



Ysgol Hafan y Môr Risk Assessment

Setting	Ysgol Hafan y Môr	Date of Assessment	8 th September 2020
Assessment Completed By	Vicky Griffiths Pennaeth		
Person Responsible:- Pennaeth a Chorff Llywodraethwyr		Re-assessment date: Half termly	
Manager:- Mrs V Hart-Griffiths- Pennaeth		COVID-19 Schools Recovery	

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, children and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and children.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation

Risk = severity x likelihood	Severity of harm		
	(1) Slight (All other injuries and illnesses)	(2) Serious (Over 3 day injury or serious illness)	(3) Major (Death or major injury)
Likelihood of occurrence			
(1) Low (Harm will seldom occur)	Low (1)	Low (2)	Medium (3)
(2) Medium (Harm likely to occur)	Low (2)	Medium (4)	High (6)
(3) High (Harm certain to occur)	Medium (3)	High (6)	High (9)

HAZARD	WHO MIGHT BE HARMED AND HOW?	EXISTING CONTROL MEASURES	RISK (severity x likelihood)	WHAT MORE NEEDS TO BE DONE TO CONTROL THE RISK?	BY WHOM? BY WHEN?
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On-site traffic	Not Required as the specific Traffic management R/A should contain information	See separate Traffic/Management risk assessment/arrangements for each venue			
COVID-19 Virus	Teachers, Support staff children and any others on site with permission. Transmission of COVID - 19 (Fatality potential)	Public Health Wales guidance must be followed at all times Regular review of the latest guidance to be undertaken. <ul style="list-style-type: none"> https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/ Essential measures include: <ul style="list-style-type: none"> A requirement that people who are unwell with symptoms of COVID-19 stay at home. Robust hand and respiratory hygiene including ventilation. Continue increased cleaning arrangements. Active engagement with Test, Trace, Protect. 	High (6)	Initial Safety briefing to be conducted to all individuals whilst maintaining social distancing identifying minimum expectations allowing two way conversation to provide adequate knowledge and understanding.	All Stake holders Ongoing

		<ul style="list-style-type: none"> Active and effective protocols in place to reduce contact and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable. <p>See Staff/ Visitor/ Isolation school protocols & daily routine arrangements</p>			
Symptomatic pupils entering the school	Teachers, Support staff children and any others on site with permission.	<ul style="list-style-type: none"> All children (via parents) to be screened on arrival at the school with a standard question set. Staff will be vigilant for changes to learner' temperatures and signs of fever. Designated staff will check temperature using infrared thermometer if required. Parents reminded of their responsibility to abide by the Test, Trace, Protect Strategy, along with social distancing and stay at home guidance. 	High (6)	<p>To be continually revised in line with current national guidance. See Re-opening of Schools Safety Information for Parents and Carers document</p> <p>For further information on Test, Trace, Protect follow the link.</p>	<p>All Stake holders</p> <p>Ongoing</p>
Spread of COVID -19 Infection – Dropping off/ Picking-Up	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> Staggered start/finish times to minimise congestion and keep groups apart. Utilising multiple entry/exit point where possible to prevent congestion. Installed general signage in playground and in reception reinforcing Covid safety measures. 	Medium (3)	<ul style="list-style-type: none"> Utilise multiple entry/exit point where possible to prevent congestion. Staff to continue to remind (daily) children and parents to maintain a social distance whilst waiting to enter the school. 	<p>Head Teacher/ School Staff</p> <p>All Staff</p>

		<ul style="list-style-type: none"> • Communicated arrangements regarding drop-off/pick-up times, entry points and locations to parent and guardians. • Encouraged parents to provide clean uniform for their children every day. • Marked lines on the floor to help ensure that parents queuing maintain the 2m social distancing. • Communicate to parents of the arrangements in place to drop off/pick up to support social distancing. • Ensure suitable screen dividers in main entrance reception. All persons to apply sanitiser gel to their hands on their arrival, unless able to wash their hands with soap and running water immediately on entry (preferable but often impractical). • Staff to remind parents to maintain a social distance whilst waiting to enter the school. • All children and adults, including staff to wash their hands on entry into the school or apply hand sanitiser. • Provided hand sanitiser (min 60% alcohol content) at reception, and signage reminding staff, pupils and other to use. 		<ul style="list-style-type: none"> • Continue to provide hand sanitiser (min 60% alcohol content) at reception, classrooms and at points around the school and replenish where necessary. • Ensure signage remains prominent. • Monitor stock levels of hand sanitisers to ensure supply is available at all times. • See Re-opening of Schools Safety Information for Parents and Carers document. 	<p>Caretaker / HT and all staff</p> <p>Caretaker – All Staff to inform caretaker</p>
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		<ul style="list-style-type: none"> Continue to monitor stock levels of hand sanitisers to ensure supply is available at all times. Staff follow the limited social contact guidance e.g. no handshaking or hugging and activities should be planned to minimise need for contact. Parents not permitted onsite without an appointment. Process in place for staff and learners to remove face coverings communicated to all. Learners instructed not to touch the front of their face coverings during use or when removing, to wash hands immediately, dispose of temporary face coverings in a covered bin or face reusable coverings in a plastic bag before washing hands again. 			
Spread of COVID -19 Infection – entry of Contractors and Visitors	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> Where possible visits planned to take place out of hours to minimise contacts. Provision of signage, hand sanitiser etc. as above. Register in place of all those visiting and using the school site to enable school to assist 'Track and Trace', to identify those who have tested positive with covid19 Follow school's visitor protocol. 	Medium (3)	<ul style="list-style-type: none"> Provide communication of key messages to contractors and others. Notify visitors/contractors and others of the school specific controls e.g. one way systems, importance of maintaining social distancing and follow hygiene requirements prior to and on their arrival 	<p>Head Teacher All Staff</p> <p>Caretaker/ Admin and School Staff</p>
Person-to-person transmission		As above plus:	Medium (3)	To be continually revised in line with current national guidance	All Stake holders

