



APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 January 2022 (school specific)

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Release Date	
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The Corporate Health and Safety Team has undertaken a risk assessment specifically relating to the opening of schools and similar educational establishments for January 2022. 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 schools (using the standard of ‘**so far as is reasonably practicable**’ – i.e. ‘reasonable’).

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 headteachers/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 eg 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.

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Applicable National Guidance

UK Govt Guidance. Decontamination in Non-Health Care Settings

Operational guidance for schools and settings

Welsh Government - Keep Education Safe Operational Guidance Covid-19

Welsh Government keeping learners safe education

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: January 5th 2022
School: **Bryntirion Comprehensive School**
Assessed By: Ravi Pawar
Review Date: January 31st 2022

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		<p>In the light of this guidance:</p> <ul style="list-style-type: none"> • All designated areas for staff and pupil congregation have satisfactory ventilation. • Natural ventilation via windows or vents should be used as far as possible. Where centralised or mechanical ventilation is present, recirculatory systems will be adjusted to full fresh air • if this is not possible systems should be operated as normal (filters changed by corporate landlord or contractor only). • Corporate Landlord visited and expected whole site in Autumn Term 2020 – and agreed simple measures to secure sufficient ventilation in identified areas of the school. • CO2 monitors are used to identify areas with inadequate ventilation 	
	Control of contractors (including delivery drivers)	<ul style="list-style-type: none"> • The Operations Manager and School Business Manager communicate with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services. 	Operations Manager and School Business Manager review all processes to control contractors and delivery drivers in a COVID secure school environment

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		<ul style="list-style-type: none"> • All contractors to inform MW prior arrival and report to him in E block foyer prior to the start of any work. • Reference made at all times to Health and Safety Guidance from Public Health Wales. • Visitors will only be permitted into the school if they have an appointment; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • The school contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If not possible social distancing measures will be adhered to at all times; • Face to face meetings in small room or within 2m are not permitted; • Deliveries will be accepted at designated quiet times only; • Delivered items will be left in E block foyer for site staff to collect and distribute . 	
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		<ul style="list-style-type: none"> • Procedures are in place to postpone non-essential maintenance • Measures will be taken to ensure minimal contact with contractors where possible e.g. by ensuring work areas are unlocked and available unless there is a specific lone working risk identified • Visiting contractors are advised they should adhere to social distancing requirements and keep at least 2 metres distance when attending site • Visiting contractors are advised to communicate via mobile phone before entering the site • Restricted access areas, such as the boiler room, are unlocked prior to contractor attending site to minimise social interaction • Visiting contractors are advised to communicate via mobile phone when respective works have been completed and prior to leaving the site • Regular cleaning of work areas will continue and will include cleaning the area where contractors have been working once they have left the site 	
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	<p>Review fire risk assessment (i.e. alcohol gel -storage, use and potential for arson) NB fire evacuation should be unaffected.</p>	<p>Operations Manager and School Business Manager ensure that:</p> <ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. • All staff are familiar with the evacuation process and where to go in the event of a fire • Contractors advised of fire safety arrangements on arrival • All fire alarm testing regimes will remain in place <p>If required, the fire management plan will be reviewed and all occupants trained in new procedures</p>	<p>Operations Manager communicates fire safety arrangements with staff and contractors, and advises staff on safe storage</p>
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	Provision of drinking water (available periodically throughout school day).	<ul style="list-style-type: none"> • Drinking water is available at break and lunchtimes from canteens, and from water fountains • Parents advised to provide children with water bottles, which can be filled at break and lunch, and at the start of the school day 	
Transmission of virus	Prevention of symptomatic persons entering school	<p>See Appendices RA 10 and 11</p> <p>Under no circumstances should learners or staff attend schools/settings if they feel unwell with any of the identified COVID-19 symptoms. (The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste 	<p>Updated Public Health Guidance will be distributed to pupils, staff and parents prior to the wider return to school of</p> <p>All staff to be vigilant for symptoms in pupils on entry to the school and inform SLT with any concerns.</p>

