



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

Version N ^o .	0.0
Owner	CHSU
Release Date	
Last Review	
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!

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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:

School: Maesteg School (**UPDATE 7**) (Updates in Grey)

Assessed By:

Review Date: Following any significant change

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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>	<ul style="list-style-type: none"> • Visual inspection for deterioration and hazards arising during the lock down period. • All routine inspections and tests must be maintained (eg Legionella water monitoring and hand wash water temperature); • Statutory inspections and servicing to continue; • Defects to be reported for remedial action; • All 'keep locked shut' doors to be such, including chemical / cleaning storage • electrical distribution cupboards, high risk areas/rooms isolated; • Good housekeeping to be maintained • Increased frequency of cleaning to be introduced • All outdoor building maintenance must be co-ordinated with the headteacher to ensure segregation from children and staff e.g. grass cutting; • All contractors to report to reception prior to the start of any work. • Site tour by HJS, caretakers and ENGIE staff –Tue 04.09.20 • Jobs list to be produced to make good defects or damage 	Completed By Mon 3rd Sep '20

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Building Compliance continued	Provision of adequate ventilation via air handling systems and natural ventilation / heating systems suitable	<ul style="list-style-type: none"> Exterior doors into corridors to be left open where possible (8.30am-3.30pm) (Safeguarding permitting) All internal classroom to have wedges to improve ventilation through the building Windows to be opened as much as possible to improve ventilation flow through the building Where ventilation is a concern in a room, DoL to organise purchase of electric fans <i>to sit next to the open window (through SLT Line Manager/Mark Beauchamp) (Added 3/09)</i> Concerns raised with BCBC regarding open windows dropping temperatures and affecting wellbeing of staff and pupils. To be advised by LA 	Completed 04.09.20 Ventilation audit completed 04.06.20
	Control of contractors (including delivery drivers)	Where it is essential for contractors to be on site, the following should be in place: <ul style="list-style-type: none"> Only essential contractors should be on site. Virtual/ telephone conversations to take place prior to arrival onsite, and site rules should be sent prior to arrival. Social distancing expectations for the school to be understood and followed All visits must be pre-approved. Contractors must provide COVID-19 risk assessments in addition to usual risk assessments for the activity they're undertaking. All deliveries to be dropped and temporarily stored in the coffee shop rather than the vestibule 	Meeting with Engie to confirm. RA shared with Engie 03.09.20 Staff training 04.09.20

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	Review Fire Risk Assessment (i.e. alcohol gel -storage, use and potential for arson) NB fire evacuation should be unaffected.	<ul style="list-style-type: none"> All PEEP plans to be reviewed and shared with SLT members on site Fire evacuation procedures remain the same as pre-COFVID. Pupils will line up within their new tutor group and in an area of the year assigned to their year group. New 'maps' to be produced and displayed in each classrooms (added 2/09) 	To be updated by NJS 04.09.20
	Provision of drinking water (available periodically throughout school day).	<ul style="list-style-type: none"> Supervised use of water fountains during break Pupils to be directed to jugs in dining Hall if they require water / fill their water bottle lunchtime as fountains are not supervised (Added 18 Sept) Gel sanitizer to be available at each water fountain and should be used before use Daily enhanced cleaning practices to include water fountain Drinking water to be available in lunch break in the main Hall / Used cups to be dispensed into warm water 	Actioned 07.09.20 Duty rota to include supervision of this area
Transmission of virus	<i>Prevention of symptomatic persons entering school</i>	<ul style="list-style-type: none"> Screening criteria to be displayed in each registration period (based on 'entry' questions from Hub/CICHUP days). All parents to be reminded of the criteria above through school website and correspondence from school Screened symptoms to be in line with PHW guidance: new continuous cough / high temperature / loss or change to sense of smell or taste. Recording on school phone line to outline expectations around school attendance/symptoms All staff to be vigilant for colleagues, pupils and visitors displaying symptoms 	Actioned from 04.09.20 Reviewed each week Updated documents from PHW sent to parents and staff WB 21.09.20

