



ST ILLTYD'S CATHOLIC HIGH SCHOOL

CONTROL MEASURES FOR CORONAVIRUS (COVID-19)

PREPARING FOR INCREASED OPERATIONS – SEPTEMBER 2020

The school is required by health and safety legislation to, 'so far as is reasonably practicable', protect the health and safety of employees by removing or reducing workplace risks. This applies to coronavirus (COVID-19) in the same way as it would to any other hazard. Coronavirus (COVID-19) can and does cause fatalities in all groups of people. Therefore, this is the guiding issue on the arrangements made in the planning for increased operations. Consequently, activities which are part of 'normal' school practice may not be possible until the science and medical advice available deems it safe to do so.

While the school has undertaken an exhaustive assessment of the risks and, identified control measures to 'remove or reduce' these, it is **essential** that all staff adhere to the actions designed to safeguard themselves and others.

Post Control Measure Risk

Green	Low Risk No further actions required. Reviewed in line with guidance
Amber	Medium Risk Controls required to reduce the risk rating. If not possible to reduce further, then consideration of risk vs benefit. Monitor risk assessment at this rating more regularly.
Red	High Risk This activity must not take place at all. Further controls required to reduce rating.

Identified risk	Person(s) at risk	Control measures	Post CMR	Responsibility	Date
Awareness of procedural actions and protocols to minimise risk	Staff Pupils Visitors	<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by local authority and Welsh Government; School ensures necessary steps are taken to remove or reduce workplace risks so reopening is effectively planned, to protect the health and safety of employees 'so far as is reasonably practicable' in line with trade union checklists; Parents informed of the procedures put in place to help keep the students safe in school. Stay at home guidance is made available for parents and staff to refer to and accessible on school's website; Students made aware of rules for staying safe in school and what to do if they feel unwell; 		SLT Estates Team All staff	Ongoing

		<ul style="list-style-type: none"> Establishment of year group 'bubbles', in order to effectively deliver the curriculum to all pupils, particularly GCSE options at key stage 4 Any cases of illness, including coronavirus (COVID-19) are to be treated with confidentiality. 			
Contact with someone suffering from COVID-19	Staff Pupils Visitors	<ul style="list-style-type: none"> Staff, students, parents/carers to be informed of the symptoms of possible coronavirus infection, e.g. a persistent dry cough, loss of taste and/or smell; and high temperature, and are kept up-to-date with national guidance about the symptoms and guidance in relation to 'stay at home'; Any student or member of staff who displays symptoms will be sent home immediately. Students displaying symptoms of coronavirus do not come in contact with other students and as few staff as possible, while ensuring the student remains safe until collection; If symptomatic student is waiting to go home, they must use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be deep cleaned immediately after use; In the case of a symptomatic student who requires supervision prior to collection: <ul style="list-style-type: none"> a) Supervising staff will wear a fluid-resistant surgical mask; b) Where contact is necessary, supervising staff will also wear disposable gloves and a disposable apron; and c) If there is a risk of splashing to the eyes, such as from coughing, spitting and/or vomiting, supervising staff will also wear eye protection. Supervising staff will wash their hands thoroughly for 20 seconds, after the student has been collected; Only in exceptional circumstances will the school arrange to take symptomatic students home. In this very rare case, the school minibus will be used so the driver and passenger will be able to maintain a 2m distance from each other. Both should also wear face masks and ensure a window is open in the vehicle. All areas used by a symptomatic student will require a deep clean once vacated; 		All staff	Ongoing

		<ul style="list-style-type: none"> • If a member of staff displays symptoms of coronavirus (COVID-19), they will report to the Headteacher before returning home. Symptomatic staff are to follow advice given; • Where a member of staff or child receives a positive test for coronavirus (COVID-19), all students and members of staff in that group will need to self-isolate for 14 days; • If other cases are detected at the school, the local health protection team from Public Health Wales will contact to take appropriate steps to reduce risk of reproduction of the virus. This may include requiring further individuals to self-isolate. • The school will actively engage with the Test, Trace, Protect strategy and apply the latest guidance. It will ensure that staff, parents/carers and students understand that they will need to be prepared to <ul style="list-style-type: none"> a) book a test if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school; b) provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by Test Trace Protect; and c) self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). • The school will work closely with the local authority and health professionals to implement the latest information on TTP programme, including antibody testing. 			
Contact with coronavirus while travelling to and from school	Staff Pupils Visitors	<ul style="list-style-type: none"> • Transport is coordinated and delivered by the local authority. Where this is provided, the local authority will be responsible for providing guidance to ensure safety and social distancing measures are maintained in accordance with the latest guidelines; • Clear systems will be in place to ensure that students access the correct transport and are taken home safely. For anyone who requires public transport, they will be referred to the local authority and/or government guidance; 		SLT LA Transport team	Ongoing

