Health and Safety Guidance for the Re Opening of Carmarthenshire Schools

Covid - 19

11th June 2020

Carmarthenshire.gov.wales
Background

Carmarthenshire County Council is preparing for the re-opening of schools within the current Coronavirus virus pandemic.

This guidance is concerned with identifying the control measures that may be required to manage the risk of infection to/from staff, pupils, visitors and parents using Carmarthenshire Schools. It includes the key measures that have been identified by Welsh Parliament as required to protect staff and pupils including; health screening, social distancing, handwashing and cleaning.

Although there are common measures that will need to be implemented in all schools, it is important to note that due to the layout, configuration, occupancy levels, staffing levels, age of pupils and locations of some schools, bespoke control measures will need to be implemented that are specific individual schools.

In some of the older primary schools, measures such as social distancing for pupils may be challenging to achieve due to space restraints, layout of buildings and classrooms and the width of corridors. These schools also have staffrooms and administrative offices that may be difficult to manage which could impact on the welfare arrangements for staff during school hours.

The management of social distancing with parents at school gates and during the handover and collection of smaller children will also be a significant consideration in a number of Primary schools.

We know that staff will be anxious about returning to work and it is understandable that they will be worried about contracting the virus and possibly passing it on to family. Parents and children will have similar concerns. We have seen in the Care Hubs how these fears can be assuaged by strong and effective leadership and staff having a good understanding of how and why we have introduced the control measures that are in place.

Maintaining the trust and confidence of parents, staff and pupils during this time will be key to ensuring a smooth and safe transition back school.
Management Arrangements for Schools

1. School Capacity

The Local Authority have undertaken a survey of schools and have identified the maximum capacity for each school. These figures will be sent out to schools. These are likely to be between 21% and 23% of your school’s normal capacity.

In addition, all schools will have to arrange individual classrooms to ensure that staff and pupils maintain a 2m distance. This will significantly reduce your class sizes.

2. Social Distancing in Schools

Social distancing is a key measure in the prevention of the spread of Coronavirus. In Wales it is a legal requirement – “any other workplace that remains open, the person responsible for the work must take all reasonable measures to ensure that a distance of 2 metres is maintained between person on the premises and waiting to enter the premises”

To be able to identify where social distancing is required and understand the measures that will be effective to ensure it is maintained in your school, it will be helpful to start by tracking the movement of your pupils and staff from where they enter the school, how they reach their classrooms and how they move around schools.

This will help identify where pinch points” occur in your school “, i.e. where pupils are likely to congregate or where social distancing will be difficult. Examples include:

- Entrances to schools
- Reception areas
- Corridors of less that 2m width
- Times where large numbers of pupils may be using the same corridors
- Entering the school at the start of the day or after breaks
- Waiting for toilets or when washing their hands
- Communal areas of the school
- Classrooms where communal activities take place – science, art, sports, PE, music
- Dining rooms
- Toilets
- Staff rooms

In primary schools this will need to be extended to the point where parents who are accompanying pupils to school may que or congregate.

Although it is likely that younger children and pupils with ALN are likely to find the concept of social distancing difficult, it is important to consider that pupils and staff are more likely to comply with social distancing requirements if the rationale behind the “new “rules” are explained and understood by all stakeholders and where possible they are encouraged to become part of the solution.

Another important consideration is that these rules are applied consistently as this will help to maintain compliance and confidence

The guidance and photographs at the end of this document contains the specific information you require to manage social distancing in your school and examples of how this can be achieved.
3. **Personal Hygiene/Hand washing**

Handwashing is one of the simplest and most effective ways of preventing the spread of Coronavirus. Pupils and staff should be encouraged to wash their hands more often than usual and to always use the “20 second” technique, particularly on entering the school at the start of the day and after being outside. Age appropriate posters, films, stories etc. should be used to inform pupils and re-enforce the message.

The LA have undertaken a survey of all schools’ handwashing facilities and where required, free standing handwash stations will be supplied and installed.

Hand washing should always be the preferred method for cleaning hands, but in classrooms and other areas where handwashing facilities are not available or practical, hand sanitisers should be provided as a substitute. Visitors should be required to use hand sanitisers on entering buildings.

Head teacher should ensure that sufficient quantities of hand soap and paper towels (if used) are available to cope with the increased demand. Caretakers or cleaners should monitor availability throughout the day to avoid them running out and preventing pupils or staff from handwashing.

The provision of this equipment will be provided centrally via LA and delivered to the school as required.

4. **Staffing Levels**

It should be expected that a full complement of school staff is unlikely to be available during the current pandemic as staff may be self-isolating, being required to shield, non-Coronavirus sickness absence, difficulty with childcare provision etc.

School must ensure that there are sufficient trained and competent staff available to meet the following key roles requirements:

- School’s SLT
- Safeguarding ratios during lessons and breaktimes
- Lunchtime supervision
- First Aid cover
- Support fire evacuation
- Competent support for ALN pupils
- Support compliance with premises related issues (asbestos, fire, legionella)

The number of staff required to meet these requirements will be determined by the number of pupils attending school and the range of lessons and activities provided.

Where staffing levels fall below the required numbers or key staff are unavailable the head teacher should contact the LA for advice.
5. **Managing Staff or Pupils Who Become Ill During the School Day**

If a member of staff develops the symptoms of Coronavirus, they must be sent home immediately, (and they should be told to follow current Government guidance to contact Test, Trace and Protect and follow the advice they are given

If well enough they should drive themselves. Arrangements may need to be made for replacement cover to maintain the safe ratios of staff to pupils.

To prevent the possible spread of infection, swift and effective actions must be taken if a child develops symptoms of Coronavirus during the school day.

Specific information on managing this eventuality is given in this guidance but to summarise:

- Schools should identify a separate room with windows that can open and has access to a separate toilet to be used to isolate the pupil
- They should take their personal possessions with them
- A member of staff should remain with the pupil and observe from outside the room
- The head teacher will arrange for the parent/guardian to be contacted immediately and told to collect the child as soon as possible
- The classroom must be locked and put out of use for 72 hours. A sign indicating the requirement to close the room for 72 hours must be put up
- The school cleaning team must be informed as soon as possible, as the room will require an enhanced clean after the 72-hour period has passed.
- Communal areas will be given an enhanced clean for infection control as soon as possible. Including all “touch areas”, e.g. flush, door handles, taps are included
- Cleaners will follow their management arrangements for the disposal of contaminated waste

There is no requirement for staff or pupils to self-isolate if they were in the same classroom or other areas of the school with a pupil or member of staff who has developed symptoms, unless they develop symptoms themselves or are advised to by someone from the Test, Trace and Protect programme.

