

**Appendices to RA 1 – Risk Assessment
Schools
February 2021**

HEALTH AND SAFETY RISK ASSESSMENT

Task/Activity/Person: COVID-19 autumn term 2021

Date: September 2021
Assessed By: Corporate Health and Safety Unit
Review Date: Following any significant change

Note:

*This revised risk assessment focuses on COVID-19 and has been undertaken by the Corporate Health and Safety Unit (CHSU) on behalf of schools. It requires completion of the school specific **Implementation of control Measures document** outlining the specific measures taken to comply with requirements (control measures) in order to enable the local authority and schools to demonstrate due diligence.*

Whilst this assessment has been undertaken at alert level 0 (Welsh Government assessment at start of autumn term 2021) it is feasible that the alert level could be changed at relatively short notice (at which time schools should revert to previous control measures at the appropriate level). Additionally individual schools may be required to implement additional controls locally following identification of outbreaks/clusters, such measures would be identified by a working group consisting of school, CHSU and PHW/EHO's.

NB alert level 0 does not equate to being COVID free and the requirement to work from/at home whenever reasonable and take additional or strictly implement existing control measures for "vulnerable staff" remains in place.

*This risk assessment must be read in conjunction with the **Explanatory Note** (appendix RA 13) and specific guidance contained in the appendices (also containing hyperlinks) and all relevant information then used to complete the school specific 'implementation of control measures' document.*

Schools MUST NOT implement 'ad hoc' controls without first contacting the Corporate Health and Safety Unit (CHSU) for guidance eg use of Milton to sterilise water in play troughs, use of "fogging machines".

Control measures indicated in this assessment must be implemented 'so far as is reasonably practicable' with the exception of procedures relating to actual COVID-19 cases eg positive/symptomatic, self-isolation etc.

The main **symptoms** of coronavirus are:

- 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 three 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 anything, or things smell or taste different to normal.

NB TTP will have sole responsibility for identifying and instructing close contact individuals to self-isolate (for other than exceptional circumstances this will not normally include under 18's or fully (double) vaccinated adults).

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Hazard (something with potential to cause harm) *all COVID-19 related	Risk (Who may be harmed & how?)	Risk Level before controls	List control measures: <i>NB all control measures listed below are required in order to demonstrate compliance with legal requirements and where not completed school must take immediate action to rectify.</i>	Risk Level after controls
<u>Transmission</u> Symptomatic persons entering school	<i>All persons, transmission of disease.</i>		<i>Guidance on symptoms, self-isolation requirements etc. is available and is communicated by schools / Bridgend County Borough Council (BCBC) to staff/parents through various media (see appendices RA 10/11)</i> <i>All staff to be vigilant for colleagues, pupils and visitors displaying symptoms.</i>	
Asymptomatic persons entering school	<i>All persons transmission of disease.</i>		<i>Staff and comprehensive school pupils to be encouraged to undertake LFD testing just before the start of term and to be encouraged to participate in LFD testing programme during term time (voluntary basis with testing on Monday and Wednesdays).</i> <i>Number of visitors limited at any given time (extrapolated from the requirement for staff to maintain social distancing while in school / school to avoid "pinch points" such as busy corridors during break times).</i> <i>Peripatetic/relief staff to avoid unnecessary contacts/movement throughout school</i> <i>All persons to adhere to personal hygiene / social distancing procedures and minimise movement around school.</i>	
Third party handling of used "face coverings"	<i>Transmission of virus</i>		<i>Pupils wishing to wear face coverings should be permitted to do so providing they are able to safely remove and dispose of the masks themselves.</i>	

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<p>Persons becoming symptomatic while at school; (similar arrangements for those becoming generally unwell and awaiting collection)</p>	<p><i>All persons transmission of virus.</i></p>		<p><i>School to provide an appropriate designated room for isolation (preferably with good ventilation/fresh air provision) while awaiting transportation home. PPE for use by staff <u>if required</u> and instructions for staff in procedures to be adhered to. (See appendix RA 9)</i></p> <p><i>Following removal from school, staff are required to obtain a COVID-19 test and inform school head of the outcome. NB continue self-isolation if COVID-19 test was negative but <u>cardinal symptoms</u> persist.</i></p> <p><i>Parents are encouraged to do the same for pupils otherwise the pupil must self-isolate for 10 days (or longer if symptoms persist – the time periods specified may be subject to change).</i></p> <p><i>Staff/parents are encouraged to obtain PCR tests for non-cardinal symptoms but irrespectively must remain from school where other symptoms exist eg diarrhoea, adhering to the specified time periods for each eg 48hrs symptom free.</i></p> <p><i>School should inform the local EHO/SRS team should more than 1 case be present in school at any given time.</i></p> <p><i>(See appendix RA 8)</i></p>	
<p>Transmission NB all listed control measures are inter-related therefore co-contributors to the overall</p>	<p><i>Person to person</i></p>		<p><i>Hand hygiene is particularly important and should be done immediately upon entering school and at various specified times throughout the school day. <u>Soap and warm water is the most effective means</u> but alcohol gel can be used where soap and water is not readily available.</i></p> <p><i>Alcohol gel is both an irritant (eyes) and flammable its use therefore must be carefully considered particularly in relation to its storage and unsupervised use by immature pupils.</i></p>	

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effectiveness of risk reduction.			(See appendices RA13 and 7)	
			<p><i>Respiratory hygiene focusses on the 'catch it, bin it, kill it' approach (ordinary bins are suitable).</i></p> <p><i>Where practicable/reasonable respiratory generating activities should be undertaken outdoors or if indoors ventilation maximised.</i></p>	
Transmission continued...	Person to person		<p><i>Social distancing is utilised to help reduce the potential for personal contact and direct inhalation of another's expelled air etc. schools must implement the measures outlined in the appendices and/or alternative measures (so far as is reasonable), where realistically viable in individual schools. See appendix RA 13</i></p>	
			<p><i>Visitors should wear face coverings within school buildings and outdoors (unless social distancing is easily maintainable)</i></p> <p><i>This is unlikely whilst dropping off/collecting pupils – see appendices RA 13</i></p>	
			<p><i>Although face coverings are no longer routinely required to be worn by staff or pupils* individual schools should consider their use where preferable measures are unavailable/inadequate resulting in significant congestion.</i></p> <p><i>*NB still required on dedicated school transport for Year 7 and above and when providing personal care (as previously).</i></p>	
	Poor air circulation		<p><i>Natural ventilation (via windows or vents) should be used as far as possible (without impacting upon thermal comfort) – this may be a pertinent control measure in changing rooms.</i></p>	

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Transmission continued...			<p><i>Where centralised or mechanical ventilation is present, re-circulatory 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).</i></p> <p><i>Desk fans etc can be used to enhance air circulation where fresh air supplies are available eg openable windows/doors.</i></p>	
	Via inanimate objects		<p><i>Touching of inanimate objects will be minimised eg leaving doors open where possible, removal of non-essential items including items that are impractical to clean.</i></p> <p><i>Possession of personal belongings within schools to be minimised</i></p> <p><i>Frequency of cleaning regimes should be as normal</i></p> <p><i>There will only be a requirement to provide enhanced cleaning where a positive case of COVID-19 has been present in a school. CHSU/Corporate Cleaning to advise on cleaning requirements.</i></p> <p><i>Disinfection cleaning procedures are used where required eg after isolation of a COVID-19 symptomatic person (including presence of body fluids).</i></p> <p><i>Disinfection using a bio-misting (fogging) machine is unlikely for other than exceptional circumstances and in the first instance corporate cleaning should be consulted.</i></p> <p><i>NB fogging must not be undertaken without prior consultation with CHSU</i></p> <p><i>(For specific guidance see Appendix RA6)</i></p>	
	Individuals at enhanced risk			