		<ul style="list-style-type: none"> • In line with the latest guidance, the use of a face-covering will be required when using any form of public transport. • Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus (if/where applicable); • Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers (if/where applicable); • Transport staff e.g. driver to remain on vehicle while transporting students to and from school; • For students who are transported by parents/carers, the school expects drop off and collection to take place off site, with the exception of vulnerable pupils to minimise the traffic upon entry to the school site; • Parents/carers will not be permitted to gather at the entrance of the school, or enter the site unless they have a prior arranged appointment. The only exception to this are those ALN students who are ordinarily transported by external transport/families. However, the local authority transport team will ensure that drivers/escorts do not leave the vehicle when entering the site. • Pupils who walk to school should do so with those in their school or family bubble. A social distance must be maintained from other pupils. 			
Spreading infection due to touch, sneeze and coughs	Staff Pupils Visitors	<ul style="list-style-type: none"> • All adults and students are expected to follow NHS guidelines on hygiene measures: <ul style="list-style-type: none"> a) frequently wash their hands with soap and water for 20 seconds and dry thoroughly; b) clean their hands on arrival at school, before and after eating, and after sneezing or coughing; c) avoid touching their mouth, eyes and nose; d) use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). e) use hand sanitiser when unable to access hand washing facilities • Students are encouraged to learn and practise these habits through activity and repetition; • Students and staff should cough and/or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in designated waste disposal units; 		All staff	Ongoing

		<ul style="list-style-type: none"> • Students wash their hands after they have coughed or sneezed; • Support will be available for any students who have trouble cleaning their hands independently. Where necessary, some students may be supervised during hand washing to maintain routines; • Hand sanitiser is available inside every classroom and in commonly accessed areas (school entrances, canteen, toilets) to ensure students and staff have quick access to cleaning their hands; • Supplies for soap, hand sanitizer and disposable paper towels and tissues will be maintained and monitored regularly to make sure there is sufficient stock; • The school to follow Chief Medical Officer for Wales' guidance on the use of face coverings for the purpose of COVID-19. The school will not supply face coverings beyond when PPE is required, as described in 11.2 of the guidance. However, students and staff may wear face covering if this supports their wellbeing and confidence. • Doors will be propped open (corridors and classrooms) to minimise the need to touch handles and push plates • Enhanced daytime cleaning put in place to clean high traffic areas 			
Spreading infection owing to school environment, including contact with coronavirus on surfaces	Staff Pupils Visitors	<ul style="list-style-type: none"> • The cleaning of non-healthcare settings guidance is understood by relevant staff and followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE (e.g. vinyl or nitrile gloves and aprons); staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes; • Assistant Head & Estates Manager undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance; • Assistant Head & Estates Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local authority. Weekly review of stock to ensure the school is not short of cleaning product supplies; • Any areas presenting increased risk to students and/or staff to be isolated; • Furniture removed from individual classrooms to enable social distancing to be stored in a central space • Floor marking used to define transit routes and no-go spaces within areas; 		SLT Estates Manager All staff	Ongoing

