Health and Safety Site Visit

Employee Wellbeing

Location: Coedcae Secondary School, Trostre Road, Llanelli, SA15 1LJ
Date of Visit: 12 June 2020
Department: Education and Children’s Services
Service: Secondary Schools
Attendees: Eddie Cummings (Senior Business Partner – Working Safely)
Adam Butler (Health and Safety Advisor)
Sharon Griffiths (School Business Manager)
BACKGROUND INFORMATION

A visit was undertaken to Coedcae Secondary school to review the final arrangements the School’s Leadership Team (SLT) have prepared in readiness to re-open on the 29th June 2020.

The purpose of the visit was to meet with the School’s Business Manager to discuss these arrangements, and review/support the school on (where appropriate) the required signage, information posters, banners and floor markings to be installed.

All discussions and actions for the SLT were agreed in line with recent supported guidance implemented by Eddie Cummings (Social distancing toolkit and equipment guidelines for schools / Health and Safety Considerations for re-opening of Schools Guidance).

The following pages include photo’s of the set-up the school have implemented to ensure that social distancing arrangements are managed effectively.

These include;

- A one way system that commences outside the school main entrance gate, with external floor markings directing pupils into the school building.
- Internal floor markings that direct the pupils to their designated classroom.
- Clear marked routes for pupils and staff around the school into the ‘zones’ that have been allocated to each class. (These include outdoor spaces and the dining hall (where required to use)) Pupils will use toilets within their zone.
- A separate entrance into the school via reception for visitors (attending by appointment only), whereby on arrival there are hand sanitising stations. The reception desk has a Perspex screen to protect staff working in these area’s. Visitors are asked to complete a health assessment prior to meeting with the school staff
- A separate exit for Staff and Pupils to leave the site at the end of the school day. Both entry / exit points have signage displayed (Entry only/Exit Only).
- Classrooms have all been set up effectively in accordance with 2-metre social distancing
- Break times are staggered to segregate the number of pupils outside at a given time

There are a number of posters displayed around the school to remind pupils to adhere to social distancing, reminders to wash their hands, and other related posters to instruct pupils and staff such as rooms with maximum numbers that can enter at one time.

Every classroom has a hand sanitising station outside their classroom and some classes (e.g. science block) have a number of washbasins available.

There is also a childcare provision available on-site for staff members who require childcare.

The school will facilitate at a reduced number (approximately 21% of their capacity) and the arrival of all pupil groups are staggered, minimising congested areas, and close contact with others whilst on the school site. Pupils will all have to complete health assessments prior to arriving at school. Non compliance will mean they are refused entry.

Coedcae do not have any pupil’s arriving to the school by bus transport.
SCHOOL LAYOUT PHOTOS

When pupils /visitors enter the school grounds there are external floor markings to direct them towards the 2 pedestrian gates. The gates are both supervised during arrival. They then follow the footprint markings towards the designated entrance where another member of staff supervises and they register. (Visitors will enter through these gates but then enter the school via a separate access - reception area), There is also clear signage stating ‘Entry Only’.
On arrival into the school, there is a hand sanitising station, and toilet to the left which is for the childcare provision. There is a sign that immediately is visible that states one way around the school.
There are internal floor markings throughout the school corridors, and hand sanitising stations outside each classroom.

Classroom set ups – Examples below of different types of classrooms and how they are set up, with teaching zone area’s clearly marked. As teachers will be moving from class to class rather than pupil’s, the school has issued each class with a ‘pack’ which includes wipes, antibacterial spray, tissues and gloves to use where required. CCC will also be providing emergency Infection Control packs separately. Once the pupil enters the classroom, they will be asked to sanitize their hands. They would then be asked to go to their desk. The desk’s have been arranged at 2 metres apart. Each desk would contain the pupil’s ‘pack’ containing stationary. The pupils would be encouraged to have their lunch outside.

When returning from break – hand sanitising would again be encouraged - handwashing would be more frequent where classrooms have washbasin’s available.
EMPLOYEE WELLBEING

HEALTH AND SAFETY SITE VISIT
Example of an open plan toilet/washbasins. 4 toilets have been reduced to two due to the number of washbasins available (to adhere to social distancing). The disabled toilet contains a washbasin. Handwashing Posters are displayed above washbasins.
Outside area’s- The first photo shows where pupil’s would descend the steps into the dining hall. This is now an exit route only. Adequate signage and external floor markings show an example of how pupils would access various areas.
EMPLOYEE WELLBEING

HEALTH AND SAFETY SITE VISIT
Leaving school at the end of the school day – (This area is secure at all times prior to end of day) The area will be supervised and pupil’s will follow one of two routes towards the gate which states ‘Exit Only’. There will be no vehicles accessing this area at any time.
EMPLOYEE WELLBEING

HEALTH AND SAFETY SITE VISIT
Isolation Room – The school have decided that if a pupil becomes symptomatic, the rest of the class would relocate to another room (3 classrooms have been kept available at all times) whilst the symptomatic pupil stays put and awaits collection by their parent/s.

Reception Area; controlled access into the school via reception. Hand sanitising stations (3) are available.
Examples of other signage around the school -

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