

HEALTH AND SAFETY RISK ASSESSMENT:

Directorate Education

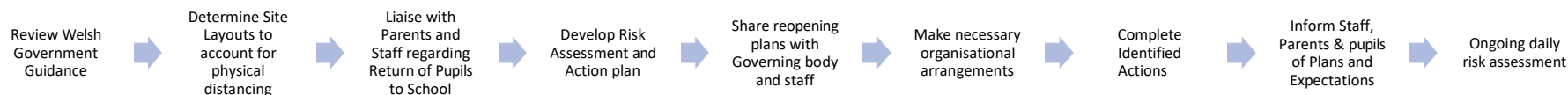
Department/School Ysgol Penrhyn Dewi VA

Person responsible Mrs Rachael Thomas, Acting Headteacher		School Ysgol Penrhyn Dewi VA		Assessed By Mrs Sian Churchill, Business Manager Date: 30.11.21	
Manager Mrs Rachael Thomas, Acting Headteacher		Task Covid-19 Teaching & Learning in Ysgol Penrhyn Dewi school settings from September 2021		Review Ongoing Previous review: 26.8.21, 30.8.21, 2.9.21, 1.11.21	
Risk = severity x likelihood		Severity of harm			
Likelihood of occurrence	(1) Slight (All other injuries and illnesses)		(2) Serious (Over 3 day injury or serious illness)		(3) Major (Death or major injury)
(1) Low (Harm will seldom occur)	Low (1)		Low (2)		Medium (3)
(2) Medium (Harm likely to occur)	Low (2)		Medium (4)		High (6)
(3) High (Harm certain to occur)	Medium (3)		High (6)		High (9)

Purpose of this document:

This COVID19 Risk Assessment sets out the specific safety measures put in place for YPDVA pupils and staff. This should be read in conjunction with the guidance set out in the Welsh Government ‘**Covid-19 Control Decision Framework**’ and reviewed regularly in line with ongoing Welsh Government, Local Authority and Public Health Wales guidance.

Risk Assessment Process



HAZARD	WHO MIGHT BE HARMED AND HOW?	EXISTING CONTROL MEASURES	RISK (severity x likelihood)	WHAT MORE NEEDS TO BE DONE TO CONTROL THE RISK?	BY WHOM? BY WHEN?
Transmission of COVID-19 (Fatality Potential)	Staff, Children, Contractors	<p>INSET Safety briefing to be conducted to all staff and two way conversation to allow adequate knowledge and understanding.</p> <p>Essential measures set out in the school Covid 19 RA regarding infection control to be followed.</p> <p>A robust application and reinforcement of all existing control measures is required given the increased transmission risk associated with new variants</p> <p>Employers should engage workforce through encouragement, education & support to ensure whole workforce has access to the right information to allow them to make informed choices.</p>	3x1=3	<p>All school staff are aware of guidance via weekly staff meetings, Microsoft onenote Staff Handbook with Covid-19 Must Reads and daily updates of any changes.</p> <p>Link to HDUHB vaccination page for staff on onenote. LFT uptakes via staff meeting.</p> <p>Appendix A</p> <p>To improve access to information and reduce sharing of paperwork, the Visitors information leaflet has been updated to include all relevant Covid 19 and Health and Safety Information in an electronic format that can be emailed in advance or via a QR code at arrival</p> <p>Aidan campus https://sway.office.com/SEtIPoiG9Ni9FVKG?ref=Link</p> <p>Non campus https://sway.office.com/F8wZgnlKaobmW8gb?ref=Link</p> <p>Dewi campus https://sway.office.com/Cy6xSjy181RPdihQ?ref=Link</p>	<p>1.9.21</p> <p>Actioned</p> <p>Ongoing</p>

				Arrangements for each site are identified in the maps in Appendix B – promoting one way systems in communal areas	Actioned
				Classrooms will be set up to allow for 2m distance between teachers and pupils. Physical distancing will be adhered to as much as possible.	Ongoing
				Where pupils undertake desk learning, classrooms are organised with forward facing desks one metre apart (with the exception of the Foundation phase).	Ongoing
		External access and entrances used to limit use of corridors (Appendix B)		Reminders regarding safe use of staff communal spaces posted on Onenote Daily updates – restrictions on number of staff in staff room.	Actioned
		Staff to maintain 2m physical distance from other staff.			
		Infection control measure regarding regular handwashing in place		Soap and water preferred however hand sanitiser stations available in both classrooms and Hall	Actioned
		Sharing of objects minimized as much as possible and cleaning of equipment between use		Regular handwashing breaks will be programmed into the day – upon entry, throughout the day, prior to departure	Ongoing
		PPE requirements understood and appropriate supplies in place.		PPE available in safe room: Aidan Campus Former staff room Non Campus SIT Room Dewi Campus Boardroom and staff room	Actioned

Symptomatic Pupils or Staff Entering the School	Staff, Children, Contractors	Essential measures include: All children (via parents) to be screened prior to arrival at the school.	3x1=3	Robust school procedure for if staff/ pupils begin to show symptoms on site to be followed Appendix C	Ongoing
		The present advice is that it is not necessary to screen temperatures. This will be kept under review. Staff should be vigilant for changes to learners' temperatures and signs of fever.		This includes: Safe rooms established on each site with identified toilet facilities.	Actioned
		Parents reminded of their responsibility to abide by the Test, Trace, Protect Strategy, along with physical distancing and stay at home guidance.		Parent contact for pupil to be taken home and information provided regarding the need for isolation	Actioned
		Requirement that people who are unwell with symptoms of Covid-19 (new, continuous cough, a high temperature or loss of taste and smell) should follow the guidance for households with possible or confirmed Covid-19 infection.		Thorough cleaning of relevant areas in line with WG guidance	Ongoing
		In line with the Welsh Government Covid-19 Control decision framework TTP Teams will be responsible for contacting each positive case and collecting information about close contacts. The school will follow advice from TTP regarding any appropriate 'warn and inform' approach to update carers and staff on the situation.		Staff made aware of Covid-19 symptoms via Staff Handbook on one note.	Actioned
				Staff to remain vigilant for any signs of symptoms in pupils	Ongoing
				Information provided to parents via email, website and social media	Ongoing
				Reducing congestion in corridors by maximising use of external entry/ exit points and one way systems as defined in Appendix B	Ongoing
				Seating plans will be in place for classes and clubs to assist in the TTP processes	Ongoing