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			<p><i>All individuals who consider themselves to be at enhanced risk <u>must</u> complete the on-line assessment tool and discuss the findings with school management prior to the start of term.</i></p> <p><i>Those individuals classified as clinically extremely vulnerable will score an automatic 7 (very high risk), those who are unable to effectively work at home can return to school providing that school is "COVID-19 secure" ie appropriate controls are in place including the ability to diligently maintain social distancing (2m) allied to the other controls.</i></p>	
Stress	<i>Personal / professional concerns, ill health</i>		<p><i>The temporary but ongoing changes to personal and professional lifestyles can result in some individuals developing symptoms of stress. A variety of support mechanisms is available via BCBC eg 1:1 discussions with manager, wellbeing resources (see Bridgenders web pages) and educational staff can also access specific support eg education and support partnership, education workforce council. See appendix RA4</i></p>	
Unmanaged educational visits	<i>Attendees / others</i>		<p><i>Educational school trip risk assessments to be undertaken as normal but must include COVID-19 as a foreseeable hazard.</i></p>	
Uncontrolled / unidentified local outbreak of COVID-19	<i>Ill-health amongst occupiers / others</i>		<p><i>Clusters will be determined by the regional multi-agency Test Trace Protect (TTP) Team.</i></p> <p><i>Schools and the local authority will provide all necessary assistance to TTP teams and act upon any recommendations made. See appendix RA8</i></p>	

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<p>Failure to modify existing risk assessments/ procedures</p>	<p><i>Ill-health (frequent occupiers), safety related eg fire risks</i></p>		<p><i>Actions taken with respect to COVID-19 may require modification and or clarification to existing assessments following consultation with BCBC, SRS etc.</i></p> <p><i>Implementation of one way systems in corridors are not to be enforced during fire evacuations if they were to increase evacuation times.</i></p>	
<p>Failure to maintain statutory inspections during any subsequent school closure (lockdown).</p>	<p><i>Ill-health (frequent occupiers), safety related eg fire risks</i></p>		<p><i>Should the need arise to re-enter lockdown, schools must continue to undertake all building-related statutory inspections, testing etc. unless the government introduces more stringent restrictions prohibiting even essential work in schools.</i></p> <p><i>Corporate Landlord will issue advice on re-opening / recommissioning procedures following easing of lockdown and actual requirements will depend upon duration of school closure.</i></p>	
<p>Failure to provide essential health and safety training (where required for statutory compliance)</p>	<p><i>Persons engaged in related work activity / others in vicinity</i></p>		<p><i>Delivery of training to adhere to appropriate/reasonable COVID-19 control measures (both indoor and outdoor).</i></p> <p><i>Where training is undertaken by an external 3rd party the relevant BCBC manager is to assure themselves of the suitability of proposed COVID-19 controls.</i></p>	

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Key

	High risk
	Medium Risk
	Low Risk

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APPENDIX RA 2 - Educational visits

Educational visits

Whilst at alert level 0 educational visits are permitted providing the risk assessment identifies COVID-19 as a potential hazard and incorporates provision for any travel restrictions / self-isolation in force at the time.

The 'Outdoor Education Advisers Panel', has developed [guidance which may be useful for schools considering undertaking visits.](#)

APPENDIX RA 3 - First aid guidance link

First Aid Guidance links

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

[RESUS](#)

APPENDIX RA 4 - Stress

In addition to the information available to staff on 'Bridgenders', the Health and Safety Executive provide a generic [Stress Risk Assessment](#)¹ for use.

Staff wellbeing

Staff and learner wellbeing should be the primary concern. Key to helping learners feel safe is making sure the staff are feeling safe, this can be achieved by having reliable and consistent information, involving staff in decision-making at local level and having a coherent shared understanding of what the post COVID-19 plan is. The workload of staff at all levels should be monitored by schools and local authorities to ensure it is reasonable and appropriate. Schools and settings will need to consider the potential impacts on the health and wellbeing of staff and leaders, including work–life balance. There should be clear routes by which concerns can be raised with management and leadership. Clear support mechanisms should be put in place, for example access to employee assistance programmes and to [Education Support Partnership](#).

Staff should be aware of the Education Workforce Council's [Code of Professional Conduct and Practice](#) and may wish to draw on their good practice guides

¹ <https://www.hse.gov.uk/stress/risk-assessment.htm>

APPENDIX RA 5 – Individuals potentially at enhanced risk

Shielding staff and pupils

The Chief Medical Officer has reviewed the advice to people who shield due to them being considered as clinically vulnerable or clinically extremely vulnerable.

This means from 1 April staff can:

- go to work, **if they cannot work from home**, as long as the business is Covid-secure (has taken reasonable measures to minimise risk to employees);

A return to the workplace can only be permitted if all the control measures implemented will be **strictly** adhered to.

NB it is not possible for an employee to sign a 'waiver' accepting responsibility should they decide to disregard procedures or accept that adherence will not be possible.

Pupils who have been shielding can also return to school when appropriate for their year group.

The criteria for those classified as being clinically extremely vulnerable has been well publicised by Public Health Wales and GP's have made direct contact with individuals.

Schools must ensure that on their return, staff and pupils who have been shielding **maintain strict adherence to school COVID19 control measures** such as social distancing, hand hygiene etc

Unlike other staff and pupils, the use of face coverings cannot be considered a replacement/control for social distancing in this context.

All other staff

In addition to the above, all other staff are required to complete the online risk assessment a **Risk Assessment Tool** to ascertain if they are at higher risk of developing more serious symptoms.

The results should be communicated to senior leadership within the school **even if no adjustments are required**, as schools are required to verify that the assessment has been undertaken.

There is no requirement to repeat the assessment where one has previously been undertaken.

Wider support

A new service is available to support anyone affected by Coronavirus (COVID-19), providing information on a wide range of matters, from paying bills to finding somewhere to live.

Safety data sheet according to 1907/2006/EC, Article 31

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Version number 4

Revision: 16.04.2020

SECTION 1: Identification of the substance/mixture and of the company/undertaking

- **1.1 Product identifier**
- **Trade name:** ANDARTA HAND GEL 70%
- **Article number:** 1660
- **1.2 Relevant identified uses of the substance or mixture and uses advised against**
- **Sector of Use** Cleaning industry
- **Product category** PC35 Washing and cleaning products (including solvent based products)
- **Application of the substance / the mixture** Alcohol Hand Gel
- **1.3 Details of the supplier of the safety data sheet**
- **Manufacturer/Supplier:**
Arrow House, Longden Rd, Shrewsbury SY3 9AE
- **Further information obtainable from:** Product safety department.
- **1.4 Emergency telephone number:** 01743 283600

SECTION 2: Hazards identification

- **2.1 Classification of the substance or mixture**
- **Classification according to Regulation (EC) No 1272/2008**



GHS02 flame

Flam. Liq. 2 H225 Highly flammable liquid and vapour.