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		<p>anything, or things smell or taste different to normal</p> <p>Most people with coronavirus have at least 1 of these symptoms.) They should remain at home and self-isolate and arrange a COVID-19 test</p> <p>Staff and pupil handbooks outline escalation policy.</p> <ul style="list-style-type: none"> All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. <p>https://gov.wales/self-isolation</p> <p>Staff over the age of 18 will need to self-isolate unless they are fully (double) vaccinated. Staff under the age of 18 do not need to self-isolate.</p> <p>If, however, a pupil or staff member test positive or show any of the cardinal symptoms of COVID-19 at any time, they will need to self-isolate.</p> <p>Contact tracers will get in touch with identified close contacts and offer them PCR testing. They will also advise them on the most appropriate</p>	
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		actions for their circumstances and for some, this may include advising them to self-isolate. For further information about when someone is identified as a contact, visit here .	
	Reduce overall contacts	<ul style="list-style-type: none"> • Essential visitors only are permitted onto the school site • Encourage parents/carers not to remain on the premises/at the gates longer than necessary especially when dropping off/collecting children. • Parents will only be able to come onto the school site for a pre-arranged appointment. • Physical distancing and hand sanitising will be in place in our reception area and all meetings will take place in the school's conference room or meeting rooms in E Block. • A record will be kept of all visitors as this may be needed at a future point to assist with contact tracing processes. • We will not permit any other visitors onto the school site without a pre-booked appointment. • Visitor protocol will be followed at all times. 	<p>To introduce any BCBC protocols on the use of LFT (Lateral Flow Tests) in schools</p> <ul style="list-style-type: none"> • Anyone who tests positive using a Lateral Flow Test (LFT): <ol style="list-style-type: none"> i. must not attend setting or school ii. must then book a follow up PCR test through the online booking portal iii. must notify their setting of the result iv. must notify other organisations as per the guidance for your sector (LAs or CIW) v. will be contacted by the local contact tracing team

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		<ul style="list-style-type: none"> • Movement of peripatetic/relief staff to be minimised with appointments ideally taking place after school • All visitors to adhere to personal hygiene / physical distancing procedures and minimise movement around school. • Where loading and offloading arrangements on site will allow it, arrangements will be in place to deter drivers entering the building • Hand sanitising gel available and used at reception • Encourage physical distancing between individual persons in reception areas • Maintenance requests to be raised online or via phone 	<p>vi. must self-isolate in accordance with the advice given by the local contact tracing team</p> <p>A negative test result does not remove the risk of transmission. Schools will reinforce these messages and in particular, remind all those who test negative that this does not mean they can relax their infection prevention measures and/or if they show any of the COVID-19 symptoms to self-isolate immediately and book a test..</p>
Transmission of virus, continued	Use of face coverings - based on school / BCBC protocol.	<ul style="list-style-type: none"> • Guidance regarding the use of face coverings has changed temporarily as a precautionary step while we learn more about the Omicron variant of concern. The following measures should be in place in all schools. We will reinforce this message with parents and pupils in advance of the return to school on Thursday. In particular, it is the 	Prepare and communicate clear visitor protocol, following any updated guidance from BCBC.

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		<p>expectation that children now wear face covering in classrooms and in canteen queues, unless medically exempt.</p> <ul style="list-style-type: none"> • Face coverings should be worn by staff and visitors in all indoor areas of all educational settings listed in the overview section, including classrooms, where physical distance (2m) cannot be maintained. • Face coverings should be worn by secondary aged learners in all indoor areas, including classrooms, where physical distance (2m) cannot be maintained. • There will be some learners and staff who are exempt from wearing face coverings. Confirmation will need to be provided in writing. This position will not change. • Visitors to the school setting should use a face covering, including parents/carers when dropping off and picking up pupils. Face coverings should continue to be worn by pupils when travelling on dedicated school transport. <p>Face coverings for staff</p>	
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		<p>The local authority has determined that Type IIR Fluid Resistant Surgical Masks (FRSM) should now replace the previously provided World Health Organisation (WHO) standard face coverings for all staff. Staff are encouraged to use face coverings in internal communal areas where physical distancing is more difficult. They are not required to be worn routinely in the classroom.</p> <p>However, should any member of staff or pupil wish to wear a face mask for their own comfort or wellbeing this is acceptable with the following conditions and controls in mind:</p> <p>When putting on a face covering:</p> <ul style="list-style-type: none"> a) Wash hands thoroughly with soap and water for 20 seconds or use handsanitiser before putting on a face covering b) Do not wear on neck or forehead c) Avoid touching the part of the face covering in contact with the mouth or nose d) Change the face covering if it becomes damp 	
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		<p>e) Avoid removing and replacing it repeatedly</p> <p>When removing a face covering:</p> <p>a) Wash hands thoroughly with soap and water for 20 seconds or use handsanitiser before removing a face covering</p> <p>b) Only handle the clips or straps</p> <p>c) Do not give it to anyone else</p> <p>d) If single use, dispose of it carefully in a waste bin and do not recycle</p> <p>e) If reusable, wash it in line with the manufacturer's instructions at the most appropriate temperature</p>	
	<p>In-school isolation arrangements / procedures for testing/informing.</p>	<p>In any event of someone becoming symptomatic within the school, Test, Trace, Protect will advise the staff member or pupil (parent carer) to follow the Public Health Wales advice and guidance.</p> <ul style="list-style-type: none"> Children in school that feel unwell or who may become symptomatic of COVID-19 will be isolated into an allocated room (currently E block foyer). 	