	<p>Teachers Parents/Children and others</p>	<ul style="list-style-type: none"> • Parents and children on arrival to be encouraged to maintain social distancing • Staff and volunteers to be made aware of COVID-19 symptoms and to remain alert for symptoms in others – new continuous cough, fever or high temperature also lack of smell or taste. • Activities developed and coordinated to minimise close contact and following national guidance in Coronavirus (COVID-19): implementing social distancing in education and childcare settings. • Social hygiene skills (eg using/disposal of tissues and face touching) to be reinforced throughout the day • Follow guidance posters as displayed around the school • In order to minimise the risk of cross infection, class groups should be segregated wherever possible including lunch times (by collecting lunch from canteen but eating in classrooms) and segregating outdoor play by appropriate means • All users to wash hands upon entry, regularly throughout the day and to follow good hygiene practices when not in the hub • Soap and water is the preferred means of washing but sanitiser is also provided 		<p>All Stakeholders Guidance sheets</p> <p>Parents have been provided with information videos 'new normal' which are child friendly and can be discussed with children at home.</p> <p>FAQ sheet has been provided to all parents with updated information and their questions/queries addressed.</p> <p>On 'teaching days' children will remain in bubbles with their class teacher and TA for the entire day. Any pupil using the hub will join their peers on their specific 'teaching day'</p> <p>Break times are staggered and where possible children from different classes will play in separate areas on the school grounds.</p> <p>Updated parent consent agreements will be issued as and when required.</p> <p>Caretaker & cleaners will report weekly re: cleaning products and Admin will check PPE supply to ensure that stock is replenished on a regular basis.</p> <p>Caretaker will open windows when unlocking the building to ensure appropriate ventilation & circulation of air in classes.</p> <p>All classrooms have disinfectant sprays (approved for children)/ Blue roll paper</p>	<p>Ongoing</p>
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				<p>towel wipes & sanitizing bins for individual equipment pupils have used during the day.</p> <p>All toilets & classrooms have paper towels for drying hands and hand dryers have been switched off.</p>	
Cross infection of Covid-19 virus general	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> Well-publicised Government health campaign that anyone with recognised symptoms of Covid-19 is instructed to self-isolate at home. All but essential face-to-face meetings cancelled – video conferencing or telephone calls held instead 2m social distancing for adults rule well established nationally and regularly re-enforced in national media, Government communications, internal messages and signage at office. All Staff and pupils adhere to 2m distancing from others where possible, and keep duration of closer proximity to minimum (e.g. to pass in a narrow area). School layout, lessons and activities organised to minimise contacts between groups. Resources brought into school by learners to be limited to essential items – coat, bag, phone, lunch bag, books etc 	Medium (3)	<ul style="list-style-type: none"> Symptomatic staff and pupils and those identified as household contacts of suspected cases not permitted to return to school until they have completed the isolation people (if non-symptomatic) or contact receives a negative test. Symptomatic staff, or those contacted by the ‘track and trace’ service, to notify the Head Teacher of their absence and requirement to self-isolate. Close contacts of confirmed cases as identified by track and trace not permitted to return until the end of their isolation period. 	<p>Head Teacher All Staff</p> <p>As and when required - in line with PHW and WG Guidance</p>
Transmission via inanimate objects	Teachers/Children /Support staff and others	<ul style="list-style-type: none"> Sharing of objects to be minimised wherever possible 	Medium (3)	To be continually revised in line with current national guidance	All Stake holders

		<ul style="list-style-type: none"> • Communal objects/surfaces to be cleaned using standard cleaning methods but on a more frequent basis (determined by number of persons present and frequency of use) • This also applies to more infrequent tasks such as removing depleted toilet roll cardboards (Reminder PPE to be worn) and washing of hands after completion of task. • Specific areas/equipment used by persons excluded due to being symptomatic must be cleaned before re-use in line with COVID-19: cleaning in non-healthcare settings - GOV.UK. • If required, contract cleaning staff or PCC Corporate Cleaning Team to be contacted for specific cleaning related issues Teams to be communicated/briefed to school expectations on arrival. • Consideration must be given to prohibiting personal belongings being brought into school unless justifiable and control measures to prevent cross contamination deemed appropriate 		<p>FAQ & information videos have been sent to all families and governors explaining the new arrangements and cleaning routines.</p> <p>All surfaces are cleaned every two hours unless required before this time.</p> <p>Toilets are cleaned regularly throughout the day in line with PCC guidance.</p> <p>Contact details for PCC Contract Cleaning Team to be on Office board.</p> <p>All classrooms have disinfectant sprays (approved for children)/ Blue roll paper towel wipes & sanitizing bins for individual equipment pupils have used during the day.</p> <p>Any equipment used in classrooms by pupils are provided to individuals for the day and are disinfected at the end of every day.</p> <p>All equipment used is either plastic or is able to be disinfected easily.</p> <p>Children are only permitted to bring a wipeable water bottle/ lunch box (<i>where necessity dictates</i>) / coat (<i>where necessity dictates</i>) / sun hat (<i>where necessity dictates</i>) *All items must have their child's name written on it clearly and will be kept with the child on his/her desk/seat.</p>	<p>Ongoing</p>
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				<p>The same guidance as above is applicable to staff however their items are kept in a cupboard with in the classroom.</p> <p>Children in classrooms & hub setting will sit on the same seat throughout the day. They will keep the same equipment / plastic toys eg. Lego/ small world/ numicon for the entire day and it will be disinfected regularly throughout the day and soaked in disinfectant for allocated time at the end of the school / hub day.</p> <p>Steamer is used to steam along all walls & flooring in the hall in between groups of pupils (bubbles)</p>	
Cross infection of Covid-19 virus – basic hygiene	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> All children and adults, including staff wash their hands/use sanitiser (min 60% alcohol) on entry into school. Handwashing is preferable. Hand washing takes place at regular intervals during the day and be re-enforced into routines including: <ul style="list-style-type: none"> Before and after snacks/meals/use of toilet/outside play/after handling object that may have been handled by others/after physical contact/after blowing nose/coughing/sneezing/moving between rooms. 	Medium (3)	<ul style="list-style-type: none"> Ensure adequate availability and replenishment of soap, warm water and paper towels in all toilets and other areas used for handwashing. Arrange for bins to be emptied regularly and at least daily. 	Head Teacher / Caretaker / Cleaning Staff

