

Assessment Title:	Managing Coronavirus	Ref. Number
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School Name:	Knighton CIW Primary School	School Address:	Ludlow Rd, Knighton
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Date Assessment Undertaken:	Name of Assessor (print):	Assessor Signature:	Assessment Review Date:
20/07/2020	M STRONG	<i>M. Strong</i>	Weekly, from 01/09/2020

Name of Head Teacher / Centre Manager (print):	Head Teacher / Centre Manager Signature:	Name of Chair of Governors (print):	Chair of Governors Signature:
Mary Sian Strong	<i>M. Strong</i>	Eirlys Spawton	

Main Legislation and/or Information Source:	<ul style="list-style-type: none"> - Health & Safety at Work Act 1974. - Management of Health and Safety at Work Regulations 1999. - Control of substances hazardous to health regulations - Provision and use of work equipment regulations
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The purpose of this whole assessment is to assist in the management of Coronavirus on schools premises and as such the over-arching hazards being controlled are building safety, reducing the spread and likelihood of contracting Coronavirus and managing staff and pupil wellbeing. In all cases the persons who could be harmed will be pupils, staff, visitors and parents. Therefore, the format of the risk assessment has been altered in this instance to reflect this and present the control measures that may assist in planning for a safe re-opening in whichever form that takes.

Area of Control	Control measures	Additional notes	To be implemented by:	Date to be completed by:
Building Management / readiness Cleaning of the premises	Deep cleaning schedule through summer break. 'Standard cleaning schedule 010620' refer to attachment, undertaken daily when school re-opens. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces.	Deep clean will take place during holiday. COVID cleaning schedule to be followed from September 1st.	MS and KG	On-going
	From September 1 st all touch surfaces should be given priority for cleaning re 'standard cleaning schedule 010620')	as above	MS and KG	“
Supplies	Ensuring you have adequate supplies of alcohol hand sanitiser, tissue, bins in each room, soap and hand towels / drying facilities in kitchens, toilets, changing facilities and at sinks. Do not place Hand Sanitisers in direct sunlight or on heated surfaces e.g. computer screens, laptops, I-Pads, etc.	MS has sent spread sheet of supplies already used to county as requested	MS and KG SH	On-going
	Ensuring you have adequate supplies of cleaning materials and any identified PPE.	Staff to inform MS when they use an item of PPE so she can inform county.	MS and KG	“
Assessing staff and pupil numbers to assist in plans for opening	Consider phasing the re-opening of the school to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. It is important to consider that plans are about 'working towards' full attendance of all pupils by September 14th . Allowing time to review plans and carrying out regular review means that schools can judge how pupils can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing provision.	Staff to return to school on Tuesday September 1 st , and work for the first 2 days on training and preparing classrooms in readiness for return of all pupils from Thursday 3 rd September. Staff and pupils to work in 'bubble' groups. SLT and staff to review provision and capacity at the end of the first week.	MS, SLT and staff	From September 1st
	Contact parents / carers of relevant pupils and staff to ascertain who will be coming into school / be available		All teachers	“Initial informatio

	<p>for work so that rotas, ratios, medical, SEN and first aid needs etc. can be assessed. This will include assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made.</p> <p>Any reasonable adjustments you'll need to make to enable everyone to follow the measures, including pupils with Statements or EHC plans who should have their own individual risk assessments already (e.g. having signs written in Braille, designing approaches to help children with challenging behaviour who may struggle to follow the rules)</p>	<p>MS to contact all staff who may need support from Occ Health and all those still shielding in line with advice from HR.</p> <p>Staff continue to be in contact with parents/carers- they have relationships with families and a good understanding of need.</p> <p>Letter to parents/carers included head's/ALNCo's contact address for them to send further information we may need to support all learners.</p> <p>Individual staff need has been assessed and roles modified where needed.</p> <p>RBSC will support pupils with EHC plans.</p>	<p>RBSC</p> <p>MS</p>	<p>n to staff, parents/carers before 25/07/2020 then ongoing</p>
	<p>Consider that staff may need to be supporting remote learning of pupils not attending school for whatever reason and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans.</p>	<p>SLT to review PPA by end of second week back. It is anticipated all learners will be in school. If not in school for medical reasons relating to COVID, work may be sent home.</p>	<p>SLT</p>	<p>From Sept 3rd</p>
	<p>Consider that if there is a positive case in school that staff and pupil numbers may be affected.</p>	<p>All communications with parents has made it clear that provision may be affected if there is a positive case in school.</p> <p>Revert to plans for 30% capacity or full school closure.</p>	<p>MS</p>	<p>ongoing</p>
	<p>Review ratios, rotas, medical and first aid needs on an ongoing basis.</p> <p>Point of contact for First Aid arrangements.</p>	<p>First Aid trained staff above recommended ratio and in date.</p> <p>Name of trained staff on all first aid boxes.</p> <p>All staff to inform SH if First Aid equipment needs replacing.</p> <p>'Grab bag' of PPE available in Deputy office.</p>	<p>MS SLT teachers & SH</p>	<p>On-going</p>
Updating pupil and staff details	<p>Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.</p>	<p>Updated termly by SH</p> <p>SH to message parents/carers requesting information via Facebook.</p>	<p>SH</p>	<p>Termly</p>
	<p>Re-assess if any Statements of SEN need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations</p>	<p>ALN provision reviewed through on-going communication between ALNCo and RBSC staff</p>	<p>MS, RSBC</p>	<p>ongoing</p>

	etc...Control measures and risk ratings may need to be altered to reflect the current situation.			
	Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pens and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	List of pupils with medical needs updated termly. Health care plans updated at least annually or as needed.	SH, MS	Ongoing
	Food allergies / intolerances information must be shared with catering staff for staff and children they may not already be aware of.	Important - Food allergies / intolerances information must also be upto date on SIMS/Teacher Centre as this information feeds to the cashless till system.	SH	ongoing
	Schools should continue to adhere to their medical needs policy regarding the administration of medication taking into consideration social distancing and PPE requirements.	SH continue to follow administration of medication as per guidance, observing social distancing and using PPE if required. If pupils need help to use an asthma inhaler, or if a member of staff is required to administer CPR then PPE should be worn. NB: there are new COVID guidelines for CPR-compression only should be used.	SH	ongoing
Assess activities / lessons which can take place	Teaching and play activities which require close direct supervision or contact should cease e.g. gymnastics and football in PE, use of machinery in D&T and higher level / risk science experiments.	**Clarification required to what activities ARE able to take place to ensure partner organisations i.e. leisure centres are aware of the guidance and can support the schools appropriately	MS	Awaiting guidelines
	Indoor and outdoor equipment that cannot easily be cleaned after each user or kept for one user at a time should be taken out of use e.g. trim trails, climbing frames, indoor and outdoor gyms.	Equipment allocated to 'bubble' groups to remove need for continual cleaning	SLT	Before 03/09/2020
	Reduce the use of shared resources e.g. stationary, books etc. and allocate individual resources to pupils wherever possible that is for their sole use.	Teachers to ensure that every pupil has their own pencil, rubber, ruler etc on their own desk.	staff	"
	Remove altogether, soft toys, soft decorations e.g. hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils can be cleaned at the end of the day, but keep to a minimum.	Staff return to school by 01/09/20 at latest to prepare classrooms.	Staff	By 01/09/2020