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		<ul style="list-style-type: none"> They will be supervised by a duty officer on a rota, and 2m social distance will be observed at all times Their parent / guardian will be contacted via school reception using the emergency contact numbers provided by parents. They will be asked to be taken home immediately. This will be from the entrance in the E block foyer. <p><i>Anyone experiencing Covid-19 symptoms will be required to leave the site immediately and advised to follow NHS guidance. This is currently to stay at home and begin to self-isolate for 10 days whilst making arrangements to be tested. If the test is negative, the person will not be required to self-isolate for the full 10 days.</i></p> <ul style="list-style-type: none"> If the person experiencing Covid-19 symptoms is a visitor/contractor, their organisation will also be contacted 	
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	Hand hygiene	<ul style="list-style-type: none"> All pupils and staff will follow the hand washing/hygiene routine on arrival, after eating and following a cough or sneeze, after handling shared equipment, following physical contact, before and after handling food. Hand sanitisers are located throughout the school and outside every classroom Staff and pupils will be provided with information and instruction on hygiene best practices including the use of appropriate posters. Posters in place in all toilets and classrooms Where applicable assistance will be provided to support children with washing of hands. In such cases, the staff member will use PPE as directed in the risk assessment. (The event is unlikely) Gloves and apron should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding. 	Information provided in school's handbook reissued to staff and pupils
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	Respiratory hygiene	<ul style="list-style-type: none"> Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm 'Catch it, bin it, kill it' - guidance provided for pupils. All classrooms supplied with boxes of tissues and black bins for disposal. 	
Transmission of virus, continued	Physical distancing measures	<p>Pupils</p> <ul style="list-style-type: none"> Pupils are given regular reminders of why physical distancing is important Visual aids are used to display social distancing measures, e.g. floor tape to mark two-metre spacing. Pupils should avoid physical contact with each other, and maintain as much distance between each other as possible One way systems are in place <p>Staff</p> <p>Staff members that will be working with pupil groups, e.g. teachers and LSAs]</p> <ul style="list-style-type: none"> The staff member is assigned to designated pupil groups – this group 	<p>One way system signage is clear and makes the complex guidance for entry and exit visible to all.</p> <p>New signage in place across the school is clear and visible.</p>