		<ul style="list-style-type: none">• Instructed staff to rearrange their working practices to maintain 2m distancing.• Staff promote handwashing, to ensure that children are familiar with the correct hand washing techniques and ensure that handwashing is built into routines.• Staff supervise younger children and those with additional learning needs with handwashing where required.• Staff to ensure they wash their hands after any direct contact with a child.• Remind staff and children to avoid touching their face/nose/eyes with unwashed hands.• If possible provide different toilets for use by different contact groups. If this is not possible hand sanitiser to be used before using the toilet and toilets to be cleaned more frequently.• Provided hand sanitiser for use before using the toilets.• Children are aware of risks associated with sanitiser and are aware and supervised to use safely e.g. avoid contact with eyes and ingestion. Consider suitability of location and supervision.• Ensured adequate availability of soap, warm water and paper		
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		<p>towels in all toilets and other areas used for handwashing.</p> <ul style="list-style-type: none">• Paper towels to be used instead of hand dryers to minimise aerosol spread.• Lidded bins provided for disposal of paper towels• Ensured hand sanitiser (min 60% alcohol) is located at suitable points around the school with sanitiser points.• Tissues in each classroom and work area.• Reminded staff to “Catch-it, bin it, kill-it” and to cough or sneeze into their elbow if a tissue is not available, and to place used tissues into the designated refuse bin, then immediately wash their hands.• Informed staff that refuse bags of tissues used by anybody with covid-19 symptoms must be double-bagged and kept for 72hrs prior to disposal.• Poster in toilets area supporting good hand washing.• Posters in key locations around the school supporting key messages – social distancing, hand-washing, binning etc.• All waste to be placed in lidded bins in all classrooms.• Arranged for bins to be emptied regularly and at least daily.		
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Storing and handling of hand sanitizers	<p>All Staff and children, visitors, contractors and others</p> <p>Chemical burns, blisters, skin reactions/irritation Inhalation of substance</p>	<ul style="list-style-type: none"> • Hand sanitisers should be used and stored as per manufacturer's instructions. • To follow Regulations of COSHH (Control of Substances Hazardous to Health). • Each substance should have a suitable and sufficient COSHH Risk Assessment and Safety Data Sheet. • Decanting of alcohol based sanitisers should be conducted in a well ventilated area away from ignition sources. • PPE should be worn as directed in the COSHH Risk Assessment. 	Medium (3)	<ul style="list-style-type: none"> • To follow any new instructions from the manufacturers of the product. 	Caretaker, HT & Admin
COVID -19 Infection – Movement around the school	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> • Nursery – Yr 2 pupils to eat lunch in the hall in the class groups and at staggered times. All pupils in yrs.3 – 6 to eat lunch in in class to minimise movement around site. • Staff to eat either in staff room keeping a 2m social distance or can leave the school site if not on duty and eat lunch off-site however ensuring that they are continuing to adhere to strict social distancing measures off-site. • Marked lines on the floor to reinforce that those queuing maintain the 2m social distancing e.g. entry, playground, reception desk. 	Medium (3)	<ul style="list-style-type: none"> • Ensure lines on the floor to reinforce that those queuing maintain the 2m social distancing e.g. entry, playground, reception desk are maintained. • Continue to manage the use of toilets and handwashing facilities to support social distancing while ensuring pupils are as free as possible to use the facilities as required. 	Caretaker Caretaker and all school staff