	Shared materials and surfaces should be cleaned and disinfected more frequently as per standard cleaning schedule	Cleaning staff to follow COVID cleaning schedule, KG to deliver training.	KG	ongoing
	Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g. D&T, practical science, art, so that groups of pupils can move around safely.	Timetables to be prepared by SLT before return in September. Numbers of rooms used minimised to allow COVID cleaning schedule to be completed.	SLT	Before Sept 01
	Areas of the school not allocated to 'bubble' groups to be avoided where possible to reduce end-of-day cleaning time. This will free up one cleaner to clean touch surfaces throughout the day. Teachers to use notices on the doors to indicate that they have used a room. Flushing of water outlets for rooms not in use must continue in accordance with the Water and Legionella risk assessment.	Signage to be produced and in place before re-opening.	MS All staff KG	ongoing
	Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary. Review staff wellbeing.	When school reopens staff meetings will continue virtually. Review of this risk assessment to be 'running agenda item' All teachers to designate at least one meeting with their support staff per week to check wellbeing and COVID procedures. Teachers to feed this back during staff meetings. SLT to 'check in' weekly with allocated teaching staff to check wellbeing and COVID procedures and report back during SLT meetings. Where physical meetings are necessary, for example SLT (Mon) we will limit the number of people physically attending the meeting and, in all cases, social distancing measures will be observed.	All staff SLT	ongoing

Information to pupils, staff, parents / carers, visitors and contractors.	Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children.	The local authority will ensure that, regular communication will be provided to parents/carers via schools. This will include letters to parents prior to re-opening, outlining routines and expectations about social distancing, hygiene, and cleaning. Our school will continue to provide information to parents via newsletters, emails, signs (sign-posted on school Facebook page) etc.	All staff	ongoing
	All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self-isolating following Government Guidance for households with family members displaying symptoms.	Our school will continue to provide information to all visitors via signage.	SH	ongoing
Clinically extremely vulnerable and vulnerable staff and pupils	Staff and pupils who are classed as clinically extremely vulnerable and advised so by a GP should not come into school and should continue to shield themselves. Where a pupil's plan indicates that they need specialist care or medication, schools must ensure that there are plans in place.	All clinically extremely vulnerable staff will not return to work and will provide copies of shielding notes from GPs to MS as soon as possible after August 16th All other vulnerable staff to consider whether they need to write a risk assessment with MS before returning to work. Where a pupil's plan indicates that they need specialist support consider if there are appropriately trained staff available, if their usual teachers or support staff are not able to be in school.	All staff MS RBSC,	Risk assessment 'scoring' document from PCC shared with all staff 23 rd /06. Second risk assessment from PCC for shielding workers shared 22/07/2020
	Living with a clinically extremely vulnerable person – if a pupil or staff member lives with someone who is clinically extremely vulnerable they should only be in school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions.	All staff have already been asked to consider whether they need to write a risk assessment with MS before returning to work. All staff to consider whether this needs to be reviewed before returning on September 1 st 2020.	MS, All staff, RBSC	As above Staff offered further meeting

	<p>This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing.</p> <p>If stringent social distancing cannot be adhered to, those pupils and staff should continue to learn / work from home. PCC Community and VC schools must have regard to the government guidance issued in Coronavirus (COVID-19).</p>	<p>These pupils have been identified and parents/carers communicated with. Staff have worked with parents to follow medical advice if their child is in this category.</p> <p>All staff living with clinically extremely vulnerable people will not return to work and will provide evidence of shielding notes from GPs to MS as soon as possible after August 16th</p>		23/07/2020
	<p><u>Staff</u> - Clinically vulnerable staff (including staff who are pregnant) who are at higher risk of severe illness have been advised by the Government to take extra care in observing social distancing and they should work from home where possible e.g. by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) staff cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If clinically vulnerable staff are on site settings must carefully assess and discuss with them whether this involves an acceptable level of risk via the use of an employee risk assessment. PCC VA and VC schools must have regard to the government guidance issued on Coronavirus (COVID-19) . Staff must complete the COVID-19 Workforce Risk Assessment in order to enable detailed discussions to take place about the risks of them attending work in a School /Setting and to identify any reasonable adjustments that need to be made to enable them to work safely. https://gov.wales/covid-19-workforce-risk-assessment-tool Any RAs that identify issues must be forwarded to HR/Occupational Health for further evaluation.</p>	<p>Status of all staff has been collected.</p> <p>All clinically extremely vulnerable staff will not return to work and will provide copies of shielding notes from GPs to MS as soon as possible after August 16th</p> <p>All other vulnerable staff to consider whether they need to review their risk assessment with MS before returning to work.</p> <p>Virtual meetings to be arranged for all staff to review this document.</p> <p>Workforce Audit sent to all staff via email – to return and report concerns to MS if there are any.</p> <p>Staffing audit returned to HR before end of summer term via email.</p> <p>Some staff have requested personal adaptations to the risk assessment: these have been agreed and recorded in a meeting with MS.</p>	MS	As above Staff offered further meeting 23/07/2020
	<p><u>Pupils</u> - a small minority of children will fall into this category, and schools should work with parents to follow medical advice if their child is in this category.</p>	<p>Shielding pupils are not coming into school- parents/carer decision. MS to keep in communication with parent/carer.</p>	MS	Sept 2020

	<p><u>Living with someone who is clinically vulnerable</u> – pupil or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting providing the risks have been assessed and discussed with them / their parents / carers about whether this involves an acceptable level of risk. PCC Community and VC schools must have regard to the government guidance issued in Coronavirus (COVID-19).</p>	<p>All other vulnerable staff to consider whether they need to write a risk assessment with MS before returning to work.</p> <p>School has contacted all parents/carers of vulnerable pupils to advise.</p> <p>Newsletter for parents/carers to highlight importance of informing school if circumstances change so risk can be assessed with school.</p>	MS	<p>As above Letter to parents/carers included head's/ALN Co's contact address for them to send further information we may need to support all learners22/07/2020</p>
Persons who are already displaying Coronavirus symptoms	<p>All persons who are displaying symptoms must not come into school and should follow Government guidance on self-isolating.</p>	<p>Ongoing information to parents included in newsletters, emails, signs etc. SH to check all visitors. All staff to inform MS immediately if they suspect they have symptoms of COVID.</p>	MS, SH	<p>Before 25/06/20 and ongoing</p>
	<p>Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating.</p>	<p>Newsletter for parents/carers to highlight importance of informing school if circumstances change.</p>	MS	<p>Before 25/06/20</p>
Persons developing Coronavirus symptoms whilst on site	<p>All persons who develop Coronavirus symptoms, however mild should be sent home as soon as possible and they should then follow government guidance on self-isolating and testing.</p> <p>They should self-isolate for 10 days and their fellow household members should self-isolate for 14 days. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.</p> <p>Use of Thermometers - these should only be used to take a child's temperature in the Isolation Room if you have reasonable concerns that the temperature needs</p>	<p>Staff should use personal, protective equipment (PPE) to care for the child. The toilet should be cleaned using standard cleaning materials. The child should be moved to a room where they can be isolated – and for that to be a room other than the usual medical room. If the child' temperature is not within the normal range, the child must be sent home and every item that the child has been in contact with should be wiped down with the Clinell wipes If the child is unwell, parents/carers should be called to collect the pupil. It is strongly advised that</p>	MS	<p>ongoing</p>

