



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

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Release Date	
Last Review	30/03/2022
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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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: 30/03/22

School: Heronsbridge

Assessed By: Jeremy Evans

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	<p>Measures to ensure staff and pupils do not attend the school when symptomatic.</p> <p>Notice on reception entrance, reception staff to ask visitor to confirm that they are symptom free. Only essential visitors admitted – buzzer & intercom/camera.</p> <p>Communicated in letter to parents and staff letters from director/emails from BCBC & Bridgend.</p>	<p>Staff to use NHS symptom checker: https://111.wales.nhs.uk/SelfAssessments/symptomcheckers/COVID19.aspx</p>
	Minimising asymptomatic persons entering school	<p>Mon/Weds/Fri lateral flow testing is promoted and recommended to all staff, visitors offered and supplied with LFT if required. LFT home testing kits available to all older pupils if requested.</p> <p>Visits strictly limited to H&S/essential contractors/maintenance/healthboard/specialist teachers and anything vital to pupil education and/or health and wellbeing.</p>	

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Key area	Elements of control	Details of control measures	Further actions required including target/completion dates
Key area		Critical physical meetings only if absolutely necessary and by appointment only, virtual meetings preferred option.	
	Use of face coverings on dedicated home-to-school transport for Year 7 and above	Older pupils are encouraged to wear face coverings on school transport. Welsh Government guidance does not recommend the use of face coverings for pupils with some additional learning needs.	
	In-school isolation arrangements / procedures for testing/informing	Any symptomatic pupil must be taken to the school's isolation room (Relaxation Room). Symptomatic adults must leave the premises and book a PCR test. All staff have received the communication from BCBC re test, trace, protect – also on Bridgenders. Room evacuated, move to different (empty) area, unwell individual isolated and family or parents contacted. (staff wear full PPE)	

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Key area	Elements of control	Details of control measures	Further actions required including target/completion dates
Key area		<p>Family will collect pupil, arrange a LFT/PCR test, await result and instructions from TTP.</p> <p>BCBC cleaning team called for clean-up and deep clean isolation room. Full PPE worn.</p>	
	Hand hygiene	<p>Hand washing routine on arrival, after eating and following a cough or sneeze, after handling shared equipment, following physical contact, before and after handling food. (Hand washing is part of our PSE/personal care/wellbeing daily routines for pupils).</p> <p>All bathrooms well stocked, wall soap & sanitiser dispensers at numerous locations throughout school (40-50 additional)</p> <p>Sanitisation supplies for all classes.</p> <p>Information on posters, staff to model and support pupils.</p>	

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Key area	Elements of control	Details of control measures	Further actions required including target/completion dates
Key area		<p>Hand washing takes precedence over the use of sanitiser.</p> <p>Full enhanced PPE for staff available in every classroom and bathroom – gloves, aprons, fluid resistant masks & visors. (must be worn when providing personal and intimate care).</p>	
	Respiratory hygiene	<p>Staff are encouraged to wear WHO standard recommended three layer face coverings in all communal areas – such as corridors and stairwells and all areas of school – where appropriate.</p> <p>Visitors must wear a 3-ply face covering and limit time on site.</p> <p>Full enhanced PPE for staff available in every classroom and bathroom – gloves, aprons, fluid resistant masks & visors. (must be worn when providing personal and intimate care).</p>	

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Key area	Elements of control	Details of control measures	Further actions required including target/completion dates
	Social distancing measures	<p>Under 11s are exempt from social distancing measures.</p> <p>Essential use of lift only, for pupils with mobility requirements – limit queuing for lift in corridor.</p> <p>No entry to reception, buzzer & video camera, 2m taped-off waiting zones at front of school. Perspex screen across reception hatch.</p> <p>Vehicle drop off and disembarkation – limited and controlled by staff at barrier, to support social distancing at bottle-neck entry and exit points.</p> <p>Usual level of staff, supporting individual pupil needs, traffic marshals on pick-up/drop-off.</p> <p>Signs advising and promoting social distancing displayed at entrances and circulation areas.</p> <p>Departments to withdraw their own departmental group ‘bubbles’ – where possible and safe to do so. ‘Bubbles’ are not statutory, but help to reduce risk. Classes with a positive case to not join larger events</p>	

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Key area	Elements of control	Details of control measures	Further actions required including target/completion dates
Key area		<p>– staff may be redeployed across departments, to ensure adequate support. Each department uses their own corridors/entrance/staircase (where applicable) and eats in separate dining hall lunch sittings (with hygiene breaks). Play areas are unique to each department. Departmental and whole school assemblies to take place only if good ventilation can be supported</p>	
	Air circulation / replenishment	Windows and doors kept open – except fire doors, final exits and where pupil safety is compromised.	
	Contact with inanimate objects	Individual resources kept in class, not shared if there are positive cases, Resource Room returning to full operation. Only one contact group at a time in any enclosed outdoor space, loose play equipment securely stored – or managed by each individual class.	