		<ul style="list-style-type: none">• Floor signs and wall signage around the building setting reminding all of key risk-control measures, e.g. the need to socially distance from others.• Minimised pedestrian movement around the school where possible e.g. children using one classroom only rather than moving between rooms, and use of external doors that open directly into classrooms rather than main entrance/exit points.• Implemented a one way system around the outside of school and stand back and wait policy inside.• Installed signage to support one way arrangements• Hold open (e.g. by use of a door wedge) doors that are not designated as a fire door where possible to minimise hand contact with door handles.• Toilets and handwashing facilities managed to separate contact groups wherever possible.• Staggered lunchtime, breaks and movement around school to minimise unnecessary mixing of groups.• Have breaks outside where possible.• Instructed staff to minimise their movement between rooms where possible		
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<p>Spread of covid – 19 infection – classroom/ other areas used</p>	<p>Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly</p>	<ul style="list-style-type: none"> • Children into consistent groups and minimise contact and mixing between groups as much as possible. • Maintain 2m social distancing between groups of children and between children and staff where possible. • Each class maintains a contact book to record any contact with those from outside to assist with track and trace if required. • Instructed staff and pupils to avoid mixing of groups. • Maintain consistent Teacher and Teaching Assistant(s) where possible. • Where staff members are unable to maintain 2m social distancing they will minimise the time spent within 1m and avoid face to face contact where this is practicable. • Where social distancing is unreliable staff who choose to do so supported to wear 3 layer face coverings in accordance with WG guidance. • Staff who chose to wear face coverings made aware of how to use them safely: <ul style="list-style-type: none"> • Hands washed/sanitised before putting on/taking off • Avoid touching eyes/nose/mouth at all times • Store reusable face covering in a plastic bag until washed 	<p>Medium (3)</p>	<ul style="list-style-type: none"> • Class Teacher to maintain room set up ensuring 2m distancing. • Replenish hand sanitiser available in any classroom with no handwashing facilities. • Ensure classroom and other areas in use are well ventilated windows and doors kept open where possible to encourage airflow 	<p>Class teachers</p> <p>Caretaker & class teachers</p>
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		<ul style="list-style-type: none">• Do not touch the front of the face covering or the part that has been in contact with mouth and nose• Once removed clean any surfaces the face covering has touched• Wash regularly• Tuck away any loose ends• Dispose of responsibly in a covered bin to prevent cross contamination• Re-set desks forward facing and/or side by side to support social distancing.• Install tape line marking around teacher's desk to reinforce social distancing.• Removed unnecessary furniture and items from the classroom to maximise space.• Ensured refuse bags with tissues used by anyone symptomatic of covid-19 are double bagged and isolated for at least 72 hours before disposal.• Instructed staff to avoid the sharing of desks/ work stations where possible, or where unavoidable, implement a cleaning regime between use by different children or staff.• Installed posters to remind staff and children of social distancing and hygiene requirements in every classroom and strategically around the building.		
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		<ul style="list-style-type: none"> • Instructed staff and pupils to avoid sharing of resources such as pens, scissors etc. and equipment (e.g. iPads) where possible. Where resources have to be used by more than one person, clean between uses. • Resources permitted to be taken home to be minimised where possible. Resources taken home not to be shared or to be cleaned/rotated between uses. • Resources shared between contact groups e.g. PE – Hall and IT Suite equipment to be cleaned between contact groups • Discourage pupils and staff from bringing in any items from home, apart from a packed lunch. Where items are brought from home they should only be handled by their owner otherwise must be cleaned. • Instructed staff and pupils not to share food/ snacks/ drinks/ cups/ bottles/ utensils. • Hand sanitiser available in any classroom with no handwashing facilities. • Ensured classroom and other areas in use are well ventilated with windows and doors kept open where possible to encourage air flow. 			
Cross infection of Covid-19 virus within	Staff, pupils, contractors and visitors at risk of covid-19 transmission	<ul style="list-style-type: none"> • Nursery – Yr 2 pupils to eat lunch in the hall in the class groups and at staggered times. 	Medium (3)	<ul style="list-style-type: none"> • Staff and pupils to be regularly reminded that food /drinks / 	HT & all staff

<p>school – lunch/break time</p>	<p>from each other and surfaces they contact directly or indirectly</p>	<p>All pupils in yrs.3 – 6 to eat lunch in in class to minimise movement around site.</p> <ul style="list-style-type: none"> • Instructed staff and pupils that food /drinks / bottles/cups/utensils must not be shared between pupils. • Removed clutter from tables to enable them to be disinfected and visually clean before lunch/snack. • Arranged for hand washing to take place at regular intervals during the day including in particular: <ul style="list-style-type: none"> - before and after snacks/meals - use of toilet - outside play - after handling object that may have been handled by others - after physical contact with someone else - after blowing nose, coughing / sneezing and disposing of any tissue. • Instructed staff to supervise younger children and those with additional needs with handwashing if required. • Arranged for the staggering of lunch and break times to avoid mixing of different groups of pupils. 		<p>bottles/cups/utensils must not be shared between pupils.</p> <ul style="list-style-type: none"> • Continue to remove clutter from tables / surfaces to enable them to be disinfected and visually clean before lunch/snack • Steam communal areas (eg.hall) between groups to ensure that areas have been sterilised appropriately. <p>Reopening Children’s Playgrounds & Outdoor Play Areas- Coronavirus Guidance</p>	
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		<ul style="list-style-type: none"> Instructed staff to take children outdoors during play times where possible. Segregated the playground to restrict contact between different groups. <p>However at times it may be impossible to ensure that pupils are segregated and where mixing between groups cannot be avoided, the school will run the approach to risk estimation and management process to reduce the risk of transmission between contact groups.</p> <ul style="list-style-type: none"> Suitable control measures in place as per guidance including age segregation Play equipment to be regularly cleaned throughout the day and between uses of groups. Contact activities minimised to prevent cross contamination Social distancing guidelines observed as far as practicable 			
Cross infection of Covid-19 virus within school from colleagues – common rest areas/meeting rooms	Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly	<ul style="list-style-type: none"> Open windows/doors where possible and maintain good ventilation All staff to wear face coverings outside their bubbles; in corridors and communal areas No more than 3 members of staff in the staff room at any one time. Encouraged employees to bring their own food. 	Medium (3)	<ul style="list-style-type: none"> Staff and pupils to be regularly reminded that food /drinks / bottles/cups/utensils must not be shared between pupils. Continue to remove clutter from tables / surfaces to enable them to be disinfected and visually clean before lunch/snack 	HT & all staff

		<ul style="list-style-type: none"> • Encouraged staff to take breaks in their class / outside to minimise movement and support social distancing. • Rearranged tables and chair in staff room / break out areas to support social distancing. • Rota breaks to enable safe use of any toilets/staff room can be used safely to avoid concurrent use. • Encouraged staff to store personal items in classroom cupboard space where possible • Encourage staff to stay in the workplace during breaks, and if they do leave site to socially distance. 			
Cross infection of Covid-19 virus within school – Undertaking Intimate care	Staff and pupil involved at risk of covid-19 transmission from each other and surfaces they contact directly/ indirectly during the care.	<ul style="list-style-type: none"> • Standard PPE available e.g. gloves and apron to be used for hands-on care tasks including toileting and washing and supporting vulnerable children. • Printed and displaced the poster on donning / doffing PPE - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PHE_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf • Instructed staff required to wear PPE as part of their role know how to dispose of it safely including to requirement to 	Low (2)	<ul style="list-style-type: none"> • Assess whether fluid resistant surgical mask and eye protection is required where a child-specific risk assessment identifies a risk of splashing to the eyes from spitting, vomiting or any other bodily fluids. • Provide and instruct staff to wear an FFP3 mask (face fit required) if required. 	<p>All staff and in line with guidance</p> <p>All staff</p>

