



Rhondda Cynon Taf Council

School COVID 19 - Risk Assessment Park Lane School

Summer Term 2021



RCT Corporate Health and Safety Team	Version 4 – May 2021
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1. Introduction

Since 29 June, schools in Wales have been offering their learners the opportunity to attend sessions to ‘check in, catch up and prepare’. The Minister for Education announced on the 9th July that all learners would now return to school in the autumn term. Employers, schools and settings must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures.

Essential measures include:

- 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
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

How contacts are reduced will depend on the school’s circumstances and should include:

- grouping learners together
- avoiding contact between groups as much as possible
- arranging classrooms with forward facing desks, recognising this may not be possible or appropriate in all schools/settings
- staff maintaining distance from learners and other staff as much as possible.

2. Guide to the document

This document has been produced to assist School Management with the development of a risk assessment and the introduction of controls to prevent the spread of COVID 19 in Educational settings. It is important that Headteachers/Managers go through and adapt the risk assessment for their own school or setting.

The existing/new controls listed are not mandatory but are provided as guidance on reducing the risk of transmission. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate and adding any school specific controls. The hazard and controls listed are not an exhaustive list and can be amended to suit the individual circumstances within the setting.

The risk assessment template is intended for the control of the spread of COVID 19 only, there may be other site issues to consider prior to re-opening the setting. With this in mind we have also included a brief ‘Site Management Checklist’ to assist you (see page 4).

3. Further Support

Further advice and support in the preparation of the risk assessment can be obtained from the Councils Corporate Health and Safety Team:

Healthandsafetyteam@rctcbc.gov.uk

Subject specific COVID 19 risk assessment guidance e.g. D&T, Science and PE can also be accessed using the links provided below, Department Heads will be familiar with the various resources:

- <https://gov.wales/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf>
WG – Operational Guidance for Schools and Settings from the Autumn Term
- **RCT Coronavirus (COVID-19): Guidance for the safe re-opening of schools September 2020
VERSION 3**
- **RCT Operational Guidance VERSION 8**
- <http://www.cleapss.org.uk/> - CLEAPSS Site (Username: **solar** password: **system20**)
- <http://science.cleapss.org.uk/> - CLEAPSS Science Site
- <http://dt.cleapss.org.uk/> - CLEAPSS Design and Technology Site
- <https://www.afpe.org.uk/physical-education/afpe-launch-new-support-document-covid-19-interpreting-the-government-guidance-in-a-pesspa-context/> - Association for Physical Education

Some statutory inspections and building maintenance checks may have lapsed since the start of the pandemic. The checklist below provides a list of those items that may require attention prior to the site opening, any responses generating a 'No' response may require further action by School Management:

Site Management Checklist:

Site issue		Yes/No N/A	Further Action
1	Gas Boiler/Heating systems - Serviced/Inspected by a competent person?	Yes	
2	Fire Protection Systems – Alarms & Emergency Lighting maintained quarterly by Contractor? Fire protection systems are also checked by school management.	Yes	
3	Sprinkler Systems inspected/maintained by a Contractor? (as per frequency set out by the system) - Also checked by school management if necessary.		
4	Fire Extinguishers (FFE) – Have they been serviced annually by a competent person? Inspect FFE for any damage/discharged or removed units.	Yes	
5	Fire Evacuation Procedures/Drills – Have any fire evacuation arrangements been revised to take account of revised site layouts/personnel?	Yes	
6	Legionella – Low use systems flushed/temperatures monitored by school management and maintained by Contractors?	Yes	
7	LEV Units (in D&T) – have they been inspected by a competent person? (required annually).		
8	Traffic Management – Review arrangements to account for social distancing and supervision/increase in private vehicles?	Yes	
9	First Aid – Do you have adequate no's of first aiders in view of possible staff shortages or alternative layout of the site?	Yes	
10	Lifting Equipment (e.g. lift hoists) have they been inspected by a competent person?	Yes	
11	Arrangements are in place for dealing with contractors when they arrive on site?	Yes	
12	Kitchen areas may have been unused since the start of the pandemic. Have the relevant statutory inspections and regular maintenance requirements been considered? (for example extraction units)	Yes	

For further information on statutory inspections in relation to the building contact the **Councils Corporate Maintenance Section**.





