



APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 September 2020 (School Specific)

Version N°.	6
Owner	CHSU
Release Date	1 September 2020
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Circulation	CHSU Team

The corporate health and safety unit has undertaken a risk assessment specifically relating to the opening of schools and similar educational establishments for the autumn term 2020, the control measures in the assessment are generic in nature and schools are required to evaluate how and to what extent each control measure can/will be implemented within school (using the standard of “so far as is reasonably practicable” – i.e. “reasonable”). Given the measures schools implemented for the summer term 2020 it will be possible for all schools to have effective controls in place commensurate with the requirements of the risk assessment.

The hazard presented by COVID-19 is such that the overall risk is directly proportional to the cumulative effect of all control measures indicated within the risk assessment.

The controls implemented by schools must be effective and balanced (with due consideration of any potential negative effects proposed actions may have), therefore it is essential that schools refer to the **explanatory note RA 13** (overview of main control measures) and **appendices** (specific guidance) in addition to the risk assessment.

As no two schools are identical each will be presented with different challenges / opportunities based on their design, type of occupancy etc. so it is essential that Head teachers / managers consider each of the elements and adapt appropriate measures their own settings.

In UK legislation is that compliance with one piece of legislation cannot result in non-compliance with another and the HSE has reiterated this in relation to COVID-19 adherence to pre-existing legislation is still required (and achievable) whilst complying with COVID requirements.

Therefore schools must ensure ongoing compliance with all relevant health and safety and related legislation e.g. The Education (School Premises) Regulations 1999 (covering welfare facilities etc.), COSHH regulations.

Schools main forms of communication are ICT, induction, ongoing monitoring etc. so any signage is supplemental therefore should be proportional!

Form:	Supplementary Site Risk Assessment	Date of Issue:	Sept 2020	Form No:	SSRA 002	Issue no:	002
-------	------------------------------------	----------------	-----------	----------	----------	-----------	-----



APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 September 2020 (School Specific)

Applicable National Guidance

[UK Govt Guidance. Decontamination in Non-Health Care Settings](#)

[Welsh Government Guidance \(Education\)](#)

[UK Govt Guidance to Educational Establishments Covid 19](#)

[Welsh Government - Keep Education Safe Operational Guidance Covid-19](#)

[UK Govt Guidance. Implementing Social Distancing in Education and Childcare Settings](#)

This document contains less examples of possible control measures than the previous version (for summer term) to enable schools to properly evaluate options appropriate for their specific setting rather than giving the impression that “if it’s on the list it must be done” (circumstances /

The information contained in the risk assessment, explanatory note and appendices produced by CHSU will enable schools to implement proportional control measures and schools are invited to discuss specific issues with CHSU.

Date: September 2020 (1st version)

February 11th (6th Version)

School: St. Mary’s Catholic Primary.

Assessed By: Lyndon Watkins

Form:	Supplementary Site Risk Assessment	Date of Issue:	Sept 2020	Form No:	SSRA 002	Issue no:	002
-------	------------------------------------	----------------	-----------	----------	----------	-----------	-----



APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 September 2020 (School Specific)

Key Area	Elements of Control	Details of Control Measures	Further Actions Required Including target/completion dates
Building Compliance	Confirmation (prior to start of term) that all statutory health and safety related tests / inspections have been undertaken e.g. <i>inspection of caretaker logs, confirmation of specialist testing by corporate landlord.</i>	<i>Headteacher to liaise with the caretaker to ensure that all necessary health and safety records are completed as required.</i>	August 2020.
	Provision of adequate ventilation via air handling systems and natural ventilation / heating systems suitable	<i>Air conditioning system for two rooms will be available when needed. Windows and doors will be kept open where possible to maximise ventilation.</i>	September 2020 onwards.
	Control of contractors (including delivery drivers)	<i>All contractors visiting the school site will need to sign in at Reception on arrival and sanitise their hands. They will be asked the established questions re Covid; they will only continue their visit if all answers are 'no'. They will be provided with a copy of the Risk Assessment. Social distancing will be maintained throughout their time on site.</i>	September 2020 onwards.