6.0 **Cleaning**

Cleaning Services should be contacted as soon as a decision is made to reopen the school to ensure sufficient levels of cleaning support are available.

Cleaners in schools will be using an approved cleaning regime and all cleaning staff will have been trained in the correct use of chemicals and training techniques required.
7. **General Health & Safety Arrangements**

Despite the current unique circumstances, head teachers and staff must ensure that health and safety measures which would be associated with the normal safe running of the school are maintained. Staffing levels and competency of staff should be assessed regularly.

7.1 **First Aid** Head teachers must ensure there are sufficient numbers of qualified First Aiders on site to meet the requirements of The Health and Safety (First Aid) Regulations 1981. If sufficient numbers of first aiders are not available, please contact Eddie Cummings 07974033329 for advice.

7.2 **First Aid Boxes** – First aiders and staff must always be able to access suitably stocked first aid boxes. The appointed person should maintain the content of first aid boxes as required.

7.3 In the event of an emergency It should be noted that it may take longer than usual for an ambulance to arrive. First Aiders should be prepared to support a casualty for longer than normal and ensure they keep medical services updated if their condition becomes worse.

7.4 If First Aiders are required to perform cardiopulmonary resuscitation (CPR), they should conduct a risk assessment and adopt appropriate precautions for infection control.

Where possible, it is recommended that they do not perform rescue breaths or mouth-to-mouth ventilation; they should perform chest compressions only. If a decision is made to perform mouth-to-mouth ventilation in asphyxia arrest, first aiders should use a resuscitation face shield.

Should first aiders give mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor themselves for symptoms of possible COVID-19 over the following 14 days. Should they develop such symptoms you should follow the advice on what to do on the NHS website


Please contact Eddie Cummings – Ecummings@carmarthenshire.gov.uk if you require any further advice

7.5 The head teacher should continue to use Carmarthenshire County Council’s accident reporting system to report accidents and incidents.

7.6 Violence and aggression should not be tolerated despite the increased tension and worry being experienced in the current climate. The head teacher should use the Personal Safety Toolkit as guidance. If there are any incidents of this nature the head teacher should consider calling the police if appropriate and report all incidents to Eddie Cummings or Adam Butler

Eddie Cummings - Ecummings@carmarthenshire.gov.uk or 07974033329
Adam Butler - ADButler@carmarthenshire.gov.uk
8. Premises Safety

Head teachers must contact Property Services as soon as a decision has been made to re-open their school to determine what specific actions are required for their school and they should also have completed the ‘Property Compliance Questionnaire’ and forwarded their return to the Property Compliance email and address contained in the questionnaire.

If you are yet to receive or completed this questionnaire then you MUST contact staff within the ‘Property Compliance Team’ by emailing – PropertyComplianceUnit@carmarthenshire.gov.uk

Schools should contact:
Meryl Dunn = MDunn@carmarthenshire.gov.uk or
Andrew Russ ADRuss@carmarthenshire.gov.uk for further support and advice.

If appropriate, servicing schedules should have been maintained during the closure period, however if there are any remedial actions identified during this visit the service contractor will inform Building Services of their findings.

9. Personal Protective Equipment (PPE)

The provision and wearing of PPE are an emotive and challenging issue for staff and it is understandable that they will have concerns about if, when and how PPE is worn in our schools.

It is important to remember that physical distancing, hand hygiene and respiratory hygiene (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus. Hand hygiene is critical before and after all direct contact with a child or young person, and after cleaning equipment and the environment.

There is therefore no requirement for staff to use PPE when undertaking routine educational activities in classroom/school settings. This includes face masks, face visors and face coverings.

Exceptions would include if staff were:

- Within 2m of a symptomatic pupil while they were isolated
- Providing personal or intimate care with a symptomatic pupil while they were isolated
- Supporting a pupil whose behaviour includes spitting
- Providing a medical procedure that produces an aerosol

A full “Infection Control Pack” will be issued to schools via LA.

10. Communication and Consultation

It is understandable that given the time schools have been closed and the ongoing possibly of infection, staff and pupils will be anxious about returning and mixing with friends, colleagues and other pupils. Parents will also have concerns about the safety of their children.
A key element in the smooth transition of staff and pupils back into school, is the confidence they (and parents) have in the measures that are in place to keep them safe while at school. These measures should be communicated to parents, staff and pupils at the earliest opportunity. This should include details of the measures that are in place, an explanation of the reasons for these measures, how they will protect staff and pupils and the expectations placed on staff and pupils to participate in these arrangements.

The schools’ Facebook site could be useful to show photographs or videos of your school’s new arrangements and could also facilitate any responses from the school to concerns raised by queries.

The school may want to hold “open days” prior to the school reopening to allow staff to see for themselves the measures that are being implemented and provide them with an opportunity to raise any concerns or queries.

Experience from the School Hubs that have been open throughout this pandemic, has shown us that strong leadership is a key element in maintaining trust and confidence in our management arrangements. To assist with this, staff at all levels must have a good understand in their role in maintaining these safety arrangements and be encouraged to interact with pupils and staff to provide informed advice and reassurance.

12. **Signage and Floor Markings**

A full range of bilingual signs, banners, floor graphics and floor stencils are available free of charge to all school to help prepare and set up the school including one-way routes, reminders on social distancing, floor markings to indicate 2m distances.

This will also include Perspex Screens that may be required for reception desks.

A “Social Distancing and Equipment Toolkit” along with an order form and delivery details will be available for schools to access electronically.

13. **Health and Safety Support**

It will not be possible for the LA’s Health and Safety team to visit and advise all schools on how they should set up their schools, but the guidance below will provide them with all the information they require.

In addition, Eddie Cummings will be available for all head teachers to contact daily between 15:00-16:00 from 15th June until 29th June. Details of how to access these meetings will be forwarded to head teachers.