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		<p>does not change, unless directed by the deputy headteacher/ALNCo.</p> <ul style="list-style-type: none"> All SLT to take every step to minimise physical contact with other staff and maintain physical distancing, where possible Initially avoid any 'gatherings' larger than designated teams, unless via virtual methods. Where staff need to move around the school, they should try and keep their distance from learners and other staff as much as they can, ideally 2 metres from other adults Only staff are permitted to use the catwalk and should aim to maintain physical distancing where possible Staff are responsible for their own physical distancing, but classrooms have been reconfigured to enable a 2m distance between pupils and staff in each classroom The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings –23 in staffroom at any time. 	
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		<p>Staff members that will be working closely with pupils whose needs may present additional risks</p> <ul style="list-style-type: none"> • Individual risk assessments are conducted for all pupils whose needs may present additional risks, e.g. those with specific ALN, This risk assessment considers the risks that would be posed to staff working with these pupils. • Designated LSAs remain as much as reasonable practicable, with designated pupils as determined by the ALNCo • The member of staff, their line manager and other relevant staff members, e.g. the ALNCo, work together to assess the risks the member of staff would be exposed to when working with pupils whose needs may present additional risks. • Depending on the pupils' needs, a two-metre distance is maintained between pupils and staff members and between members of staff • If it is not possible to maintain a two-metre distance between the pupil and 	
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		<p>the staff member due to the pupil's needs (e.g. close contact provision), the staff member follows reasonable hygiene measures;</p> <ul style="list-style-type: none"> • Where the staff member delivers intimate care, PPE is provided to them the headteacher, deputy headteacher, School Business Manager and ALNCO determine on a case-by-case basis whether PPE is required for other activities undertaken by the staff member when working with pupils whose needs may present additional risks. <p>Staff members that will be working with pupils with an Individual Healthcare Plan (IHC plan)</p> <ul style="list-style-type: none"> • Provision is delivered in line with the pupil's IHC plan as far as possible. • Where provision cannot be delivered in line with the pupil's IHC plan, the ALNCO works with the LA and pupil's parents to explore how provision can be reasonably delivered. 	
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		<ul style="list-style-type: none"> If any changes are agreed to the way provision is delivered, this is communicated to the staff member. Office-based staff, e.g. admin staff and support, other static support staff and office based staff The workspace is arranged so that all staff members can remain physical distance where possible If the staff member cannot avoid entering an area occupied by a pupil group, they maintain distance from all individuals <p>[Site technical staff and any essential contractors, including cleaners, ICT Technicians]</p> <ul style="list-style-type: none"> The staff member maintains a physical distance from all individuals when undertaking their work if possible unless in corridor areas/outdoors. This distancing should be 'in passing' i.e staff should not stop to linger and avoid face-to face contact which is closer than 1 metre plus 	
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	air circulation / replenishment	<p>School understands that: Adequate ventilation is an effective dispersant to prevent the accumulation of virus containing material and for indoor environments, <u>where reasonable</u>, opening doors/windows (assisted by fans in rooms where already available) <u>will assist existing mechanical ventilation systems</u>.</p> <p>However if opening doors/windows presents significant safeguarding, thermal comfort issues etc. it would be an inappropriate course of action.</p> <p>In the light of this guidance:</p> <ul style="list-style-type: none"> All designated areas for staff and pupil congregation have natural ventilation. <p>Natural ventilation via windows or vents should be used as far as possible. Where centralised or mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air, if this is not possible systems should be operated as normal (filters changed by corporate landlord or contractor only).</p> <p>In order to increase the fresh air ventilation rate to ensure dilution, we will, alongside Corporate Landlord:</p>	<p>Advice sought from BCBC H&S safety team on areas of school where there is little natural ventilation.</p>
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		<ul style="list-style-type: none"> Check if ventilation is functioning well: ensure windows, grids and airbricks are not obstructed; check for function and identify areas that are poorly ventilated. Take advice from competent heating and ventilation professionals. Start ventilation of rooms ahead of school day and allow it to continue throughout the day and after classes have finished. Set air handling units to maximise fresh outdoor air over recirculation. Ensure open windows and doors provide adequate ventilation while maintaining a comfortable workplace temperature (noise and fire restrictions dependent). Instruct teaching staff on how to achieve the most effective ventilation, e.g. opening top windows, moving obstructions such as curtains/blinds. Use ceiling fans or desk fans to prevent pockets of stagnant air only where the area is well ventilated. Air classrooms and other areas between classes and uses, for example by opening all doors (not fire doors) and windows wide. Consider a target maximum capacity for smaller rooms to ensure greater dilution. 	
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	<p>Contact with inanimate objects</p>	<ul style="list-style-type: none"> • Pupils should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, bags, hats, coats, books, stationery and mobile phones. • The basic equipment permitted is as follows: <ul style="list-style-type: none"> i) Pens and pencil case ii) Geometry set iii) Notebook iv) Calculator v) Planner vi) Bag • Learners and staff can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to learners' education and development. • Exercise books and pupils' work can be taken home by teachers to mark and assess. Staff should employ good hand hygiene • For individual and very frequently used equipment, such as pencils and pens, it staff and pupils should have their own items that are not shared. 	<p>Large supply of disposable wipes for each classroom are necessary for cleaning of equipment and resources in every classroom.</p> <p>Pupils are reminded that they are responsible for wiping down equipment after use.</p> <p>PE staff each need buckets and disinfectant so that equipment is cleaned</p> <p>D&T, Art and Science staff follow relevant CLEAPSS guidance, as provided by school H&S representative.</p>
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		<ul style="list-style-type: none"> • Classroom-based resources, such as books and games, can be used and shared; these should be cleaned regularly by pupils, along with all frequently touched surfaces. • Resources that are shared between contact groups, such as sports, art and science equipment should be cleaned frequently and meticulously and always between contact groups, <i>or rotated to allow them to be left unused for a reasonable period.</i> 	
	Enhanced cleaning regime	<ul style="list-style-type: none"> • Toilet facilities have all been cleaned, and will be checked continuously every day. • To support effective hygiene practices, the school will maintain an enhanced cleaning system to help prevent risk of transmission of the virus. • The building will be cleaned throughout the day and, thoroughly, at least once per day. (Particular attention will be given to clean 'high-touch' areas and surfaces, which will be cleaned more frequently than normal, including toilets, railings, tables, equipment and door handles.) • The school will continue to dispose of waste in line with latest guidance and 	Cleaning regime protocol to be prepared and shared

