

## RISK ASSESSMENT

<b>Location/Premises/School: Llantwit Major School</b>	<b>Date: 25 June 2020</b>
<b>Completed by: Headteacher</b>	<b>Review date: As and when required</b>
<p><b>Activity/Description/Area:</b>          School reopening on a limited basis as per Welsh Government Guidance during Coronavirus Pandemic. Schools will be operating at 1/3rd capacity to comply with social distancing guidance. In addition to core education hours, schools will continue to provide key worker and vulnerable pupil childcare between the hours of 8.30 am and 4.30 pm.</p> <p>The school will reopen for a period of 3 weeks beginning Monday 29 June 2020 and pupils will be invited back to school on a year-by-year basis.</p> <p>The school will be operating under the following rolling programme for their year groups:</p> <p><b>Monday</b> = Year 7  <b>Tuesday</b> = Year 8  <b>Wednesday</b> = Year 9  <b>Thursday</b> = Year 10  <b>Friday</b> = Year 12</p> <p><b><u>The School Day</u></b>          The School day will run between 8.30 am (to give time for a staggered start) and 12 pm. Each teaching group will be a maximum of 11 pupils per 3 hour session in years 7-10. Groups in year 12 vary in size according to the size of option class. In all classes the 2 metre distance rule will be adhered to. The School day for Year 12 includes afternoon sessions to allow for the 5 option blocks and Welsh Bac. Pupils will not transfer between lessons but remain in their designated room space for the duration of the 3 hour period. There will be one 30 minute pastoral input per group during the 3 week period with the year group progress leader. A single teacher/LSA(where applicable for 1-1 support) will be assigned to a group and will remain with that group for the duration of the 3 hour period. Each staff member and all pupils must comply with the two metre distancing rule as agreed by Welsh Government.</p> <p><b><u>Entries and Exits</u></b>          Each pupil will be assigned a classroom in either M block or L block. Entry for a classroom in M block must be taken via School Street; entry for a classroom in L block must be taken via the green gate between the school and the leisure centre. Exiting the school must be carried out via the same route.</p>	

Each pupil will be processed into the school from these points, with an opportunity to sanitise before entry into school and they will be asked a set of questions to identify students who may be displaying symptoms. Each pupil will be given their room number for the day and then sent to the classroom. Pupils will enter their classroom immediately and be directed to their socially distanced seat. At the end of the day pupils will be asked to leave from their entry point. This will be managed by senior staff and bubbles of pupils will only leave when informed by the duty member of staff

**Designated Rooms**

In compliance with Welsh Government guidance concerning the need to avoid movement between classes, each pupil will be given a designated teaching room.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Spread of Coronavirus	Staff & pupils  Not following national guidance	Following national Public Health guidance at all times: <ul style="list-style-type: none"> <li>• Maintain 2 metre social distancing;</li> <li>• Wash hands for recommended 21 seconds regularly throughout the day;</li> <li>• Clean desks/equipment at the start &amp; end of the day.</li> </ul> Staff receive daily briefings; parents & pupils receive regular letters. All stakeholders have received a copy of the school plan - COVID-19: A Guide for Students, Staff and Families. Signage in schools including – ‘Help prevent the spread’, ‘Socially Distancing 2m’, ‘no entry’.	Monitor the hygiene practices and social distancing	Staff	Ongoing	
Pupils/staff with underlying health conditions that are at high risk	Staff & pupils	<b>STAFF &amp; PUPILS IN THE HIGH RISK CATEGORIES (CLINICALLY EXTREMELY VULNERABLE) SHOULD NOT BE ATTENDING SCHOOL; THEY SHOULD CONTINUE TO SHIELD UNTIL GOVERNMENT/PUBLIC HEALTH ADVICE INDICATES THAT IT</b>				