In addition, Eddie Cummings and Adam Butler will answer emails as quickly as possible and if available, will join virtual SLT or Governor meetings for advice and guidance.
### Health & Safety Guidance for Re-Opening CCC Schools

<table>
<thead>
<tr>
<th>Activity</th>
<th>At Risk Group</th>
<th>Management Arrangements to Reduce Risk</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents and children waiting at school gates and dropping off/collecting pupils at the start and end of the school day</td>
<td>Parents, Pupils, Staff</td>
<td>The start and finish times of schools will be staggered to limit the number of children and parents attending each day. Parents will be allocated a day and time for their children to arrive at the school and be collected at the end of their day. Schools may require separate entrance/exits depending on the numbers of parents who will be accompanying pupils attending on a given day. All entrances and exits should be clearly signed to inform parents and visitors. Parents should be requested that only one person is present to drop off/collect pupils. There should be a minimum of 10 minutes between each group of pupils to allow time for the handover/collection of children and the parent to leave the school. “Social Distancing” PVC banner to be in place at school gate/entrance to remind parents of the requirement for social distancing. Floor markings indicating gaps of 2m to be marked on path/route from school gate to handover/collection point – Graphics and stencils are available. Wherever possible the handover/collection of pupils should take place in the playground rather than inside school buildings. During the handover, parents are to be requested to remain 2m from staff and wait to be told when their child can come forward – floor marking to indicate waiting points are available.</td>
<td>Staff to wear high visibility jackets/vests to identify themselves to parents. Parents should not be allowed to enter the school without an appointment and must enter the school via reception. Staff should carry hand sanitiser for use after any contact with pupils. All signs, notices floor graphics etc. can be ordered via “Social Distancing Toolkit and Equipment Guidelines”. Head teachers to consult with SENCO/ALNCO regarding support for ALN pupils.</td>
</tr>
</tbody>
</table>
Pupils should be led or directed (as appropriate for their age and configuration of the school) to their allocated classrooms.

Where possible pupils should access the classroom using external doors that lead directly from outside areas rather than using internal corridors.

All children are to wash or sanitise their hands immediately on entering the school. Hand washing/sanitising stations will be installed at all entrances.

Handwashing signs to be displayed at all hand washing stations.

Pupils to be shown how to wash hands effectively (minimum of 20 seconds). Age appropriate resources are available to support schools provide this information.

School is to ensure appropriately trained and competent staff are available to support ALN pupils on arrival at the school and to escort them to their classrooms.

Specific arrangements to be made with the parents of all ALN pupils or others who may require bespoke arrangements for handover or collection.

All staff to be briefed on the arrangements for the drop off and collection of pupils.

Information on school arrangements for drop off and collection of pupils to be provided to parents and pupils prior to the school re-opening via letter, Facebook, Twitter etc.

<table>
<thead>
<tr>
<th>Arrival in Classroom</th>
<th>Staff</th>
<th>Pupils</th>
</tr>
</thead>
<tbody>
<tr>
<td>The cognitive and mental immaturity of younger pupils may result in challenges for staff to maintain the understanding and compliance of pupils in observing 2m social distancing at all times</td>
<td>Staff to be in classroom to meet all children on arrival</td>
<td>Children to be discouraged from bringing bags and other items from home into school with the exception of:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Medication</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mobility aids</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Packed lunch boxes</td>
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<td></td>
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<td>• Personal drinks</td>
</tr>
</tbody>
</table>
- Comforters

These items should be stored out of reach until needed

Where possible, Staff should allow children to collect items rather than them being handled by staff to wash hands afterwards
Coats should be stored using alternate coat pegs
Staff to ensure children sit at allocated seat
Children to be informed of social distancing “rules” on first day of school and reminded on subsequent days

| Setting up classrooms and managing activities/lessons to maintain appropriate social distancing between staff and pupils and effective personal hygiene practices | Staff Pupils | To help reduce risk of transmission, where possible, pupils and staff should remain in small, consistent groups at all times

All classrooms will have a “sanitising station” at the entrance to the class. This will consist of hand sanitiser, paper towels, sanitising wipes and foot operated pedal bin
Staff and pupils should sanitise their hands every time they enter the classroom
Signs to remind staff and pupils to sanitise their hands to be prominently displayed at the entrance to classroom
Social distancing posters to be prominently displayed in classroom
Where possible, windows should be kept open to ventilate the classroom
Outdoor lessons and activities to be considered if appropriate
Head teachers to contact Stephanie Williams – Access to Education for information on the maximum number of pupils in each classroom
Desks to be arranged to ensure a minimum of 2m distance between chairs and | All items required for the classroom sanitising station will be provided via LA’s MEP liaison officers |
<table>
<thead>
<tr>
<th><strong>Action</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark the sides of table/desk that cannot be used. LA’s Access to Education</td>
<td>Mark the sides of table/desk that cannot be used. LA’s Access to Education should be contacted for advice on maximum classroom capacity.</td>
</tr>
<tr>
<td>Where possible, redundant desks and chairs should be removed from classroom</td>
<td>Where possible, redundant desks and chairs should be removed from classroom.</td>
</tr>
<tr>
<td>Desks/tables marked with tape up to show which side is in use (a cross to indicate the side that is out of use)</td>
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</tr>
<tr>
<td>Teacher/LSA to stand a minimum of 2m from pupils - use floor markings to indicate safe distance – Hazard marking tape available from LA</td>
<td>Teacher/LSA to stand a minimum of 2m from pupils - use floor markings to indicate safe distance – Hazard marking tape available from LA.</td>
</tr>
<tr>
<td>Staff to explain reason for room configuration with all pupils on arrival and provide verbal reminders for children to maintain appropriate distances</td>
<td>Staff to explain reason for room configuration with all pupils on arrival and provide verbal reminders for children to maintain appropriate distances.</td>
</tr>
<tr>
<td>Identify and stop or remodel lessons that require or encourage group activities or excessive movement around the classroom</td>
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</tr>
<tr>
<td>Items that are not easily washable or wipeable to be removed from classroom</td>
<td>Items that are not easily washable or wipeable to be removed from classroom (e.g. soft toys, items with multiple small parts, Lego).</td>
</tr>
<tr>
<td>Individual packs of pens, pencils, glue sticks etc, should be made up for use by individual pupils. Staff to monitor that these are not being shared. E.g. individual pen pots or cups with pupil’s name on each occupied desk or zip lock bags with pupil’s name.</td>
<td>Individual packs of pens, pencils, glue sticks etc, should be made up for use by individual pupils. Staff to monitor that these are not being shared. E.g. individual pen pots or cups with pupil’s name on each occupied desk or zip lock bags with pupil’s name.</td>
</tr>
<tr>
<td>Items required for the day’s lessons, books, equipment etc. should be pre-selected and sanitised before use.</td>
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</tr>
<tr>
<td>Equipment should not be transferred between classrooms or other pupil groups</td>
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</tr>
<tr>
<td>Items used by pupils should be segregated from further use for 72 hours and sanitised prior to reissuing to other pupils</td>
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</tr>
<tr>
<td>Schools should consider a temporary stop to homework as it means staff handling books etc that have been in households where an individual may be symptomatic</td>
<td>Schools should consider a temporary stop to homework as it means staff handling books etc that have been in households where an individual may be symptomatic.</td>
</tr>
</tbody>
</table>
Staff and pupils should be encouraged to cough or sneeze into a tissue or crook of their arm and wash/sanitise hands immediately after