		<ul style="list-style-type: none"> • Lock all required doors including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms isolated; • All outdoor building maintenance to be coordinated with the Estates Manager so that segregation from students and staff can be ensured (e.g. grass cutting); • All contractors to report to reception prior to the start of any work, which is separate to student entrance; • Estates Manager to develop a hygiene 'check list' of essential 'clean-down' of frequently touched surfaces that will be cleaned using designated materials. These include <ul style="list-style-type: none"> a) Bannisters and/or balustrades; b) Classroom desks and tables; c) Toilet facilities; d) Door and window handles; e) Furniture; f) Light switches; g) Reception desks; h) Computer equipment; i) Sports equipment; j) Telephones; k) Biometric scanners, where used. <ul style="list-style-type: none"> • All classroom doors which are in use should be kept open to reduce the need to touch regularly; • Sufficient hand washing facilities are to be available throughout the day. • Hand sanitisers placed inside every classroom to ensure students and staff have access to clean their hands (which are checked daily for supply); • Where necessary, install protective screens as a physical barrier between staff, students and visitors e.g. reception areas; • The use of shared resources such as stationery and other equipment is to be discouraged; • Play equipment is cleaned between uses and not used simultaneously by different groups. Sporting equipment can be shared within a 'bubble'. However, it should be regularly cleaned and not shared between other 'bubbles' for 48 hours (or 72 hours for plastics); 			
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		<ul style="list-style-type: none"> • The amount of shared resources that are taken and brought in from home is limited. However, students and staff will be able to touch equipment such as exercise books etc. where it is deemed necessary for learning; • Insofar as is reasonable and practicable, classrooms should be well ventilated using natural ventilation (opening windows) or ventilation units where possible; • Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; • Posters are displayed throughout the school and on plasma screens reminding students and staff to wash their hands, e.g. before entering and leaving the school; • Sufficient amounts of soap (or hand sanitizer where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. Bar soap is not used – liquid soap dispensers are installed and used instead; • Tissues should be placed in a separate waste bin and disposed of safely. School will double-bag all waste in line with latest guidance and ensure it is removed daily. If any waste is suspected of being in contact with someone showing symptoms of coronavirus (COVID-19), it should be placed in a waste bag, held in a secure place for 72 hours then disposed of; • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance; • All areas of the school that are used by students/staff will be cleaned thoroughly at the end of the day; • Shared rooms, such as halls and dining areas, will be cleaned between different ‘bubbles’ using them; • Staff will wash their hands and surfaces before and after handling students’ work e.g. exercise books. Students and/or staff, as much as is practicable, should not take work home which has been in contact with other students and/or staff; • If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance; • The school will retain its usual uniform expectations. School uniform helps play a valuable role in contributing to the ethos of the school and sets the appropriate tone. Uniforms will not be required to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. 			
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		<ul style="list-style-type: none"> • School following local authority guidance and strongly recommending that face coverings are worn in communal areas of the school 			
Spreading infection due to excessive contact and mixing with others	Staff Pupils Visitors	<ul style="list-style-type: none"> • The latest guidance on implementing protective measures in educational settings is made available to staff so that it is followed at all times; • The school and curriculum set up will be revised to implement, where possible: <ul style="list-style-type: none"> a) creation of year-group 'bubbles' who would remain in designated areas of the school site (i.e. zone) during unstructured times and should not mix with other year group bubbles. These students would remain together throughout the school day. These areas will be communicated to pupils in registration group and assemblies. b) limit the opportunity for different 'bubbles' to come into contact with other groups; c) while there would be no limit on class sizes, beyond ordinary school operations, adults would be expected to remain at the front of the class and limit movement in order to maintain a safe distance (2m); d) the start of break and lunch times will be staggered so that all students are not moving around the school to the canteen at the same time (identified groups at a time); e) flexibility to end the school day for key stage three up to 10 minutes early, to stagger pupils leaving the school site through the only entrance; f) rooms will be organised to limit students facing each other in favour of students sitting side by side and facing forwards; g) wherever possible, unnecessary furniture will be removed to maximise space; h) teaching and support staff will be able to operate across different classes and year group 'bubbles'. Where staff need to move between classes and 'bubbles', they should socially distance from students and other staff as much as they can, ideally 2m from other adults; i) in line with the latest medical guidance, teaching staff will be expected to remain at the front of the class, wherever possible, and make greater use of classroom technology, such as visualizers to model work. This will support them with maintaining social distance (of 2m) from students. However, it is recognised that this is not possible for students with complex needs; j) large gatherings, such as collective worship and assemblies will only take place within the year group 'bubble'. 		SLT All staff	Ongoing