	<p>to be taken. Comply with the guidelines with the thermometers on how they should be used.</p> <p>CONTACT M Gedrim re child/adult cases. DO NOT inform other parents. LA will inform Track, Trace and Protect. FOLLOW GUIDANCE FROM PHW.</p>	<p>school staff should not seek to transport a child to their home.</p> <p>All employees are able to access Covid-19 testing. In line with official guidance, employees must self-isolate for seven days if they have any of the following symptoms:</p> <ul style="list-style-type: none"> • a high temperature; • a new continuous cough; and/or • loss of smell or taste (anosmia). <p>Welsh Government has released self-isolation advice.</p> <p>If an employee is fit enough to work even in isolation, employees should be supported to work at home to support remote learning.</p> <p>However, it is important to note that this must be agreed with the employee's headteacher.</p> <p>If an employee lives with someone who is displaying symptoms, what do they need to do?</p> <p>In line with official guidance, employees must self-isolate for 14 days if a member of their household displays any of the above symptoms.</p> <p>Testing is also available for all symptomatic household members – further information below. Even if self-isolating, employees should be supported to work at home to support remote learning, there must be a discussion with the headteacher.</p> <p>If an employee is contacted by a contact tracing team, what do they need to do?</p> <p>Any employee who is contacted by a contact tracing team they must follow guidance and self-isolate for 14 days.</p>		
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If an employee is fit enough to work and able to work from home, they are expected to do so even if self-isolating and support with remote learning.

If an employee self-isolates, who do they need to inform?

Employees who self-isolate need to contact their line manager/head teacher at the earliest opportunity.

The line manager/head teacher must email hrabsence@Powys.gov.uk immediately following notification from the employee to confirm the following:

- the first day of self-isolation;
- the reason for the self-isolation (eg displaying symptoms, advice from GP or a member of the household displaying symptoms); and/or
- If the employee is fit enough and is able to work from home.

The manager needs to notify hrabsence@Powys.gov.uk even if the employee is working from home while self-isolating.

When should an employee end their period of self-isolation?

Employee is personally symptomatic:

- Self-isolation ends after seven days, as long as the person feels better and no longer has a high temperature.

The seven-day period starts from the day when the person first displays symptoms.

Employee is self-isolating due to household member being symptomatic:

- All household members who remain well may end household-isolation after 14 days. The 14-day period starts from the day illness began in the first person to become ill.
- If any household members become unwell during the 14-day household-isolation period, they should self-isolate for 7 days from the onset of their own symptoms.
- Should a household member develop coronavirus symptoms late in the 14-day household-isolation period (e.g. on day 13 or day 14) the isolation period does not need to be extended, but the person with the new symptoms has to stay at home for 10 days.

Employee is required to self-isolate under the 'Test, Trace and Protect' scheme:

- Self-isolation ends after 14 days in line with official Test, Trace and Protect guidance.

What if an employee continues to display symptoms beyond their self-isolation period?

The employee must contact their line manager at the end of the initial seven-day isolation period to confirm whether they intend to return to work.

If an employee has to self-isolate for longer than ten days due to continued symptoms of Covid-19, the employee should follow NHS guidance and keep their line manager/head teacher informed. Where it is confirmed that an employee has contracted the virus the line manager must notify hrabsence@Powys.gov.uk.

		<p>The employee's absence transfers to sickness absence leave and the usual sickness absence process applies.</p> <p>What if an employee has symptoms that are not linked to Covid-19?</p> <p>If an employee is not fit enough to attend work but is not displaying the symptoms outlined above, usual absence management procedures will apply.</p>		
	<p>Whilst awaiting pick up persons should be isolated in a separate area with a closed door (and preferably an open window). Pupils will need to be supervised whilst this takes place.</p> <p>Every item that the child has been in contact with should be wiped down with the Clinell wipes</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They must wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>	<p>Deputy office to be left available for potential isolation of staff and pupils. When waiting with a child, staff to wear PPE and sit outside room, on chair in corridor, leaving the door ajar.</p> <p>Refer to PCC 'COVID-19 isolation process 020620' document</p> <p>Staff toilet with window to be used as isolation facilities.</p>	MS	ongoing
	<p>An (Fluid Resistant Surgical Mask) FRSM face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, plastic apron eye protection and mask should be worn by the supervising adult.</p>	<p>PCC to arrange ordering of PPE. SH to complete order and update as equipment is used. Staff MUST inform SH if they use PPE.</p> <p>PCC will make on-line training in correct use of PPE available and this to be shared with all staff.</p>	PCC, SH all teachers	<p>Before 25/06/20</p> <p>When training is made available</p>
	<p>All persons who develop Coronavirus symptoms, however mild should be sent home as soon as possible however they must not travel home on dedicated school transport. The school or setting should contact the parent/carer who should make arrangements for the learner's journey home.</p> <p>They should then follow government guidance on self-isolating and testing. They should self-isolate for 10 days and their fellow household members should self-isolate for 14 days. All staff and pupils who are</p>	<p>Ongoing information to parents included in newsletters, emails, signs etc.</p> <p>See Annex J: In the event of STAFF displaying COVID symptoms: detailed information</p> <p>See Annex K: In the event of a child/ member of staff displaying COVID symptoms on site (or phoning in from home), summary</p>	MS	<p>Initial information to parents/carers before 25/06/20 then ongoing</p>

attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.

Learners assistants who have been in contact with someone that has developed symptoms of COVID-19 while at school/setting or on dedicated school transport do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a COVID-19 test).

The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Every item that the child has been in contact with should be wiped down with the Clinell wipes

Where the child, young person or staff member tests positive, the school and the Schools Service will work with the Test, Trace and Protect (TTP) programme, and with relevant colleagues, as described by the TTP guidance and the PHW Guidance on the re-opening of schools.

A positive test on site does not require closure of that site. The process of testing and contact tracing is part of the 'new normal' and where schools and settings follow these guidelines carefully, there is no cause for alarm.