Used tissues to be disposed of in the foot operated pedal bin

### Movement around school by staff, pupils and visitors

Cross infection where width of corridors prevents users maintaining 2m social distancing while moving through school including:
- to and from lessons
- to and from breaks

Cross infection where configuration of school creates “pinch points” as pupils and staff move around the school

<table>
<thead>
<tr>
<th>Staff</th>
<th>Pupils</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools should minimise the movement of people through school corridors by keeping groups of pupils together and staggering break times, lunch times and start and finish times</td>
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<tr>
<td>Where possible pupils should access play areas directly from classrooms</td>
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</tr>
<tr>
<td>Where corridors and stairs are used that do not allow pupils to pass at a distance of 2m apart, schools should implement one-way routes through the school</td>
<td></td>
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<tr>
<td>Age appropriate floor graphics and signs are available and should be used to mark out one-way routes</td>
<td></td>
</tr>
<tr>
<td>Age appropriate floor graphics are available and should be used to mark out 2m distances to separate pupils</td>
<td></td>
</tr>
</tbody>
</table>

### Use of toilets by pupils, staff or visitors

<table>
<thead>
<tr>
<th>Staff</th>
<th>Pupils</th>
<th>Visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>To maintain appropriate social distancing school are to assess maximum number of staff/pupils who can use the toilet(s) at one time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriate signs should be used to inform staff and pupils of the maximum number allowed to use the facilities at one time</td>
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</tr>
<tr>
<td>Schools must not discourage or prevent pupils and staff from using toilets when required or set times when toilets can be used</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff to explain rationale and limits on numbers to all pupils</td>
<td></td>
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<tr>
<td>Medical emergencies or issues around dignity of pupils may mean that limits on numbers in toilets can be compromised if judged appropriate</td>
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<td></td>
</tr>
<tr>
<td>Handwashing notices to be displayed prominently in all toilets</td>
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</tr>
</tbody>
</table>

Toilets are areas where pupils will typically congregate. Schools should monitor these areas to prevent pupils breaching 2m social distancing
<table>
<thead>
<tr>
<th>Break times and outdoor play</th>
<th>Staff Pupils</th>
<th>To help social distancing, schools and settings should maximise the time learners spend outdoors. This has clear learning and well-being benefits but also has important benefits during the COVID-19 outbreak as:</th>
</tr>
</thead>
</table>
| Size and/or configuration of play area prevents or restricts ability to maintain social distancing during play and break times | evidence indicates that the risk of infection is reduced outdoors  
evidence suggests that the virus does not survive long for long periods in sunlight  
social distancing is easier to observe and maintain outside, which practically, it may be easier for practitioners to manage larger groups of learners outdoors. | Stagger break times to minimise the number of pupils in the playground at same time and keep pupils in their class groups  
Where possible use separate entrances and exits for pupils to access playground(s) or access directly from classroom  
Games that encourage close physical contact to be discouraged (football, rugby etc)  
Where possible arrange the playground into “zones” to prevent overcrowding and maintain pupils in class groups  
Floor markings or physical barriers should be used where possible to indicate zoned areas  
Schools to ensure an appropriate ratio of Playground Supervisors are available at all times  
Playground Supervisors to maintain 2m distance from pupils and other supervisors while maintaining effective lines of sight and preventing access to hazardous areas |

Size and/or configuration of play area prevents or restricts ability to maintain social distancing during play and break times
Schools should avoid pupils queuing to re-enter schools – if this cannot be avoided floor markings should be used to indicate 2m distances to separate pupils queuing to re-enter school.

Staff to use good judgement about whether to physically intervene to prevent pupils fighting or absconding (this will require a balanced judgement on an immediate risk of injury versus a risk of infection).

Play equipment should not be put out of use unless it presents a significant health and safety risk.

All pupils must wash or sanitise their hands immediately on re-entering school.

Floor stencils should be used to remind pupils of the requirement to maintain social distancing of 2m.

### School plays or assemblies

| Staff | Pupils | All events and activities that require the whole school to congregate should be suspended until the current restrictions are lifted. |

### Sports/PE lessons

| Staff | Pupils | PE activities and games should be assessed and activities that encourage or require close physical contact between pupils and/or staff be stopped or remodelled to maintain social distancing. Activities should take place outdoors wherever possible. Communal changing facilities to be assessed to ensure 2m social distancing can be maintained. If this cannot be maintained, they should not be used. Social distancing signs to be placed in all changing facilities if in use. To avoid the need for the use of changing rooms pupils should wear sportswear including tracksuit or similar to school. |

15
| **Lessons that require pupils to work in groups or staff to come within the 2m distancing to support or assist pupils** | **Staff**  
Staff  
Pupils  
Teaching Assistants | **Lessons including:**  
- Music  
- Science experiments  
- Art  
- Design & technology  
- PE & Sports | **Head teachers to consult with subject specialists to determine if these lessons can be remodelled to ensure 2m social distancing can be maintained**  
Guidance from relevant associations may be available for guidance  
Where this is not possible, lessons may need to be redesigned including limiting numbers, theory only, virtual lessons.  
Subject specialists in schools to be consulted to develop bespoke risk assessments and appropriate management arrangements for activities  
Consultation with Union Health & Safety Reps to develop bespoke risk assessments and appropriate management arrangements |
| **Providing personal/intimate care** | **Staff**  
Staff  
Pupils | **All staff involved in providing personal or intimate care to pupils must be made aware of the requirements of the school’s Intimate/Personal Care Policy**  
Head teachers/ALNCOs are to ensure staff fully understand and follow the requirements of the Policy  
PPE must be provided and worn at all times when providing personal care in accordance with the school’s Intimate/Personal Care Policy  
Face masks are not required when undertaking this activity unless the pupil is displaying symptoms of Coronavirus and is awaiting collection from the isolation room |
When providing personal/intimate care to a pupil who has symptoms of Coronavirus, staff should wear:
- disposable gloves
- a disposable apron
- a fluid-resistant surgical face mask

In addition, eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.