GHS07

Eye Irrit. 2 H319 Causes serious eye irritation.
STOT SE 3 H336 May cause drowsiness or dizziness.

- **2.2 Label elements**
- **Labelling according to Regulation (EC) No 1272/2008**
The product is classified and labelled according to the CLP regulation.
- **Hazard pictograms**



GHS02



GHS07

- **Signal word** Danger
- **Hazard-determining components of labelling:**
propan-2-ol
- **Hazard statements**
H225 Highly flammable liquid and vapour.
H319 Causes serious eye irritation.
H336 May cause drowsiness or dizziness.
- **Precautionary statements**
P101 If medical advice is needed, have product container or label at hand.
P102 Keep out of reach of children.
P103 Read label before use.
P210 Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking.
P241 Use explosion-proof [electrical/ventilating/lighting] equipment.
P305+P351+P338 IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
P405 Store locked up.
P501 Dispose of contents/container in accordance with local/regional/national/international regulations.

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- **2.3 Other hazards**
- **Results of PBT and vPvB assessment**
- **PBT:** Not applicable.
- **vPvB:** Not applicable.

SECTION 3: Composition/information on ingredients

- **3.2 Chemical characterisation: Mixtures**
- **Description:** Mixture of substances listed below with nonhazardous additions.

- **Dangerous components:**

CAS: 67-63-0	propan-2-ol	⚠ Flam. Liq. 2, H225; ⚠ Eye Irrit. 2, H319; STOT SE 3, H336	50-100%
EINECS: 200-661-7			

- **Additional information:** For the wording of the listed hazard phrases refer to section 16.

SECTION 4: First aid measures

- **4.1 Description of first aid measures**
- **General information:** Immediately remove any clothing soiled by the product.
- **After inhalation:** Supply fresh air; consult doctor in case of complaints.
- **After eye contact:** Rinse opened eye for several minutes under running water. If symptoms persist, consult a doctor.
- **After swallowing:** If symptoms persist consult doctor.
- **4.2 Most important symptoms and effects, both acute and delayed** No further relevant information available.
- **4.3 Indication of any immediate medical attention and special treatment needed**
No further relevant information available.

SECTION 5: Firefighting measures

- **5.1 Extinguishing media**
- **Suitable extinguishing agents:** CO₂, powder or water spray. Fight larger fires with water spray or alcohol resistant foam.
- **5.2 Special hazards arising from the substance or mixture** No further relevant information available.
- **5.3 Advice for firefighters**
- **Protective equipment:** No special measures required.

SECTION 6: Accidental release measures

- **6.1 Environmental precautions:**
Dilute with plenty of water.
Do not allow to enter sewers/ surface or ground water.
- **6.2 Methods and material for containment and cleaning up:**
Absorb with liquid-binding material (sand, diatomite, acid binders, universal binders, sawdust).
Dispose contaminated material as waste according to item 13.
Ensure adequate ventilation.
- **6.3 Reference to other sections**
See Section 7 for information on safe handling.
See Section 8 for information on personal protection equipment.
See Section 13 for disposal information.

SECTION 7: Handling and storage

- **7.1 Precautions for safe handling**
Ensure good ventilation/exhaustion at the workplace.
Prevent formation of aerosols.
- **Information about fire - and explosion protection:**
Keep ignition sources away - Do not smoke.
Protect against electrostatic charges.

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- **7.2 Conditions for safe storage, including any incompatibilities**
- **Storage:**
- **Requirements to be met by storerooms and receptacles:** Store in a cool location.
- **Information about storage in one common storage facility:** Not required.
- **Further information about storage conditions:**
Keep container tightly sealed.
Store in cool, dry conditions in well sealed receptacles.
- **7.3 Specific end use(s)** No further relevant information available.

SECTION 8: Exposure controls/personal protection

- **Additional information about design of technical facilities:** No further data; see item 7.

- **8.1 Control parameters**

- **Ingredients with limit values that require monitoring at the workplace:**

67-63-0 propan-2-ol

WEL	Short-term value: 1250 mg/m ³ , 500 ppm
	Long-term value: 999 mg/m ³ , 400 ppm

- **Additional information:** The lists valid during the making were used as basis.
- **8.2 Exposure controls**
- **General protective and hygienic measures:**
Keep away from foodstuffs, beverages and feed.
Immediately remove all soiled and contaminated clothing
Avoid contact with the eyes.
- **Respiratory protection:**
In case of intensive or longer exposure use self-contained respiratory protective device.

SECTION 9: Physical and chemical properties

- **9.1 Information on basic physical and chemical properties**

- **General Information**

- **Appearance:**

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· Colour:	Clear
· Odour:	Alcohol-like
· Odour threshold:	Not determined.
· pH-value at 20 °C:	7
· Change in condition	
· Melting point/freezing point:	Undetermined.
· Initial boiling point and boiling range:	82 °C
· Flash point:	13 °C
· Flammability (solid, gas):	Not applicable.
· Ignition temperature:	425 °C
· Decomposition temperature:	Not determined.
· Auto-ignition temperature:	Product is not selfigniting.
· Explosive properties:	Product is not explosive. However, formation of explosive air/vapour mixtures are possible.
· Explosion limits:	
· Lower:	2 Vol %
· Upper:	12 Vol %
· Vapour pressure at 20 °C:	43 hPa
· Density at 20 °C:	0.84453 g/cm ³
· Relative density	Not determined.
· Vapour density	Not determined.
· Evaporation rate	Not determined.
· Solubility in / Miscibility with water:	Fully miscible.
· Partition coefficient: n-octanol/water:	Not determined.
· Viscosity:	
· Dynamic:	Not determined.
· Kinematic:	Not determined.
· Solvent content:	
· Organic solvents:	70.0 %
· Water:	29.2 %
· Solids content:	0.8 %
· 9.2 Other information	No further relevant information available.

SECTION 10: Stability and reactivity

- **10.1 Reactivity** No further relevant information available.
- **10.2 Chemical stability**
- **Thermal decomposition / conditions to be avoided:** No decomposition if used according to specifications.
- **10.3 Possibility of hazardous reactions** No dangerous reactions known.
- **10.4 Conditions to avoid** No further relevant information available.
- **10.5 Incompatible materials:** No further relevant information available.
- **10.6 Hazardous decomposition products:** No dangerous decomposition products known.

SECTION 11: Toxicological information

- **11.1 Information on toxicological effects**
- **Acute toxicity** Based on available data, the classification criteria are not met.

LD/LC50 values relevant for classification:

67-63-0 propan-2-ol

Oral	LD50	5,045 mg/kg (rat)
Dermal	LD50	12,800 mg/kg (rabbit)

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Inhalative	LC50/4 h	30 mg/l (rat)
	LC50/96 h	9,640-10,400 mg/l (fish)

- **Primary irritant effect:**
- **Skin corrosion/irritation** Based on available data, the classification criteria are not met.
- **Serious eye damage/irritation**
Causes serious eye irritation.
- **Respiratory or skin sensitisation** Based on available data, the classification criteria are not met.
- **CMR effects (carcinogenicity, mutagenicity and toxicity for reproduction)**
- **Germ cell mutagenicity** Based on available data, the classification criteria are not met.
- **Carcinogenicity** Based on available data, the classification criteria are not met.
- **Reproductive toxicity** Based on available data, the classification criteria are not met.
- **STOT-single exposure**
May cause drowsiness or dizziness.
- **STOT-repeated exposure** Based on available data, the classification criteria are not met.
- **Aspiration hazard** Based on available data, the classification criteria are not met.