	<ul style="list-style-type: none"> • Failure to follow instructions or mixing with other bubbles will be handled under the school behaviour policy. Pupils may also be sent home for failing to follow social distancing rules. • Given the latest health advice on transmission of the virus, posters will remain in place to support 'social distancing' e.g. entrance; main hall; communal areas and corridors; • Mixing between staff and groups of students in school is minimised by <ol style="list-style-type: none"> a) accessing rooms/corridors from the nearest external entrance, where possible; b) implementing a full one-way circulation system to keep groups apart and minimise face to face contact as they move through the setting where spaces are accessed by corridors; c) staggering break and lunch times, students cleaning their hands beforehand and entering in the groups they are already in or students are brought their lunch/refreshments in their classrooms; d) limiting the number of students using the toilet at any one time; e) limiting the use of shared space, such as halls and cleaning between use by different groups. • Use of staff rooms and/or departmental workrooms are staggered to limit occupancy, or where possible, other rooms in school are utilised as break rooms for staff. Social distancing must be maintained when entering or exiting the school site. Parents/carers must be instructed to maintain social distancing while waiting to drop off or collect students from school; • Where students require first aid, staff members must wear appropriate personal protective equipment (gloves; face mask; goggles and/or face-shield) whilst administering treatment; • Any staff who administer first aid or have direct contact with students must immediately wash hands and avoid contact with face until hygiene practices have been observed; • Students do not share re-usable cutlery, cups or food; • All utensils are thoroughly cleaned before and after use; • School to publish 'virtual meeting' guidance to safeguard students and staff, while supporting the management of infectious diseases; 			
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Individuals vulnerable to serious infection coming into school	Staff Pupils Visitors	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with Public Health Wales guidelines; • Staff are vigilant and report concerns about a student's symptoms to the designated member of staff/first aider, where appropriate equipment, such as infrared thermometers are available to assess; • Staff apply a consistent approach to the management of suspected and confirmed cases of coronavirus; • 'Social distancing' measures are implemented as so far as is possible and practicable; • There are plans in place for the movement of students around the school (as above); • The timetable is adapted to stagger break and lunch times (as above); • The Estates Manager monitors the cleaning standards of school cleaning staff and discusses any additional measures required with regards to managing the spread of coronavirus; • In determining capacity and safety of attendance, consider the impact of coronavirus (COVID-19) on the following groups as part of increased operations <ul style="list-style-type: none"> a) Those displaying symptoms of COVID-19 Under no circumstances will students or staff attend schools/setting if they feel unwell, have any of the three identified coronavirus (COVID-19) symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to coronavirus (COVID-19) in the past 10 days; live in a household with someone who has symptoms or has tested positive to coronavirus (COVID-19) in the past 14 days; 		SLT All staff	Ongoing

		<p>b) 'Extremely vulnerable' or shielding staff or students These individuals will have received a shielding letter from the Chief Medical Officer for Wales which advised absence from work until 16th August. They are now able to return to school whilst maintaining social distancing. Further guidance from Welsh Government may be provided and will be reviewed in the coming weeks.</p> <p>c) 'Vulnerable' staff or students 'Vulnerable' individuals are at greater than average risk from coronavirus (COVID-19). This category includes people aged over 70, those who are pregnant and those who have a range of chronic health conditions. Pregnant women are specifically advised to work from home after 28 weeks' gestation. People in this category can go out to work but they should work from home if possible. If staff or students do attend, they will adhere to social distancing guidelines. In the case of students, we would only expect these to attend where parents/carers consent to this.</p> <p>d) Living with a 'shielding' or clinically vulnerable person Members of staff who live in a household with someone who is vulnerable or extremely vulnerable, can attend work. However, as with all staff they will need to maintain social distancing measures; and</p> <ul style="list-style-type: none"> • If a member of staff or student is in doubt about whether their health condition means they should be shielding, they should take advice from their GP or health consultant; • Where appropriate, the school will work with staff through the completion of the local authority workforce assessment tool, to help determine which staff may be, outside of those identified as 'extremely vulnerable' and/or 'vulnerable', more at risk. 			
Messages regarding the health and safety steps and recovery phase to be communicated effectively	Staff Pupils Visitors	<ul style="list-style-type: none"> • School communicates clearly the messages regarding the phased increased operations and limits the physical presence of visitors, contractors, governors, parents/carers on site, until the government advises it is safer to do so. This includes: <ul style="list-style-type: none"> a) Promoting the use of 'virtual' meetings via Microsoft Teams or other secure facility. The only exception to this is where families do not have equipment; b) Students, staff, parents/carers or any visitors to the school site are informed not to enter the school if they are displaying any symptoms of coronavirus; 		SLT	Ongoing