Person-to-person transmission	Teachers Parents/pupils and others	<p>Parents to wear masks on arrival and departure and to be encouraged to maintain physical distancing.</p> <p>Entry and exit routes to the school are in place, any physical changes and/or signage required to promote 2m physical distancing.</p>	3x1=3	<p>Identified distinct access points to buildings</p> <p>Appendix B</p> <p>Parents encouraged to observe physical distancing outside school and safe requirements for drop off and pick up.</p>	<p>Actioned</p> <p>Ongoing</p>
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		<p>Where social/ physical distancing is not possible between staff and pupils, particularly staff working with younger learners, contact within 1m should be minimized as much as possible.</p> <p>Pupils should be supported to maintain physical distance wherever possible</p> <p>Activities developed and coordinated to minimise close contact and following national guidance</p> <p>Robust respiratory hygiene control measures including regular handwashing and ventilation.</p> <p>Social hygiene skills (eg using/ disposing of tissues). Preventative measures to be re-inforced during the day.</p> <p>Soap and water preferred means of hand washing but sanitizer is also provided.</p> <p>Key staff responsible for younger pupils will remain with their designated classes where possible</p> <p>In line with the NHS Wales Test and Trace scheme, staff and pupils in years 7 and above will be actively encouraged to partake in the Lateral Flow Test (LFT) programme by carrying out twice weekly testing at home (3 to 4 days apart).</p> <p>Appendix D</p> <p>Active engagement with Test, Trace, Protect</p>		<p>Traffic and pedestrian control measures and information provision to promote safety and compliance with physical distancing.</p> <p>External 2m markers in Non and Aidan to assist waiting parents with physical distancing.</p> <p>External posters regarding face masks and physical distancing displayed.</p> <p>Guidance posters displayed within school premises</p> <p>2-meter markers are present on internal floors</p> <p>Face coverings to be worn by all pupils and staff on Dewi campus in all areas where physical distancing is not possible.</p> <p>Masks to be worn on all campuses by visitors.</p> <p>Specific toilet facilities have been allocated to each pupils year groups. Specific break time facilities allocated to nursery and reception pupils.</p> <p>Lidded bins available to ensure safe disposal of tissues and hand towels.</p> <p>Hand sanitising stations/ or handwashing facilities in every classroom and entrance/ exit. All users of school buildings to wash/</p>	<p>Actioned</p> <p>Actioned</p> <p>Actioned</p> <p>Actioned</p> <p>Ongoing</p> <p>From 1.12</p> <p>Ongoing</p> <p>Actioned</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>Formal consideration of how to reduce contact and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.</p> <p>The holding of Assemblies or collective worship will occur if allowed in accordance with the risk levels and the Welsh Government Decision Framework</p>		<p>sanitise hands upon entry, regularly throughout the day and to follow good hygiene practices when not in educational setting</p> <p>Ventilation - windows to be opened at the beginning of each day in classrooms, staff room and all areas in use and to remain open throughout the day. The opening of doors will be used to assist ventilation if they are not fire doors or where they have automatic fire closures.</p> <p>C02 Monitors will be placed in each classroom in Aidan and Non and in classrooms which do not already have this facility in Dewi. WG guidance regarding using the monitors to determine level of ventilation required published on staff handbook.</p> <p>Colleagues reminded of the priority of ventilation and requested to report any areas of concern</p> <p>PCC maintenance department has undertaken a review of mechanical ventilation systems</p> <p>Cleaning of equipment between use. Allocated individual equipment where possible. More frequent cleaning of outdoor play equipment.</p> <p>Information regarding the e-Bug Covid-19 website resources for schools published on Staff Handbook</p>	<p>Actioned</p> <p>Actioned</p> <p>Ongoing</p> <p>Ongoing</p> <p>Actioned</p> <p>Ongoing</p>
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				<p>Transition arrangements between Aidan campus and Wynccliffe childcare have been reviewed and close partnership ongoing regarding Covid-19 risk management</p> <p>Support will be offered to learners and families in relation to transition from other schools. A virtual tour of the school</p>	Ongoing
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				<p>to support learners. All transition arrangements will be made in line with the school Covid 19 risk assessment.</p> <p>All opportunities for time for learners to spend outdoors will be maximized.</p> <p>Choirs and brass bands will operated in accordance with a strict risk assessment which will incorporate ventilation and 2m physical distancing.</p>	<p>Ongoing</p> <p>Ongoing</p>
Skin irritations due to excessive washing of hands or wearing of PPE	All Staff/Support workers learners, visitors	<ul style="list-style-type: none"> • Dry hands appropriately. • Moisturising creams to be used periodically. • Liquid Soap and foam only. • In regards to the wearing of PPE ensure you follow manufacturer's instructions for the duration of wear. Disposal should be in line with industry guidelines. 	1x1=1	<p>Hand towels are provided at every hand wash/ sanitising station</p> <p>Seek guidance from PCC Occupational Health Team if issues arise. <u>NHS Hand Hygiene</u></p>	<p>Actioned</p> <p>SIT</p>
Storing and handling of hand sanitizers	All Staff and pupils, visitors, contractors and others Chemical burns, blisters, skin reactions/irritation Inhalation of substance	<ul style="list-style-type: none"> • Hand sanitisers should be used and stored as per manufacturer's instructions. • To follow Regulations of COSHH (Control of Substances Hazardous to Health). • Decanting of alcohol based sanitisers should be conducted in a well ventilated area away from ignition sources. • PPE should be worn as directed in the COSHH Risk Assessment. 	3 x 1=3	<p>To follow any new instructions from the manufacturers of the product.</p> <p>Following guidance regarding the use of hand sanitiser as per Safety Notice 17.7.20 including access to goggles</p> <p>In Aidan and Non settings hand sanitiser to be in dispensers mounted out of reach of pupils</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Actioned</p>
First Aid Emergency Arrangements	<p>Staff and children</p> <p>More severe injuries resulting from: lack of treatment,</p>	<p>At Least one First Aider on site at any time</p> <p>Provisions available and adequately stocked.</p>	2x1=2	<p>First aid PPE available on each site</p> <p>First Aider available on each site</p> <p>Appendix E</p>	<p>Actioned</p> <p>Ongoing</p>