Form:	Supplementary Site Risk Assessment	Date of Issue:	Sept 2020	Form No:	SSRA 002	Issue no:	002
-------	------------------------------------	----------------	-----------	----------	----------	-----------	-----



APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 September 2020 (School Specific)

Building Compliance continued	Review Fire Risk Assessment (i.e. alcohol gel - storage, use and potential for arson) NB fire evacuation should be unaffected.	<i>Review of Fire Risk Assessment to be completed and adjusted as necessary to take account of the amount of alcohol gel on the premises.</i>	August 2020.
	Provision of drinking water (available periodically throughout school day).	<i>Pupils will be allowed to bring water to school with them for their own use only. The drinking fountain in school will not be in use.</i>	September 2020.
Transmission of virus	<i>Prevention of symptomatic persons entering school</i>	<i>Every visitor will be asked the Covid screening questions on arrival. Their visit will not continue if the answer to any of the questions is 'yes'. They will be advised to follow current advice regarding testing and isolation.</i>	September 2020.
	<i>Minimising asymptomatic persons entering school</i>	<i>Visitors will be asked to report the onset of any Covid symptoms to the office immediately (they will then be asked to leave and to follow isolation and testing guidance). Visitors will be asked to wear a facemask. Only visits that are necessary to the smooth operation of the school will be allowed to take place.</i>	September 2020.

Form:	Supplementary Site Risk Assessment	Date of Issue:	Sept 2020	Form No:	SSRA 002	Issue no:	002
-------	------------------------------------	----------------	-----------	----------	----------	-----------	-----



APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 September 2020 (School Specific)

Transmission of virus, continued	Use of Face coverings - based on school / BCBC protocol.	Face coverings will be available in school to be worn on occasions referenced in Welsh Government guidance such as the provision of intimate care. Protocol will be followed, in relation to wearing and disposing of them, appropriately. Every individual has the right to wear a mask if they so desire. Visitors, including parents/carers bringing children to and collecting children from school will be asked to wear a mask. Update: from 22 nd February, any member of staff working on the school estate, including in classrooms, will wear a face covering if social distancing can not be maintained. This will not be necessary when outside or at mealtimes.	September 2020.
	In-school isolation arrangements / procedures for testing/informing.	If any pupil displays any Covid symptoms, they will be isolated (in the intervention room opposite the HT's office) and parents/carers will be informed immediately in order to allow for appropriate isolation. They will then book a test and report the outcome as soon as it is known. Any adult showing symptoms will leave the school and be asked to book a test immediately and to report the result as soon as it is known. Following the reporting of any positive test the school will follow the current Test, Trace, Protect practices. Twice weekly Covid tests will be available to all staff from February 22 nd 2021 onwards.	September 2020.
	Hand hygiene	All pupils and staff will wash their hands on arrival. In addition, pupils will wash their hands before and after eating, after visiting the lavatory (1 person at a time) and before going home. Pupils who find it difficult to wash their own hands will be helped by staff. Staff who work	September 2020.

Form:	Supplementary Site Risk Assessment	Date of Issue:	Sept 2020	Form No:	SSRA 002	Issue no:	002
-------	------------------------------------	----------------	-----------	----------	----------	-----------	-----

APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 September 2020 (School Specific)

		<i>with children from different bubbles will wash their hands before and after working with groups and/or individuals. Staff and pupils attending the After School Club (ASC) will wash hands at the start of the session and before they leave.</i>	
	<i>Respiratory hygiene</i>	<i>Pupils will be regularly reminded about the need to cough or sneeze following the 'catch it, bin it, kill it' approach. If there isn't time to do this, pupils will be instructed to sneeze or cough into the elbow area. Bins will be available in all rooms and in the grounds.</i>	September 2020.
Transmission of virus, continued	<i>Social distancing measures</i>	<p><i>Each class will form a 'bubble' to facilitate effective distancing. Break and lunchtimes will be staggered to support this. Clear messages will be given to children by staff about how this will operate from their perspective.</i></p> <ul style="list-style-type: none"> <i>Buses will be unloaded from 8.35am onwards through gate 1. Pupils will go straight to class for hand washing.</i> <i>Parents/carers bringing children will arrive between 8.50 and 9am. They will enter the grounds through gate 2 but stay outside classrooms. No social gatherings at the gate area are allowed. Distancing of 2m to be respected.</i> <i>Morning breaks will run from 10.15-10.30am for group 1 (Reception, Y2, Y4/5 and Y5) and</i> 	September 2020.