All appropriate PPE will be provided to schools via Jackie Edwards

All PPE worn when supporting a pupil with symptoms of Coronavirus must be disposed of in double black bags. These must be labelled and segregated from normal waste for 72 hours before disposal

Staff must have ready access (including time) to full handwashing facilities every time they carry out personal care
Supporting high risk/vulnerable staff and pupils

“Shielding” means protecting those people who are extremely vulnerable to the serious complications of coronavirus because they have a particular existing health condition. This includes children, who are extremely vulnerable and at high risk of developing serious illness if they are exposed to coronavirus (COVID-19) because they have a particular serious underlying health condition.

These individuals will have received a shielding letter from the Chief Medical Officer. Staff and learners in this category must not be asked to attend schools or settings but should be supported to work or learn from home.

All staff and pupils in the extremely vulnerable category who have a shielding letter from the Chief Medical Officer for Wales are advised to shield (self-isolate) until at least 16th August 2020.

Staff in this category are not required to attend school until Welsh Parliament advice changes.

Visit the Gov.Wales website for a full list of health conditions that fall under the extremely vulnerable group.

Where staff have an increased risk of severe illness and they have concerns, head teachers should speak to them about their circumstances and explore homeworking options.

If staff are not able to undertake their role at home, speak to them about options to maximise their safety or alternative duties that they may be able to undertake.

In the context of COVID-19, clinically vulnerable individuals are at greater than average risk from COVID-19. This category includes people aged over 70, those who are pregnant and those who have a range of chronic health conditions. Pregnant women are specifically advised to work from home after 28 weeks’ gestation.
<table>
<thead>
<tr>
<th><strong>Staff Rooms</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The size, configuration or fittings in staff rooms may make social distancing difficult to implement and maintain</td>
<td>Head teacher should assess all staff rooms and other rooms used by staff for welfare or wellbeing to ensure 2m social distancing can be maintained during breaks or meetings.</td>
</tr>
<tr>
<td></td>
<td>Head teachers may need to restrict the number of staff accessing staff rooms at any time.</td>
</tr>
<tr>
<td></td>
<td>Staff should take breaks at the same time as their pupil groups.</td>
</tr>
<tr>
<td></td>
<td>If handwashing facilities are not available in the staff room, hand sanitisers and sanitising wipes should be provided (as part of school’s supply of PPE) and staff encouraged to sanitise hand contact surfaces before use, including:</td>
</tr>
<tr>
<td></td>
<td>• fridge handles</td>
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<tr>
<td></td>
<td>• microwave handles</td>
</tr>
<tr>
<td></td>
<td>• cupboard handles</td>
</tr>
<tr>
<td></td>
<td>• kettle handles</td>
</tr>
<tr>
<td></td>
<td>• toaster handles</td>
</tr>
<tr>
<td></td>
<td>Hand sanitiser or handwashing signs to be displayed in appropriate areas to remind staff and reinforce importance of personal hygiene and cleaning.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Administration and reception areas and waiting rooms</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The size, configuration or fittings in administrative areas, reception areas, and waiting rooms may make social distancing difficult to implement and maintain</td>
<td>Head teacher to assess all reception, administration and waiting rooms to ensure 2m social distancing can be maintained at all times.</td>
</tr>
<tr>
<td></td>
<td>Where possible, tables and chairs should be rearranged, or removed to maintain social distancing.</td>
</tr>
<tr>
<td></td>
<td>All rooms where this is not possible should be closed and alternate arrangements put in place.</td>
</tr>
<tr>
<td></td>
<td>Signage indicating the maximum number of people who can use the room to be placed on door.</td>
</tr>
<tr>
<td></td>
<td>Social distancing signage to be displayed in all administrative, receptions and meeting rooms.</td>
</tr>
</tbody>
</table>
After a meeting has finished, the room should be secured and put out of use and cleaned before being used again.

Appropriate signage should be used to inform staff that the room is out of use.

The head teacher should confirm the room has been cleaned and is ready to be reused and inform staff as appropriate.

Where administrative staff share offices, head teachers should consider these staff can work from home to reduce the numbers of staff in offices.

Head teachers to identify if administrative staff can share duties and attend school at different times to limit numbers.

Where this is not possible, then offices should be arranged so staff are seated a minimum of 2m apart and positioned so they are not facing each other or as a last resort, Perspex screens fitted to separate staff.

Windows should be left open where possible.

Where reception staff are required to interact with visitors, pupils etc. glass partitions (if in place) should be kept closed.

Where glass partitions are not fitted, head teachers should contact Property Services to install appropriate Perspex screens as a high priority.

Until Perspex screens are fitted, staff should retreat 2m from the “hatch” when speaking to visitors or pupils.

If neither of these options are practical, then head teachers should consider closing receptions to visitors and only accept queries via telephone or emails.

Shared equipment (photo copiers, telephones etc) to be sanitised after use and 2m exclusion zone to be marked to maintain social distancing.
<table>
<thead>
<tr>
<th><strong>Visitors to Schools</strong></th>
<th><strong>Staff</strong></th>
<th><strong>Pupils</strong></th>
<th><strong>Visitors</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Visitors with Coronavirus entering school premises</strong></td>
<td>Visitors should be discouraged from attending the school unless it is essential for a pupil’s safety, wellbeing or health</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Failure to manage social distancing and hygiene practices of visitors with increased risk of infection</strong></td>
<td>Where possible, meetings should be conducted via telephone, Skype, Microsoft Teams, Zoom etc.</td>
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</tr>
<tr>
<td></td>
<td>If the meeting is deemed essential and has to be held at the school, then visitors are to be given an appointment time to arrive at reception and appropriate information for gaining entry to the school and the procedures they are required to follow on arrival</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>On arrival visitors should be admitted by the appropriate member of staff and asked to wash/sanitise their hands and advised of the procedures for social distancing in place in the school.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A designated room should be used for the meeting that is of a sufficient size and configuration to accommodate the number of people required to attend the meeting and maintain 2m social distancing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Visitors who refuse to adhere to a school’s procedures are to be asked to leave immediately. If they refuse, schools should consider requesting support from the police.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Contractors working on school sites:</strong></th>
<th><strong>Staff</strong></th>
<th><strong>Pupils</strong></th>
<th><strong>Contractors</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contractors working on school sites:</strong></td>
<td>Schools should contact Property Services via their usual arrangements to procure contractors for any works that are required during the current situation. This includes emergency – out of hours situations.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Maintenance
- Inspections
- Servicing
- Repairs
- Grounds maintenance
- Food deliveries
- Refuse collection

Where possible works should be scheduled for times when the school is unoccupied.