		double bag and keep for 72hr for items that may be contaminated.			
Cross infection of Covid-19 virus within school – behaviours that increase the risk of droplet transmission e.g. spitting, biting licking, kissing	Staff at risk of covid19 infection due to increased risk of droplet transmission	<ul style="list-style-type: none"> • Standard PPE only where children are non- symptomatic • Enhanced cleaning of toys, surfaces and objects using cleaning materials in class and at end of school day 	Low (2)	<ul style="list-style-type: none"> • Monitor effectiveness and adjust where necessary – seek advice from H&S where required 	All staff
Persons becoming symptomatic while at the school	Teachers, Support staff children. And others	<p>Those showing symptoms should be isolated until they can be collected and taken home *see isolation room protocol . This is in a separate room (Isolation/ Cookery room). It is supervised at a distance of two metres where possible, but we recognize this may not always be possible with younger learners. Minimise contact between individuals wherever possible. For younger learners the emphasis will be on separating groups, and for older learners it will be on distancing. If they need clinical advice, they (or a member of staff or their parent/carer) should go online to 111 Wales (or call 111 if they do not have internet access).</p> <ul style="list-style-type: none"> • Consistent groups help reduce the risk of transmission by limiting the number of learners and staff in contact with each 	Medium (3)	<p>To be continually revised in line with current national guidance</p> <p>If any child or adult presenting with symptoms they will be isolated immediately in the isolation room (cookery). See school's Isolation guidance.</p> <p>The room has a vinyl floor and can be cleaned easily.</p> <p>It has an external door to the car park which will be used as the exit to ensure that any virus / illness is contained and not spread through the school by walking the corridors to main exit.</p> <p>PPE equipment is stored in the isolation room and is able to be accessed quickly (if required)</p> <p>Self isolation guidance:</p>	<p>All Stake holders</p> <p>Ongoing</p>

		<p>other to only those within the group.</p> <ul style="list-style-type: none"> · Their parent must be contacted using the emergency contact numbers provided at registration · Arrangements must be made for the child to be collected and taken home into isolation <p>If anyone becomes unwell in an educational setting with either:</p> <ul style="list-style-type: none"> · A new, continuous cough – 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) – NHS guidance COVID-19 Symptom Checker · A high temperature – NHS guidance advises they should be sent home and advised to follow the stay at home guidance. · Loss of taste and smell. · If any person displays the above symptoms of COVID-19 the latest guidance for educational establishments should be followed at all times. 		<p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>If a person has symptoms or has tested positive for coronavirus, they must self-isolate for at least 10 days.</p> <p>The person must self-isolate for 14 days if:</p> <ul style="list-style-type: none"> • someone you live with has symptoms or tested positive • someone in your support bubble has symptoms or tested positive • you've been told to self-isolate by NHS Test and Trace 	
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		<ul style="list-style-type: none">· National guidance on Coronavirus (COVID-19): implementing social distancing in education and childcare settings and more general guidance on social distancing to be observed when entering/leaving school and throughout the day wherever possible to reduce the risk of spread of infection.· All users to wash hands upon entry, regularly throughout the day, before departure, and to follow good hygiene practices when not in the educational setting· Soap and water is the preferred means of washing but hand sanitiser is also provided <p><i>(People are considered as potential contacts if they were in contact with the person who has tested positive during a period beginning up to two days before symptom onset and ending when the case entered home isolation.)</i></p> <p>A contact is defined as someone who has had close contact during this period specifically:</p> <ul style="list-style-type: none">· Within one metre of the person who has tested positive and has been coughed on, had a			
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		<p>face-to-face conversation, had skin-to-skin physical contact, or been in other forms of contact within one meter for one minute or longer.</p> <ul style="list-style-type: none">· Within two metres of the person testing positive for more than 15 minutes.· Having travelled in a vehicle with the person who has tested positive. <p>Where staff have maintained social/physical distancing rules and adhered to hygiene measures during work and when required have used personal protective equipment (PPE) or worked behind an appropriate screen or partition, they would NOT be regarded as part of a contact tracing exercise for these purposes.</p> <ul style="list-style-type: none">· Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.· All individuals developing symptoms at an educational setting must go directly home and follow national stay at home and social distancing guidance· In any event of someone becoming symptomatic within the educational setting, contact			
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		<p>the Test, Trace, Protect Team for advice or the Corporate Health and Safety Unit.</p> <ul style="list-style-type: none"> · National guidance in relation to the cleaning of areas where a person is suspected of having coronavirus must be followed · Any equipment used by a symptomatic person must be removed from use immediately and thoroughly cleaned and disinfected · When a person becomes symptomatic after arrival and has used home-to-school transport, the PCC School Transport Team must be informed and they will liaise with the contractor or others who could be affected. 			
Skin irritations due to excessive washing of hands or wearing of PPE	All Staff/Support workers	<ul style="list-style-type: none"> • Dry hands appropriately. • Moisturising creams to be used periodically. • Liquid Soap and foam only. • In regards to the wearing of PPE ensure you follow manufacturer's instructions for the duration of wear. Disposal should be in line with industry guidelines. 	Low (2)	Seek guidance from PCC Occupational Health Team. NHS Hand Hygiene	All Staff Ongoing
First Aid Emergency Arrangements	Persons suffering from an injury or ill health in need of first aid while at school including staff,	<ul style="list-style-type: none"> • Standard PPE available e.g. gloves and apron should be used for first aid tasks. 	Low (2)	Holders of a First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) certificate that expires on or after 16 March 2020 and cannot access	All Staff Ongoing