COVID 19 Risk Assessment

Subject: COVID 19 School Premises Risk Assessment

Date of Assessment: September 2020, November 2020, December 2020, Jan 2021, 11

February 2021, 8 March 2021, 12.04.21, 10.05.21

Assessor: Dave Jenkins & Diane Llewellyn 20/05/21

School Name: Park Lane

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
<p>Returning to School 22.02.21 in light of Welsh Government Announcement</p>	<p>All persons</p>	<ul style="list-style-type: none"> Implement plans according to https://gov.wales/operational-guidance-schools-and-settings-support-limited-attendance.html FP pupils to be prioritised along with all critical worker children and vulnerable learner Nearly all staff will have received the vaccine by 05.02.21. This takes 3 weeks to achieve maximum efficacy (26.02.21) Robust LFT regime established which tests 	<ul style="list-style-type: none"> LFT 2 x per week on all sites. This will move to twice weekly testing for all staff at home. Staff will be encouraged but not mandated to participate All staff vaccinated with maximum efficacy of first dose being achieved on 26.02.21 50% capacity = achieves effective balance of risks posed by COVID in school with social risks at home (informed by MDT) – UNIQUE TO SPECIAL SCHOOLS Wellbeing calls and robust wellbeing procedures to continue to support families during their weeks at home All learners in Year 7 and above to be encouraged to participate in LFT twice weekly.



		<p>all staff twice weekly inLFT a school to pick up asymptomatic people</p> <ul style="list-style-type: none"> • All Key Stage 2 learners are to return to school from Monday 15th March 2021. All Foundation Phase learners will continue to attend school. • Hub pupils will also have a full time place at school. • Key stage 3 and 4 pupils will continue with week in, week out rota until the end of term. • All pupils to return from 12.04.21 on a full time basis • LFT offered to all Year 7 and above 	
<p>School drop off/Pick up – Infection control</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • Parent/carer pick up and drop off protocols have been considered to minimise adult to adult contact and avoid gatherings e.g. at the school gates (signs and floor markings made available from RCT) 	<ul style="list-style-type: none"> • Taxi times have been staggered. Marshalls identified to ensure that traffic is directed – allowing a maximum of 6 vehicles on site at any one time. Marshalls to socially distance and wear full PPE according to guidance • Staggered times may vary. The school will ensure that it communicates any such changes with parents. • Pupils will remain seated on transport until directed by staff to alight.



	<ul style="list-style-type: none">• Arrangements in place to supervise pupils arriving/leaving on contracted transport to ensure social distancing.• Arrangements in place to identify possible contacts on home to school transport provision for Track and Trace purposes.• Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible.• One parent encouraged to drop off/pick up.• Parents/guardians to wear facial coverings and observe social distance requirements.• Staff interacting with pupils to & from transport must wear PPE according to the guidance• Stagger drop off/collection times for contact groups.• Additional entrances/exits used to reduce gatherings at peak times where possible.• Parents/carers instructed not to attend school if symptomatic.• Temperature checks taken at arrival.• Where necessary, the School has a process for removing face coverings when learners and staff who use them arrive at school, e.g. a bin for disposal.	<ul style="list-style-type: none">• All pupils will access their classes where possible via outside locations and corridor traffic will be kept to a minimum• A wrist temperature monitor is in place for all staff and risk assessed visitors – all staff should self-police this aspect• Forehead monitoring systems are in place for all pupils – This is to be undertaken by the school nurse wearing full PPE according to the matrix. Contingency plan in place• Individual Risk Assessments are in place for members of staff with significant health needs, these have been agreed and signed.• School nurse on site.
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		<ul style="list-style-type: none"> • Handwashing/hand sanitiser available at all entrances. 	
<p>Circulation Routes – Infection control</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system. • Floor markings and signage is provided to assist with social distancing. • Doors kept open to encourage ventilation and to reduce physical contact. (Where safe to do so – and not compromising fire safety, you may need to check the fire risk assessment to identify doors that can remain open). Be aware there is a risk of pupils absconding if doors left open inappropriately • All school areas should have adequate ventilation, with windows to be opened for air flow – staff teams should ensure there is no risk of falling or absconsion • Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings. • Class times have been staggered to prevent large numbers moving 	<ul style="list-style-type: none"> • Pupils will access their classroom directly from the bus yard ensuring that the use of corridors is minimised • All classes will eat their lunch in class to reduce the number of people using communal spaces • Yards should not be shared at the same time – clear timetables exist for classes who have to share a yard space. All items should be cleaned before next group can use the space • As of March 15th, pupils’ entitled to Breakfast Club will be provided with toast and cereal bars. Staff will be allocated a time for collection. • One member of staff from each class to collect pupils’ lunches from the kitchen at their allocated time. • Dual placements will resume where this is in the best interest of the learner. Robust risk assessments will be key and close collaboration between both settlings. It is essential to keep records of who is attending where and when and keeping the ‘bubbles’ they interact with as small as possible.