If there are multiple cases of COVID-19 in a school then experts from across the NHS and local government will work together to prevent ongoing transmission within the school. This will involve identifying those exposed any child or staff member who is at increased risk and provide tailored infection control advice. Advice based on

	<p>the assessment of each individual situation will be provided to support the school in preventing further spread.</p> <p>The process will be handled sensitively and in confidence.</p>			
	<p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Parent to confirm in writing date when self-isolation ends to school.</p>	<p>Ongoing information to parents included in newsletters, emails, signs etc.</p>	MS	<p>Initial information to parents/carers before 25/06/20th en ongoing</p>
	<p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health Wales's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting may not be necessary. Anyone with symptoms of the virus can apply for a home test kit or make an appointment at a drive-through test centre.</p> <p>An online portal is available for anyone who has symptoms in Wales to book an appointment. See hyperlink to access testing: https://www.nhs.uk/ask-for-a-coronavirus-test</p> <p>If you get a positive test, you will be contacted by a contact tracer. That person will ask for details of all the individual has had contact with while they had had symptoms. Those contacts will then be followed up and asked to self-isolate for 14 days as a precaution to prevent the</p>	<p>Any pupil, member of staff, school governor, contractor or visitor will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this. Anyone self-isolating with symptoms will be encouraged to access testing.</p> <p>Ongoing information to parents included in newsletters, emails, signs etc.</p>	MS	<p>Initial information to parents/carers before 25/06/20th en ongoing</p>

	<p>virus spreading further. Who counts as a contact? A contact is defined as: § someone you have been within one metre of and had a face-to-face-conversation, had skin-to-skin contact with or have coughed on, or been in other forms of contact for a minute or longer § someone you have been within two metres of for more than 15 minutes § someone you have travelled in a vehicle with or sat near on public transport If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>			
	<p>A deep clean will take place in the areas of the school where the symptomatic person has been in accordance with and the Powys CC deep cleaning schedule document 'SWP 11.70 Deep Clean 060420'. Cleaners to wear disposable: gloves; plastic apron; surgical mask and eye protection. PPE must be disposed of properly, following decontamination guidance. Every item that the person has been in contact with should be wiped down with the Clinell wipes</p>	Cleaners to follow PCC Corporate PPE guidance	KG	ongoing
	<p>One staff toilet to be available for individuals who display symptoms (window open). This will be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in.</p>	Cleaners to follow PCC Corporate PPE guidance	KG	ongoing
	<p>Where a member of a group displays symptoms, member to isolate as above and rest of group to move to gym until the area has been cleaned and disinfected. If this is a member of staff MS to take responsibility for group until other cover can be found.</p>	Gym is designated as additional space to be used.	MS	Before 25/06/20

	Follow the government guidance below if you have reasonable grounds to suspect a member of staff or pupil has contracted Coronavirus through attendance at school	https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	MS	ongoing
Controlling access into the school for staff, pupils and members of the public.	Start and end of session protocol and playtime exits/entrances organised by MS and CR to ensure one-way flow through separate access and exit points with social distancing wherever possible. This shared with staff and parents/carers before school re-opens. All access points into the school open, during drop off and pick up, to assist with social distancing. Parents and carers advised not to congregate in playgrounds / outside school and to observe social distancing.	See annex F	MS, CR	Shared with all stakeholders by 19/06/2020
	Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	See annex F Start and end of session protocol and playtime exits/entrances organised by MS and CR to ensure social distancing wherever possible and shared with staff and parents/carers before school re-opens. Fire procedures to be reviewed by MS and SH and shared with staff. New fire procedures used in fire drill during w/c 29/06/2020.	MS, CR, SH SH	Before 25/06/20 during w/c 29/06/2020.
	Parents and carers advised that only one adult should accompany their child to / from school. Avoid drop off and pick up by older family or community members (e.g. grandparents) Parents and carers should be informed they should not come into the school building unless by prior arrangement and an appointment.	Start and end of session protocol and playtime exits/entrances organised by MS and CR to ensure social distancing wherever possible and shared with staff and parents/carers before school re-opens. Parents advised to e-mail or telephone staff initially with any query. Where meetings are needed, this to be done virtually using 'Teams'. Socially distanced physical meetings as last resort and only after e-mail/telephone has been tried first.	MS, CR	Share with all stakeholders by 19/06/2020
	Staff should access and exit through the carpark door and immediately use hand sanitiser stored on the 'Bili bookcase'	KG to ensure hand sanitiser is available on 'Bili Bookcase'	KG	Before 25/06/20

	<p>Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed.</p> <p>Before any visitor enters the school they are to be thermal scanned with an infra- red thermometer, ensure the person scanning has appropriate PPE.</p> <p>It is assumed the mitigation and controls must be in place at all times when the school:</p> <ol style="list-style-type: none"> 1. Is occupied by pupils, school staff and catering and cleaning staff 2. Has school transport of pupils by Powys CC Transport staff and Transport assistants 3. Takes delivery of school or catering goods. 4. Receives waste bin collection. 5. Has visitors including school governors, parents or public visitors, Local Authority or Local Health Board staff and emergency services staff. 6. Has contractors visiting to undertake repairs, maintenance or improvement works to the premises and statutory compliance testing and inspections. 	<p>SH, in school office, to be responsible for allowing safe access to school building in line with advice from WG and PCC.</p> <p>SH to refuse entry to any visitor with a high temperature:</p> <p>A fever is a high temperature. As a general rule, in children a temperature over 38C (100.4F) is a fever. In adults a fever is usually when your body temperature is 37.8C or higher.</p> <p>If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly deep cleaned prior to admitting other persons / being used.</p>	SH	ongoing
	CR has created plan of school and marked on any entry or exit routes to provide a visual document for staff, pupils and parents / carers.	Photo shared with all stakeholders	CR	Shared with all stakeholders by 19/06/2020
Handwashing and hand sanitisers	<p>Alcohol hand sanitiser points for staff (Billi bookcase), visitors (office) and pupils (in their classrooms.)</p> <p>Alcohol hand sanitiser to be used on arrival and departure.</p> <p>Do not place Hand Sanitisers in direct sunlight or on heated surfaces e.g. computer screens, laptops, I-Pads, etc.</p>	<p>KG to plan sanitiser points.</p> <p>Ongoing information to parents included in newsletters, emails, signs etc.</p> <p>SH to remind visitors to use hand sanitiser.</p> <p>Staff to remind pupils.</p>	KG SH, All teachers	Staff training Before 25/06/20 then ongoing
	Pupils and staff should wash their hands with soap and water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands where practicable.	<p>Virtual staff meetings to continue for all staff to remind everyone of the importance of these routines and to review risk assessment.</p> <p>Staff to make a point of reviewing these routines with pupils (first taught in March) and to continue to reinforce the message.</p>	All staff	Staff training before 25/06/20 then ongoing