		<p>c) School keep students and parents/carers adequately updated about any changes to infection control procedures as necessary;</p> <p>d) There is early communication with contractors and suppliers that will need to prepare to support plans for opening. For example, cleaning; catering; food supplies; hygiene suppliers;</p> <p>e) Cleaning staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.</p> <ul style="list-style-type: none"> • The school communicates with parents/carers via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic; • Students working from home are assigned work to complete to a timeframe set by their teacher; • Headteacher maintains plan for students' continued education during partial school closure to ensure there is minimal disruption to students' learning – this includes their plan to monitor students' learning while not in school; • Clear reinforced messages about student behaviour expectations are made visible and adhered to at all times, even while working remotely; • Deputy Head ensures all students have access to schoolwork and the necessary reading materials at home; • Deputy Head works with the Designated Senior Person to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required. 			
Continuity of remote learning to support student progress	Staff Pupils	<ul style="list-style-type: none"> • The school to produce and publish Distance Learning guidance to all staff, which applies latest Welsh Government guidance; • The school to update Homeworking guidance to all staff, especially those who need to work remotely; • The school to ensure that all teaching staff have a school-issued device to support distance learning; • Allocated training provided to support staff in preparation and delivery of distance learning; • Clear expectations are established for distance learning and all staff are expected to follow these for their own safeguarding; • E-Learning courses and/or virtual training can support delivery of distance learning for students and/or staff; 		SLT Head of Faculty Middle Leaders All staff	Ongoing

		<ul style="list-style-type: none"> • Staff working remotely will play a greater role in the delivery of distance learning to ensure equity in delivery of learning in the short-to-medium term; • Line managers to ensure regular contact with staff who are working remotely to support wellbeing and management of work streams. 			
Ensuring the safety of pupils and staff as a result of poor behaviour	Staff Pupils	<ul style="list-style-type: none"> • The school to publicise revised behaviour for learning expectations in light of coronavirus (COVID-19) to parents and pupils in readiness for new academic year; • The school to consider the impact of poor behaviour, including failing to follow safe practices e.g. social distancing etc.; bullying, or abuse of another child or a member of staff, and are clear with parents/carers on action to take in response to this; • Revision of school behaviour policy to consider impact of coronavirus (COVID-19) on management of misbehaviour and/or serious misbehaviour; • Standard procedures to be observed during lessons and during unstructured times; • Adequate supervision levels in place to support staff in the management of behaviour, this includes the allocation of designated pastoral and leadership team members to each zone (i.e. collection of classroom 'bubbles'); • Consideration of appropriate placement of student for their care, or to meet their needs; • Clear classroom expectations shared with students, staff, parents/carers around the safe practices and consequences of failure to adhere to these. 		SLT Pastoral team	Ongoing
Safeguarding pupils and staff during the school day	Staff Pupils Visitors	<ul style="list-style-type: none"> • The school to revise child protection policy, in line with local authority, in light of coronavirus (COVID-19); • The school will provide refresher training in relation to standard safeguarding procedures prior to increased operations. All staff will be expected to observe these; • The school will make appropriate security arrangements on-site; • Staff rota and levels to take account for security arrangements; • Ensure students are not allowed out of the school during the day; • All staff/volunteers/supervisors to have valid DBS clearance. 		Designated Senior Person (DSP) Deputy DSP	Ongoing
Emergencies and first aid	Staff Pupils	<ul style="list-style-type: none"> • The school to revise health and safety policy, in light of coronavirus (COVID-19); 		SLT Pastoral team	Ongoing

	Visitors	<ul style="list-style-type: none"> • The school will ensure there are suitable arrangements in place for first aid support and availability; • The school will account for availability of trained first aiders or emergency personnel in the development of work patterns for staff; • All first aid equipment and provisions will be fully stocked and monitored on a weekly basis; • All necessary accident forms will be completed, as required, in line with the standard procedures; • The school will ensure all students' emergency contact details are up-to-date, including alternative emergency contact details, where required; • Students' parents/carers are contacted as soon as practicable in the event of an emergency; • Students' alternative contacts are called where their primary emergency contact cannot be contacted. 		First aid staff	
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Current date of risk assessment review: **27/08/2020**