	<p>children, visitors, contractors.</p> <p>Qualified first aiders may not be attending work as frequently.</p> <p>First aid qualifications may have expired during shutdown period.</p> <p>No practical first aid training currently taking place</p> <p>First aider and patient at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly during the care</p>	<ul style="list-style-type: none"> • Reviewed school first aid provision risk assessment • Checked the expiry date of sterile items within first aid kits and spare supplies elsewhere and replace stock if necessary • Checked the expiry date of sterile eye wash bottles, and replace if necessary • Checked the expiry date of AED pads and replace if necessary • Checked the battery life indicator on the AED(s) and arrange a replacement battery if indicating low • Instructed first aiders to only administer first aid to a symptomatic individual if essential and to wear a fluid resistant surgical mask, gloves and apron. • Instructed first aiders that any used PPE should be double bagged and kept for 72 hrs prior to being disposed of with regular waste. • Instruct first aiders that, a fluid resistant surgical mask and eye protection should be used if there is a risk of splashing of bodily fluids e.g. from spitting, vomiting, coughing • Instruct first aiders that good hygiene practices should be followed after first aid has been administered, particularly washing they hands. 		<p>requalification training because of coronavirus, you may qualify for an extension</p> <p>First aid PPE</p> <p>First Aid kits in each class pod, plus the first aid area, to also have a pack consisting of Face visor, masks gloves and coverall. To protect the first aider when administering first aid to a casualty. Set to be kept in each classroom as well as in the First Aid Area. The cookery room has been designated as the First Aid area & isolation room.</p> <p>Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings.</p> <p>First Aid During the Coronavirus Outbreak-HSE</p>	
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		<ul style="list-style-type: none"> Instruct all staff that the isolation room should be left for 72hrs where possible after being occupied by an individual symptomatic of covid-19 before cleaning, or made subject to an enhanced clean before further use. 			
Prescription medication	Children Incorrect medication or dosage provided and medication not available	<ul style="list-style-type: none"> Staff to liaise with parent/carer/pupil to ensure availability. 	Low (2)	To be stored and administered in the office using PPE. Only named staff to administer as per medical guidelines and form completed by parent/carer. See administering of medicines policy.	HT & CP Leads Ongoing
Fire Also see school Fire R/A for details	All users Burns, asphyxiation and injury caused by smoke inhalation	<ul style="list-style-type: none"> Isolate areas of the school that are not required to prevent unauthorised access – without compromising emergency evacuation routes Fire alarm checks must be carried out as normal All staff and pupils to be given induction (eg tour of exits and assembly points) and fire coordinators/marshals to be agreed including means of contacting emergency services 	Low (2)	Fire Log Books in office Induction Tours to be logged in Fire Log to ensure every pupil and staff visitor is clear about procedures. Emergency evacuation checks carried out termly as per regulations.	HT Ongoing
Play activities	Pupils Minor bumps, fractures or infection	<ul style="list-style-type: none"> Do not use play equipment that requires high levels of shared use Suitable control measures in place as per guidance including age segregation Play equipment to be cleaned throughout the day Contact activities minimised to prevent cross contamination 	Low (2)	Careful selection of play equipment to avoid contamination between pupils. Strict cleaning routine implemented and cleaning guidance followed at all times.	All Staff Ongoing

		<ul style="list-style-type: none"> • Social distancing guidelines observed as far as practicable 			
Safeguarding	Children	<p>Staff are reminded of their safeguarding duties with the statutory guidance for education settings.</p> <p>The Welsh Government has produced a non-statutory guide to remind practitioners working across agencies of their responsibilities to safeguard learners and to support them in responding to concerns about learners at risk. The guide links to and should be used with the national Wales Safeguarding Procedures.</p> <ul style="list-style-type: none"> • Standard procedures to be observed including consideration of older age groups • Appropriate site security arrangements in place 	Medium (3)	<p>See Revised Safeguarding</p> <p>All SLT and CP designated officers aware of children who may be at risk.</p> <p>Keeping learners safe and with the wales Safeguarding Procedures.</p>	<p>All CP Leads</p> <p>Ongoing</p>
Statutory and general maintenance of premises and work equipment	<p>Staff, visitors, members of public, contractors.</p> <p>Risk of failure of equipment with subsequent potential to cause serious personal injury or ill health</p>	<ul style="list-style-type: none"> • All routine inspections and tests must be maintained (eg • Legionella water monitoring and hand wash water temperature) • Statutory inspections and servicing to continue • Defects to be reported for remedial action • Any areas presenting increased risk to children to be isolated (eg design and technology rooms) 	Low (2)	<p>Daily checks by HT & Caretaker</p> <p>If any hazards identified present an imminent danger, the area should not be used and access prohibited until remedial action can be taken</p> <p>ICT suite will not be in use.</p> <p>All equipment – photocopier/ laminator & guillotine must be wiped using anti bac wipes after every use.</p>	<p>HT/ Caretaker</p> <p>Ongoing as part of H&S routines</p>