		<p><b>IS SAFE FOR THEM TO RETURN TO SCHOOL</b></p> <p>An individual risk assessment to be completed on staff/pupils in clinically vulnerable group who intend to return to school.</p> <p>RA also completed on staff living with anybody in the clinically extremely vulnerable (shielding) and/or clinically vulnerable groups.</p> <p>RA also completed on staff from a BAME background.</p>	Complete individual RA's as required	Business Manager/Headteacher	29/06/20	
Pupils with symptoms entering the school	Staff & pupils  Spreading symptoms to others	<ul style="list-style-type: none"> <li>• All pupils, parents/guardians will be screened on arrival at the school with a standard set of questions.</li> <li>• Parents/guardians reminded of their responsibility to abide by current guidelines on hand washing, social distancing &amp; staying safe at home</li> </ul> <p>They should be sent home and advised to follow the <b><u>Staying at home &amp; away from other guidance</u></b></p>	Monitor for symptoms developing	Staff	Ongoing	

<p>Pupils/staff developing symptoms whilst at the School</p>	<p>Staff &amp; pupils</p> <p>Spreading symptoms to others</p>	<p>If anyone becomes unwell with NHS Guidance symptoms either:</p> <ul style="list-style-type: none"> <li>• <b>A new continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• <b>A high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>Loss of, or change in normal sense of taste or smell (anosmia)</b></li> </ul> <p>They should be sent home and advised to follow the <a href="#">Staying at home &amp; away from others guidance</a></p> <p>Number of pupils restricted to one year group on any one day plus selected vulnerable pupils and the children of essential workers. The number of pupils will be monitored and limited to no more than 30% of the school's student population.</p> <p>Pupil numbers in any 'class' restricted by staffing levels to no more than 11 students to 1/2 member of staff in year 7-10 and the social distancing protocol</p> <p>If any person displays the above symptoms of coronavirus, follow the</p>	<p>Monitor for symptoms developing</p>	<p>Staff</p>	<p>Ongoing</p>	
--	---	--	--	--------------	----------------	--

		<p>guidance for Educational Establishments  <a href="#">Educational Establishments</a></p> <p>National guidance on: <a href="#">Coronavirus - Implementing Social Distancing in Education and Childcare Settings</a> to be observed when entering/leaving school and throughout the day wherever possible to reduce the risk of spreading infection</p> <p>All persons to wash or sanitise hands upon entry, regularly throughout the day and follow good hygiene practices when not in the school. NB soap and water is the preferred means of washing but sanitiser is also provided</p> <p>Pupils in the care of the school that feel unwell or who may start displaying symptoms must be isolated into a separate room in the foyer in line with current guidance. Their parent/guardian must be contacted using the emergency contact numbers provided at registration.</p> <p>Arrangements must be made for the pupil to be collected and taken home into isolation. Additionally, parents/guardians should be reminded to follow current national advice in relation to self-isolation/staying at home. The pupil should be excluded from that point and observe national guidance. Parent/guardian to be advised to arrange a test for the pupil</p>				
--	--	--	--	--	--	--

		<p>Current guidance advises that if a member of staff has helped someone who was taken unwell with a new, continuous cough and/or a high temperature do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Staff developing symptoms at school must go directly home and follow the stay at home and social distancing guidance. They should also arrange to be tested. If staff member tests positive AC1 accident form to be completed and forwarded to Health &amp; Safety</p> <p>Any equipment used by a person with symptoms must be removed from use immediately and thoroughly cleaned and disinfected.</p> <p>Following national <a href="#">Cleaning Guidance</a> of areas where a person is suspected of having coronavirus.</p> <p>When a pupil develops symptoms after arrival and has used home-to-school transport, contact <a href="mailto:schooltransport@valeofglamorgan.gov.uk">schooltransport@valeofglamorgan.gov.uk</a> the school transport team who can liaise with the Contractor.</p>				
--	--	--	--	--	--	--