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		<ul style="list-style-type: none"> All staff to be notified of expectations around reporting absences. For example: staff to inform Line Manager/SLT Line Manager should they develop symptoms overnight Teachers / parents of children displaying symptoms to follow the Public Health Wales advice on Test, Trace, Protect. Regular phone calls to parents of pupils in ASD base to check on health if required Share 'Test Trace, Protect' document with all staff and on school website Remind parents that symptoms may be mild and not obvious Remind staff of the importance of sharing all information with line managers promptly so that decisions can be made in a timely and efficient manner – for example, staff should not always wait until working hours to inform line manager of developing symptoms etc. All staff to be familiar with the document 'Covid-19: Symptoms / Tests / Q&A' sent w/c 14 Sept and outlining what colleagues should do if they believe they are symptomatic (Added 18 September) Add link to document Parents received key document <i>Quick Reference Guide for Parents</i>. All staff to be aware of guidelines to be followed, especially pastoral team (Added 18 September) Add link to document 	<p>Completed 03.09.20</p> <p>Letter to parents sent on 05.06.20</p> <p>Briefing 07.09.20</p>
	<i>Minimising asymptomatic persons entering school</i>	<ul style="list-style-type: none"> BCBC document on 'Visitor Protocol' to be adopted by school with clear guidance on what is required before, during and after visit. Document shared directly with those 	<p>Actioned from 04.09.20</p> <p>Reviewed weekly</p>

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		<p>colleagues (KWN, KHS, GSN) who are frequently involved with visitors. (Added 08/09) Add link to document</p> <ul style="list-style-type: none"> • Only essential 'physical' meetings should take place and authorisation sought from SLT Line Manager at least 2 working days in advance. Once authorised, Main Reception to be notified of expected day/time of visit. • Where possible virtual platforms such as 'GoToMeeting' should be explored. • Multi-agency meetings or those involving more than three people to be organised in advance and only if an appropriate venue is available to support social distancing of adults • All visitors to the school to undertake a screening process, based on that used in CICHUP sessions. • Signage in Entry areas (especially Main Reception vestibule) to outline rules and expectations within school • All visitors should wait in the vestibule area and use the intercom to contact Main Reception. Main Reception to organise response to visitor (e.g. locate child for parent; contact staff member whose visitor has arrived). • All peripatetic staff should follow specific social distancing guidelines for delivery of lessons. Parents should be made aware of these guidelines. Contact records maintained. • No parents to access the building without supervision from an appropriate member of staff. • Various school procedures adapted to minimise staff-staff contact (e.g. staggered breaks and lunches) 	
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Transmission of virus, continued	<i>Use of Face coverings - based on school / BCBC protocol.</i>	<ul style="list-style-type: none"> • (Reusable visors are provided in each classroom as with CICHUP sessions) and induction sessions will remind wearers of possible limitations with respect to level of protection. • Following BCBC guidance, it will be recommended that face masks are worn by children at the following times: in communal areas; toilets; and in corridors. There is no recommendation for children to wear face masks in classrooms unless schools feel that, due to the proximity of pupils and staff, this would reduce the risk of transmission. (Added 1st September) • The use of face coverings by pupils with some additional learning needs (refer to WG guidance) is not recommended on school transport or in any school setting (Added 1st September) • It is recommended that staff wear face coverings in communal areas and in corridors. There is no recommendation for staff to wear face coverings in classrooms unless schools feel that, due to the proximity of pupils and staff, this would reduce the risk of transmission (Added 1st September) • Any pupils or staff member wishing to use their own face coverings should be recommended to source one that meets WHO standards (Added 1st September) • Each pupil can request face coverings and a safe storage bag. These coverings have been sourced by BCBC, are washable up to 50 times and meet WHO standards (Added 1st September) 	<p>To be reviewed pending WG announcement 25.08.20</p> <p style="color: green;">Given the vulnerability of staff and pupils at the school, all staff to wear masks in public areas during the school day (03.09.20)</p>
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		<p>Wearing of face masks on school transport is now mandatory as of 22.09.20</p> <ul style="list-style-type: none"> • Pupils who use public transport (for example the train from Garth) are regularly reminded through Form Time Powerpoint of the importance of wearing face masks in that context (Added 18th September) 	
	<p><i>In-school isolation arrangements / procedures for testing/informing.</i></p>	<ul style="list-style-type: none"> • Should a teacher believe that a pupil is demonstrating the symptoms listed on the NHS Website (1. High temperature: this means you feel hot to touch on your chest or back; 2. New continuous cough (this means coughing a lot for more than a hour, or 3 or more coughing episodes in 24 hours); 3. A loss or change to your sense of smell or taste), they should use the 'Walkabout' email to alert and request a member of senior staff (Added 18 September) • Pupils who show symptoms while at school will immediately be taken to the 'Lead Workers' office (Lead Workers to be based in MAC Base) for isolation. Where additional members of staff are required to support, colleagues should use the Walkabout email procedure. • (Lead Workers to be temporarily rehoused to the ALNCO Office which has been repurposed to allow for safe working practices in line with social distancing (added 4/09)) • (School Councillor to be temporarily rehoused to the Careers Office (THL's old office on Science corridor) to ensure sufficient ventilation (added 4/09)) • The pupil will be supervised by a member of staff obeying strict social distancing guidelines. If immediate clinical advice is required, staff are advised to go online to 111 Wales or call 111 	<p>Actioned from 04.09.20 Reviewed weekly Temp gun purchased 03.09.20</p>