On arrival the procedures should report to reception and follow the school’s procedures for managing visitors.

The head teacher should discuss their planned activities while on site and confirm that their activities are not likely to compromise social distancing measures or place staff or pupils at risk.

If work has to take place during school hours or other times when pupils are present, the head teacher should confirm with the contractors that they have appropriate measures in place to prevent contact with pupils or staff.

If necessary, head teachers should request contractors to stop work immediately (if it can be done safely). All concerns with the activities/actions of contractors should be raised with Property Services immediately.

### Supporting pupils with ALN

Where social distancing is difficult to maintain due to:

- Behavioural issues
- Cognitive abilities
- Personal care
- Medical interventions
- First Aid
- Support with moving and handling

Staff Pupils

Head teachers/ALNCO’s are to ensure all staff working with ALN pupils must hold the relevant competencies, specialist training and qualifications required to work with an individual pupil.

Up to date risk assessments and associated Care and Behavioural Plans must be in place for each ALN pupil.

PPE as identified in the pupil’s risk assessment/care plan to be worn when required and disposed of after use.

Staff must have access to all relevant documentation and information for the pupils they are supporting.

Staff should not use manual handling equipment or attempt to lift pupils unless they have been trained in the correct techniques and safe use of equipment.
Staff undertaking medical interventions (e.g. nasogastric (NG) feeding through the nose or PEG (percutaneous Endoscopic gastrostomy) with pupils must be fully trained to carry out these activities and be fully aware of the procedures to manage any increased risks caused by these interventions.

Staff must wash their hands after all interventions that result in physical contact with a pupil.

### Supporting pupils with behavioural needs who can exhibit violent or aggressive behaviours

Where physical contact is probable due the pupil’s behaviour including:

- Spitting
- Hitting
- Scratching
- Hair pulling
- Grabbing
- Pushing

**Staff**

- Head teachers/ALNCO’s are to ensure all staff working with ALN pupils must hold the relevant competencies, specialist training and qualifications required to work with an individual pupil.

- Up to date risk assessments and associated Care and Behavioural must be in place for each ALN pupil.

- Staff must have access to all relevant documentation and information for the pupils they are supporting.

- If these are not available or up to date Head teachers/ALNCO’s are to contact LA for advice.

- PPE as identified in the pupil’s risk assessment/care plan is to be worn when required and disposed of after use.

- Where a risk assessment identifies a pupil, who is likely to spit, then fluid-resistant surgical mask and eye protection (enclosed goggles) should also be worn if a risk assessment determines that there is a risk of splashing to the eyes – Ordinary glasses will not be sufficient.

- Where pupils’ spitting is an issue, staff should be allowed sufficient time to wash affected body areas and must have easy access to soap, hot and cold water and means of drying hands.

- If appropriate, staff should be allowed time and facilities to change their contaminated clothing and securely store contaminated clothing.
Staff should wash contaminated clothing using a normal wash at 60 Deg C or above

Staffing levels should be reviewed to facilitate time for appropriate personal hygiene practices

Head teachers are to ensure continuity of supply for PPE, hand sanitiser and soap

If the risks associated with a pupil’s violent or aggressive behaviour cannot be managed, head teachers should take advice on whether the school is the safest setting for the pupil, staff and other pupils

<table>
<thead>
<tr>
<th>Unavailability of key staff</th>
<th>Staff</th>
<th>School to ensure Key Staff are available during the period that schools will be open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Including:</td>
<td>Pupils</td>
<td>Schools to report instances of key staff becoming unavailable as soon as possible to Aneirin Thomas</td>
</tr>
<tr>
<td>• Head teachers</td>
<td></td>
<td>School and LA to develop a contingency plan to support schools that have key staff who are unavailable</td>
</tr>
<tr>
<td>• Deputy Head teachers</td>
<td></td>
<td>LA to check all key staff are available before authorising a school to re-open.</td>
</tr>
<tr>
<td>• SLT</td>
<td></td>
<td>In addition, head teachers are to ensure appropriate numbers of competent staff are available to undertake the following roles:</td>
</tr>
<tr>
<td>• ALNCO/SENCO</td>
<td></td>
<td>• Paediatric First Aiders</td>
</tr>
<tr>
<td>• Safeguarding Lead</td>
<td></td>
<td>• Playground supervisors</td>
</tr>
<tr>
<td>• Site Manager</td>
<td></td>
<td>• Fire wardens</td>
</tr>
<tr>
<td>• Caretaker</td>
<td></td>
<td>• Daily safety checks (fire, water, security)</td>
</tr>
<tr>
<td>Unavailable for significant periods due to shielding requirements, self-isolation, illness or as a result of Test and Trace</td>
<td></td>
<td>• On site traffic management (if appropriate)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Specialist support for SEND pupils (manual handling, Proact Scip, PBM etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If there are insufficient numbers of competent and/or qualified staff to fulfil these roles, head teachers should contact Aneirin Thomas immediately</td>
</tr>
</tbody>
</table>
### Catering

<table>
<thead>
<tr>
<th>Staff</th>
<th>Pupils</th>
</tr>
</thead>
<tbody>
<tr>
<td>No school meals will be provided for the remainder of this term and pupils will be required to provide packed lunches.</td>
<td>Catering will make provisions for pupils on free school meals and those who have forgotten or mislaid their lunch.</td>
</tr>
</tbody>
</table>

### Out of Hours Emergencies

Key holders being unavailable due to sickness absence, shielding, self-isolation or other causes of absence resulting in a failure or delay in calling/or facilitating entry to emergency services or other services in the event of a premises related emergency

<table>
<thead>
<tr>
<th>School Premises</th>
<th>Anyone attending after school activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head teacher to check that their school’s list of keyholders is accurate and everyone on the list is aware of their roles and responsibilities.</td>
<td>Roles and responsibilities and appropriate procedures should be documented (including all emergency contact details) and made available to all key holders.</td>
</tr>
<tr>
<td>Head teacher to check that their school’s keyholders are available during the period when the school is open.</td>
<td>Head teacher to develop a contingency plan for other staff to take on these roles in the event that the existing Key Holders are unavailable.</td>
</tr>
</tbody>
</table>

### Increased risk of aggressive behaviour towards school staff from parents or other visitors

Aggressive behaviour from parents whose children cannot attend school or disagree with the arrangements the school has in place. e.g. social distancing procedures, opening or closing times etc.