<p>Person to person transmission</p>	<p>All staff &amp; pupils</p> <p>Sharing equipment, not washing hands properly</p> <p>Social distancing</p>	<p>As above PLUS:</p> <ul style="list-style-type: none"> <li>• Parents &amp; pupils to be encouraged to maintain social distancing on arrival;</li> <li>• Social hygiene skills eg using/disposal of tissues, face touching etc. to be reinforced throughout the day;</li> <li>• All persons to wash hands upon entry, regularly throughout the day, on departure and follow good hygiene practices when not in the school NB soap and water is the preferred means of washing but sanitiser is also provided.</li> </ul> <ul style="list-style-type: none"> <li>• Activities developed and coordinated to minimise close contact (see link above)</li> <li>• Identified groups of pupils given different site arrival points and school entry points.</li> <li>• Staff available at all site entry and school entry points to ensure social distancing and guide students.</li> <li>• Clear marking of 2m distance outside school entrances and in corridors</li> <li>• Hygiene stations available at entry points</li> <li>• All staff meetings undertaken online</li> <li>• Visitors permitted on appointment only basis</li> </ul>				
--------------------------------------	---	---	--	--	--	--

		<ul style="list-style-type: none"> <li>• Signage to notify visitors of entry procedures</li> <li>• No appointments or deliveries allowed during drop-off and pick-up times</li> <li>• Class groups to be segregated throughout the day</li> <li>• No use of canteen and no lunch break</li> <li>• Classrooms to have windows and doors open throughout the day</li> <li>• Mark tables to identify where students can sit</li> <li>• Have hand sanitiser and cleaning material available in each classroom</li> <li>• Restrict pupil movement to entering and leaving the building and reduce staff movement around the building. SLT/support staff monitoring corridors.</li> </ul> <p>Toilets</p> <ul style="list-style-type: none"> <li>• Staff Lead on call system used to escort pupils to the toilet</li> </ul>				
Transmission via inanimate objects	<p>All staff &amp; pupils</p> <p>Sharing equipment, insufficient cleaning</p>	<p>Sharing objects to be prohibited wherever possible;</p> <p>Communal objects/surfaces to be cleaned using standard cleaning methods but on a more frequent basis (determined by number of persons present, frequency of use etc.). NB this also applies to more infrequent tasks such as removing depleted toilet roll cardboards.</p>				



	Clothing	<p>Specific areas/equipment used by persons who have been excluded (due to developing symptoms) must be cleaned before reuse in line with guidance (see link above).</p> <p>If required, contact VOG Cleaning Services/Contract Cleaning Co. for specific cleaning related issues</p> <p>Prohibiting personal belongings being brought into school without prior consent of the school.</p> <p>Prohibit sharing of personal belongings. Teacher to ensure pupils take all personal belongings with them when they leave the classroom.</p> <p>The Vale of Glamorgan COVID-19 School Cleaning Guidance will be adhered to and is included in Appendix 1</p> <p>Daily washing of clothes is advised but not an absolute requirement. However, in order to remove any barriers to safety, and allow staff and pupils to feel comfortable, that they can wash clothing daily and not wear items that need dry cleaning and therefore would amount to increased costs and cleaning.</p> <p>Pupils are not required to wear any part of the school uniform that cannot be machine washed.</p> <p>Staff must ensure that they dress appropriately and professionally for work</p>				
--	----------	--	--	--	--	--

		and not wear clothing that would be deemed inappropriate. It is not expected that any member of staff wears a tie, unless the tie can be washed daily. Likewise, staff are not required to wear clothes which require dry cleaning as this would not enable/facilitate staff to wash clothes daily/regularly.				
Dermatitis (staff)	All staff  Washing hands excessively	Moisturising creams to be used periodically		Staff	Ongoing	
Lack of First Aid provision	All staff & Pupils	Low risk environment.  Supervision ratios to be adhered to (minimum of 1 emergency first aid staff on site at all times).  First aid equipment available and adequately stocked.  Corporate accident/incident form to be completed where appropriate		Business Manager		
Administering prescription medication	Pupils  Incorrect medication or dosage given; medication not available	First Aider to liaise with parent/guardian/pupil to ensure availability at the School and communicate requirements to duty SLT Lead		First Aider & Duty SLT Lead		
On-site Traffic	All staff & pupils	Parents who are driving pupils to school are asked to only bring in their own children, to drop them off and immediately leave the site. Parents must not leave their vehicles.	Ongoing monitoring	All staff	Ongoing	