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		<p>ensure it is removed daily. This includes the procedure for disposing of any waste suspected of being in contact with someone showing symptoms of coronavirus (COVID-19).</p> <ul style="list-style-type: none"> The Operations Manager/School Business Manager will ensure that the cleaning team fully understand the cleaning requirements throughout the school 	
Transmission of virus, continued	Identifying Individuals at enhanced risk NB risk reduction controls must be developed for anyone in this category.	<p><i>All staff are asked to complete the 'All Wales COVID-19 Workforce Risk Assessment Tool for education settings' in advance of the new school term: Workforce-risk-assessment-tool.</i></p> <ul style="list-style-type: none"> If an individual was previously shielding they will automatically score 7 on this Risk Assessment Tool putting them at Very High Risk with stringent 2m social distancing. Shielding guidance was removed on April 1st 2021. If an individual is in the clinically vulnerable 'people at risk' group, advice is the same as it is to the wider population. They should pay particular attention to the guidance on social distancing and hand hygiene (see above). 	Following completion of self-assessment, colleagues are invited to discuss any concerns or queries with headteacher, deputy headteacher or line manager.

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**APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES
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		<ul style="list-style-type: none"> We recognise that the clinically vulnerable 'people at risk' group includes a wide spectrum of disease severity. Staff are invited to discuss with the headteacher, deputy headteacher or line manager, Occupational Health or GP about health conditions to discuss whether it is safe for you to return to work. <p>Pregnant women may be particularly vulnerable and have been included in the list of people at increased risk as a precaution. If you are in your third trimester (more than 28 weeks' pregnant) you should work at home (<i>tbc</i>)</p>	
stress	Outline of measures in place to prevent 'pressure' developing into 'stress' for individuals.	<p>COVID-19 concerns –returning to work</p> <ul style="list-style-type: none"> Colleagues are issued with the individual COVID-19 risk assessment and this risk assessment. This includes all control measures such as hygiene controls, social distancing etc. Employees are given access to suitable stress management service through 'Care First'. Employees are consulted individually regarding their specific concerns through the risk assessment. This may include their health, being part of the BAME community or general anxiety about leaving home and returning to work. The school management will work with 	<ul style="list-style-type: none"> Control measures put in place are fully explained in induction training School tries to demonstrate that it complies with government advice Staff survey re-issued following first 2 week cycle Employees will be consulted prior to any