Form:	Supplementary Site Risk Assessment	Date of Issue:	Sept 2020	Form No:	SSRA 002	Issue no:	002
-------	------------------------------------	----------------	-----------	----------	----------	-----------	-----



APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 September 2020 (School Specific)

		<p><i>between 10.35-10.50am for group 2 (Y1, Y3, Y3/4 and Y6). During the partial opening (involving the Foundation Phase)</i></p> <ul style="list-style-type: none"> <i>Lunchtime will run from 11.45am-12.35pm for group 1 and from 12.35-1.25pm for group 2. Surfaces will be cleaned between each sitting. If the weather allows, sandwiches may be eaten outside, within bubbles.</i> <i>Bus children from the lower wing of the school (Nursery, Reception and Year 1) will be supervised to their buses first at 3.05pm. The remainder of the children will be supervised to the buses directly from their classrooms (using the foyer or hall doors) beginning with Year 6 (who will sit at the rear of the buses) and ending with Year 2. Each bubble will load separately.</i> <i>Parents/carers collecting children will enter the grounds by gate 2 and receive their child as they leave their classrooms. They will be able to collect from 3.05pm onwards. Then they leave through gate 2 respecting social distancing (turning right).</i> <i>Parents/carers of children in Nursery, Reception and Year 1 will continue in a one way direction and leave through gate 0, thus avoiding contact with others. Parents/carers of children who do not have siblings can collect their children at 2.50pm and those with siblings at 3pm.</i> 	
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Form:	Supplementary Site Risk Assessment	Date of Issue:	Sept 2020	Form No:	SSRA 002	Issue no:	002
-------	------------------------------------	----------------	-----------	----------	----------	-----------	-----

APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 September 2020 (School Specific)

		<ul style="list-style-type: none"> • <i>Staggered breaks and lunchtimes will facilitate appropriate distancing for adults, who must ensure that the Staff Room does not become crowded. Seating places will be signposted. The IT Room will be available as an overspill area.</i> <p><i>-Adults will respect the 2 metre distancing rule throughout the school day and maintain reasonable distance from pupils throughout (as per WG guidance).</i></p> <p><i>-Staff Meetings will take place in a manner that allows for effective distancing to be in place. Opportunities will be taken to make use of on-line training to reduce the amount of time need for communal meetings.</i></p> <p><i>-Corridors will have a 'keep left' system in place.</i></p> <p><i>-Communication with the office will be through the grill whenever possible and always respecting the 2m rule in all instances.</i></p> <p><i>-parents/carers will need to make appointments to enter the school building (unless an emergency situation occurs).</i></p> <p><i>-essential visitors, such as EPs, the Early Help Team and Behaviour Support specialists will continue their work in school in an appropriately distanced manner.</i></p> <p><i>- Any member of staff working on the school estate, including in classrooms, will wear a face covering if social distancing can not be maintained (from February 22nd, 2021 onwards). This will not be necessary when outside or at mealtimes.</i></p>	
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Form:	Supplementary Site Risk Assessment	Date of Issue:	Sept 2020	Form No:	SSRA 002	Issue no:	002
-------	------------------------------------	----------------	-----------	----------	----------	-----------	-----



APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 September 2020 (School Specific)

	<i>air circulation / replenishment</i>	<i>Air conditioning system will operate as required. Windows and doors will be opened whenever reasonable to increase air flow. However, a reasonable 'working temperature should be maintained in classrooms.</i>	September 2020.
	<i>Contact with inanimate objects</i>	<i>Pupils from Year 1 – Year 6 will be encouraged to bring their own essential equipment to school with them (pen, pencils, ruler etc) and to use them in isolation. Equipment used during lesson time (such as Numicon for example) will be cleaned after use.</i>	September 2020.
	<i>Enhanced cleaning regime</i>	<i>In addition to the usual daily cleaning regime, provided by Cleaning Services, additional cleaning will take place during the middle of the day. This will focus on frequently touched areas such as door handles and taps.</i>	September 2020.
Transmission of virus, continued	<i>Identifying Individuals at enhanced risk NB risk reduction controls must be developed for anyone in this category.</i>	<i>Any members of the school community in this category will be supported as per WG guidance, which says that staff can carry out their duties as long as appropriate distancing can be established. The HT will work at an individual level with anyone at enhanced risk to ensure that distancing is appropriate. This is likely to involve staff completing the appropriate risk assessment form to facilitate purposeful conversations. Leadership will liaise with the HR team when appropriate and follow guidance given.</i>	September 2020.