		<p>Students arriving on buses will be met by staff at the designated bus drop off point and will be asked by the member of staff monitoring the drop off to make their way to their appropriate site entry point.</p> <p>The bus drop off and pick up point will have two metre markings to aide social distancing at the end of the day.</p> <p>Students arriving on bikes will drop bikes at the 'bike shed' and then asked to make their way to their site entry point. Alternate bike stands will be closed off and entry to the shed will be limited to one at a time with two metre markings outside the shed to aide social distancing. Sixth form students arriving by car will be allowed to park in the staff car park and make their way to the appropriate school entrance.</p> <p>Staff will be asked to park in the staff car park and enter the school at the entrance identified for the students that they will teach.</p> <p>School car park will be for the use of Llantwit Major School patrons only. Use of the carpark by any other school/patrons is prohibited.</p>				
Fire	<p>All staff &amp; pupils</p> <p>Burns, smoke inhalation, asphyxiation</p>	<p>Isolate areas of the school that are not required to be used within the school activities to prevent unauthorised access – without compromising emergency evacuation routes</p>	<p>Monitor unauthorised areas</p>	<p>Business Manager/Site Team</p> <p>Site Manager</p>	<p>Ongoing</p> <p>Ongoing</p>	

		<p>Fire alarm checks to be carried out as normal</p> <p>All staff and pupils to be provided with instructions on first morning back in school in the event of a fire alarm</p> <p>SLT leads to act as fire wardens</p> <p>3G &amp; MUGA to be open during school day. Where classrooms are in use, internal fire doors should be wedged open before the start of the school day and removed at the end of the day. A responsible member of staff on each floor should remove wedges in the event of a fire alarm.</p> <p>Fire Risk Assessment to be reviewed if any changes will affect the running of the school.</p>	To be monitored	<p>SLT Lead</p> <p>All staff</p>	Ongoing	
Child protection	<p>Pupils</p> <p>Abduction etc.</p>	<p>Standard procedures to be observed including consideration of older age groups.</p> <p>Appropriate site security arrangements in place</p>		LEP/KF/FG	Ongoing	
Building & Property Maintenance	<p>All staff &amp; pupils</p> <p>Legionella, defects in property, faults, electric shock etc</p>	<p>All routine inspections &amp; tests must be maintained eg legionella water monitoring, hand wash water temperatures.</p> <p>Statutory inspections and servicing to continue.</p> <p>Defects to be reported for remedial action.</p>		Site Manager	Ongoing	

		<p>Any areas presenting increased risk to pupils to be isolated.</p> <p>All doors to chemical/cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked</p> <p>Good housekeeping to be maintained</p> <p>All outdoor building maintenance must be coordinated with the Head Teacher to ensure segregation from pupils and staff eg grass cutting.</p> <p>All contractors to report to reception prior to the start of any work.</p>				
Slips, Trips & Falls	<p>All staff &amp; pupils</p> <p>Poor housekeeping</p>	<p>Appropriate footwear to be worn</p> <p>Emergency cleaning (spills) procedures in place</p> <p>Good housekeeping to be maintained</p>		<p>All staff</p> <p>On site cleaning team/staff</p>	Ongoing	
Cleaning activities	All staff & pupils	<p>Ensure robust cleaning arrangements are in place.</p> <p>Enhanced cleaning of high contact areas must be arranged throughout the day.</p> <p>Wash hands following any cleaning activity.</p> <p>Cleaners to wear appropriate PPE in line with current arrangements eg gloves, apron etc.</p>		Cleaning Manager/Sandra Botham		