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		<ul style="list-style-type: none"> If possible, the member of staff on Walkabout will 1. Take the child's temperature (NHS: 'A temperature of 38C or more is usually considered a high temperature (Fever)'; 2. Visit the pupil's teachers from the preceding lesson to ascertain whether they displayed any symptoms during that lesson, particularly coughing (Added 18 September) Walkabout colleague to liaise with Karen Woolen to identify an available room to move the identified child's class into, allowing for that first room to be deep cleaned. (Added 18 September) Any supervising staff will be issued with PPE which includes an apron, gloves, a mask and a visor. The First Aid room is the designated donning/doffing room. Temperature Guns to be sourced to take pupil's temperature where safe to do so as an additional source of evidence of possible symptoms (added 2/09) The parents/carers of the pupil will be contacted immediately and asked to collect their child from school. Parents/carers will be advised to follow PHW guidelines on isolation protocols where a case of COVID 19 is suspected (around TTP and/or self-isolation). Any relative (sibling) must also self-isolate for 14 days or longer if symptoms persist. Staff who exhibit COVID 19 symptoms in school will be asked to leave site immediately and follow PHW guidelines regarding isolation where a case of Covid 19 is suspected. Room to be deep-cleaned thoroughly by site staff in full PPE equipment. Cleaning protocol on 'Cleaning protocol for viral contamination' document from 'Shared Regulatory 	
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		<p>Services'. MBP to brief all cleaning/site staff (Added 08/09) Add Link to document</p> <ul style="list-style-type: none"> School to follow PHW TTP procedures (outlined below) should they believe criteria for outbreaks has been met Where whole cohorts are to be isolated as identified contacts, they will be housed in the sportshall whilst parents are contacted. They will then be collected by parents and instructed to self-isolate for 14 days. School is awaiting instruction and guidance from the LA transport dept with regard to those pupils who rely on school transport and cannot make their own way home via parents/carers 	
	<i>Hand hygiene</i>	<ul style="list-style-type: none"> All pupils to use hand gel available in classrooms on entry and exit from each classrooms throughout the day, including form time. Pupils should continue to hand wash thoroughly after any visit to the toilet (Added 04/09) Hand sanitizer to be available at Main Reception. All staff to enter school through Coffee Shop and use toilet (Coffee Shop/Ground floor Staff toilets) for washing of hands. Signage added to remind staff of entrances/exits into the school (added 2/09). All signing in to be completed through the 'InvEntry' sign, using bar codes on staff I.D.s only. Hand sanitizers available in all classrooms for use at start and end of each lesson by all individuals within that space Regular checking of supplies for handwashing in all toilets. Monitoring form used as a record by site staff 	Actioned from 4.09.20 Reviewed weekly

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		<ul style="list-style-type: none"> Pupils warned about dangers of getting sanitiser in eyes/face etc. Added to morning briefings and powerpoint as of 21.09.20 	
	<i>Respiratory hygiene</i>	<ul style="list-style-type: none"> Provision of additional bins in classrooms for disposal of paper towels, tissues etc. within 'Catch It, Bin It, Kill It' procedures. Indoor respiratory generating activities (e.g. singing / PE) must involve only pupils within the same contact group 	Actioned from 04.09.20 Reviewed weekly
Transmission of virus, continued	<i>Social distancing measures</i>	<p>Classrooms</p> <ul style="list-style-type: none"> 'Teaching area' to be demarcated in each of the classrooms, maintaining a 2m distance between the teacher and pupils All desks to be arranged so that learners are side by side and forward facing as much as the room size/layout allows it Group work to be limited Teachers/DoLs to inform SLT Line Manager if furniture in any classroom needs to be moved to ensure maximum occupancy of pupils' seats/2m social distanced teaching platform for pupils (Added 02/09) Teachers to provide a seating plan for each of their classes, following a boy/girl and alphabetical order as much as possible. Seating plans should be recorded and on display. Teachers should explore SMID SEAT as a device for this. 	Classrooms set up in readiness for pupils by 06.09.20