		Where learners or staff choose to wear non-medical face coverings, they must practise diligent hand hygiene before and after putting on or taking off the face covering.		
	All classrooms except hall, Y4 and RBSC have sinks. Allocated toilet area or hand sanitiser to be used instead. Do not place Hand Sanitisers in direct sunlight or on heated surfaces e.g. computer screens, laptops, I-Pads, etc.	KG to plan sanitiser points. Ongoing information to parents included in newsletters, emails, signs etc. SH to remind visitors to use hand sanitiser. Staff to remind pupils.	KG SH, All teachers	Staff training before 25/06/20 then ongoing
	All persons should wash their hands with soap and water for at least 20 seconds before leaving the premises.	Staff to make a point of reviewing these routines with pupils (first taught in March) and to continue to reinforce the message. Ensure there are sufficient handwashing and/or hand sanitiser stations available for all staff and learners to comply with the requirement to regularly and frequently practise good hand hygiene.		KG
	Tissues will be available in all group areas and should be single use only and disposed of in a dedicated bin after use. Follow government guidance for disposal.	SH to order boxes of tissues. Dedicated bins for tissues in every classroom, emptied daily.	SH KG	Before 25/06/20 then ongoing
	Any waste products used by staff or pupils that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed in the school bin store. N.B. the virus cannot survive on a surface for more than 72 hours according to current guidance.	Waste products used by staff or pupils that start to show symptoms whilst in school double bagged and kept (securely) for 72 hours in a dedicated yellow waste bin, located in the deputy office, before being disposed in the school bin store.	KG All staff	Staff training before 25/06/20 then ongoing
	In addition staff are to wash hands on entry to staff room, before and after preparing food and drinks, and before leaving.	Virtual staff meetings to continue for all staff to remind everyone of the importance of these routines and to review risk assessment.	All staff	Staff training before 25/06/20 then ongoing
Cleaning	Enhanced cleaning schedules/regimes need to continue. Ensure you have sufficient cleaning staff to cover this, especially where staff who had been redeployed to cleaning (e.g. catering staff) have returned to their substantive duties. Schools who manage their own cleaning, must consider recruitment of relief cleaners or extending hours of current cleaning staff where this is practicle to do so.	Refer to PCC 'Standard Cleaning schedule 010620' document KG to train all cleaning staff. KG and MS to organise extra cleaning schedules. Staff to continue to keep rooms free of clutter and objects that cannot be wiped clean. Staff to not use 'extra' rooms, such as gym, DT and library, wherever possible. This reduces time it takes to	KG and MS	Staff training before 25/06/20 then ongoing

	Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays in accordance with ' standard cleaning schedule 010620 '.	clean and makes ' standard cleaning schedule 010620 ' workable with same number of staff but with re-arranged hours. KG to be released to deep clean in event of COVID incident in school.		
	Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g. in a container like a storage box, workbox etc. so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils.	SH and KG to ensure that supplies of hand sanitisers, anti – viral wipes / sprays, paper towels, soap and tissues are kept at an adequate level. Teachers are responsible for asking KG or SH for more supplies if they run low. Virtual staff meetings to continue for all staff to remind everyone of the importance of these routines and to review risk assessment.	SH, KG MS	Staff training before 25/06/20 then ongoing
	Cleaning should be prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant.	Cleaning carried out x3 a day. Funding for extra cleaning hours from WG has been confirmed as of 04/09/2020. Refer to PCC 'Standard Cleaning schedule 010620' document KG to train all cleaning staff.	KG	Staff training before 25/06/20 then ongoing
	Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	Refer to PCC 'Standard Cleaning schedule 010620' document KG to train all cleaning staff. The local authority also expects all staff (and learners) to take reasonable steps to ensure the working environment is as clean as possible. Where appropriate (according to the age/stage of the child), pupils can be encouraged to clean their own personal spaces for example a cloth that a child uses in their own area.	KG All staff Older pupils	Staff training before 25/06/20 then ongoing Teachers to work with pupils to raise awareness and develop routines.
	Shared materials and surfaces should be cleaned and disinfected more frequently.	Refer to PCC 'Standard Cleaning schedule 010620' document KG to train all cleaning staff.	KG	Staff training

				before 25/06/20 then ongoing
	Staff undertaking wider cleaning should wear disposable non-latex gloves and aprons and change these after cleaning each separate area.	“	“	“
	Rooms used for isolating pupils or staff who display symptoms of Coronavirus then undertake deep clean of that room. Cleaners to wear disposable: gloves; plastic apron; surgical mask and eye protection. PPE must be disposed of properly, following decontamination guidance.	Refer to deep cleaning schedule 'SWP 11.7 Coronavirus deep clean 060420' and isolation process 'COVID-19 Isolation process 020620'.	“	“
	It is recommended that clothes be washed at the end of every day in school (staff and pupils).	Pupils and staff encouraged to wear clean clothes every day- uniform should now to be worn. Parents/carers encouraged to ask about second-hand school uniform available on newsletters. No item should be worn by pupils that requires staff to adjust, e.g. lace-up shoes.	MS	Share information with all stakeholders by 22/07/2020
KG and MS to consider the following if required in the future...	<p>...additional / alterations to cleaning may be available on request – for example PCC Cleaning Service / Contract cleaning may be able to provide:- Changes to contracted cleaning if areas to clean have been reduced then the cleaning team may be able to utilise the extra contracted time to do:- Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points. Funding for extra cleaning hours from WG has been confirmed as of 04/09/2020.</p>			
Cleaning of hard surface toys such as plastics, wood, sports equipment etc.	In order to reduce transmission, the local authority recommends that as few items as possible are brought between home and school. Guidance will be issued over the coming weeks, prior to the reopening of school sites. However, learners and staff will be expected to bring their own food into school to keep them going for the whole of the day.	<p>Pupils will need to bring fresh fruit snack and packed lunch and a filled water bottle every day they are in school.</p> <p>Pupils to take all items, including packaging, home at the end of the day.</p> <p>No toys can be brought from home into school.</p>	MS SH	Share information with all stakeholders by 19/06/2020

		No pencil cases/ PE kits/ wellies to be brought into school.		
High risk activities	Some guidance suggests that singing and shouting significantly increase likelihood of transmission.	Whole school assemblies suspended unless virtual. Music activities not to include singing. As part of raising COVID awareness (handwashing, distancing etc), teachers to discourage shouting.	All staff	Staff meeting 23/07/2020
Social Distancing	<p>Government Guidance states that “We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools must therefore work through the hierarchy of measures set out above:</p> <ul style="list-style-type: none"> • avoiding contact with anyone with symptoms • frequent hand cleaning and good respiratory hygiene practices • regular cleaning of settings • minimising contact and mixing <p>It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups. Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.”</p>			
	Keep cohorts together wherever possible.	‘Bubbles’ of pupils and staff to stay together throughout the day wherever possible.	SLT	Share information with all stakeholders by 22/07/2020
	Classes and groups of pupils must be kept to a minimal size where possible to allow greater social distancing.	No more than 30 pupils per class wherever possible.		
	Appropriate areas of building marked out with 2m indicators as a visual aid for social distancing. The marked areas will provide guidance on safe social distancing requirements for pupils and staff.	Use CR’s plan to design ‘flow’ of traffic around school. Areas marked outside to ensure pupils line up 2m apart.	MS, CR	Share information with all stakeholders by 19/06/2020
	A system for movement around school, into / out of classrooms, use of toilets should be devised to avoid	Use CR’s plan to design ‘flow’ of traffic around school.	”	“