		<p>Wear goggles if decanting chemicals where there is a risk of splashing in the eyes.</p> <p>The Vale of Glamorgan COVID-19 School Cleaning Guidance will be adhered to and is included in Appendix 1</p> <p>Staff to assist with cleaning regimes where appropriate</p>		All staff	Ongoing	
Lack of staff, reduction in supervision	<p>Staff &amp; pupils</p> <p>Lack of supervision, increase in accidents, increase contact</p>	<p>Maintain supervision levels as far as practicable at all times.</p> <p>Identify back-up staff</p> <p>Utilise rotas to cover access times including premises staff / cleaners. Consider redeploying staff where necessary.</p>		Headteacher		
<p>Verbal/physical abuse</p> <p>Loss of control</p>	<p>Staff &amp; pupils</p> <p>Physical/psychological injury</p>	<p>Maintain adequate staff supervision</p> <p>Staff familiar with children to be present</p> <p>Staff with additional training employed where appropriate</p> <p>Accidents/incidents to be reported to Health and Safety as required</p>	Ongoing monitoring	SLT	ongoing	
Lack of PPE	Staff and Pupils	<p>In most circumstances PPE will not be required unless usually worn as part of normal procedures.</p> <p>Gloves, apron and mask (Type IIR) to be worn when dealing with a symptomatic child.</p> <p>Gloves to be worn when cleaning.</p>				

		All PEE to be put on, taken off and disposed of correctly – guidance to be provided to staff.				
--	--	---	--	--	--	--

# VALE of GLAMORGAN

Directorate of Environment and Housing



**Building Cleaning Service**

# BRO MORGANNWG



# COVID-19 School Cleaning Guidance

The Vale of Glamorgan Council guidance on cleaning at schools and educational establishments during the COVID-19 pandemic.

The current procedures the Vale of Glamorgan Council's Building Cleaning service have adopted are considered good practice and are:

Schools are currently cleaned as per the individual schedule for the site, with hours of cleaning provided based on the identified need of the site. In addition:

- All schools have the cleaning team split into individual areas within the site, this ensures social distancing, accountability for the standards of cleaning and allows this to be monitored effectively. This also enables the criteria for social distancing to be met outside of normal school opening hours.
- All staff are fully trained in a wide variety of cleaning tasks when they commence their employment with Vale of Glamorgan Council, which includes manual handling, British Institute of Cleaning Science (BICSc) standard cleaning methodologies, use of Colour Coded equipment, instruction of the Control of Substances Hazardous to Health Regulations (COSHH) 2002, chemical and product storage, chemical and product use and dilution rates of chemicals, general Health & Safety and a site specific induction.
- Colour coded equipment are utilised for all specific areas of cleaning such as washrooms/toilets. This method ensures that there is minimal risk of cross-contamination within designated high-risk areas. The equipment provided includes clothes, mop-heads, buckets and spray bottles.
- Strict hygiene controls are in place to ensure that all products/equipment is stored separately to minimise the risk of cross contamination.
- Daily cleaning of hard surfaces is undertaken, with focus on all touch points – including, but not limited to, tables/desks, chairs, doors/frames, door handles, window catches, light switches, toilets, toilet seats, toilet flushes, cubicle walls/doors, hand driers, soap dispensers and wash basins. Germicidal and Floral disinfectant are used on these areas as standard, this is suitable for protection against all known germs and viruses. School staff will assist with this as and when required throughout the day.
- There are no restrictions on the reasonable amount of cleaning products/equipment the cleaning teams have available and the on-site team send order requests directly to the Area Supervisors. These orders are then processed by our depot-based Stores team and delivered to site within five working days.
- Consignments of PPE are provided as standard to all cleaning teams (disposable gloves, face masks, disposable plastic aprons) and additional/supplementary items are available upon request. Additional supply chains for these items have been procured via our depot-based Stores team and these can be delivered to site within five working days

- Onsite Chargehands complete weekly site inspections to monitor standards and to highlight any areas of concern, which are then discussed with the respective staff member and remedial actions identified to rectify any issues, within a timely manner, to attain the required standard.
- Quarterly site inspections are undertaken by Area Supervisors to ensure standards are maintained and improved where issues arise. Reactive inspections are then undertaken as required where any concerns are raised.
- The Mobile Cleaning Unit are utilised to address any potential service shortfalls, for example during periods of sickness absence.
- The management team are also readily available to support with any issues or concerns that occur. Both Service users, and non-service users can contact the team to discuss any issues, raise any queries, request advice or procure specific services i.e. carpet/steam cleaning, infection control
- Since the initial outbreak of COVID-19, Virucidal cleaning products have issued to all school sites as standard, to be used on all surfaces, following the normal cleaning. Following advice from the bio-science departments of our providers and the corporate Health and Safety team, Virucidal cleaning products are currently the best equipped to ensure that all viruses, including COVID-19, are neutralised to provide enhanced protection and confidence. Bacterial cleaning products **may not** suffice. The Vale of Glamorgan Council Building Cleaning team are in constant discussion with our product suppliers, who are continually working to develop their product, and should a new solution become available to address the COVID-19 virus, we will seek to procure this as a matter of urgency.