	inappropriate treatment and enhanced infection risk (e.g. open wound)	<p>Accident form to be completed where required and uploaded to PCC database. Incident waste disposal arrangements.</p> <p>Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings Resuscitation Council UK</p>		<p>First Aid kit to also have a pack consisting of Face visor, masks gloves and apron to protect the first aider when administering first aid to a casualty.</p> <p>Lidded bins available.</p>	<p>Actioned</p> <p>Actioned</p>
Covid 19 and emergency evacuations	<p>All users</p> <p>Burns, asphyxiation and injury caused by smoke inhalation.</p>	<p>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</p> <p>Revised evacuation routes are confirmed.</p> <p>NB In the event of emergency the priority is getting out of the building calmly regardless of physical distancing.</p> <p>Appendix F</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff – access plan revisited</p> <p>The content of the fire risk assessment should be communicated.</p>	3x1=3	<p>New evacuation procedure for each site updated and monitored. Evacuation procedure for site communicated.</p> <p>Revised evacuation procedure shared with all staff – via staff INSET & Staff Handbook</p> <p>Revised evacuation procedure included in staff handbook and evacuation procedures/ routes displayed clearly in each classroom</p> <p>Individual evacuation risk assessments updated.</p> <p>Fire drills</p> <p>Fire safety risk assessments published on sharepoint</p> <p>Fire door closures fitted where possible and regular testing</p>	<p>Ongoing</p> <p>Actioned</p> <p>Actioned</p> <p>Ongoing</p> <p>Ongoing</p> <p>Actioned</p> <p>Ongoing</p>
Safeguarding standards	Pupils	<p>Individual Pupil's risk assessments are in place and welfare checks being undertaken.</p> <p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures</p>	3x1=3	<p>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups</p>	Safe-guarding Team

		<p>Updated Safeguarding Policy in place.</p> <p>Work with other agencies has been undertaken to support vulnerable pupils and families.</p> <p>Staff are aware of safeguarding duties regarding statutory guidance for Education settings.</p> <p>https://gov.wales/keeping-children-and-young-people-safe-non-statutory-guide-practitioners</p> <p>Appropriate site security arrangements in place</p> <p>Standard procedure to be followed including consideration of older age groups</p>		<p>Staff refresher on Safeguarding policy and opportunity for feedback via INSET</p> <p>Safeguarding in line with Adopted Temporary COVID19 Safeguarding Policy</p> <p>A member of the safeguarding Team will be available in school each day</p>	<p>Actioned</p> <p>Ongoing</p> <p>Ongoing</p>
Cross contamination - Cleaning activities	Pupils, staff, contractors, visitors	<p>Enhanced cleaning regime is in place in consideration of PCC operational guidance to Schools with a specific focus on surfaces which are touched continuously and focus on high contact areas.</p> <p>Capacity of cleaning staff is increased to enable enhanced cleaning regime.</p> <p>Adequate cleaning supplies and facilities around the school are in place. Current guidance advises the use of normal cleaning products</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	2x1=2	<p>Additional staff appointed</p> <p>PCC approached for assistance</p> <p>Increase in cleaning hours on all 3 sites including daytime cover</p> <p>Enhanced cleaning schedule implemented in the sites at intervals during the day, focusing on that contact points eg. work surfaces, door handles, taps etc.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by Caretakers and cleaning staff</p>	<p>Actioned</p> <p>Actioned</p> <p>Ongoing</p> <p>Ongoing</p>

		<p>Sufficient time is available for the enhanced cleaning regime to take place.</p> <p>Additional space and frequent cleaning of surfaces, object and toys will be required. Cleaning arrangements should be increased in all settings with a specific focus on surfaces which are touched continuously.</p> <p>Handriers will be used in accordance with the PCC Safety Briefing on Hand Driers.</p> <p>Guidance in relation to PPE and cleaning locations of person suspected of having Covid-19 included in Appendix C & H</p> <ul style="list-style-type: none"> • Wash hands following any cleaning activity • Where cleaning products are used wear appropriate PPE (.e.g. vinyl or nitrile gloves and aprons) • Wear goggles if decanting chemicals where there is a risk to splashing in the eyes • Before uses review COSHH Assessments and safety data sheets for correct PPE. • Where possible ensure appropriate ventilation <p>Play equipment to be regularly cleaned throughout the day and between uses by different contact groups</p>		<p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush in line with national guidance</p> <p>Classroom & Toilet facilities cleaning checklist – documented in each room</p> <p>Goggles for decanting chemical eg. Hand sanitizer and appropriate PPE provided to cleaning staff</p> <p>Hand drier facilities decommissioned in pupil toilet facilities and hand towels available.</p> <p>Guidance given to staff that gloves and an apron should be used as a minimum when cleaning areas where a person suspected of having COVID-19 has been.</p> <p>COSHH information</p> <p>Hand sanitiser stations at entrances and relevant processes re science classrooms</p> <p>Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach</p> <p>Stock check and ordering schedule reviewed</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Actioned</p> <p>Actioned</p> <p>Actioned</p> <p>Actioned</p> <p>Ongoing</p> <p>Ongoing</p>
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Lack of staff, reduction in supervision	Staff and pupils	<p>Maintain supervision levels as far as practicable at all times. Including at least one of the following:</p> <ul style="list-style-type: none"> • First aider • Designated Safeguarding Lead • Caretaker/cleaner 	2x1=2	<p>Rotas for staff to include SIT, safeguarding, Administration, First Aid</p> <p>All school staff who are clinically extremely vulnerable will be supported to</p>	<p>Ongoing</p> <p>Ongoing</p>
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		<ul style="list-style-type: none"> Reception cover <p>Eg. Availability of trained staff on each sessions</p>		ensure Welsh Government guidance in is followed.	
Pupil Well-being standards not met	Pupils	<p>Careful consideration will be given to those children requiring additional support.</p> <p>Risk of stigmatisation of pupils who are exempt from mask wearing. Anyone may remove face covering temporarily to assist a person relying on facial expressions to communicate – however physical distancing to remain at all times.</p> <p>Support for clinically vulnerable children to attend school if they and the parent desire it.</p>	2x2=4	<p>Inclusion Team will identify and provide appropriate ongoing support</p> <p>Reminder to all staff regarding pupils exempt from mask wearing and request for support for individual pupils</p> <p>Individual plans and support put in place for clinically vulnerable pupils who attend school.</p>	<p>Ongoing</p> <p>Actioned</p> <p>Ongoing</p>
		<p>Arrangements in place to provide food to Pupils, including the requirement of universal free school meals.</p> <p>Arrangements for when and where each year group will take lunch and break are in place to reduce the number of contacts</p> <p>Guidance from 20.8.21 - schools and settings may wish to consider undertaking educational visits where visiting locations outside of the school or setting estate is integral to the learning experience. Schools and settings wishing to undertake any types of educational visits should continue to undertake the usual risk assessment processes. This risk assessment should include arrangements for what will happen if a member of</p>	1x1	<p>FSM provision - Information regarding access to FSM provision published and parents supported where necessary by safe guarding team.</p> <p>FSM application forms re-issued to parents</p> <p>Breakfast club provision from 8.00am in Aidan, Non. Provision for breakfast is also available in Dewi.</p> <p>Records are kept for breakfast club attendance in order to assist contact tracing processes if needed.</p> <p>EVOLVE Trip Risk Assessments to include actions in the event of a symptomatic pupil</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