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Key area	Elements of control	Details of control measures	Further actions required including target/completion dates
		<p>Staff to take responsibility to wipe down, cleaners to clean rooms at the beginning and end of the day.</p> <p>'Touch points' cleaned in the middle of each day by additional cleaning team.</p> <p>Shared areas/equipment to be cleaned down between sessions – eg Gymnasium/Art Room/DT.</p>	
	Normal cleaning regime (appropriate for alert level 0)	<p>Enhanced cleaning only where there is a positive case.</p> <p>BCBC cleaning team in before school, after school and additionally, during the school day.</p> <p>Classes to only use toilets in their department, staff to only use staff toilets in their department (or nearest communal toilet, if not attached to a department).</p> <p>More frequent deep cleaning, sanitising resources in every classroom.</p>	

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Key area	Elements of control	Details of control measures	Further actions required including target/completion dates
	Identifying Individuals at enhanced risk NB risk reduction controls must be developed for anyone in this category.	<p>A Welsh Government risk assessment tool has been developed to help people working to see if they are at higher risk of developing more serious symptoms if they come into contact with Coronavirus (COVID-19). It helps people to consider their personal risk factors for Coronavirus (COVID-19) and suggests how to stay safe.</p> <p>If staff are concerned – following personal completion of RA, they are able to discuss these with line manager/SLT.</p> <p>Parents who have concerns about the risks and potential health implications for their child should seek advice from their GP/consultant/paediatrician/specialist nurse and discuss with class teacher/Headteacher.</p>	<p>https://gov.wales/sites/default/files/publications/2021-06/covid-19-education-child-youth-settings-workforce-risk-assessment-tool.pdf</p>
Stress	Outline of measures in place to prevent 'pressure' developing into	<p>Open lines of communication with line managers and SLT</p> <p>The staff H&W group will focus on 'return to school'.</p>	

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Key area	Elements of control	Details of control measures	Further actions required including target/completion dates
	'stress' for individuals.	<p>All staff have taken part in Trauma Informed Schools return to school seminars.</p> <p>Flexibility and adaptability crucial to reduce pressure.</p> <p>BCBC Care First webinars and advice. Care First is continuing to provide a daily webinar series. With a new topic related to health and well-being covered each day, articles providing advice and guidance are released prior to the daily webinar. Follow the links in the table in your email to register. If you've missed any webinars, you can access them via the Care First website. To find out more, visit www.carefirst-lifestyle.co.uk, entering bcb001 as your username and bridgend1234 as your password.</p>	
Educational visits	Outline of measures to ensure COVID-19 is identified as a	EVOLVE online risk assessment for educational visits has been amended to include instruction on what to do if a group member displays symptoms whilst on a trip.	

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Key area	Elements of control	Details of control measures	Further actions required including target/completion dates
	foreseeable hazard		
Uncontrolled outbreak in school	School procedures / coordination	<p>All outbreaks reported to the Cwm Taf Morgannwg Test, Trace & Protect (TTP) online portal. HT to report to Cwm Taf nursing team, All staff have received the communication from BCBC re test, trace, protect – also on Bridgenders.</p> <p>A positive test on site does not require closure of the school. The process of testing and contact tracing is part of the 'new normal' and where schools and settings follow these guidelines carefully, there is no cause for alarm.</p> <p>If there are multiple cases of COVID-19 in a school then experts from across the NHS and local government will work together to</p>	

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Key area	Elements of control	Details of control measures	Further actions required including target/completion dates
		prevent ongoing transmission within the school. This will involve identifying those exposed, any child or staff member who is at increased risk and provide tailored infection control advice. Advice based on the assessment of each individual situation will be provided to support the school in preventing further spread.	
COVID-19 implications for existing assessments	Consideration of eg first aid, PPE for certain tasks	<p>Personal care needs; toileting</p> <ul style="list-style-type: none"> • Enhanced PPE (available in every class/bathroom) • Familiarise staff with additional PPE guidance • Frequent hand washing opportunities <p>Administering of medication</p> <ul style="list-style-type: none"> • Enhanced PPE (available in every class) • Regular hand washing, wearing of gloves and no shared containers • Consideration of social distancing, minimizing close contact time 	<ul style="list-style-type: none"> • Staff to have a change of clothes and access to shower facilities • LFT testing • Covid-19 testing for staff and household • Track and trace system in-place • Familiarise staff with PPE and guidance • http://heronsbridge.co.uk/wp-content/uploads/2021/08/School-Covid-10-PPE-Guide.pdf • Encourage Parents/Carers to regularly wash slings and clean equipment as travel from home to school is a cross infection risk

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		<p>Pupils unable to eat without support; gastrostomy-fed pupils</p> <ul style="list-style-type: none"> Enhanced PPE (available in every class) Regular hand washing, wearing of gloves and no shared containers Consideration of social distancing, minimizing close contact time <p>Pupils unable to eat without support; individual pupil needs and food from home</p> <ul style="list-style-type: none"> Enhanced PPE (available in every class) Regular hand washing, wearing of gloves and no shared containers Consideration of social distancing, minimizing close contact time Food container/cutlery to be sent home for cleaning 	<p>Nearly all staff attended 'donning & doffing' PPE training – June 2020, delivered by Cwm Taf Healthboard nursing team, all have access to training video.</p>
		Continuation of statutory building related inspections during	Plan / communication identifying roles and responsibilities

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Key area	Elements of control	Details of control measures	Further actions required including target/completion dates
further lockdown			
Continuity of statutory training	Matrices of training requirements developed	All statutory training will continue – in person, or ‘virtually’, via MS Teams.	

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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