	<p>paths crossing where possible e.g. use of one way systems, 2m queues, controlled access / exit. Staggering break times, lunchtimes and lesson change over will help minimise corridor occupancy.</p>	<p>Areas marked outside to encourage pupils to line up in a socially distanced fashion. 2m lines to ensure that staff stay 2m away from pupils and other adults.</p> <p>Other than Reception pupils, children to eat lunch in classrooms: either packed lunches or school meals (which will be brought to the classroom.) Menus have been slightly adapted to make this possible.</p>		<p>Share information with all stakeholders by 22/07/2020</p>
	<p>Classrooms desks must be laid out to allow all children to face the front of the class and be seated side-by-side and to maintain a 2m distance where possible between each pupil (measured from where they are likely to be seated) and the location of the members of staff in that room. If parents/carers and staff agree, very young children may be physically reassured if appropriate. Staff may choose to wear PPE to do this. Chairs / desks surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points. Tables / furniture not in use could potentially be used as physical barrier to separate areas of the classroom if suitable.</p>	<p>Maximum class size of 30 pupils where possible.</p> <p>Staff to help pupils to remember to maintain a 2m distance between themselves and members of staff.</p>	<p>SLT and all staff</p>	<p>"</p>
	<p>Reception and early years rooms may need 'play areas' removed / altered to allow more space in the room and to aid with social distancing. As these classes may need to be split to allow social distancing the furniture / play areas could be split between two or more areas.</p>	<p>Space maximised.</p>	<p>"</p>	<p>"</p>
	<p>Avoid cross contamination of 'bubble' groups wherever possible.</p> <p>Administration of emergency first aid is an exception to this.</p>	<p>If other members of staff need to speak to / visit a different area e.g. SLT they should avoid entering into the room wherever possible e.g. stand in the doorway, as entering the area will affect occupancy.</p> <p>Staff and pupils stay in the same specified groups throughout their day and sit at the same desks on consecutive days wherever possible.</p>	<p>All staff</p>	<p>Share information with all stakeholders by 22/07/2020</p>

	<p>All groups of staff and children should be kept separate in different areas with sinks available (where possible) and observe social distancing in these areas and when moving around school as far as possible.</p> <p>Consider how many pupils will be using cloak areas / pegs and take steps to minimise persons being in close proximity e.g space out the ones in use to keep a 2m distance, rota access to these areas, keep bags and coats with the individual.</p>	<p>SLT have organised staffing to try to keep groups of pupils with the same staff wherever possible.</p> <p>Some pupils bring bag into class to allow peg use to be spaded out.</p> <p>Indoors, staff and pupils should stay in the same specified groups and sit at the same desks on consecutive days (if applicable and possible.)</p> <p>Where possible carry out any necessary closer supervision side on rather than face on.</p>	SLT	"
	<p>Ensure that wherever possible pupils use the same classroom or area of a setting throughout the day, with a cleaning of the rooms at the end of the day.</p> <p>Pupils should hand books in to be marked open at the required page to reduce need to handle books.</p> <p>Where possible, pupils should not share devices and equipment.</p> <p>Due to social distancing guidelines, movement around classrooms will inevitably be limited.</p> <p>However, in some cases (eg behaviour management or following an accident), school staff will need to move to address issues.</p> <p>If parents/carers and staff agree, very young children may be physically reassured if appropriate. Staff may choose to wear PPE to do this.</p>	<p>PCC 'Standard Cleaning schedule 010620' document</p> <p>Ongoing information to parents included in newsletters, emails, signs etc.</p>	All staff	"
	<p>Take steps to minimise persons being closer than 2m.</p>	<p>Use combination of some bags and coats kept in corridors and other pupils to keep bags and coats with them to avoid close contact.</p>	All staff	Share information with all stakeholders by 22/07/2020
	"	<p>Pupils and staff should maintain social distancing when outside and stay within their discrete learning group. Groups should not mix outside.</p>	"	"

	School staff using hard surface equipment to enable sports activities with children - indoor and outdoor activities.	Wash hands with soap and water before and after activities, meals, toileting on arrival and departure from school	"	"
	The local authority recommends that schools stagger break times in order that contact between learners is minimised and sufficient area is provided for outdoor activities. Access to playground equipment should be limited to specific groups and cleaned after each use by separate groups.	Breaks and lunchtimes will be staggered to allow safe movement around the school. Packed lunches will be eaten in the areas the groups are based in. Ongoing information to parents included in newsletters, emails, signs etc.	SLT	"
	Take steps to minimise persons being closer than 2m	Use of toilets has been organised so that individual groups use them where possible and as close to their learning base as possible. Where toilets are shared, cubicles are allocated to individual pupils groups.	MS and CR	"
	Schools need to ensure that toilet use is managed appropriately.	All staff to limit the number of children who use the toilet facilities at one time and supervise numbers in and out and in the corridor. Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	All staff	"Share information with all stakeholders by 22/07/2020"
	Schools need to consider how hand sanitisers and hand washing times are organized throughout the day, with a clear priority given to effective hand washing. Do not place Hand Sanitisers in direct sunlight or on heated surfaces e.g. computer screens, laptops, I-Pads, etc.	Warm water and soap are available at all times, in all cloakrooms/toilets for pupils and staff. Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve). Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.	All staff	"
	Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe It" principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place.	Signage to the backs of toilet doors and above sinks to remind pupils and staff to wash their hands. Signage to make it clear which pupil 'bubble' is allowed to use the toilet.	MS, KG	"

		Bins organised for the disposal of wipes if not already in place.		
	Physical assemblies should be suspended during this current period until further notice.	Collective worship to be carried out in the areas in which each group is based. Virtual assemblies to continue.	All teachers	“
	Staff should observe social distancing.	Staffroom and offices will be re-arranged to have 2m gaps between seating and work stations and / or stagger breaks / lunchtime or use a rota for common resources and areas to limit staff numbers using the area at any one time. For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc. follow the “If You Use It – Wipe It” principle with anti-viral wipes. Staff to bring their own provisions in (in a cool bag if food needs to be kept cold) wherever possible.	all staff	““Share information with all stakeholders by 22/07/2020
	If staff need to communicate outside their groups they should observe social distancing. In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school’s acceptable use policy regarding the use of their own phones.	Staff share mobile phone numbers and communicate via these between groups where possible. Walkie-talkies are used to minimise movement between groups.	All staff	”
First Aid	Ensure adequate first aid provision for the numbers of staff and pupils on site. The local authority will work with Welsh Government and Health and Safety Executive to ensure existing policy and practice is update in due course. It is important that all accidents continue to be reported via the online accident recording system.	Ensure there is PPE FRSM masks, non-latex gloves and eye protection available at First aid points. PCC will make on-line training in correct use of PPE available and this to be shared with all staff. Until then, see appendix I. All staff must tell MS when they use PPE so she can re-order. We have appropriate numbers of first-aid trained staff. Continue to ensure staff are aware of any medical conditions / needs of the CYP they are caring for e.g. allergies, asthma etc. and devices such as epi	All staff	“