		the group (a learner or staff member) develops COVID-19 symptoms during the visit. Travel time should be minimised wherever possible			
		Careful consideration given to the well-being of learners is critical.	2x2=4	Pupils IDP's (Individual Development Plans) reviewed and adjusted where needed.	Ongoing
Verbal or physical abuse or loss of control	Staff and children Injuries, bumps, bruises and psychological injury	Adequate staff supervision. Staff familiar with children to be present. Staff with additional training employed where appropriate.	1x1=1	Trained Safeguarding ,inclusion team, & ALN Team Appropriate school policies and procedures in place	Ongoing Actioned
Building and property maintenance	All users Legionella, (Legionnaires disease) Electrical faults (burns or shock) Defects in property.	<ul style="list-style-type: none"> • All routine inspections and tests must be maintained • Statutory inspections and servicing to continue • Defects to be reported for remedial action • Resources that are shared between year groups such as sports, science equipment should be cleaned frequently. • All storage areas including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms, should be isolated or locked securely. • Good housekeeping to be maintained • All outdoor building maintenance must be co-ordinated to ensure segregation from children and staff (e.g. grass cutting) • We have a duty to others to provide hygiene facilities. 	2x1=2	Appendix G Appendix A – Procedure for entering building for staff and contractors. At all reception areas. QR codes for digital info. Record kept at each of the three sites regarding individuals accessing building and the relevant areas visited. Caretakers following PCC guidance regarding routine inspections Repairs required reported immediately to PCC Building Maintenance Departments Risk Assessments and included in staff handbook & sharepoint Enhanced cleaning schedule throughout the day on all sites (documented) Appendix H Isolated water drinking station in Aidan & Dewi in accordance PCC policy	Ongoing Ongoing Ongoing Ongoing Ongoing Actioned

APPENDIX A

PROCEDURE FOR STAFF, CONTRACTORS, AND VISITORS ENTERING SCHOOL BUILDINGS

On Arrival on site

Use hand sanitiser provided prior to entering site

Sign in at the reception desk (do not share pens)

Wash hands immediately following entry to site using staff toilet facilities

Please make sure personal items eg. mobile phones, reading glasses, pens are cleaned with disinfectant wipes before entry

While on site

Physical Distancing to be maintained at ALL times - Minimum of 2 metres apart

Wash hands/ use hand sanitiser regularly while you are on site (at least every 30 minutes)

Please wipe down any surfaces that you touch using the supplied cleaning materials in all rooms