<table>
<thead>
<tr>
<th>Staff</th>
<th>Pupils</th>
<th>Visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head teachers are to adopt a “zero tolerance” to aggressive or abusive behaviour towards their school staff. Current circumstances must not be accepted as an excuse.</td>
<td>Head teachers are to use the “Managing Personal Safety Toolkit” to identify, and manage incidents involving aggressive or abusive behaviour towards their staff.</td>
<td>All incidents involving aggressive behaviour to be reported to LA via Incident Reporting procedures and where appropriate the police should be informed.</td>
</tr>
<tr>
<td>Head teachers are to develop a contingency plan for other staff to take on these roles in the event that the existing Key Holders are unavailable.</td>
<td>Staff are to be informed of the requirement to report all incidents to the school management team.</td>
<td>Staff are to be informed of the support available if they in victims of aggressive/abusive behaviour this behaviour.</td>
</tr>
<tr>
<td>LA’s Health and Safety Advisors to monitor incident reports and contact appropriate head teachers with advice and guidance.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Premises Safety and Security | Staff | Head teachers must contact Property Services as soon as a decision has been made to re-open their school to determine what specific actions are required for their school and they should also have completed the ‘Property Compliance Questionnaire’ and forwarded their return to the Property Compliance email and address contained in the questionnaire

If you are yet to receive or completed this questionnaire then you MUST contact staff within the ‘Property Compliance Team ‘by emailing – PropertyComplianceUnit@carmarthenshire.gov.uk

Schools should contact:
Meryl Dunn = MDunn@carmarthenshire.gov.uk or
Andrew Russ ADRuss@carmarthenshire.gov.uk for further support and advice

If appropriate, servicing schedules should have been maintained during the closure period, however if there are any remedial actions identified during this visit the service contractor will inform Building Services of their findings. |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Premises safety issues may include:</td>
<td>Pupils</td>
<td>Visitors</td>
</tr>
<tr>
<td>Fire management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water management</td>
<td></td>
<td></td>
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<tr>
<td>Legionella</td>
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<tr>
<td>Gas safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statutory inspections and testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance/servicing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oil supplies/levels</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas supplies/levels</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security of gates and fencing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vandalism</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unavailability of trained cleaners in schools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High risk touch surfaces not sanitised</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Head teachers are to contact Cleaning Services to ensure appropriate cleaning regimes are in place for all schools and specialist settings
All staff involved in cleaning activities in schools will be trained in correct use of cleaning chemicals and techniques
In classrooms, offices, staff rooms etc. hand contact surfaces including handles, table-tops, light switches, computers, chair arms and any other equipment that is likely to have been regularly touched during the day should be sanitised with appropriate wipes by staff
Head teachers are to request sufficient supplies of sanitising wipes | | |
<table>
<thead>
<tr>
<th>Pupils who develop symptoms of Coronavirus during the day</th>
<th>Staff Pupils</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross infection between pupils and staff if symptomatic pupils are not supported effectively and efficiently</td>
<td>The school is to identify and nominate a room (with opening windows, viewing panel and access to a toilet) that is to be used to isolate any pupil who develops symptoms during the school day</td>
</tr>
<tr>
<td></td>
<td>The symptomatic pupil and all their belongings should be taken to this room immediately that symptoms are recognised</td>
</tr>
<tr>
<td></td>
<td>The head teachers are to inform the child’s parent immediately and request that they collect the child</td>
</tr>
<tr>
<td></td>
<td>If the child cannot be collected immediately then the pupil should remain in the isolation room until they are collected at the end of the school day</td>
</tr>
<tr>
<td></td>
<td>A member of staff is to monitor the pupil from outside the room if possible</td>
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<tr>
<td></td>
<td>If the pupil is very young, requires comforting or personal care, staff should use their judgement about entering the same room. E.g. can the door be left open</td>
</tr>
<tr>
<td></td>
<td>If a decision is made to enter the isolation room, staff must:</td>
</tr>
<tr>
<td></td>
<td>• maintain a 2m distance from the pupil (if possible)</td>
</tr>
<tr>
<td></td>
<td>• wear disposable gloves and apron</td>
</tr>
<tr>
<td></td>
<td>• wash hands after any contact with pupil or belongings</td>
</tr>
<tr>
<td></td>
<td>• wear face masks if providing intimate/personal care or close/physical contact</td>
</tr>
<tr>
<td></td>
<td>All PPE is to be removed and placed in double black bags. The bags are to be sealed, labelled and segregated from other refuse for 72hrs before disposal</td>
</tr>
<tr>
<td></td>
<td>The isolation room and toilet (if used) is to be locked for 72 hours and cleaned before re-opening. Signage to be used to inform staff that the room is out of use</td>
</tr>
<tr>
<td></td>
<td>All staff to be informed of the above arrangements</td>
</tr>
<tr>
<td></td>
<td>Welsh Government’s Test and Trace arrangements will determine when they are able to return to the school and whether any further action is required</td>
</tr>
<tr>
<td><strong>Staff who develop symptoms of Coronavirus during the day</strong></td>
<td><strong>Managing an outbreak in a school</strong></td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Cross infection between pupils and staff if symptomatic pupils are not supported effectively and efficiently</td>
<td>Parents Pupils</td>
</tr>
<tr>
<td>Staff who develop symptoms of Coronavirus during the school day will be sent home immediately and advised to request a test under the Welsh Government’s Test, Trace and Protect programme. Staff are to follow current Welsh Parliament advice on when they are able to return to the school and whether any further action is required for other staff or pupils to self-isolate.</td>
<td>If there are multiple cases of COVID-19 in a school, experts from across the NHS and local government will work to prevent ongoing transmission within the school. This will involve identifying those exposed, any child or staff member who is at increased risk and provide tailored infection control advice. The process should be handled sensitively and in confidence, for instance schools should not reveal anyone’s identity. Further information and questions and answers about Test, Trace, Protect can be found on the Welsh Government website.</td>
</tr>
</tbody>
</table>
| General person Hygiene practices and procedures | Staff - pupils | Handwashing with soap and water is the preferred option but hand sanitiser should be used when this is not possible.  
Hand sanitiser should not be regarded as a substitute unless handwashing is not practical  
Staff and pupils are to wash their hands frequently with soap and water for 20 seconds and dry thoroughly. In particular:
  * at the start and end of the day  
  * when returning to class from break  
  * before and after lunch  
  * after using shared equipment  
  * after sports/PE/Games  
  * before and after handling objects and equipment that may have been used by others  
  * where there has been any physical contact  
  * after people blow their nose, sneeze or cough  
Hand sanitiser should be used if this is not practicable Stocks of hand sanitiser is available via LA  
Sanitising stations to be set up at all entrances to schools, classrooms and dining rooms, comprising of:
  * suitable table  
  * sanitiser (minimum 60% alcohol) and dispenser  
  * paper towels  
  * waste bin with foot operated lid lined with black bags  
Staff and pupils are to use a tissue or elbow to cough or sneeze and use foot operated pedal bins for tissue waste ('catch it, bin it, kill it') |
Parents should be asked to provide tissues for their children. Education Department to provide supplies of tissues where pupils do not have their own