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		<p style="color: green;">Seating plans to be reviewed by end of October (<i>added 02/09</i>)</p> <p>School Building</p> <ul style="list-style-type: none"> • Maesteg School Appendix 1 below outlines the areas of the school allocated to contact (year) groups (playground / entrances / toilets) • Sixth form students permitted to leave site after their last lesson each day (<i>added 31/08</i>). I.D. lanyards to be created for Sixth Formers to sign in/out through the bar code system (<i>added 02/09</i>) • Team of colleagues (i.e. HOH/Assistant HOH/BMN) to support daily with calm organisation of pupils for entry into the school for registration • Signage throughout the building to promote social distancing, especially in entrances and classrooms • 'Keep left' protocol to be in place in corridors and on all stairways • 'No talking' policy in the corridors between lessons (<i>added 31/08</i>) • All corridors to be strictly monitored between lessons (along with 'Meet and Greet') to ensure that pupils adhere to safe practices (i.e. no running or shouting in corridors) • On arrival at class, pupils should enter immediately and move to their allocated seat (i.e. no queuing in corridor; bellwork ready for learners) • No bells in the school to indicate timings. Teachers to use their discretions within reason (<i>added 31/08</i>). Teachers to dismiss pupils according to their 'travel' time for their next 	<p>Actioned before 07.09.20 Reviewed weekly</p> <p style="color: green;">Letter to parents on 02.09.20</p> <p style="color: green;">KWN & SCN to audit signage and report on defects etc for site staff 07.09.20</p>
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		<p>lesson, meaning that the whole class may not be dismissed at the same time. Pupils reminded to move outside the building as much as possible for their journeys <i>(Added 02/09)</i></p> <ul style="list-style-type: none"> • SLT to monitor specific entrances and areas during day start, crossover and day end. DoLS and Faculty TLR colleagues to monitor Faculty areas and ensure 'Corridor Control' <i>(Added 02/09)</i> • Strict occupancy level displayed for all communal working spaces such as Resource Bases and Admin Offices. Such levels will be supported through the implementation of staggered breaks/lunch breaks for teaching staff. • HoH staff to use timetables to ascertain where occupancy of HoH office may be reached. Alternative spaces (such as NJS' office, ALNCO office; Subject Resource Bases) to be identified for 'overflow' <i>(Added 02.09)</i> • Colleagues to use email as main form of communication (e.g. admin requests or questions) rather than 'visiting' area. • GoToMeeting or Teams to be used even in school for meetings to reduce risk of transmission which could potentially affect an entire team/faculty of staff • No more than two people should use the school lift at any one time and not stand face-to-face in this space • Breaktime and lunchtime schedule in place to minimise number of classes involved at any one time and <i>as much as possible</i> maintain contact (year) groups (i.e. use of zoned seating in Hall; use of zoned playground areas) 	<p>DoLS to ensure max numbers are attached to resource base doors by 10.09.20</p> <p>SCE to train DoLS to use Microsoft Teams for faculty meetings</p>
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		<ul style="list-style-type: none"> 6th form conference room to be redesigned to accommodate pupils safely and according to classroom designs ie all facing forward where possible Seating in School Hall to be present throughout the school day to ensure pupils sit in contact groups. <p>Other practices</p> <ul style="list-style-type: none"> Pupil induction regarding key Risk Assessment measures (outlined in this document) as part of their first day back in school. <i>Alongside social distancing measures above, induction to include: safe wearing of face masks; expectations around good 'COVID' behaviour and consequences to not meeting them; importance of travelling outside the building between lessons (added 02/09)</i> Reintegration of pupils delayed after positive test result within school community to ensure that pupils and staff are fully indoctrinated into the new practices and procedures prior to full occupancy of the school site. Pupils placed into year-based tutor groups due to contact group mechanism (HoH still oversee pupils allocated to their Houses in terms of pastoral care and attitudes to learning) No mass gatherings such as formal whole-staff meetings or Assemblies (<i>although Assemblies involving a single contact group is permitted where required</i>) Faculty meetings should be held via virtual platforms but where face-to-face meetings are required organisation of seating should allow for at least 2m distancing (wearing of 	<p>HOH allocated to year groups 02.09.20</p>
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		<p>face masks may also be considered at individual and group level)</p> <ul style="list-style-type: none"> • Staff able to leave site during PPEs as long as signing in/out and hand hygiene practices are followed on return. Staff may choose to leave school if they do not have a timetabled lesson 5 and it is a PPA slot (<i>exception of Thursdays</i>) (Added 02/09) • Staff Briefing each morning to involve a TLR holder from each Faculty and one HoH/Assistant HoH to disseminate key messages to colleagues (<i>Coffee Shop</i>) (Amended 08/09) • Protocol for pupils who repeatedly and wilfully refuse to adhere to these social distancing measures: Parents to be contacted and discussion about whether pupil can remain in school (Added 2/09) • Photocopying to be collected only from trolley in space outside Resource room (bottom of Pupil Reception stairs) to support maximum occupancy of Photocopying room (Added 2/09) • Additional photocopying resource has been added to the library area to reduce the amount of staff going to one central resource • Teachers to ensure that pupils check they have taken all their equipment and clothing/bag items at the end of the lesson (alleviate 'lost property') (Added 02/09) • Conference Room and library to be available to Sixth Formers for private study (Year 13 – Conference Room; Year 12 – Library). Furniture in room to be repositioned to allow for social distancing – All chairs must be forward 	<p>Actioned 03.09.20</p>
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		facing and maximum occupancy number clearly displayed and regularly checked (<i>Amended 08/09</i>)	
	<i>air circulation / replenishment</i>	<ul style="list-style-type: none"> Any electrical fans to be placed in front of open windows to distribute fresh air rather than re-circulating air inside classroom. 	Actioned by 06.09.20 Ventilation audit completed 04.09.20
	<i>Contact with inanimate objects</i>	<ul style="list-style-type: none"> All pupils to use hand gel on entry and exit into classroom to minimise risk for interaction with objects in the classroom, including desk tops Subjects which require interaction with specialist resources (e.g. I.T., Art, Technology) to build in 5 minute 'cleaning time at the end of each lesson for pupils to wipe down any used equipment or allocate resources to different contact groups. <i>System for how teachers approach this (e.g. spraying of tissue for the child) to be decided by teacher and strictly enforced (Added 2/09)</i> <i>Pupils to wipe down table surfaces and chairs at the end of each lesson. Each teacher to be supplied with spray/towels (Added 2/09)</i> Teachers to choose one of the following procedures for having tables wiped down at the end of the lesson: 1. Teacher to sprag paper towels which are then distributed by a single pupil; 2. A reliable pupil sprays each desk/piece of equipment while another distributes the paper towels. (Added 18th September) Pupils to carry bags and all personal equipment and exercise books. Where books/learning material is kept in 	Staff training 04.06.20 Reviewed weekly Subject specialist risk assessment to be produced by DoLS of all practical subjects 11.09.20