Please wear masks in corridors and communal areas

Departure from site

Wash hands prior to leaving site

Sign out at reception (do not share pens) listing which rooms you have used

Do not return into the school without following the 'arrival on site' procedures

Please make sure you follow these rules at all times. Many thanks. Stay safe

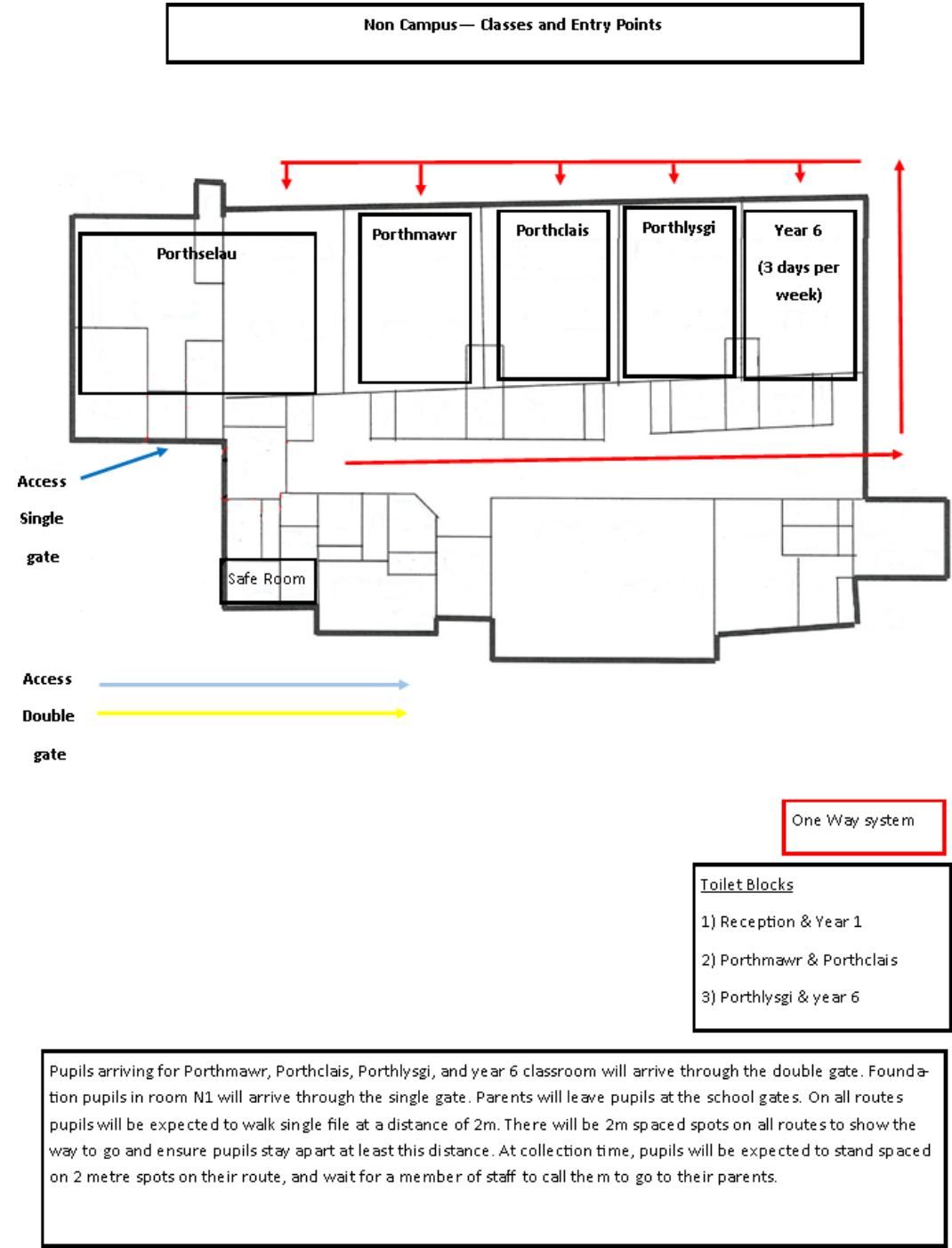
Visitor Information

Aidan campus <https://sway.office.com/SEtIPoiG9Ni9FVKG?ref=Link>

Non campus <https://sway.office.com/F8wZgnlKaobmW8gb?ref=Link>

Dewi campus <https://sway.office.com/Cy6xSjy181RPdihQ?ref=Link>

APPENDIX B



Aidan Campus arrangements

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Safe

Roo

Nursery and Reception-one Group

Parent drop-off point

Entry route

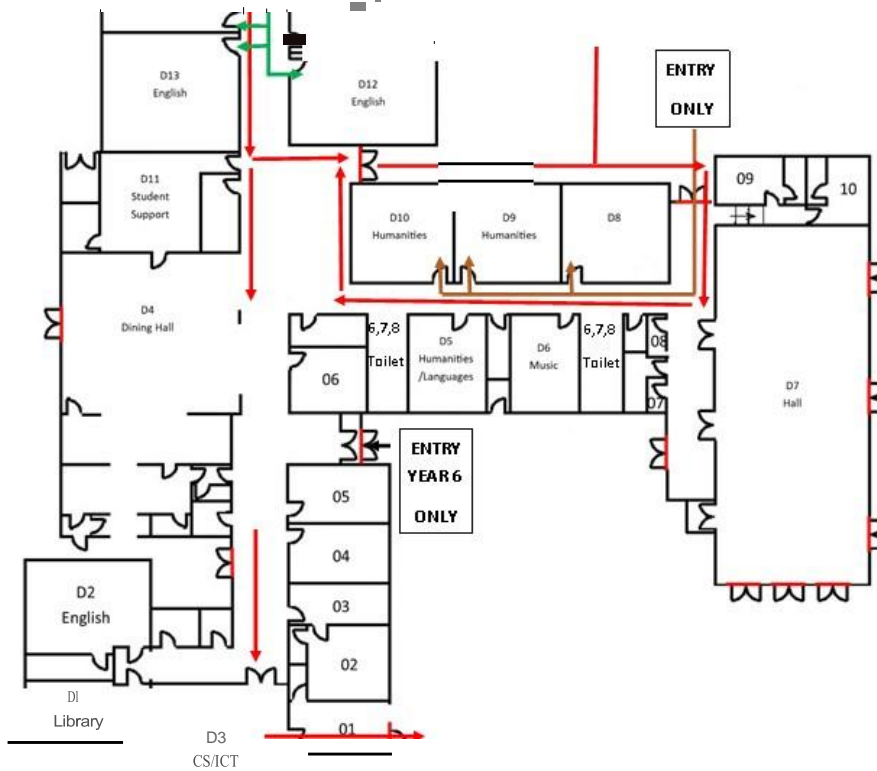
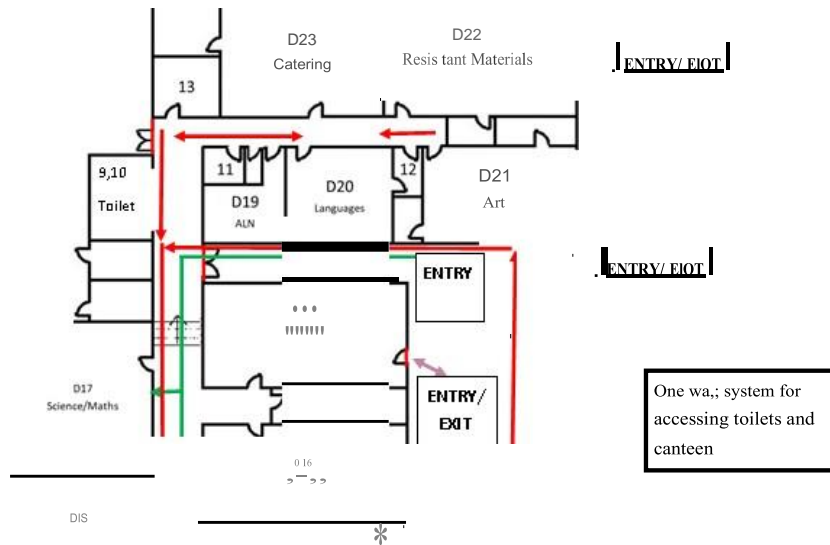
Exit route

VPD Aidan campus pl"l' areas

Wyncliffe pl"l' areas

Wyncliffe D"l'
care

YPD-External Access and one way system-Dewi Campus



APPENDIX C

YSGOL PENRHYN DEWI PROCEDURE FOR PUPILS OR STAFF WHO BEGIN TO SHOW SYMPTOMS AT SCHOOL

Under no circumstances should anyone attend the school settings if they:

- Have tested positive for Covid-19
- Have been contacted by the TTP service and told to self isolate
- have one or more of the three cardinal symptoms of COVID-19:

[Symptoms of coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus/covid-19/symptoms/)

A new persistent cough

This means coughing for more than an hour, or 3 or more coughing episodes in 24 hours. If you usually have a cough, it may be worse than usual

a high temperature

loss of or change in their normal sense of taste or smell (anosmia)

- or live in a household with someone who has symptoms of COVID-19 or has tested positive for COVID-19, unless they are fully vaccinated or are under 18

ACTION LIST FOR STAFF OR PUPILS DEVELOPING SYMPTOMS ON SITE

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with Covid-19 symptoms should not otherwise visit the GP, Pharmacy, urgent care centre or hospital.