		<ul style="list-style-type: none"> • All keep locked shut doors to be such, including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms isolated • Good housekeeping to be maintained • All outdoor building maintenance must be co-ordinated with the headteacher to ensure segregation from children and staff (eg grass cutting) • All contractors to report to reception prior to the start of any work • We have a duty to others to provide wash facilities. This includes other employers with employees visiting the schools such as contractors, and visitors 		<p>Laptops / Ipdas will be used in class and cleaned as per guidance.</p> <p>Use of visitors sign in for contractors</p>	
Stagnant water – legionella and other harmful bacteria	<p>Staff, visitors, pupils, members of public, contractors.</p> <p>Risk of rapid bacteria proliferation to levels posing risk of causing legionnaires disease and other serious ill health particularly if contaminated water droplets become airborne and are inhaled or the water is consumed.</p>	<ul style="list-style-type: none"> • Routine flushing and temperature checks has been maintained. • Hot water boiler not turned off as weekly flushing of stagnant water maintained during closure. • Routine safeguards in line with current legionella risk assessment undertaken during closure. Six monthly check undertaken 	Low (2)	<p>Routine flushing and temperature checks to be maintained.</p> <p>Checking the temperature of water to ensure it is below 20°C or above 50°C (at sentinel points within 1 minute of running) should continue each month.</p> <p>Weekly flushing of little used outlets to continue including any outlets that become little used due to reduced school usage on reopening.</p> <p>Ensure hot water systems kept on should remain stored above 60 oC throughout.</p>	<p>HT/ Caretaker</p> <p>Ongoing as part of H&S routines</p>
Cleaning activities	PCC Contract cleaners/staff	<ul style="list-style-type: none"> • Ensure adequate cleaning arrangements are in place - 	Medium (4)	<ul style="list-style-type: none"> • TOILETS – Thoroughly clean all hard surfaces within the cubicles and within the 	All Staff

		<p>current guidance advises the use of normal cleaning products</p> <ul style="list-style-type: none"> • Enhanced cleaning of high contact areas must be arranged throughout the day • Refer to national guidance in relation to standard cleaning requirements • Wash hands following any cleaning activity • Where cleaning products are used wear appropriate PPE (eg vinyl or nitrile gloves and aprons) • Wear goggles if decanting chemicals where there is a risk to splashing in the eyes • Before uses review COSHH Assessments and safety data sheets for correct PPE. 		<p>circulation spaces including entry and exit doors. Clean in accordance with the existing cleaning specification.</p> <ul style="list-style-type: none"> • BINS – Thoroughly clean bins will be replaced in toilets for waste of hand towels, in the areas where there was previous air dryers. Remove waste daily to the identified bin store. • KITCHEN AREAS – Thoroughly clean all hard surfaces within the food preparation area, this may include cupboard doors and handles, worktops, sinks, taps and refrigerator handles and grab points. Clean in accordance with the existing cleaning specification. • KITCHEN APPLIANCE – Thoroughly clean and wipe over all hard contact points, this will include kettles, toasters, hot water geysers, microwave doors and handles and any other kitchen appliance that may be present. • PHOTOCOPIERS – Thoroughly clean all control panels, buttons and handrails as well as areas next to door opening • HANDRAILS – Thoroughly clean all surfaces on the rail that may come into contact with the hand • DOOR CONTACT POINTS – Thoroughly clean all handles and levers as well as push points • WINDOW HANDLES - Thoroughly clean all handles and levers as well as push points. • LIGHT SWITCHES – Thoroughly clean all light switches • ELECTRIC POINTS - USB POINTS - Thoroughly clean all light switches • RECEPTION AREAS – Thoroughly clean all hard surfaces, including reception areas, tables and chairs, light switches and other contact points 	<p>Cleaner</p> <p>PCC Cleaning Team</p> <p>Ongoing</p>
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				<ul style="list-style-type: none"> • COMMUNAL AREAS – Thoroughly clean all hard surfaces, including tables and chairs, light switches and other contact points. • EXIT AND ENTRY DOORS - Thoroughly clean all handles and levers as well as push points • STAFF ROOM – Thoroughly clean all hard surfaces, which will include worktops and chairs. All VDE (Visual Display Equipment) and other hard surface contact points • FLOORS – (Carpeted and Hard) – vacuum and clear debris and or mop and dry hard floors • Thoroughly clean all hard contact points that may be present but not include above. <p><i>Use all approved products as supplied by PCC Stores separate COSHH data sheets are available for all of these products that conform with the specified 0.1% Chlorine suitable for use with enveloped viruses.(This will include disposable wipes that will support existing cleaning products as supplied)</i></p> <p><u>PROTECT YOURSELF</u></p> <ul style="list-style-type: none"> • Wear disposable gloves and dispose of after each shift <p>IF YOU ARE FEELING UNWELL AND EXPERIENCING ANY POTENTIAL SYMPTOMS CALL 111 IMMEDIATELY AND NOTIFY YOUR SUPERVISOR</p> <p><u>SOAK UP ANY SPILLAGE</u></p> <ul style="list-style-type: none"> • Use granules provided with a spillage pack (follow instructions) or, paper 	
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				<p>towels/alternative to soak up the excess liquid</p> <ul style="list-style-type: none"> • Transfer these and any other solid matter directly into a waste bag – you can use the disposable bag and scoop/scrapper provide with the spillage pack • All wipes and disposable gloves to be disposed of at the end of the shift in the black bin bags provided and to be removed to the bin storage area. • Wash hands thoroughly using liquid soap, warm water and dry them with the disposable towels provided <p><u>CLEANING EQUIPMENT AND SUPPLIES</u></p> <ul style="list-style-type: none"> • All cleaning equipment must be cleaned or disposed of after use <p><u>RECORD DETAILS – THIS SHOULD BE RECORDED IN THE RECORD OF ATTENCE BOOK (As per usual)</u></p> <ul style="list-style-type: none"> • Record all necessary details on the cleaning record sheet including date and time and initials 	
Lack of staff, reduction in supervision	<p>Staff and children</p> <p>Lack of supervision, increase in accidents and increased contact</p>	<ul style="list-style-type: none"> • Maintain supervision levels as far as practicable at all times • Identify back-up staff • Utilise rotas to cover access times • Consider redeploying staff where necessary 	Low (2)	<p>See staff Rota</p> <p>Identify any losses incurred due to loss of income from Clwb Hwyl & Cylch Meithrin. Submit claim to hardship fund via Steve James, LMS Officer.</p>	HT, SLT & Governors
Verbal or physical abuse or loss of control	<p>Staff and children</p> <p>Injuries, bumps, bruises and psychological injury</p>	<ul style="list-style-type: none"> • Adequate staff supervision • Staff familiar with children to be present. • Staff with additional training employed where appropriate • Children appropriately placed for care 	Low (2)	Follow behaviour & conduct policies	HT, SLT & Governors