SECTION 12: Ecological information

· 12.1 Toxicity

· **Aquatic toxicity:**

67-63-0 propan-2-ol

EC50/48 h	2,285-13,299 mg/l (daphnia)
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- **12.2 Persistence and degradability** No further relevant information available.
- **12.3 Bioaccumulative potential** No further relevant information available.
- **12.4 Mobility in soil** No further relevant information available.
- **Additional ecological information:**
- **General notes:**
Water hazard class 1 (German Regulation) (Self-assessment): slightly hazardous for water
Do not allow undiluted product or large quantities of it to reach ground water, water course or sewage system.
- **12.5 Results of PBT and vPvB assessment**
- **PBT:** Not applicable.
- **vPvB:** Not applicable.
- **12.6 Other adverse effects** No further relevant information available.

SECTION 13: Disposal considerations

- **13.1 Waste treatment methods**
- **Recommendation** Must not be disposed together with household waste. Do not allow product to reach sewage system.
- **Uncleaned packaging:**
- **Recommendation:** Disposal must be made according to official regulations.
- **Recommended cleansing agents:** Water, if necessary together with cleansing agents.

SECTION 14: Transport information

- | | |
|--|---|
| <ul style="list-style-type: none"> · 14.1 UN-Number · ADR, IMDG, IATA | UN1219 |
| <ul style="list-style-type: none"> · 14.2 UN proper shipping name · ADR · IMDG, IATA | 1219 ISOPROPANOL (ISOPROPYL ALCOHOL) mixture
ISOPROPANOL (ISOPROPYL ALCOHOL) mixture |

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· **14.3 Transport hazard class(es)**

· **ADR, IMDG, IATA**



· **Class** 3 Flammable liquids.
 · **Label** 3

· **14.4 Packing group**

· **ADR, IMDG, IATA** II

· **14.5 Environmental hazards:** Not applicable.

· **14.6 Special precautions for user**

Warning: Flammable liquids.
 · **Hazard identification number (Kemler code):** 33
 · **EMS Number:** F-E,S-D
 · **Stowage Category** B

· **14.7 Transport in bulk according to Annex II of Marpol and the IBC Code**

Not applicable.

· **Transport/Additional information:**

· **ADR**
 · **Limited quantities (LQ)** 1L
 · **Excepted quantities (EQ)** Code: E2
 Maximum net quantity per inner packaging: 30 ml
 Maximum net quantity per outer packaging: 500 ml
 · **Transport category** 2
 · **Tunnel restriction code** D/E

· **IMDG**

· **Limited quantities (LQ)** 1L
 · **Excepted quantities (EQ)** Code: E2
 Maximum net quantity per inner packaging: 30 ml
 Maximum net quantity per outer packaging: 500 ml

· **UN "Model Regulation":**

UN 1219 ISOPROPANOL (ISOPROPYL ALCOHOL) MIXTURE, 3, II

SECTION 15: Regulatory information

· **15.1 Safety, health and environmental regulations/legislation specific for the substance or mixture**

· **Directive 2012/18/EU**

· **Named dangerous substances - ANNEX I** None of the ingredients is listed.

· **Seveso category** P5c FLAMMABLE LIQUIDS

· **Qualifying quantity (tonnes) for the application of lower-tier requirements** 5,000 t

· **Qualifying quantity (tonnes) for the application of upper-tier requirements** 50,000 t

· **REGULATION (EC) No 1907/2006 ANNEX XVII** Conditions of restriction: 3

· **15.2 Chemical safety assessment:** A Chemical Safety Assessment has not been carried out.

SECTION 16: Other information

This information is based on our present knowledge. However, this shall not constitute a guarantee for any specific product features and shall not establish a legally valid contractual relationship.

· **Relevant phrases**

H225 Highly flammable liquid and vapour.

H319 Causes serious eye irritation.

H336 May cause drowsiness or dizziness.

· **Department issuing SDS:** Product safety department.

(Contd. on page 7)

GB

Safety data sheet

according to 1907/2006/EC, Article 31

Printing date 17.04.2020

Version number 4

Revision: 16.04.2020

Trade name: ANDARTA HAND GEL 70%

(Contd. of page 6)

Abbreviations and acronyms:

ADR: Accord européen sur le transport des marchandises dangereuses par Route (European Agreement concerning the International Carriage of Dangerous Goods by Road)

IMDG: International Maritime Code for Dangerous Goods

IATA: International Air Transport Association

GHS: Globally Harmonised System of Classification and Labelling of Chemicals

EINECS: European Inventory of Existing Commercial Chemical Substances

ELINCS: European List of Notified Chemical Substances

CAS: Chemical Abstracts Service (division of the American Chemical Society)

LC50: Lethal concentration, 50 percent

LD50: Lethal dose, 50 percent

PBT: Persistent, Bioaccumulative and Toxic

vPvB: very Persistent and very Bioaccumulative

Flam. Liq. 2: Flammable liquids – Category 2

Eye Irrit. 2: Serious eye damage/eye irritation – Category 2

STOT SE 3: Specific target organ toxicity (single exposure) – Category 3

GB

APPENDIX RA 8 – Test Trace and Protect contact

At present those individuals defined as contacts* of a positive case are not required to self-isolate if they are either;

- Under the age of 18
- Have been double vaccinated (as long as they received their final dose of a vaccine at least 14 days prior to contact with a positive case.)

**providing that they themselves are not COVID-19 positive or symptomatic thereby needing to self-isolate for those reasons.*

Following identification of a positive case (laboratory based testing such as PCR) TTP will conduct the necessary field searches to identify contacts. School may well be asked to play a supporting role such as identifying friendship groups, thus enabling TTP to contact others potentially at risk of acquiring COVID-19.

Schools will be required to provide additional support by informing the regional multi-agency team of a possible link between cases;

Potential incidents/clusters – TTP will determine whether incidents or clusters are prevalent

<https://gov.wales/test-trace-protect-coronavirus>

APPENDIX RA 9 – GUIDE FOR COVID 19

Personal Protective Equipment (PPE)

COVID-19 PPE Guidance for Schools

Introduction

This guidance document details the Personal Protective Equipment (PPE) requirements relating to Coronavirus (COVID-19) as part of the overall infection control plan within the school.

COVID-19 is a virus, transmitted from person to person via water droplets by inhalation, or touching contaminated surfaces or individuals then transmitting the virus by touching the eyes, mouth, or nose providing a route into the body.

Physical (social) distancing, hand hygiene, and respiratory hygiene (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus.

All schools are following national and local guidance in order to reduce the risk of transmission of the virus, including:

- Ensuring that staff and pupils do not attend the education setting if they become symptomatic
- Ensuring that staff and pupils go home as soon as possible if they develop cardinal symptoms while they are at the setting, no matter how mild
- Ensuring arrangements are in place to minimise the risk of transmission
- Following good hygiene practices including regular handwashing

Use of PPE

Most staff in schools will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of two metres from others.

Welsh Government guidance indicates that there is no need to use personal protective equipment (PPE) when undertaking routine educational activities in classroom/school settings. The activities where PPE may be required are outlined below and a reference table is provided at **Appendix 1**.

- **Routine activities**
No PPE is required when undertaking routine educational activities in classroom or school settings
- **Intimate/personal care**
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.

Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.

APPENDIX RA 9 – GUIDE FOR COVID 19

Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions

- **Suspected COVID-19 symptoms**

Gloves, apron and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.

Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.

Gloves and aprons should be used when cleaning the areas where a person is suspected of having COVID-19 has been.

These above recommendations assume that staff are not undertaking aerosol generating procedures (AGP's) where more specific guidance and controls are required and would require a specific risk assessment.

Use of PPE

It is very important that, in using the PPE specified and provided, all staff have had information and training to put it on (donning) and take it off safely (doffing) to minimise the risk of inadvertent transmission.

Employees required to wear PPE for specific tasks/activities must be fully aware of the appropriate way PPE must be worn, including the correct way to put on and remove. Make sure anyone using PPE is aware of why it is needed, when to use it, its limitations (including how inappropriate use can present additional hazards), how to report if there is a fault and when to replace it.

Welsh Government have not provided specific guidance on the appropriate way to put on and remove PPE for educational settings. However, information, guidance and videos for care settings provide appropriate information for donning and doffing PPE in circumstances where it is required.

Guides for putting on and taking off PPE are available here: [Guides for Donning and Doffing PPE](#)

A guidance poster is also available and should be printed off as required: [PPE Donning and Doffing poster](#)

A video of the correct procedures to follow when using PPE is also available: [PPE video](#)

Maintenance and care of PPE

Ensure PPE is well looked after and properly stored when it is not being used. Personal protective equipment must be kept clean and in good repair and the manufacturer's guidance should be observed including recommended replacement periods and shelf life.

If PPE is damaged it may affect its strength and capability to function correctly. In these circumstances the PPE should be disposed of and replaced.

Cleaning of reusable visors/face shields

Reusable visors and face shields will need to be cleaned thoroughly after each use. Guidance is provided at Appendix 3 on how to undertake this task.

APPENDIX RA 9 – GUIDE FOR COVID 19

Disposal of used PPE

Where provided, PPE and other contaminated waste should be disposed of as clinical waste. Where not available, such waste should be placed in a refuse bag and disposed of as normal domestic waste unless it was used for an activity where someone has symptoms of COVID-19 – a new continuous cough OR fever OR loss/change to the sense of taste or smell.

Waste from activities where someone has symptoms of COVID-19, or from cleaning areas where they have been isolated, and PPE waste from their care:

- Should be put in a plastic rubbish bag and tied;
- The plastic bag should then be placed in a second bag and tied;
- Stored in a suitable and secure place, marked with a date, and left for 72 hours before disposal with normal waste.

APPENDIX RA 9 – GUIDE FOR COVID 19

Appendix 1

COVID-19 Related Personal Protective Equipment (PPE) in Schools

The following PPE requirements are supplementary to those previously identified in school risk assessments for routine activities such as caretaker duties, cleaning operations, science, design and technology etc.

Context	Disposable gloves	Disposable plastic apron	Fluid-resistant surgical mask	Eye/face protection
For dealing with non-symptomatic pupils where personal or intimate care intervention is required ¹ ¹ Keep Education Safe – Operational guidance for schools and educational settings	✓ as per normal pre-COVID assessment	✓ *as per normal pre-COVID assessment	✓ If presence of fluids by spitting, coughing, vomiting etc	✓ If presence of fluids by spitting, coughing, vomiting etc
For supervising symptomatic cases awaiting transportation that develop during the day where a 2m distance can be accommodated.	x	x	x	x
For supervising symptomatic cases that develop during the day - within 2m distance and no physical contact. ²	x	x	✓	x
For dealing with symptomatic cases that develop during the day - within 2m distance requiring physical contact. ² ² <i>Based on Public health Wales advisory note for Use of PPE in Social Care</i>	✓	✓	✓	✓ Risk assess – likelihood of fluids from spitting, coughing, vomiting etc
Cleaning area after COVID-19 symptomatic person has left the building	✓	✓	✓ Risk assess, proximity, presence of excreted fluids, aerosol generation etc	
Administering first aid	✓ The PPE listed above must be available within the first aid kit. First aider should determine the PPE requirements based on individual cases e.g. provide direction to casualty and maintain 2 metre distance if possible, severity of injury, treatment time, presence of fluids, symptoms etc. Refer to non-symptomatic personal care above.			

APPENDIX RA 9 – GUIDE FOR COVID 19

1. These recommendations assume that staff are not undertaking aerosol generating procedures (AGP's) where a specific risk assessment would be required and increased levels of PPE protection.
2. For any other scenario not outlined above where there is a need for close proximity for an extended time, a risk assessment will be required and advice can be obtained from the Corporate Health and Safety Unit.

Appendix 2

Putting on/Taking off personal protective equipment (PPE)



Public Health
England



Putting on personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)*

Please see donning and doffing video to support this guidance: <https://youtu.be/eANIs-Jdi2s>

Pre-donning instructions:

- Ensure healthcare worker hydrated
- Remove jewellery
- Tie hair back
- Check PPE in the correct size is available

- 1** Perform hand hygiene before putting on PPE.



- 2** Put on apron and tie at waist.



- 3** Put on facemask – position upper straps on the crown of your head, lower strap at nape of neck.



- 4** With both hands, mould the metal strap over the bridge of your nose.



- 5** Don eye protection if required.



- 6** Put on gloves.



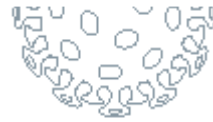
*For the PPE guide for AGPs please see: www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control

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Appendix 2 (continued)



Public Health
England



Taking off personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)*

Please see donning and doffing video to support this guidance: <https://youtu.be/eANIs-Jdi2s>

• PPE should be removed in an order that minimises the risk of self-contamination

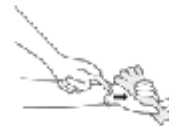
• Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area

1 Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off. Hold the removed glove in the remaining gloved hand.



Slide the fingers of the un-gloved hand under the remaining glove at the wrist.

Peel the remaining glove off over the first glove and discard.



2 Clean hands.



3 Apron. Unfasten or break apron ties at the neck and let the apron fold down on itself.



Break ties at waist and fold apron in on itself – do not touch the outside – **this will be contaminated.** Discard.



4 Remove eye protection if worn.

Use both hands to handle the straps by pulling away from face and discard.



5 Clean hands.



6 Remove facemask once your clinical work is completed.



Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard. DO NOT reuse once removed.

7 Clean hands with soap and water.



*For the doffing guide to PPE for AGPs see: www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control

Appendix 2 (continued)

Face fit testing and use of disposable respirators



Using disposable respirators

Pre-use checks

- You should be clean-shaven around the face seal to achieve an effective fit when using disposable respirators. Beards and stubble will stop the disposable respirator sealing to your face and protecting you properly
- Make sure it is the right disposable respirator for your work and for you - have you passed a face fit test in this disposable respirator?
- Make sure the disposable respirator is clean and undamaged before you use it
- Follow the manufacturer's instructions for checking the disposable respirator and putting it on
- Check the fit every time you put on the disposable respirator to ensure there are no leaks

Putting the disposable respirator on and checking it fits

1 Cup the disposable respirator in one hand, with the straps hanging out of the way.

2 Hold the disposable respirator in place on your face.

3 Pull the bottom strap over your head, to the back of your neck.

4 Pull the top strap over your head to sit above your ears.

5 Check the straps are not twisted. If you need to tighten the straps, pull both ends at the same time, bottom first, then top.