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		<p>school, storage systems to be used to allow no one but user to touch it within a period of 48 hours (72 hours for plastic)</p> <ul style="list-style-type: none"> • Tutors to check that pupils' have basic equipment each morning as part of tutor routine and ensure pupils are equipped. Tutors to contact home as part of 'Attitude for Learning' monitoring if a pupil presents as unprepared for learning on a frequent basis (<i>Added 2/09</i>) • Feedback and 'marking' of work to be trailed as an 'oral' exchange only, occurring approximately every 5 lessons with pupils (<i>To be explored further on INSET DAY 2: Teaching and Learning</i>) 	
	<i>Enhanced cleaning regime</i>	<ul style="list-style-type: none"> • Team of cleaners to be available throughout the day. Specific areas of the school to be allocated to each cleaner to ensure frequent, scheduled and systematic cleaning. • All additional cleaning throughout the day to be focused on communally touched surfaces e.g handles, handrails, taps, water fountains 	
Transmission of virus, continued	<i>Identifying Individuals at enhanced risk NB risk reduction controls must be developed for anyone in this category.</i>	<ul style="list-style-type: none"> • Individual Risk Assessments to be completed for those staff/pupils who are considered to be at enhanced risk (aged over 70; pregnant women after 28 weeks; chronic health conditions). Ensure that individuals are aware and closely follow the guidance on social distancing and hand/respiratory hygiene. • Use of All Wales COVID-19 workforce risk assessment tool • Consultation with medical professional teams in Health to evaluate the risk of pupils who are deemed to be at enhanced risk. Parental involvement to be throughout process to allow them to make informed decision about their child's attendance. 	<p>Staff RA updated 04.09.20</p> <p>KHS to monitor pupils who fall into vulnerable group</p>