		<p>pins and inhalers should be available wherever the CYP is. Annual training is up to date.</p> <p>Where contact (less than 2m) is with a child has no COVID symptoms and where no member of the household is a possible or confirmed case, disposable gloves should be worn.</p> <p>If pupils need help to use an asthma inhaler, or if a member of staff is required to administer CPR then PPE should be worn.</p> <p>NB: there are new COVID guidelines for CPR-compression only should be used.</p>																	
	<table border="1"> <thead> <tr> <th colspan="3">Guidance on Level of Trained Personnel</th> </tr> <tr> <th>Number of Persons Regularly On Site*</th> <th>Emergency First Aid at Work</th> <th>First Aid At Work</th> </tr> </thead> <tbody> <tr> <td><25</td> <td>1</td> <td>-</td> </tr> <tr> <td>25-75</td> <td>2</td> <td>-</td> </tr> <tr> <td>75-200</td> <td>2</td> <td>1</td> </tr> </tbody> </table>	Guidance on Level of Trained Personnel			Number of Persons Regularly On Site*	Emergency First Aid at Work	First Aid At Work	<25	1	-	25-75	2	-	75-200	2	1	<p>Limit or cease activities more likely to result in injuries.</p>	All staff	“
Guidance on Level of Trained Personnel																			
Number of Persons Regularly On Site*	Emergency First Aid at Work	First Aid At Work																	
<25	1	-																	
25-75	2	-																	
75-200	2	1																	
General controls	Avoid contaminated surfaces.	IT equipment should be cleaned, by teachers and TAs NOT cleaners (for insurance purposes) with alcohol wipes/sanitiser sprays between users if it cannot be kept for the sole use of an individual.	“	“Share information with all stakeholders by 22/07/2020															
	Clean clothing should be worn daily.	<p>Pupils will be encouraged to wear clean school uniform. Parents/carers informed of second hand uniform available.</p> <p>Staff members will be encouraged to wear appropriate, easily washable clothing and footwear.</p>	Staff and pupils	”															
	Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only	Where possible open doors and windows to classrooms, offices, staff rooms etc.	All staff	“															

	opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.			
	Avoid queues to fill water bottles	Parents encouraged to send full water bottles in with their child's packed lunch. No glasses of water provided with school lunch, so a filled water bottle will be needed. Water bottles may be filled up from water dispensers by a member of staff Clean hands and bottle before and after.	"	"Share information with all stakeholders by 22/07/2020
Educational Visits	For local visits e.g to local parks etc - guidance has been provided by the Schools Health, Safety and Wellbeing Team on managing local visits, especially regarding social distancing and hygiene. There is also guidance on www.oeapng.info 4.4k Coronavirus Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve.	Follow guidance As of 03/09/2020 schools advised to avoid trips outside school.	"	"
PPE for staff and pupils	Government has advised there is no need for staff or pupils to wear face coverings or face masks as a matter of course when in school. Non-medical face coverings/face masks - discretionary use. Where staff or learners make use of these to travel to school, a processes for the safe removal and disposal/storage of face coverings must be enacted. Individuals must wash/sanitise their hands immediately on arrival, dispose of temporary face coverings or store reusable coverings in a plastic bag for the day, and then wash/sanitise their hands again before going to the classroom.	Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves. Teachers to ensure that pupils who choose to wear masks on school transport follow procedure for removing and storing mask safely.	Pupils and staff	"
	Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils.	Where contact (less than 2m) is with a child has no COVID symptoms and where no member of the household is a possible or confirmed case, disposable gloves should be worn. However, this needs to be assessed on a case by case basis. Staff carrying out these activities must wear disposable gloves and aprons and may need	RBSC and FP staff	"Share information with all stakeholders by 22/07/2020

		FRSM masks and eye protection. This would need to be assessed on a case by case basis.		
	PCC to provide PPE Schools to record usage so county can replace as needed.	All staff to inform SH if they use PPE. SH to record usage so county can replace as needed. Reusable eye protection / face coverings should be thoroughly disinfected and cleaned between each individual person being assisted.	All staff, SH	“
Staff Wellbeing	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment. Staff encouraged to create their own individual risk assessments in conversation with MS. Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing mental health issues. A WASP is available via Powys CC. e.g. if you have BAME staff, take a look at advice from BAMEed It is recommended that regular staff meetings (via skype etc. or following social distancing rules) are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing. Setting up closed WhatsApp groups etc. may help (staff will still need to follow Safer Working practices and adhere to the guidelines on the use of social media).	MS to: discuss during training, provide risk assessment format to staff on request and arrange consultations. Additional risk assessments with written following meetings 01/09/2020 Continue Teams meetings and use of Messenger	MS Individual staff's responsibility to request paperwork as needed.	“
	Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing mental health issues. A WASP is available via Powys CC.	Affected staff have completed the Risk Assessment and answer the associated questions with head teacher: appropriate advice has been sought and a safe approach has been agreed that is suitable to their individual circumstances. Clear mechanism by which concerns can be raised shared with staff. SLT to check regularly with staff on their wellbeing and any work/life balance concerns.	SLT MS All staff	ongoing
	Identify Mental Health First Aiders.	2 staff trained in Trauma Informed Schools	MS and JW	On-line training

				22/06/2020
	Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA). Guidance on Staff Wellbeing is available on PCC	Please note the guidance will be reviewed consistently, and updated on the council's website.	PCC	ongoing
Pupil wellbeing	It is recognised that this will be a challenging task. In many cases, learners will not have had opportunity to socialise with their peers for a significant period of time. The schools and local authority have shared advice for supporting pupil wellbeing upon their return to school. Powys Mental Health and Emotional Wellbeing in Schools community network on HWB https://hwb.gov.wales/go/ylij281	All staff to use 'Incredible Years' strategies to rebuild positive relationships with pupils. Any staff who are worried about a pupil's mental health to discuss this with MS.	All teachers	Share information with all stakeholders by 22/07/2020
Contractors visiting site	Minimise visits to essential visits only e.g. to carry out statutory testing, repair work or building works.	SH to check visits are essential.	SH	"
	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	"	"	"
	Contractors must adhere to social distancing guidelines.	"	"	"
	Contractors to carry out regular handwashing and sanitising, especially on arrival at the school and throughout their time on site.	"	"	"
	If contractors need supervising this should be done following social distancing guidelines.	"	"	"
	Contractors to follow Government guidelines on self-isolating if they or their family members display any symptoms.	SH to confirm that they are not suffering symptoms.	"	"
	If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for	Refer to deep cleaning schedule	KG	"