6 If there is a nose clip, press this firmly to the shape of your nose.

7 Before entering the workplace, a user seal check should be carried out. This is done by placing your hands over the filter material and breathing in. The mask should suck down onto your face when you breathe in sharply. You should hold your breath for ten seconds and the disposable respirator should not loosen. If it does, you should readjust and repeat.

Check your disposable respirator before you put it on. Then do a pre-use seal check or fit check - for a proper seal each time: Clean shaven? Edges tight? Chin snug? Nose clip shaped? Straps in place?

This poster illustrates a typical disposable respirator, there are many other types available. Follow the manufacturer's instructions on putting your type of disposable respirator on and checking it fits.

Visit [hse.gov.uk/respiratory-protective-equipment](https://www.hse.gov.uk/respiratory-protective-equipment) for more information

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C100 03/2020

APPENDIX RA 9 – GUIDE FOR COVID 19

Appendix 3

Cleaning of reusable face shields or eye protection

This process applies at **step 4** of the doffing procedures where eye protection is removed.

Remember: the outside of your shield is potentially contaminated.
--

Step 1

- Remove your gloves and apron safely. Dispose of them correctly.
- **DO NOT REMOVE YOUR FACE MASK**
- **Do not touch your face.**
- **Do not lean forward when removing your shield as it may touch your body.**
- Remove your face shield by gripping the straps at the back of your head with both hands. Pull the straps up and over your head, keeping your eyes and mouth shut while doing so.
- Place the shield onto clean paper towel/s and **wash your hands.**

Step 2

- Put on new gloves to clean your face shield. Pick up your face shield avoiding the front which is contaminated. Clean all over starting with the front of the shield with anti-bacterial wipe or solution with paper towels.
- Ensure every part of it is thoroughly covered including the straps.
- Dispose of the wipes/towels.
- **To prevent the possibility of contamination, do not put your face shield down until you have completed step 3.**

Step 3

- Dry your face shield with clean paper towels. Once dried it can be stored or place on clean fresh paper towels, ready to be re-used. Dispose of the paper towels and remove your gloves safely.

Resume at step 5 of the doffing procedure

APPENDIX RA 11 – SYMPTOMS OF COVID

COVID-19 symptoms and self-isolation

Schools must ensure that the procedures outlined below are fully understood by staff and effectively communicated to parents/carers, they should also be explained to pupils where appropriate.

Individuals react differently to the COVID-19 virus and some people remain asymptomatic, hence the requirement for anyone feeling unwell to remain at home. The common symptoms (point 2) require a degree of interpretation eg a single bout of coughing or someone who habitually coughs do not represent new continuous coughs therefore requiring removal from school.

Schools must ensure that anyone in the following categories do not attend school:

1. They feel unwell
2. They are displaying any of the COVID-19 symptoms (eg a new continuous cough, a high temperature* ie back or chest is warmer to the touch than surrounding skin, loss or change of taste or loss or change of smell.

*It is unnecessary for schools to take actual temperature readings or routine temperature testing eg upon arrival at school.

3. They have tested positive for COVID-19 in the past 10 days or are still symptomatic (whichever is greater).
4. Share a household with someone who has tested positive for COVID-19 or been COVID-19 symptomatic within the last 10 days.
5. They are instructed to self-isolate by a representative from the NHS test, track and protect teams.
6. Schools and settings should have a clear escalation policy and procedures in place if pupils or staff begin to show symptoms of COVID-19 while at the school/setting.

Those showing symptoms should be kept separate until they can be collected and taken home. Ideally, this should be in a separate room (preferably having a supply of fresh air or mechanical ventilation) and supervised from a distance of two metres where possible - but recognising this may not be possible with younger learners.

PPE would only be required if it is necessary to perform certain procedures.

If they need clinical advice, they (or a member of staff, or their parent/carer) should go online to [111 Wales](#) (or alternatively tel. 111).

Surfaces that learners or staff with symptoms have come into contact with, should be carefully and thoroughly cleaned.

APPENDIX RA 12 – CORPORATE LANDLORD GUIDANCE

Corporate Landlord

COVID-19 – guidance issue 1 - 22 July, 2020

Total Facilities Management Update – Operational Buildings

Following updated advice and latest guidance from the HSE based on a better understanding of the COVID-19 virus, please see below an update for the use of plant and equipment at all premises in an effort to allow for safe occupation:

Advice on re-opening premises

- **What is legionnaires' disease?**

Legionnaires' disease is a potentially fatal form of pneumonia contracted by inhaling aerosols contaminated with legionella bacteria within water systems

- **COVID-19 lockdown**

When buildings become low in occupancy during COVID-19 or shut completely (mothballed), the legionella water risk increases.

- **HSE guidance**

HSG 274 Part 2, paragraph 2.52 - In general, systems are normally left filled with water for mothballing and not drained down as moisture will remain within the system enabling biofilm to develop where there are pockets of water or high humidity.

The existing systems should be recommissioned as though they were new (ie thoroughly flushed, cleaned and disinfected) before returned to use.

- **Action – low occupancy buildings**

Where a building is still occupied, albeit at a lower occupancy, then water flushing should continue, but the additional low use outlets that may now exist should be included. It is essential that a full flushing regime is adopted and that documentation can be provided that **ALL** outlets have been flushed.

In this case consider opting for twice weekly flushing as a short-term measure to increase water turnover within your building.

Water temperatures still need to be maintained and undertaken, ensuring all records are kept and action taken on any non-conforming temperatures.

- **Action - mothballed buildings**

Building re-occupation after prolonged periods of no use is where the greatest risk lies if certain procedures are not followed correctly:

APPENDIX RA 12 – CORPORATE LANDLORD GUIDANCE

2-3 weeks prior to occupation

1. Consider conducting a building chlorination, especially where cold water storage tanks are in place. The volume of stored water will have become stagnant and may have suffered thermal gain (>20°C)
2. Consider taking Legionella samples to confirm if the bacteria exists, this allows time for action prior to building re-occupation
3. If the quarterly showerhead cleaning and disinfection was due within the shutdown period, bring this up to date

This specialised work has been undertaken by our specialist contractor - Vector Air & Water to all BCBC owned buildings.

2-3 days prior to occupation

1. Raise temperature of the calorifier(s) / hot water storage vessel(s) to 60°C
2. Flush through and purge all outlets until the temperature at the outlet stabilizes and is comparable to supply water and purge to drain

***Caution** - Minimise exposure to aerosol by removing showerheads, covering spray taps with a clean cloth, placing clean plastic bag over fixed showerheads and cutting the corner of bag. Once flushing has started, it should continue until all outlets are back in regular use (twice weekly flushing in healthcare buildings)

***Document all actions in the site logbook**

Air Handling Units & Extract Systems

- There is no change to received guidance from industry bodies (including REHVA & CIBSE) in respect of COVID-19 that all supply & extract systems (AHU) must be run for 24 hours. On these systems, dampers, on re circulation must be closed. These dampers will need to be altered, within the controllers of the AHU
- Windows must be open where practicable.
- WC, & kitchen **extract systems** to run during periods of occupation
- Heating systems, with fan convector heaters fitted, should not be used and should be turned off.
- Any air conditioning systems which recirculates air must be turned off. The only exceptions are systems which take air direct from outside and server/comms rooms. If anyone is working within these rooms, the air con units should be turned off during the works.
- Air con systems which are ducted and have multiple outlets in different rooms, or multiple outlets in the same room must be turned off, or used when no one is in the room
- Split air-con systems which are box suspended on the ceiling or wall, can be used if single occupants are present only. However they **must** have extra fresh air provided, via an openable window. If there are no openable windows or if it is an internal room turn off the system, or only use when no one is in the room.