Staff developing symptoms on site:

Inform SIT member in charge via telephone to reception, and go home immediately. The SIT member on site will arrange appropriate cover.

Anyone displaying COVID-19 symptoms, however mild, should follow the guidance for households with possible or confirmed Covid-19 infection, ie should begin to self-isolate and arrange to have a Covid-19 test.

[Get a free NHS test to check if you have coronavirus - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-a-free-nhs-test-to-check-if-you-have-coronavirus)

Further information on who else in the individual's household is required to self-isolate is available

[Self-isolation | GOV.WALES](https://www.gov.uk/self-isolation)

Pupils developing symptoms on site:

The present advice continues to be that it is not necessary to screen temperatures. Learners' parents/carers can check for signs of a high temperature. In any case, screening will not identify all cases of COVID-19 and the means of checking temperature may put staff at greater risk of transmission, as well as cause worry or concern for learners.

- Pupils displaying symptoms will be taken to the designated safe room for this purpose on site. If the pupil needs to visit the toilet, there are designated toilets for this purpose. These rooms are clearly sign posted.

Safe Room Facilities:

Dewi	Staff Workroom (Toilet facilities – former first aid room/ disabled toilet)
Non	SIT Room (Toilet facilities – disabled toilet)
Aidan	Former Staff Room (Toilet facilities – boy's toilet)

As many windows as possible should be opened for ventilation. Consideration may also be given to the pupil waiting for a parent collection in an outside space, with supervision, if this is deemed safer and appropriate.

- Inform SIT Member in charge (either available on site or via main reception desk), who will supervise/ organise supervision for the pupil. Where possible, supervision will be through the door panel or window and a distance of at least 2 metres is to be observed at all times. If this is suitable PPE should be worn (available in reception areas and safe rooms):

Situation	PPE
2m distance cannot be maintained	A face mask should be worn
Contact is necessary	Gloves, an apron and a face mask should be worn
Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)	Eye protection should also be worn

- Parent/ carer to be informed to collect the child and any siblings immediately at the relevant collection point(s):
Dewi – Reception door
Non – Front door
Aidan – front door
- When parents/ carer pick up the pupil, advise them to follow the guidance set out in Test, Trace protect.
- The parent will also receive a pre-prepared letter and information regarding Test, Trace, Protect and self-isolation.

- Any member of staff who has provided close contact care to someone with symptoms, and all other members of staff or learners who have been in close contact with the person with symptoms, do not need to go home to self-isolate unless:
 - they develop symptoms themselves (in which case, they should commence self-isolation immediately and arrange to have a test)
 - they are requested to do so by TTP

Everyone must wash their hands thoroughly for at least 20 seconds with soap and running water or use hand sanitiser after contact with someone who is unwell with Covid-19 symptoms.

- All equipment used by a symptomatic person must be removed from use immediately and thoroughly cleaned and disinfected
- All surfaces that staff or pupils who have displayed symptoms come into contact with will be carefully and thoroughly cleaned.
- The safe room and designated toilet (if used) will be locked after use until thorough cleaning is performed.
- Potentially contaminated waste to be stored to be kept closed and stored separately from communal waste for 72 hours
- When a person becomes symptomatic after arrival and has used home to school transport, the PCC school transport team must be informed and they will liaise with the contractor or others who could be affected

WHAT TO DO IF A PUPIL OR MEMBER OF STAFF TESTS POSITIVE FOR COVID-19

Routine/non-urgent matters

E-mails should be sent to officers at the communicabledisease@pembrokeshire.gov.uk

Urgent matters

Urgent matters can be communicated to the Duty EHP by telephone on **01437 775694**. This line is similarly monitored by the Duty EHP, 8am until 8pm, 7 days a week.

Urgent matters - outside the above hours

These should be brought to the attention of the service via the out of hours number for Public Protection emergencies **01437 771891**, requesting to be put through to the Duty Officer for Port Health. The Port Health Duty Officer should be contactable 24/7, 365 days of the year and if they are

The names of people with coronavirus (COVID-19) will not be shared unless it is essential to protect others.

APPENDIX D

NHS Test, Trace, Protect Consent Form for COVID 19 Testing

Guidance note: this common consent form has been designed for use by parents and carers of upper secondary school years under 16, upper secondary school years over and further education learners and staff. Underlined sections should be read as applicable and completed as follows:

- for pupils younger than 16 years**, this form must be completed by the parent or carer. Remember to complete **one consent form for each child** you wish to enrol.
- pupils over 16 who are able to provide informed consent**, this form can be completed by themselves, having discussed participation with their parent/carer.
- for any pupil who does not have the capacity to provide informed consent**, this form must be completed by the parent or legal guardian.

This COVID 19 testing programme is being led by the Department for Health and Social Care and the Welsh Government to provide asymptomatic testing in schools for staff and pupils/learners in upper secondary school years and further education.

Taking part in testing is voluntary. There is no expectation or obligation to participate. Nobody should be required to undergo testing without consent, and nobody should be excluded from school if they do not wish to test.

Please read the following sections, complete the questions below and return this form to the school as soon as possible:

I have had the opportunity to consider the information provided to me by the school about this testing programme in the letter dated ____/____/____. I have had the opportunity to ask any questions about the programme and, if I have, I have had these answered satisfactorily.

For parents/carers of under 16s: I have discussed the testing with my child and my child is happy to participate. If on the day of testing they do not wish to take part, then they will not be made to do so.