Cleaning Services will ensure that the bins are emptied throughout the day

PPE, hand sanitiser, paper towels and black bags should be sourced and provided via Education Services to ensure continuity of supply, quality assurance and cost effectiveness. Head teacher to co-ordinate with Education Department prior to their school opening and maintain supplies during term time

Where possible, all classrooms should be well ventilated using natural ventilation (opening windows)

Pupils should be encouraged not to touch their mouth eyes and nose

Schools should consider how to encourage young children to learn and practise these habits through games, songs and repetition

6.9 Age appropriate notices and posters should be in place to encourage good hygiene practices. These are to be supplied via Education Department

<table>
<thead>
<tr>
<th>Managing Fire safety and conducting fire drills</th>
<th>Staff</th>
<th>Pupils</th>
<th>Visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff and pupils in classrooms and areas of the school that are unfamiliar.</td>
<td>Head teacher to review Fire Management Plan and Evacuation Plan and discuss appropriate evacuation routes with all staff on first day of term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff and pupils unfamiliar with the location of manual call points</td>
<td>Head teacher to carry out fire drill with all pupils and staff when school re opens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff and pupils unfamiliar with fire evacuation routes and assembly points</td>
<td>Social distancing to be maintained at fire Assembly Points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire doors must not be wedged at any time open unless fitted with bespoke devices – head teachers to monitor compliance</td>
<td>Head teacher to monitor evacuation, record in Fire Management Plan and pass on information to staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Social distancing when transporting pupils to school in buses | Pupils | Transport Network manager and vehicle operators to develop management arrangements and liaise with schools and communicate these to schools  
Passenger assistants to be informed of appropriate arrangements for Social Distancing on school transport  
All instances of non-compliance are to be reported to the schools and Transport Network Manager  
All deliberate breaches of social distancing to be reported, reviewed and disciplinary action taken as appropriate |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupils failing to maintain appropriate social distancing measures implemented on school transport</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Transporting ALN pupils to and from school | Pupils | Transport Network manager and vehicle operators to review management arrangements required to support PAs and pupils on school transport  
Passenger assistants to be informed of appropriate arrangements for Social Distancing on school transport and to report all instances of non-compliance to schools and Transport Network Manager  
Schools may need to allow more time for pupils to arrive at school as more buses are required to transport pupils’ arrangements for Social Distancing on school transport and to report all instances of non-compliance to schools and Transport Network Manager  
Schools to consider allowing more time for pupils to arrive at school as more buses are required  
Transport Network Manager to ensure appropriate PPE is available and worn by PAs  
All incidents involving aggressive behaviour towards PAs to be recorded and reported to LA via Incident Reporting System  
Where pupils display extremely challenging behaviour that present an increased risk to staff, the Network is to request a safety review with the school, social worker etc. |
| **Anxiety at returning to school** | Staff  
Parents  
Governors  
Local Councillors | “Virtual Tour” of the school’s new arrangements placed on school’s Facebook site  
See example here: [https://www.mountpleasant.shropshire.sch.uk/covid-19-school-reopening-faqs/](https://www.mountpleasant.shropshire.sch.uk/covid-19-school-reopening-faqs/)  
Invite staff, Governors and councillors to visit school(s) prior to re-opening to discuss new arrangements and visit their classrooms  
Online meeting with parents to address concerns  
Consultation and agreement with appropriate Unions  
Virtual meetings with groups of staff, Governors and Councillors to discuss specific concerns  
Collate concerns raised during staff surveys and produce a FAQs that is made available to all staff via SharePoint  
Head teachers are to ensure every member of staff fully understands their roles and responsibilities and provide opportunities for staff meetings  
Head teachers to hold “one to one” meetings with all staff to discuss individual anxieties and concerns  
**30.11 Eddie Cummings (Senior Business Partner Working Safely)** to set up daily (15:00-16:00) virtual “drop in” health and Safety meetings with head teachers to discuss safety concerns and queries  
ACAS Managing Mental Health training to be available for all head teachers  
LA’s Staff and Pupil “wellbeing, Equality and Inclusion” Group to develop and promulgate interventions to support staff and pupils in the short and long term |

| Anxiety about returning to school after significant absence  
Confidence in management arrangements to safeguard pupils and staff | | |
Signage to indicate entrance only

Floor markings to indicate route to school entrance

Alternate floor markings to indicate route to entrance

“One way only” on route to classrooms
External social distancing signs

Managing entry of pupils into classroom

Sanitising station at classroom entrance

Set up of classroom that previously held 30 pupils (now 8)
Room set to maximise distance between desks when pupils are seated or moving around classrooms
Idea for allocating desks to individual pupils

Creating 2m zone for teaching staff

Segregating desks to maximise distances between pupils as they move around classrooms (end desk)
Segregating desks to maximise distances between pupils as they move around classrooms (middle desk)

Desk set up with markings and an individual pupils’ pens, pencils etc in zip lock bag
Floor markings to indicate positions of children who will be seated for stories etc

“Snuffle Station” in primary school to encourage good hygiene practices
Poster for toilets and wash hand station

Identifying and allocating the isolation room

Floor markings to remind pupils and staff of social distancing requirements
Names removed and ready to reallocate to occupants of individual desks

Floor stencil to indicate route out of school