APPENDIX RA 12 – CORPORATE LANDLORD GUIDANCE

If you need any additional support or advice, please contact:

facilitieshelpdesk@bridgend.gov.uk for issuing of job requests/works instructions

alan.walters@bridgend.gov.uk for any technical advice and further guidance

APPENDIX RA 13 – AUTUMN CONTROL MEASURES, EXPLANATORY NOTE

Explanatory Note COVID-19 - *A Balanced Approach*

NB blue text signifies the additions/alterations in relation to alert level 0

We are all aware of the presence of COVID-19 in society and of its basic characteristics ie a virus, primarily transmitted from person to person via water droplets by inhalation or touching contaminated surfaces/persons then touching eyes/mouth/nose thus enabling entry into the body.

COVID-19 is a communicable disease thus within the remit of Public Health Wales to whom the HSE and employers / schools will provide every assistance.

NB a separate duty exists under safety legislation to ensure the health safety and welfare of employees and others who may be affected by our undertaking (work activities).

One of the strengths of 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 ie adherence to pre-existing legislation is still required (and achievable) whilst complying with COVID-19 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.).

For example:

Alcohol sanitising gel may be recommended where soap and water are unavailable but the proposed use of gel must also consider its storage, location/potential for unauthorised use given its classification as flammable and irritant.

Welsh Government guidance for schools at alert level 0 continues to advocate the same range of controls as previously but reflective of the lower COVID-19 risk level.

Drinking water must be made available throughout the day and individual schools can develop their own system to permit pupils to use a fountain to top up their water bottle immediately after returning from break and having just washed their hands. The fountain can also be incorporated in the additional cleaning regime. Some schools already place a wall mounted gel dispenser near to the fountain to ease hand cleansing.

The above method enables staff to actively monitor how much water pupils are drinking (observing how much needed to top up the bottle each time) which is especially important with younger pupils during hot weather.

This explanatory note provides an overview of primary control measures emphasising proportional application and it is recommended that CHSU are contacted when further clarification / interpretation etc is required.

APPENDIX RA 13 – AUTUMN CONTROL MEASURES, EXPLANATORY NOTE

The **COVID-19 regulations** and associated guidance is qualified by the term “reasonable” and the regulations equate this to the health and safety term “so far as is reasonably practicable” and are designed to minimise its impact upon society and within schools by their cumulative effect.

If it is not reasonable (eg disproportionately costly, gives rise to additional hazards, unachievable – such as ability of pupils to maintain social distancing etc, and of limited benefit to fully implement a particular measure, it does not in itself constitute a breach/failure to comply with requirements (due to the cumulative effect of all measures in place).

Effective management of COVID19 within schools still focusses on the following:

- **Minimising likelihood of COVID** by preventing symptomatic persons attending, isolating / removing if becoming symptomatic in school.
NB temperature screening upon arrival at school is inappropriate and not recommended.
- **Voluntary (twice weekly) LFD testing** – by staff and comprehensive pupils
- **Personal hygiene** – hand and respiratory.
- **Adequate ventilation** - (fresh air / mechanical systems).
- **Social distancing** – particularly for staff
- **Surface / equipment cleaning**
- **Protecting vulnerable people** (eg clinically extremely vulnerable - such staff must complete the on-line assessment and discuss outcome with school management.

NB PPE is not a stand-alone control measure but may be required when undertaking a specific task.

This guidance contains an explanation of the above and some possible implementation measures which may / may not be suitable for individual schools which may have different but equally suitable local arrangements.

Where appropriate a more detailed explanation of individual control measures is available within the appendices.

Minimising likelihood of COVID-19 – those entering schools can be considered as a unique social group whereby schools have a degree of influence in deterring symptomatic persons from entering and having voluntary LFD programme / monitoring procedures in place to identify and isolate individuals becoming symptomatic thus minimising the likelihood of transmission – *as per existing procedures*. The local authority and individual schools will provide all necessary assistance to the NHS Test, Trace and Protect teams (TTP).

APPENDIX RA 13 – AUTUMN CONTROL MEASURES, EXPLANATORY NOTE

Hand hygiene – significant emphasis is placed on effective hand hygiene which focusses on the following

- Thorough hand washing - Preferably using soap and warm water as this is the most effective method (cold water is equally effective but is less likely to be used!)

While paper towels OR electric dryers can be used to dry hands current guidance requires us to assess if it is **reasonably practicable** to avoid the use of electric dryers, use automatic soap dispensers and lidded bins for paper towels. Such an assessment requires consideration of installation costs, maintenance (emptying bins), additional hazards eg blocked toilets/sinks (flooding), arson.

Additionally, it is currently recommended that where toilets are used by different groups, hand sanitising units are placed outside toilet blocks for people to clean their hands before entering (as well as before leaving) and this will have to be factored into any assessment for the above.

If it is decided to place sanitising units outside some toilet blocks, school should consider repositioning existing units before purchasing additional dispensers.

Where soap/water is not readily available, alcohol gel can be used (60-85% alcohol) – 100% alcohol is unsuitable. NB anti-bacterial gel is ineffective at removing COVID (or any other virus).

Hand washing should be done at **strategic times** eg when entering school, touching several communal surfaces (ie periodically throughout the day).

HANDS MUST ONLY BE CLEANED USING ONE METHOD AT ANY GIVEN TIME
ie DO NOT wash hands with soap /water then apply alcohol gel. **Unless thoroughly dried, wet hands can render alcohol gel ineffective due to dilution.**

Dirty hands must be cleaned using soap and water as alcohol (or any other) gel cannot remove dirt, grease etc.

NB repetitive hand washing is likely to give rise to skin problems (dermatitis) for some individuals and so must be proportionate to possible exposure/contacts.

Hand washing is also required when using PPE (to avoid cross contamination) and integral to effective hand hygiene is avoiding/minimising touching the face and surfaces (particularly surfaces liable to frequent touching by others).

Always consider interaction with others when using such facilities.

Respiratory Hygiene - effective respiratory hygiene ie promoting the 'catch it, bin it, kill it' approach - preferably using disposable paper tissues. There is no requirement to provide clinical waste or lidded bins (but some schools may choose to install lidded bins due to certain pupil groups).

APPENDIX RA 13 – AUTUMN CONTROL MEASURES, EXPLANATORY NOTE

Face masks / coverings

The routine use of face coverings of any kind is no longer advocated for schools. However, if a pupil wishes to wear one for legitimate reasons (concern etc) they should be permitted to do so providing they are able to use it appropriately (don/doff, dispose etc).

Where for example social distancing is wholly unattainable such as at significant pinch points, a school may decide to implement the use of face coverings as mitigation (being mindful of exposure time etc not just distance). Schools can seek support from CHSU if required.

NB home-to-school transport requires the wearing of face coverings by pupils in Year 7 and above.

The use of RPE (PPE masks) for medical/care related procedures remains in place.