<p>Spread of Covid19 infection – Breakfast Club & After School Provision</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> • • WG Aug 2020 Guidance implemented. • Staff will clean contact areas / tables & seating before & after use on a daily basis. • Staff will enter building, wash hands and sanitise hands and keep 2m distance with all staff. • All staff must wear face coverings during breakfast club. • Staff will promote and encourage strict entry and exit protocol adhering to minimising risk of transmission <i>eg. 1 family entry at a time, closing outside door on entry of family, parents/ carers using one way entry and exit route.</i> • Children will sanitize hands upon entry and staff will sanitize any equipment children bring to school upon entry <i>eg. water bottle/ snack pot</i> • Children will sit in their class bubbles for breakfast club ***** • Clwb hwyl (After school) staff will enter building, wash hands and sanitise hands and keep 2m distance with all staff. • Staff will wear face coverings during the session in addition to adhering to 2m guidance. • Clwb hwyl (After school) staff will clean contact areas / points and 	<p>Medium (4)</p>	<p>Review measures half termly.</p> <p>Implement any guidance changes immediately (when received)</p>	<p>HT, Hayley Davies, Clwb Hwyl & Breakfast Club staff</p>
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		<p>designated room before use on a daily basis.</p> <ul style="list-style-type: none"> • Children will form a new contact group within Clwb hwyl (After school) provision and a register of attendance will be taken daily and records kept securely to support track and trace. • Clwb hwyl leader (HD) will keep a record of children attending Clwb hwyl (After school) provision to support track and trace. • Clwb hwyl (After school) room to be thoroughly cleaned by wraparound staff and all WG Guidance implemented from Clwb hwyl (After school) provision. • Adults / Parents collecting children will remain 2m away from door / other adults and Clwb hwyl (After school) contact group. 			
Spread of Covid19 infection - PE and Games Sessions	Staff and pupils	<ul style="list-style-type: none"> • PE / Games to be undertaken outside wherever possible. • Hall can be used although will be cleaned between sessions. • No bare feet if using the hall. • Children / staff to wear appropriate PE / Games clothing to school on their allocated day / days. No changing rooms provided to reduce contact points and any cross contamination. • Children to “prepare” for PE/Games in classrooms storing any outer clothing on their own desks / chairs / pegs. 	Medium (4)	<p>To review half termly and communicate to parents.</p> <p>Continue to remind parents and pupils of PE / Games regularly.</p> <p>Continue to clean hall with enhanced cleaning measures daily</p> <p>Steam the area in between groups/ bubbles of learners to ensure the area has been sterilized.</p>	<p>All staff and HT</p> <p>All staff and HT</p> <p>All staff, cleaning staff and caretaker</p>

		<ul style="list-style-type: none"> • Children to walk to hall in one group. Only enter hall when it is clear of any other contact groups. • Sessions to be reduced by 10 minutes to allow for cleaning between sessions. • All equipment used by pupils and staff to be cleaned by class staff including music system / TV etc. • All contact points cleaned thoroughly by class staff. • Hall not to be entered by any other member of staff or contact group when in use. Alternative routes to be used. 			
Spread of Covid19 infection / Cross contamination – Parent Evenings	Staff and Parents	<ul style="list-style-type: none"> • Parent evenings to be held virtually / be telephone. • Any parent meeting undertaken in school will take place respecting social distancing and in a well ventilated room. • Cleaning of area to take place before and after meetings. 	Low (1)	Implement any guidance changes	HT & staff

Physical / Social Distancing in the Building

	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
	Outside space is used wherever possible for learning. Shared equipment to be cleaned in between different group/cohorts of children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The playground areas have been zoned to ensure pupils are kept in their bubbles at all times.</p> <p>Scooter / bike stations have been created and strict cleaning guidance is adhered to between users.</p> <p>All equipment is either designated to individuals for the day or is able to be wiped between users following the cleaning guidance.</p> <p>All equipment individual or otherwise <i>eg.lego / numicon / small world</i> are kept in individual bags and allocated to pupils for the day. These are then soaked in disinfectant solution (cleaning guidance followed) and air dried overnight.</p>
	Reduced movement around the setting- ensure group/ cohort move around together and limit contact with other groups/ cohorts within the setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>One way system in place.</p> <p>Tag system for toilets. Cubicles are allocated to each year group.</p> <p>Staff will monitor pupils in the communal areas eg corridors.</p> <p>High risk areas will be cleaned on a two hourly basis or more frequently if required.</p> <p>Staff cleaning rotas have been established throughout the day.</p>
	Communal spaces to be used at reduced capacity and cleaned in between use by different staff/ groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above.
	Stagger the use and limit the occupancy of staff room and office area by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff have been allocated times for breaks and lunch in order to minimize occupancy within rooms. Most staff will eat in classes with pupils in their bubbles.</p> <p>Staff will maintain social distancing of 2 metres in the staff room / kitchen area and communal area where possible.</p>
	Non-essential repair/ contracted works in the building to be carried outside operating hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has either been arranged for outside operating hours or postponed.
	Confirm that the new arrangements to allow for social; distancing do not contradict the School Access plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Key Roles and Responsibilities

Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
Sufficient staffing/ resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of emergency, cohort/ groups to maintain 2m social distancing at assembly point where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Approved by Head teacher	<i>Mrs V Griffiths</i>	Date of Approval	08.09.2020
Approved by Chair of Governors	<i>J Jones</i>	Date of Ratified	08.09.2020
Date of Review	Half termly		