**A number of enhanced procedures are to be considered and can be tailored to suit the specific needs of the individual school:**

- Consideration given to the provision of additional waste receptacles to allow for potentially contaminated materials such as tissues, hand towels and PPE to be disposed of safely. These receptacles will need to be clearly marked to reflect the expected use. These bins will be emptied by the onsite Cleaning team, in line with usual onsite waste disposal arrangements.
- The provision of additional PPE will be provided for staff use should they wish to utilise this. Some items are not considered mandatory however, should individuals wish to utilise specific items, these will be provided/sourced.
- The provision of an additional daytime cleaning service, in conjunction with our standard agreed specification, whilst schools are operational. The intention of the Building Cleaning team is to endeavour to provide a site-specific bespoke service in respect of this, which will need to be discussed on

an individual site basis. However, the current standard service provision we are able to provide, with our current staffing resources, is an Infection Control service between 10:00hrs and 14:00hrs (Monday to Friday).

- Virucidal cleaning products will become a standard stock item and will continue to be used on **all** touch points, with any additional daytime cleaning focusing solely on these areas. These will include, but not limited to, washroom areas (toilet seats, toilet flushes, cubicle door handles, wash basins, door handles, door panels, electrical switches, canteen areas, table/chairs, classroom desks and chairs).
- Areas of the school may be required to be cordoned off for short periods during the daytime cleaning regime, to ensure the Health and Safety of school staff, pupils and Cleaning staff, as well as to ensure social distancing can be maintained. This may result that toilets will be closed for a short period of time whilst the wiping of surfaces is undertaken, however, we will minimise disruption as much as is possible.
- Daytime cleaning would not see any areas of the school site being 'cleaned' as per the standard agreed specification, unless spillages etc. were to occur. This type of cleaning of the site will be undertaken during the regular cleaning hours.
- Where a suspected or confirmed case of COVID-19 occurs within a school, the potentially affected areas will need to be clearly identified and quarantined pending a deep clean of the area. The standard deep clean will require the wiping down of all surfaces the person(s) has/may have contacted. Virucidal cleaning products will be utilised for these purposes as this is currently the most effective chemical available to fight the virus. All soft toys should be removed from the potentially affected area and stored securely for 72 hours prior to any further use. **Please note**, such cleaning may incur an additional charge as the Building Cleaning team would be unable to be provided this service within the standard cleaning provision. This is to ensure suitable cleaning takes place of the normal site areas, as well as sufficient time taken to provide a satisfactory deep clean of the potentially infected areas.
- In addition, the use of Bio-Misting equipment has been an increasing trend during the COVID-19 pandemic and the whilst the Building Cleaning management team are sceptical over how thorough this method of decontamination is, we have ordered two machines and should be in a position to offer this service in the non to distant future, as part of the deep clean process following a suspected or confirmed COVID-19 outbreak. **Please note**, this service may incur an additional cost to provide.

The Vale of Glamorgan Council Building Cleaning team are available to answer any queries, concerns, issues and to offer advice and guidance, irrespective of whether your school actually utilises our in-house service to clean your premises. We can provide a variety of assistance including:

- Training of staff to meet the standards outlined by the British Institute of Cleaning Science
- Provision of colour coded products and equipment to serve your respective needs and all associated guidance, dilution rates, COSHH assessments, product information etc. This service also includes direct to site delivery as standard.
- Risk Assessments and Method Statements (RAMS) for each required task that your cleaning operatives may be required to undertake.
- Ad-hoc specialist cleaning services such as infection control, deep cleans, carpet/steam cleaning and coming soon, Bio-Misting.