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stress	<i>Outline of measures in place to prevent "pressure" developing into "stress" for individuals.</i>	<ul style="list-style-type: none"> Consultation with / Training for staff over Risk Assessment procedures at draft stage and as part of its ongoing review Coffee shop to be repurposed alongside social distancing guidelines to allow for staff welfare breaks and as a reflective space (and to balance out the limited personnel in Resource Bases). Colleagues encouraged to use this space due to staggering break and lunchtimes. Promotion of range of BCBC wellbeing resources (on Bridgend's web pages) and other support organisations such as Education Support Partnership on https://www.educationsupport.org.uk/ Increased use of school-based Wellbeing group particularly in the first half-term to allow for staff wellbeing to be frequently discussed. All staff to use the internal line management systems to raise any concerns or anxieties or liaise directly with the Deputy Head/Headteacher Review of pupils who are receiving support from (or may now require a referral to) Early Help to provide additional support to families around wellbeing and counselling. 	<p style="text-align: center;">Actioned 25.08.20</p> <p style="text-align: center;">Operational from 04.09.20</p> <p style="text-align: center;">Reviewed weekly</p>

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Educational visits	<i>COVID specific considerations for proposed trips.</i>	<ul style="list-style-type: none"> No educational visits should be planned for the Autumn term due to possibility of 'Second Lockdown' Any requests for domestic and non-overnight visits or events in the Spring/Summer terms should be discussed with SLT Line Manager at earliest opportunity Where visits or events are being considered, colleagues should refer to 'The Outdoor Education Advisers' Panel' throughout the process 	Actioned 04.09.20 Reviewed weekly
Uncontrolled outbreak in school	<i>School procedures / coordination</i>	<ul style="list-style-type: none"> The school would follow the protocols set out in the WG 'Operational Guidance for Schools and Settings from the Autumn Term' document (pp. 18-20), as outlined below: <ol style="list-style-type: none"> (i) Definition of <i>cluster</i> or <i>incident</i> based on two or more cases of COVID-19 (ii) Use of regular Test, Trace, Protect (TTP) contact tracing process for case involving only one person (iii) Gathering of information with Regional TTP team and PHW (iv) Management of incident to involve Incident Management Team (IMT) based on individual circumstances of the incident and school (v) Rapid deployment of swabbing/testing will be made available to support outbreaks in school by the NHS Wales TTP programme. 	Updated protocol produced by BCBC and received on Tues 22.09.20. This protocol will now be adopted in line with guidance from PHW

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		<p>(vi) The process should be handled sensitively and in confidence, for instance schools should not reveal anyone's identity.</p> <p>(vii) Further information to be shared with staff through WG leaflet: https://gov.wales/sites/default/files/publications/2020-07/test-trace-protect-guidance-for-education-settings-30-july-2020.pdf</p>	
<p>COVID-19 implications for existing assessments</p>	<p><i>Consideration of e.g. first aid, PPE for certain tasks</i></p>	<ul style="list-style-type: none"> • Full PPE to be worn should an individual require first aid treatment • The school would follow the protocols set out in the BCBC Guidance' and 'Covid-19 PPE Guidance for Schools' documents, as outlined below: <ul style="list-style-type: none"> (i) Welsh Government guidance indicates that there is no need to use personal protective equipment (PPE) when undertaking routine educational activities in classroom/school settings. (ii) Activities which may require PPE are listed as: Where there is a case of suspected coronavirus; need for intimate care; cleaning of an area where a person with suspected coronavirus may have been (iii) Use of the key worker office is for the donning and doffing of PPE equipment. Ensure that room is set up with PPE and signage/posters to remind colleagues about expected procedures. 	<p>DDE to seek first aid training and use of PPE with school nurse</p>

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		<ul style="list-style-type: none"> Visors will be made available to staff within each classroom should they wish to use them. <i>Staff are responsible for maintenance/cleaning of the visor and label it with their staff code (Added 02/09)</i> 	
Continuation of statutory building related inspections during further lockdown	<i>Plan / communication identifying roles and responsibilities</i>	<ul style="list-style-type: none"> Site staff to continue to work with Engie staff to continue to keep building safe and secure Legionella readings remain high at two spots. Audit of regime to be conducted WB 21.09.20 	21.09.20

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.