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		<p>any individual on their specific job and concerns they may have</p> <ul style="list-style-type: none"> • Employees have access to a confidential employee assistance programme through the school counsellor. SLT (KO) ensures all employees have the details of the assistance programme and other support needed • Work structure and calendar is clearly defined • SLT meet with staff to explain and changes and discuss any concerns raised • Regular team meetings continue to ensure that the changing environment and arrangements are consulted with staff and communicated on a consistent basis <p>Job roles</p> <ul style="list-style-type: none"> • Staff are supported in prioritising tasks relating to the re-opening of school and pupil supervision duties • Staff are supported when undertaking new/unfamiliar tasks under revised conditions – this will include the implementation of new management control measures for the school site 	<p>changes to their role within the school</p> <ul style="list-style-type: none"> • Provisions are put in place to receive feedback from staff to SLT on operational changes. • Where applicable, training is provided to staff for new equipment or process, this will include the use of personal protective equipment items where identified as being required. • Where possible, staff are empowered to exert autonomy within applicable activities • Staff are encouraged to develop their work skills to adapt to new requirements or control measures they are implementing • Adequate resources are provided to
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**APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES
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		<ul style="list-style-type: none"> • Regular meetings are held to review workload under restricted re-opening conditions and reduced staff • Effective procedures are in place to safeguard those engaged in lone working and where there may be a risk from violence/aggression • <i>Staff are recognised and rewarded when they have done a job well</i> • <i>Staff experiencing problems at work or home are dealt with sensitively</i> <p>Communication and consultation</p> <ul style="list-style-type: none"> • Open and regular communication is encouraged within the team during changing circumstances with higher levels of stress • Policies and procedures are reviewed and implemented within the school e.g. Bullying and Harassment, Working Hours, Dignity at Work etc. • Staff are encouraged to report any unacceptable behaviours from staff or external visitors • Staff are aware of how to obtain help and support for new tasks or responsibilities implemented during the pandemic response plan 	<p>include the provision of materials, hygiene products and alternative resources</p> <ul style="list-style-type: none"> • Staff who work in isolation are supported by welfare checks
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		<ul style="list-style-type: none"> • Regular team meetings are held to review new procedures and working arrangements for constant review • Teamwork is encouraged by video link, telephone or under new guidance protocols to ensure a staff support network is maintained • Staff are adequately trained to undertake the new or adapted functions of their job • Policies and procedures are in place to support staff throughout ongoing changes to work arrangements, the working environment and staffing arrangements. • Clear and appropriate communication is provided to staff at the earliest opportunity to incorporate a review of Government Guidance for school operations and how it will affect staff job roles • Ongoing team briefings and individual contact to ensure staff are supported through significant changes to day to day job roles • The reasons for change and the likely timescales are communicated as and when new pandemic response and school business continuity plans are implemented <p>Support</p>	
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		<ul style="list-style-type: none"> • Flexible arrangements are made available to allow key worker staff to book and attend Covid-19 testing appointments. • Staff remaining at home to self-isolate or isolate with family members should remain in contact with their management for support • Staff who have experienced bereavement or illness within their family unit or similar are provided with appropriate support contacts including school counselling service. • Regular review of workload includes a review of supervision arrangements for staffing across all duties 	
Uncontrolled outbreak in school	School procedures / coordination	<p>Building upon the Communicable Disease Outbreak Plan for Wales (2020) Public Health Wales (PHW) has provided specific advice regarding the investigation and management of clusters and incidents of COVID-19.</p> <p>If there are multiple cases of COVID-19 in a school/setting then experts from across the NHS, including TTP, PHW and the local authority (Incident Management Team) will work together to prevent ongoing transmission within the school. Regional TTP teams will appoint a clear lead for the investigation of a cluster who work with the head of the school/setting (or nominated deputy). Advice based on the</p>	Ensure school staff and parents are fully aware of process – in staff handbook and parent communications

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		<p>assessment of each individual situation will be provided to support the school in preventing further spread through the use of additional tailored interventions.</p> <p>TTP teams will continue to be responsible for contacting each positive case and collecting information about their close contacts both within and outside the school/setting. They will work with the school to agree on communication with those who are required to self-isolate.</p> <p>Where a pupil routinely attends more than one setting on a part-time basis, eg because they are dual-registered at a mainstream school and either a PRU setting, a EOTAS setting or a special school, the settings should work through the system of controls collaboratively, enabling them to address any risks identified.</p>	
<p>COVID-19 implications for existing assessments</p>	<p>Consideration of eg first aid, PPE for certain tasks</p>	<p>Designated First Aiders are asked to follow this guidance: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> <p>Guidance for first aiders</p>	<p>In staff training, ensure that all understand that fire evacuation protocols take precedence over all measures associated with COVID 19 risk management</p>

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**APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES
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		<p>Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.</p> <p>If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.</p> <p>Preserve life: CPR</p> <ul style="list-style-type: none"> • Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms • Ask for help. If a portable defibrillator is available, ask for it • Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation • Use PPE provided by the school and stored in First Aid Room/Base. If appropriate: <ul style="list-style-type: none"> ○ a fluid-repellent surgical mask ○ disposable gloves ○ eye protection 	
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		<ul style="list-style-type: none"> ○ apron or other suitable covering • Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths <p>Prevent worsening, promote recovery: all other injuries or illnesses</p> <ul style="list-style-type: none"> • If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms • If giving first aid to someone, you should use the recommended equipment listed above if it is available • You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible <p>After delivering any first aid</p> <ul style="list-style-type: none"> • Ensure you safely discard disposable items and clean reusable ones thoroughly • Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible 	
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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 the local authority's Corporate Health and Safety Team 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.

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