Please sign below if you agree to the following:

- I consent to participate/ my child participating in this testing programme.
- I have understood that my/my child's data will be held and shared in accordance with the data privacy notice.
- I agree that if my / my child's test results are confirmed to be positive, I / my child will inform the school to support contact tracing.
- I agree to accurately record all of my/my child's test results at www.gov.uk/report-covid19-result or by calling 119.

Name of Pupil and year group (if applicable) (PRINT)	
Name of Parent/Guardian if under 16 (PRINT)	

APPENDIX E

First Aiders

Dewi Campus

9 Members of Staff

Non Campus

4 members of Staff

Aidan Campus

4 Members of Staff

APPENDIX F

FIRE NOTICE

FIRE DRILL PROCEDURES - NON CAMPUS

From September 2020

In the event of emergency the priority is getting out of the building calmly regardless of social distancing

1. In the event of FIRE the nearest alarm must be sounded. The SIT member (or most senior member of staff) in charge on the day will investigate and contact the FIRE BRIGADE immediately if necessary.
2. Classes will leave the room VIA THE NEAREST FIRE EXIT and walk quietly and in single file to the assembly point OBSERVING A 2M DISTANCE BETWEEN CLASS GROUPS WHERE POSSIBLE. The responsible teacher in each class will ensure the room is empty before leaving and that the doors and windows are closed behind them.
3. All pupils to line up on the hard play area at the rear of the school.
4. Pupils will line up in their class in silence, at a 2M DISTANCE in front of their CLASS TEACHER.
5. SIT member (or most senior member of staff) in charge on the day will organise checks of
 - the older girls toilets and library
 - to check hall and older boys toilets
 - to check younger boys toilet and cwtch cymraeg
 - to check younger girls toilets
6. All staff to report to the SIT member (or most senior member of staff) in charge on the day.

General Notes

When completing the daily registers, all teachers are required to have a dry wipe laminated copy of their class lists kept safely next to their computers and any absent pupils are to be marked with a cross.

FIRE NOTICE

FIRE DRILL PROCEDURES - DEWI CAMPUS

From September 2020

In the event of emergency the priority is getting out of the building calmly regardless of physical distancing

1. In the event of FIRE the nearest alarm must be sounded. The Business Manager (or SIT member in the absence of the BM) will investigate and contact the FIRE BRIGADE immediately if necessary. In accordance with PCC guidance, the location of the Science department radioactive sources secure storage will be noted.
2. Classes will leave the room VIA THE NEAREST FIRE EXIT and walk quietly and in single file OBSERVING A 2M DISTANCE BETWEEN KS3 & KS4 WHERE POSSIBLE to the **FIELD TO THE SIDE OF THE SPORTS HALL**. The responsible teacher in each class will ensure the room is empty before leaving and that the doors and windows are closed behind them.
3. Pupils will line up in classes in silence, at a 2M DISTANCE in front of their teacher.
4. Registers are located in reception and will be given to the relevant teachers by SIT member on site. If there is any pupil missing in the roll call, the relevant SIT member is to be informed immediately. The ALLOCATED ADMIN MEMBER OF STAFF FOR THAT DAY will collect the visitors, pupil and staff 'signing in/out' books and report with these immediately to the SIT member on site.
5. All remaining staff on site to report to the SIT member on site.
6. The ALLOCATED ADMIN MEMBER OF STAFF FOR THAT DAY to check off any contractors on site and report to Business Manager.
7. Kitchen Supervisors to check off kitchen staff and report to Business Manager.
8. Once everyone has reported to a member of SIT, all reports to Headteacher.

General Notes

The fire evacuation report will be stored in reception at all times and will be taken out to the yard by the the receptionist. Any information produced daily is to be in the resource box by 10am each day i.e. pupil absent reports, staff sickness list and supply teachers list.

FIRE NOTICE

CORONAVIRUS RECOVERY PHASE

FIRE RISK PROCEDURES-AIDAN CAMPUS

In the event of emergency the priority is getting out of the building calmly regardless of social distancing

1. In the event of FIRE the nearest alarm must be sounded. The SIT Member (or most Senior member of staff) in charge on the day will investigate and contact the FIRE BRIGADE immediately if necessary.
2. Classes will leave the room VIA THE NEAREST FIRE EXIT and walk quietly and in single file to the FRONT YARD. The responsible teacher in each class will ensure the room is empty before leaving and that the doors and windows are closed behind them.
3. All pupils to line up AT LEAST 2 METRES APART FROM THE WYNCLIFFE DAYCARE GROUP on the yard at the front of the school.
4. Pupils will line up in their class in silence, in front of their RESPONSIBLE TEACHER IN EACH CLASS (WHERE POSSIBLE AT A 2M DISTANCE FROM THE TEACHER).
6. The SIT member (or most Senior member of staff) in charge on the day will ensure that all rooms are checked prior to leaving the building.
7. All staff to report to the SIT member (or most Senior member of staff) in charge on the day.

General Notes

When completing the daily registers, all class teachers are required to have a dry wipe laminated copy of their class lists kept safely next to their computers and any absent pupils are to be marked with a cross.

APPENDIX G

Preparing Buildings and Facilities (Ref. PCC Operational Guidance for Schools v8)

Property/Legionella/Fire/ Emergency Lights Testing

Whilst weekly checks required in school buildings should have continued to be undertaken since the closure of the majority of school at the end of March 2020, the following checks **must** be undertaken, and recorded, by the school's building manager or nominated person prior to re-opening:

- General visual check of property;
- Testing of fire alarm;
- Testing of emergency lights; and
- Flushing of water outlets (Legionella testing) – as per previous guidance provided by the Building Maintenance Team.

Failure to do these checks could result in long delays and added costs prior to re-occupation of the building.