Face shield

These are only used where there is a foreseeable potential for exposure to body fluids eg spitting and should already have been used prior to the COVID-19 pandemic for such scenarios.

Additionally, face shields do not provide exemption from the requirement to adhere to any existing COVID-19 control measure within school.

Adequate ventilation is an effective dispersant to prevent the accumulation of virus containing material and for indoor environments. **Where reasonable**, opening doors/windows (assisted by portable fans – if available) will assist existing mechanical ventilation systems. However, if opening doors/windows presents significant safeguarding, thermal comfort issues etc, it would be an inappropriate course of action.

Any concerns regarding ventilation should be forwarded to Corporate Landlord (main links Alan Walters/Justin Kingdon).

Social Distancing

Schools are still required to maintain social distancing so far as is reasonable and the expectation is that this is far more achievable in comprehensive schools and between staff in primary schools.

A revised classroom layout may be beneficial without adversely affecting the educational experience eg. seating learners side by side and forward facing, rather than face-to-face or side-on, or moving unnecessary furniture out of classrooms to make more space. However there are specific environments where this would, in all probability, be unachievable eg workbenches in D&T workshops, science laboratories.

In order to facilitate limited school opening during the 2020 summer term some schools were able to implement fairly elaborate one-way systems. However, it was acknowledged at the time that school may find this approach unsustainable when attempting to deliver a normal curriculum.

APPENDIX RA 13 – AUTUMN CONTROL MEASURES, EXPLANATORY NOTE

While one-way systems may appear superficially advantageous, they must be fully evaluated giving due consideration to eg number of additional pupils present, possible bottlenecks (doors, stairs, etc. to ensure their implementation would be of overall benefit. eg development of a one way system in a corridor requiring movement of 3 classes along it (approx. 90 pupils) at a time could be less beneficial than 2 classes passing one another in the same corridor (bottleneck, time taken, enhanced interaction).

Where reasonably achievable, schools should implement procedures for all persons walking along corridors / stairs to ‘stay left’ and will need to consider interaction between pupils and staff walking in the same direction – particularly along one-way systems where interaction is more likely.

It is acknowledged that it will not be possible to fully implement the above when working with many learners who have complex needs or who need close contact care and for these learners’ educational and care support should be provided as normal.

Use of Lifts

Schools should refer to their existing procedure in relation to the use of lifts and assess whether any changes are necessary to implement the COVID-19 procedures (so far as is reasonably practicable).

Whenever possible (reasonable) one person should travel at a time, if supervision is required people should avoid close facial contact – PPE is not required due to limited time in lift (unless passenger is being transported due to being COVID symptomatic or unwell).

NB the use of evacuation chairs during emergencies should follow normal practice.

Cleaning

Cleaning in schools should be as normal unless there is a positive case of COVID-19. In such a situation, schools will be required to provide an enhanced **surface** cleaning regime as advised by CHSU/Corporate Cleaning.

Emergency cleaning arrangements (following illness by symptomatic person etc) must continue to be available within school.

Protecting vulnerable people – health and safety legislation requires us to identify and where appropriate implement additional safety measures (so far as is reasonably practicable) to enable vulnerable people to attend school.

Vulnerable staff must complete the on-line assessment tool and discuss the outcome with school management to ensure that appropriate control measures are in place.

Schools are recommended to contact CHSU / HR where they feel unable to provide additional control measures to the required standard. *NB individuals cannot ‘waive’ their rights to health and safety protection in order to attend school.*

APPENDIX RA 13 – AUTUMN CONTROL MEASURES, EXPLANATORY NOTE

Additionally there are specific educational and employment requirements which schools must also take into account when considering the presence of vulnerable people in school.

The appendices provides guidance on the following groups;

- Clinically extremely vulnerable
- At enhanced risk
- At statistical risk eg BAME



APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 September 2021 (school specific)

Version No.	0.1
Owner	CHSU
Release Date	
Last Review	31/08/2021
Circulation	CHSU

The Corporate Health and Safety Team has undertaken a risk assessment specifically relating to the opening of schools and similar educational establishments for September 2021. 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**’ – ie ‘reasonable’). Given the measures schools implemented for the summer term 2021 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 and the measures advocated/implemented here reflect the COVID risk at alert level 0.

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 based on their design, type of occupancy etc so it is essential that headteachers consider each of the elements and adapt appropriate measures to 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-19 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.

Any signage is supplemental to normal communication mechanisms and should therefore be proportionate.

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APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 September 2021 (school specific)

Applicable National Guidance

UK Govt Guidance. Decontamination in Non-Health Care Settings

Welsh Government Guidance (Education)

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.

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:
Assessed By:
Review Date: Following any significant change

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**APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES
COVID-19 September 2021 (school specific)**

Key area	Elements of control	Details of control measures	Further actions required including target/completion dates
Transmission of virus	Prevention of symptomatic persons entering school	Procedure / guidance	
	Minimising asymptomatic persons entering school	Procedure / guidance	
	Use of face coverings on dedicated home-to-school transport for Year 7 and above	Procedure / guidance / partnership with transport operators	
	In-school isolation arrangements / procedures for testing/informing.	Coordinator, isolation room etc.	

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**APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES
COVID-19 September 2021 (school specific)**

Key area	Elements of control	Details of control measures	Further actions required including target/completion dates
Hand hygiene	Hand hygiene	Strategy employed, hand washing frequency etc.	
	Respiratory hygiene	Consideration of additional bins etc. actions in relation to appropriate use of face coverings by visitors etc.	
	Social distancing measures	eg partial one-way system, 'keep left' protocol, room layout, consideration of pinch-points.	
	Air circulation / replenishment	Balanced approach to increasing natural ventilation, identification of problem areas etc.	

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**APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES
COVID-19 September 2021 (school specific)**

Key area	Elements of control	Details of control measures	Further actions required including target/completion dates
Key area	Contact with inanimate objects	Consideration of how to minimise contact	
	Normal cleaning regime (appropriate for alert level 0)	Enhanced cleaning only where there is a positive case.	
	Identifying Individuals at enhanced risk NB risk reduction controls must be developed for anyone in this category.	Completion of online assessment tool, discussion between individual and school to agree appropriate controls.	
Stress	Outline of measures in place to prevent 'pressure' developing into 'stress' for individuals.	Open/1:1 discussions, use of resources / support services etc.	

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APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 September 2021 (school specific)

Key area	Elements of control	Details of control measures	Further actions required including target/completion dates
Educational visits	Outline of measures to ensure COVID-19 is identified as a foreseeable hazard	Reference to guidance, support agencies etc.	
Uncontrolled outbreak in school	School procedures / coordination	School arrangements to communicate with local authority / CSC / TTP etc.	
COVID-19 implications for existing assessments	Consideration of eg first aid, PPE for certain tasks	Confirmation of action, revised assessments	
Continuation of statutory building related inspections during further lockdown	Plan / communication identifying roles and responsibilities	Confirmation that plan is in place and effectively communicated to relevant staff.	

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APPENDIX RA 14 - IMPLEMENTATION OF CONTROL MEASURES COVID-19 September 2021 (school specific)

Key area	Elements of control	Details of control measures	Further actions required including target/completion dates
Continuity of statutory training	Matrices of training requirements developed	Oversight arrangements to ensure delivery of training	

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 Unit whenever an element of doubt exists, particularly as the implementation of inappropriate control measures can be as if not more detrimental that not having any.

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

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