Form:	Supplementary Site Risk Assessment	Date of Issue:	Sept 2020	Form No:	SSRA 002	Issue no:	002
-------	------------------------------------	----------------	-----------	----------	----------	-----------	-----



APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 September 2020 (School Specific)

		Twice weekly Covid tests will be available for all staff from the week beginning February 22 nd , 2021. Any positive results will be dealt with by the SLT in line with WG guidance.	
stress	<i>Outline of measures in place to prevent “pressure” developing into “stress” for individuals.</i>	<i>All Covid related measures will be clearly related to all staff. All staff will be encouraged to share any anxieties and/or concerns with the SLT who will listen closely and respond appropriately. Staff will be reminded about counselling services that are available via the LA. Stress Risk assessments will be completed whenever necessary.</i>	September 2020.
Educational visits	<i>COVID specific considerations for proposed trips.</i>	<i>Any school trips that are proposed will be recorded on the EVOLVE system; therefore approval from the HT/DHT will be required for all trips. An appropriate risk assessment must be completed for every trip, which takes the Covid situation into account. Preference will be for ‘open air’ trips at the moment. The above statement is suspended from January 2021. Instead; no trips will take place.</i>	September 2020.
Uncontrolled outbreak in school	<i>School procedures / coordination</i>	<i>In the event of a Covid outbreak in school the HT/DHT will inform the LA immediately and follow all guidance and advice given.</i>	September 2020.

Form:	Supplementary Site Risk Assessment	Date of Issue:	Sept 2020	Form No:	SSRA 002	Issue no:	002
-------	------------------------------------	----------------	-----------	----------	----------	-----------	-----



APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 September 2020 (School Specific)

COVID-19 implications for existing assessments	Consideration of e.g. first aid, PPE for certain tasks	When dealing with first aid situations, the staff involved will wear the appropriate PPE provided. If support with toileting is required, PPE equipment will be worn.	September 2020.
Continuation of statutory building related inspections during further lockdown	Plan / communication identifying roles and responsibilities	Regular inspections and checks in relation to the building will continue as normal. The caretaker will monitor: <ul style="list-style-type: none"> - The fire alarm, - Fire equipment, - Legionella, - Asbestos and - The lighting system 	September 2020.
Remote on-line sessions led by staff.	Ensuring on-line safety.	Staff will use school devices only when leading on-line sessions. Expectations to pupils and parents will be made clear before sessions begin. The secure Hwb Platform will always be used for these sessions via Microsoft Teams (no alternative, Zoom etc, is acceptable). If a member of staff is leading a session away from the school site, he/she will ensure that a second staff member is 'present' either on-line or in the room. If the session is being led from school this will not be necessary. Staff will carry out on-line sessions with current Welsh Government guidance in place. This can be referenced at:	January 2021

Form:	Supplementary Site Risk Assessment	Date of Issue:	Sept 2020	Form No:	SSRA 002	Issue no:	002
-------	------------------------------------	----------------	-----------	----------	----------	-----------	-----



APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 September 2020 (School Specific)

		https://hwb.gov.wales/zones/keeping-safe-online/live-streaming-and-video-conferencing-safeguarding-principles-and-practice/ Safeguarding is of particular importance; therefore if a staff member, involved in any on-line learning, has any concerns in this area she/he must report them immediately to the Safeguarding Lead Officer.	
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All procedures developed as part of the control measure strategy must be effectively communicated to relevant persons, which may include council representatives, school staff, unions, pupils, parents/guardians etc.

Schools are actively encouraged to consult CHSU whenever an element of doubt exists, particularly as the implementation of inappropriate control measures can be as if not more detrimental than not having any.

Specific tasks such as catering should be assessed by those delivering the service in conjunction with schools.

Form:	Supplementary Site Risk Assessment	Date of Issue:	Sept 2020	Form No:	SSRA 002	Issue no:	002
-------	------------------------------------	----------------	-----------	----------	----------	-----------	-----