Appendix 1 – Outline of allocation of school areas to different contact (year) groups

The following areas of the school are to be used exclusively by the year group listed. Induction for each year group will introduce these specific measures to each year group and, where appropriate, enhanced cleaning measures in place.

		Area of Playground		Entrance to Building		Toilet Facilities	
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		Registration – SLT Link for Year group to supervise on Entry	
Year 7	Bottom end of Front Playground (Outside Technology Classrooms to Pupil Reception)	Technology Door	Technology Corridor Toilets (Amended 03/09)
Year 8	Top end of Front Playground (From Pupil Reception and outside Creative Arts Classrooms to Creative Arts Doors)	Pupil Reception Door	Humanities Corridor
Year 9	Right-Hand Side of Back Playground	Creative Arts Door	English Corridor Toilets
Year 10	Tennis Court Side of Back Playground	Sculpture Garden Door	Creative Arts Corridor Toilets (Amended 02/09)
Year 11	Astroturf	P.E. Corridor Door	P.E. Changing Room Toilets (Amended 02/09) <i>* Maths/Welsh Toilets to be returned as a Staff Toilet</i>
Year 12 / 13	Tennis Courts	Sculpture Garden Door / P.E. Corridor Door	Science Corridor Toilets (Amended 03/09)

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Appendix 2 – Outline of Morning and Lunch Break times and locations

The following table outlines when:

1. Each year group have access to the Dining Hall to buy snacks for morning break

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2. The times each year group are on lunch break and whether they are in the Hall first or second half of that break.

	Access to Dining Hall for Morning Snacks	Lunch Break	Venues for Lunch Break (Dining Hall Rotation)
Year 7	Lesson 2 – <i>Please check Daily Briefing as timed slot is linked to teacher at this time</i>	12.45 – 1.20	Year 7s are the sole year group on lunch at this time. Hall should be emptied by 1.10 for cleaning for Year 10s/11s
Year 8	Lesson 2 – <i>Please check Daily Briefing as timed slot is linked to teacher at this time</i>	12.15 – 12.50	Week 1 – First Half of Lunch (until 12.30) Week 2 – Second Half of Lunch (from 12.30)
Year 9	Lesson 2 – <i>Please check Daily Briefing as timed slot is linked to teacher at this time</i>	12.15 – 12.50	Week 1 – Second Half of Lunch (from 12.30) Week 2 – First Half of Lunch (until 12.3)
Year 10	This year group is permitted in the Hall 10.55-11.15 Week 1 – Second Half of Break Slot (<i>from approx. 11.05</i>) Week 2 – First Half of Break Slot	1.15 – 1.50	Week 1 – First Half of Lunch (until 1.30) Week 2 – Second Half of Lunch (from 1.30)

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Year 11	This year group is permitted in the Hall 10.55-11.15 Week 1 – First Half of Break Slot Week 2 – Second Half of Break Slot (<i>from approx.. 11.05</i>)	1.15 – 1.50	Week 1 – Second Half of Lunch (from 1.30) Week 2 – First Half of Lunch (until 1.30)
Year 12 / 13	These year groups are permitted in the Coffee Shop 10.55-11.15	Year 12s – 12.45-1.20 (with Year 7s) Year 13s – 1.15-1.50 (with Years 10s & 11s)	

Notes

Morning Break

- Daily bulletin outlines which time a Yr 7, 8 or 9 teacher should bring their class to the Dining Hall in order to purchase snacks for Morning Break. Classes should be supervised by the teacher, queued in the correct area of the venue and must be punctual for their 5 minute visit
- Walkie Talkies are used between the Dining Hall and the Year 10 / 11 playgrounds to communicate when the next contact group are permitted access to the venue. Once pupils are served, they return straight to their playground via their designated door.

Lunch Break

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- Walkie Talkies are used between the Dining Hall and the Year 8 / 9 playgrounds (12.15-12.50) or the Year 10 / 11 playgrounds (1.15-1.50) to communicate when the next contact group are permitted access to the venue
- Children who wish to use the Dining Hall must come immediately to that venue when open to their year group.
- As much as possible, each year group is sat in a particular area of the Dining Hall to allow for cleaning between contact groups

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