCP or require a PEEP will be highlighted on arrival and the necessary arrangements to support the child.
- PEEP's for staff may be reviewed due to a change of work location. This will be completed by the setting manager (HT)
- Restricted areas within the building now apply. Only areas to support the ECS are used. All other areas as secured to prevent unauthorised access.
- Daily register and staff signing in book to be used as roll call sheets in the event of building evacuation.

Other documents effected:

None

Temporary Evacuation Amendments: Yes: Sweeping of areas will only apply to ECS facilities. Where other classrooms/ facilities have been secured, these will not require sweeping.

High staff ratio allows each area to be closely monitored during the evacuation.

Changes: *(if significant EAP will need total change rather than just an amendment)*

APPENDIX 13 - STAFF PROTOCOL FOR ENTRY AND EXITING SCHOOLS DURING THE COVID-19 PANDEMIC

All staff members must following this guidance

Preparing to go to work

- Ensure that you have your own mug/cup
- Ensure that you have a packed lunch/snacks (don't share)
- Remove all jewellery including necklaces and rings and no nail varnish or false nails
- Roll up sleeves
- Remove and place work clothes straight into washing machine after working day. Consider wearing a new set of clothes each day, select clothes that can be washed at minimum of 60°C in washing machine and then tumble dried if possible. Wash clothing separate to rest of family clothes.

Entry to work

- All staff to access via [Enter Location]
- Ensure that you adhere to social distancing in keeping 2 metres apart from all staff
- Minimal personal items to be brought into building. Wipe mobile phone clean with disinfectant wipe provided and any other items that are carried e.g. pens/ reading glasses/ lunch box
- Wash hands thoroughly for 20 seconds or more with warm water and plenty of soap. Dry thoroughly with paper handtowels and dispose of in the bin provided. Apply hand cream periodically – if required.
- PPE to be worn in line with risk assessment outcome. Any additional PPE must be discussed with the Headteacher/ manager.
- Ensure all working areas are maintained to a high standard. This includes staff room, classroom and storage areas. Where outdoor play areas are assigned to the classroom, these must be maintained.
- Ensure that all health and safety information is displayed within the classroom (where required)
- Report any new onset illness with pupil/child and if required, take pupil/child to designated isolation room.
- Wash hands before and after eating
- Where possible, encourage social distancing at the start and end of school day.
- Clean and wipe down high use surfaces **every 2 hours** using a veridical cleaner and a disposable cloth
- Any request from parents/ responsible adult to speak with a member of staff must be done through appointment only and over the phone.

Exit from work or leaving for a break

- Wipe all personal items clean with disinfectant wipe e.g. mobile phone/ pen/ reading glasses/ lunch box
- Wash hands thoroughly for 20 seconds or more with warm water and plenty of soap. Dry thoroughly with paper handtowels and dispose of in the bin provided.
- Leave for home.
- Ensure that you wash your clothes once you arrive home (consider wearing new set of clothes each day -straight in the washing machine)

WARNING - Prepare

Issue Date: May 2020
Ventilation systems – COVID19
Information
<p>The Federation of European Heating, Ventilation and Air Conditioning Association has recently revised its guidance (April 3rd) <i>'How to operate and use building services in order to prevent the spread of the coronavirus disease (COVID-19) virus (SARS-CoV-2) in workplaces'</i>. The guidance applies to the operation of ventilation systems in schools, offices and public buildings in response to Covid-19.</p> <p>It is widely known that COVID19 is transmitted via 2 routes from an infected person - large droplets/particles emitted from a person sneezing, coughing or talking and via surface contact either hand to hand or hand to surface contact. A third transmission route that is gaining more attention from the scientific community is the faecal-oral route.</p> <p>The guidance suggests measures to reduce the risk of transmission to "AS LOW AS REASONABLY ACHIEVEABLE" when used in conjunction with recommended hygiene measures set out by Public Health Wales in workplaces and schools etc.</p> <p>The key actions below apply to offices, schools, libraries and all Public Buildings within the authority.</p>
Target Audience
Heads of Service All Premise Managers
Action to be taken
<p>Action: Heads of service please ensure all premises managers within your area of responsibility receive a copy of this safety notice.</p> <p>Action: Premises Managers please be aware of the practical ventilation measures that can be taken either by yourselves or in conjunction with Building Services ventilation engineers:</p> <ol style="list-style-type: none"> 1. Ensure there is good ventilation within rooms at all times particularly during occupancy. Open windows approximately 15minutes before occupancy. This should be carried out throughout the day to ensure adequate supply of external fresh air (even in mechanically ventilated buildings) 2. Switch mechanical ventilation to nominal speed at least 2 hours before building usage and switch to lower speed 2 hours after usage ends 3. At nights and weekends, do not switch ventilation off, but keep systems running at lower speeds 4. Keep toilet extract systems in operation 24/7 and avoid opening toilet windows where extract systems are in place to avoid extraction being interfered with by drafts from windows. If no extraction system in place please refer to point 1. 5. Instruct building occupants to flush toilets with closed lid 6. Switch air handling units with recirculation to 100% outdoor air 7. Where applicable, switch fan coil units either off or operate so that fans are continuously on (Guildhall/Civic Centre, newer school developments) 8. Regular maintenance of associated plant to continue as planned

**Corporate Health, Safety, Emergency Management & Wellbeing Service**

9. Keep relative humidity levels between 30% and 65%
10. If A/C units are in place only use when fresh air is provided via an openable window etc.
11. In demand control ventilation systems change CO2 set point to 400ppm (e.g. automatic window openings)
12. In rooms where there is no direct supply of outside air then consideration should be given to prohibiting access to these areas from building users.

For any queries or advice in respect to this safety briefing note, please contact:

Barry Morgan, Mechanical Design & Maintenance Manager
Email: Barry.Morgan@swansea.gov.uk Tel: 525148 **or**

James Horner, Mechanical Engineer
Email: James.Horner@swansea.gov.uk Tel: 07796275359

For general H&S advice and guidance, please contact Corporate Health, Safety, Emergency Management and Wellbeing Team: Tel: 636210
Email: healthandsafety@swansea.gov.uk