Following these initial checks, the following checks will be required by the school's building manager or nominated person:

Check	Description	Frequency	To comply with
General visual check of property and external area	General check to see if there are signs of interference with property or a new maintenance issue that needs attention. This should include checking the outside area including perimeter security.	Weekly	Requirements of the Council's insurers
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 in a 13 week period, if more than 13 call points exist in a building then more than one needs to be tested each week (up to 13 – 1 per week, up to 26 - 2 per week etc)	Weekly	The regulatory reform fire safety order of 2005 BS5839 part one
Testing of Emergency Lights	Carry out monthly check to ensure Emergency lights are working	Monthly	HASAWA1974 BS 5266
Flushing of water outlets (Legionella Testing)	Hot and cold water taps will need to be run for between 3 and 5 minutes each week. 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	Weekly	To comply with HSG274 and ACoP L8

Check	Description	Frequency	To comply with
	<p>of water and that water has not been allowed to sit at temperatures of between 20°C and 45°C where Legionella bacteria proliferate.</p> <p><i>*Please note that even if the school building is not open that these checks will be required.</i></p>		
Ventilation Measure	<p>Summary of practical measures for building services operation</p> <ol style="list-style-type: none"> 1. Secure ventilation of spaces with outdoor air 2. Switch ventilation to nominal speed at least two hours before the building usage time and switch to lower speed 2 hours after the building usage time 3. At nights and weekends, do not switch ventilation off, but keep systems running at lower speed 4. Ensure regular airing with windows (even in mechanically ventilated buildings) 5. Keep toilet ventilation 24/7 in operation 6. Avoid open windows in toilets to ensure the right direction of ventilation 7. Instruct building occupants to flush toilets with closed lid 8. Switch air handling units with air recirculation to 100% outdoor air 9. Inspect heat recovery equipment to ensure leakages are under control 10. Switch fan coils either off or operate so that fans are continuously on 11. Do not change heating, cooling or possible set points 		

Check	Description	Frequency	To comply with
	12.Do not plan duct cleaning for this period 13.Replace central outdoor air and extract air filters as usually according to maintenance schedule 14.Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection		

In addition, items such as fire alarm servicing, intruder alarm servicing, CCTV etc. are carried out by external contractors on a regular basis as part of the servicing contracts that the Council has entered into, and access will be required for these to be continued wherever possible.

Cleaning Guidance (Taken from the PCC Operational Guidance v7)**Covid-19 Cleaning Regime**

As with the need to maintain good personal hygiene to hamper the spread of the virus, the importance of cleanliness and appropriate cleaning regimes in school settings cannot be over emphasised. Effective and timely cleaning and disinfection is a basic yet extremely effective principle of infection prevention and control. Covid-19 can survive on environmental surfaces for varied periods of time and the risk of transfer can be reduced by increased frequency of decontamination.

Headteachers should consider the capacity in their schools to undertake a significantly greater cleaning regime and as a result will need to consider whether there is a need for additional cleaners' hours, and/or additional staff.

Principles

A Cleaning Schedule has been prepared to assist schools in identifying high risk contact areas, and the following principles should be adhered to wherever possible:

- Schools should adhere to the guidance from Welsh Government in reducing the number of contacts between learners and staff by keeping groups separate and through maintaining distance between individuals. As part of an enhanced cleaning regime, there should be more frequent cleaning of rooms/shared areas after they have been used by different groups.
- Staff will need to wipe any personal items e.g. mobile phones, tablets, reading glasses, pens etc. with disinfectant/alcohol wipes
- Where possible, classroom doors should be propped open so as to prevent the touching of door-handles, and windows opened to allow a free-flow of air through the building; however, these measures should only be implemented if they do not compromise Safeguarding and Fire Safety arrangements.
- Before entering a classroom, all pupils and members of staff should have thoroughly washed their hands with soap and water.
- Headteachers should ensure that classroom furniture is kept to a minimum and that other items of equipment remaining in the classroom are easy to clean/disinfect. Where alternative storage space allows, remove unnecessary items from classrooms and other learning environments.
- Clean and wipe down high use surfaces every 2 hours using a veridical cleaner and a disposable cloth.
- Pupils, and staff, should have ownership of their own pencils, pencil cases etc. and should not share with others.
- Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).
- Any equipment which is required to be cleaned should be placed in a designated area so that the cleaner is aware. However, if the item of equipment is too heavy to be moved, the cleaner should be advised of its location in the school.

Cleaning Regime – PPE requirements

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 procedure or task being undertaken. All staff should be instructed in the following:

use of all PPE that they may be required to wear. The minimum PPE to be worn for cleaning an area where a person with possible coronavirus is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present, e.g. where unwell individuals have been isolated or where there is visible contamination with body fluids, then the need for additional PPE, e.g. to protect the cleaner's eyes, mouth and nose, or specialist cleaning services may be required.

Cleaning of equipment

Decontamination of equipment and the environment must be performed using only the cleaning and disinfectant products recommended by Pembrokeshire County Council. Such products must be prepared and used according to the manufacturers' instructions and recommended product 'contact times' must be observed. The minimum PPE to be worn when cleaning is disposable gloves and an apron, with hands thoroughly washed with soap and water after all PPE has been removed.

As outlined above, Covid-19 can survive on surfaces for varied periods of time. Frequently touched surfaces such as door/toilet handles and tables should be cleaned every two hours, or immediately when known to be contaminated with secretions, excretions or body fluids.

Reusable (communal) equipment must be decontaminated:

- Between each pupil and after pupil use;
- After blood and body fluid contamination; and
- At regular intervals as part of equipment cleaning.

Cleaning Procedure for toys/games/play equipment

All toys/equipment must be cleaned at the end of all communal use sessions before placing back into storage – a record of such cleaning should be documented. All toys must be cleaned after each use/end of play session.

If toys become contaminated with any blood/body fluids, they need to be removed and placed in a box to be decontaminated or discarded by a specialist cleaning team. Such measures are particularly necessary where toys have been contaminated by a child who requires isolation.

The following guide may be useful in determining the cleaning requirements for various items of play/equipment:

Cleaning procedure for toys/games/play equipment

Books

1. Books and posters should be examined for visible soiling with body fluid and disposed of as necessary
2. Between use, wipe the book cover with a detergent wipe
3. As books are porous and difficult to clean children should be advised to wash their hands before and after use.

Construction toys e.g. Lego and Mega Blocks etc.

1. 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)
2. Hand held mechanical or electronic toys
3. Damp wipe with a disposable detergent wipes between use and thorough drying before returning to storage

Hard surface toys

1. 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
2. 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

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

Updated PH guidance 9.9.20 – previously not permitted but now as pupils are using them in their bubble, standard advice around cleaning equipment and hand washing is key.

Stuffed soft toys

Do not use at this time

Keyboards and gaming consoles.

1. Buttons and crevices can harbour dirt and germs in the crevices
2. detergent wipes to wipe clean after use.