	72 hours or thoroughly deep cleaned prior to admitting other persons / being used.			
	Inform contractors of the "If You Use It – Wipe It" principle.		SH	"
	Where practicable an access / exit point separate to that used by staff and pupils should be used.	School should still follow procedures for controlling access / security whilst contractors are on site.	"	"
Lettings / Meetings / Visitors	Lettings, visitors and on site meetings with external individuals / groups should cease unless they can only be conducted face to face and are vital / necessary.	Continue use of virtual meetings where possible.	All staff	"
	If they are for vital / necessary educational / health purposes e.g. private nurseries, multi agency meetings, mental health sessions, meetings with parent / carers they should only go ahead if social distancing and hygiene rules can be adhered to.	Consider alternative arrangements via Microsoft Teams. If physical meetings must take place, inform visitors of the "If You Use It – Wipe It" principle.	All staff	"
	Visitors to site (educational support service, health services, etc) must have their own safe working principles and guidance, and may have completed risk assessments. Ask to see these. They must only attend if it is vital. Peripatetic teachers, clinicians, therapists, etc, must socially distance from other staff and from learners with whom they are not working. As far as possible, they must socially distance from the learners with whom they are working.	Ensure there is PPE available in case outside agencies do not have their own and may require it to undertake work with a child. Visitor log is fully legible to support contact tracing operations where necessary.		
	School should still follow procedures for controlling access / security whilst visitors are on site. Before any adult enters the school they are to be thermal scanned with an infra- red thermometer, ensure the person scanning has appropriate PPE. Where possible an access / exit point separate to that used by staff and pupils must be used.	SH to use thermal thermometer before visitors are allowed entry to school.	SH	"
Fire safety	The local authority recommends that all non-fire doors are be locked/wedged in an open position (to minimise physical contact with surfaces). Fire doors need to remain in 'normal' use. The local authority has consulted with the Mid and West Wales Fire and Rescue Service. They recommend: <ul style="list-style-type: none"> Not wedging open fire doors. Where fire doors are used regularly when people circulate around the site, hygiene/cleaning measures should be increased on and around that door, including providing a hand sanitiser station. 	Fire drill to be carried out in first week. CR has planned nearest fire exits for each group to share with all staff w/c 29/06/2020 Staff to review individual evacuation plans for vulnerable pupils. muster points are painted on the yard	CR SH	w/c September 1st

	<ul style="list-style-type: none"> Where a fire door is to be wedged open, an alternative escape route must be identified and available. This is only to be during this four-week period. The decision and the provision of an alternative route must be recorded on a risk assessment, which should be regularly reviewed. Any alternative measures as outlined above must be formally and fully reviewed at the end of the term and will not automatically carry over to September 2020. It is intended that more suitable longer-term measures be implemented from September. 		All staff	
	If changes are made to the current Fire Evacuation Management Plan and staff re-trained this should be added to your Fire Risk Assessment as an interim measure and a sheet attached marked "Interim Amendments to procedures in relation to COVID-19". In the schools Fire Risk Assessment insert a page inset as an appendices for interim changes to be noted rather than rewriting sections.	MS to update Fire Evacuation Management Plan <u>Annex I: COVID Fire Evacuation Map</u>	MS	"Share information with all stakeholders by 22/07/2020"
Supervision at Lunchtimes	Staff allocated at lunchtime to ensure supervisors stay with a consistent group of pupils and staff have adequate breaks.	Annex J: lunch and break timetables		"
Catering	Any food/packaging brought from home must be taken back home by individual learners.	Lunch will be eaten in 'bubble' classrooms (except for Reception pupils).	MS	"
	<p>Inform catering staff of any changes to entry / exit points, fire safety procedures, safeguarding etc.</p> <p>Staff to don appropriate PPE before undertaking food preparation and cooking activity. Staff to dispose of PPE in designated waste bins.</p> <p>Catering staff to don appropriate PPE before plating up meals for each individual pupil. Individual pupils collect their plated meal maintaining social distancing at all times and return to the table to eat their meal.</p> <p>On completion staff dispose of PPE in school waste bins and hand wash.</p> <p>Catering staff must observe the rules of social distancing and hygiene whilst on site. PCC Catering staff may be wearing face masks due to constraints of social distancing and food hygiene.</p>	<p>Lunches to be taken to pupils' classrooms on trolleys. Lunch supervisors to take meals from catering staff and hand to pupils.</p> <p>After eating, trays to be collected by lunch supervisors and returned to kitchen.</p>		"

Staff Training	This is especially important for staff members who may not have been in school.	School staff will be made familiar with new working practices before opening the school.	MS	" Share information with all stakeholders by 22/07/2020
Drop off of Essential Items Forgotten by Pupils.	SH to put system in place for the potential drop off of essential items a pupil may have forgotten e.g. medication, packed lunch.	For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupils base. She should thoroughly wash hands before and after handling the items.	SH	
Transport to School by Bus or School Buses (not public transport buses)	<p>Schools will need to work closely with PCC to maintain a clear understanding of which children must be travelling to & from school on a school bus in order to safeguard children effectively</p> <p>The local authority will provide guidance for schools to communicate to parents/carers/learners, reminding learners of social distancing requirements.</p> <p>The local authority (or indeed transport providers) will be unable to demarcate or monitor bus stops.</p> <p>However, escorts for pupils with additional learning needs will be prioritised but will be dependent on agreements between schools, parents, and transport operators.</p> <p>The local authority is currently in the process of developing guidance in relation to this issue and will provide further advice shortly.</p>	<p>Learners who are eligible for home-to-school transport will continue to receive home-to-school transport.</p> <p>Communicate to parents/carers/learners, The PCC School Transport Team's step-by-step guide to offer advice for parents/carers/schools (not yet received by school.)</p>	PCC	"
	Consider how to keep access to Bus / School Bus drop off / pick up areas clear of parent / carer vehicles e.g. cones, signage etc.	n/a	-	- " Share information with all stakeholders by 22/07/2020

	For primary school pupils - where there is a need for parents to board a school bus to buckle their children in the expectation is that this will include any parents boarding a bus for this purpose to wear a face mask.	Drivers are not permitted to buckle children in. This should be communicated to parents whose children use these buses.	MS	“
Before and after school provisions	Consider whether before- and after-school provisions can be safely provided.	After-school provision, with children remaining in their ‘bubbles’	MS	03.09.2020
	Ensure that the spaces are risk assessed in line with Section 1, above, and that there are sufficient hand-hygiene and other control measures in place.	<p>Breakfast Club: to run from 3.9.20 children sit at the table(s) assigned to the class bubbles. Children will remain seated or play in dedicated outdoor space.</p> <p>No shared use of toys, puzzles, etc. Children to bring their own books (incl school reading book) to read when breakfast is finished.</p> <p>Children to wash hands as they enter and leave breakfast club.</p> <p>Tables to be cleaned after use.</p>		“