		<p>around the premises at the same time.</p> <ul style="list-style-type: none"> • Duel placements may resume 	
<p>Classroom/Teaching Environment – Infection control</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • For Welsh Government Guidance on control measures within the classroom for the various settings, use the link below: • https://gov.wales/operational-guidance-schools-and-settings-support-limited-attendance.html • Pupils will stay in their class/group wherever it is possible throughout the day. • Whatever the size of the group, they should be kept apart from other groups where possible and those age 11+ should be encouraged to keep their distance within groups. • Where possible pupils use the same desk and resources each day. Resources are placed in individual trays/bags and only essential items are brought in from home. • The use of outdoor space is utilised wherever possible. • Rooms have been organised to encourage social distancing, tables and chairs arranged to enable sitting side to side facing forward and not face to face. 	<ul style="list-style-type: none"> • Staff should maximize the use of outdoor learning facilities • Playtimes will be staggered so that contact is minimized and social distancing opportunities maximized. • Playground furniture should be wiped down after use e.g roundabout handles / swings etc • Working with younger pupils staff will minimise the amount of contact to 1 metre. <p>The following room capacities (socially distanced) must be adhered to:</p> <ul style="list-style-type: none"> • Main Office – 2 people – sneeze screens should be in place and medical grade face masks worn according to the guidance • HT Office – 2 people – medical grade masks to be worn and windows open • DHT Office – 1 person • Family Room – 3 people – maximum of 15 minutes ensuring social distance and wearing medical grade masks • Nurses Room – 2 people - 3 people – maximum of 15 minutes ensuring social distance and wearing medical grade masks • Staff Room – 3 people – for the purpose of testing. Windows should be open and appropriate PPE worn • Flat – 3 people not from different contact groups/bubble/classes- medical grade masks to be worn and windows open • Hwb – 2 people- maximum of 15 minutes ensuring social distance and wearing medical grade masks • Management Room – 2 people medical grade masks to be worn and windows open



	<ul style="list-style-type: none"> • Early years settings that host more than one contact group in a single room should consider the physical means that can be used to separate each group e.g. utilise furniture or screens • Arrangements put in place to avoid mixing with other groups. • Unnecessary items have been removed from learning environments where there is space to store elsewhere. • Resources which are not easily washable or wipeable have been removed. • Arrangements in place for the use of the playground, including playground equipment. • Arrangements are also in place for social distancing in staff rooms and prep rooms. • Ensure use of play-dough, sand and water-play activities are used with minimal risk 	<p>No meetings in family room or hwb for longer than 15 minutes and medical masks to be worn at all times. All staff must be socially distanced at a distance of 2m at all times. Communal tea and coffee facilities should not be used</p> <ul style="list-style-type: none"> • Staff to ensure that pupils handwash before and after sand/play-dough activities and that used sand and play-dough is NOT shared between bubbles. Sand and play-dough need to be changes daily • Water play activities need to be carefully monitored with hand washing taking place before and after use. Water should be changed regularly throughout the day
<p>Pupil and Staff Toileting – Infection control</p>	<ul style="list-style-type: none"> • Times are staggered where possible and consider the increased handwashing times that have been introduced. • Where possible, provide separate toilets for different contact groups. Where this is not possible, using 	<ul style="list-style-type: none"> • Staff will wear PPE as recommended by RCT Workwell guidance/matrix • Changing areas will be disinfected after each use. • Staff toilet’s are limited to one persons only • Antibacterial scrub available and staff have been brief of the importance of handwashing for 20seconds. • Hand sanitizer available.



		<p>hand sanitiser before entering the toilet and ensuring toilets are cleaned regularly.</p> <ul style="list-style-type: none"> • Signage is in place in each toilet to encourage adequate hand washing takes place. • Similar arrangements are also in place for staff toilets. • Automatic soap dispensers should be used where possible and hands should be thoroughly dried, preferably using paper towels. Hand dryers should be avoided where possible. Paper towels should be disposed of in a lidded bin and not allowed to overflow. Bins should be emptied daily – more dispensers are on order – This was put into action January 2021 	<ul style="list-style-type: none"> • Toilet spaces are allocated to bubbles/contact groups to avoid mixing • 1 in 1 out policy in operation
<p>Spread of COVID -19/Social Distancing Infection Control (General)</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety or absconsion risk). • Where necessary, Corporate Estates have been consulted regarding safe use of mechanical ventilation systems. • Contact groups are kept apart where possible, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. 	<ul style="list-style-type: none"> • Main office will be out of bounds for all staff except admin staff – windows should be open at all times for ventilation • Head Teacher’s office can accommodate 1 additional person(2 total) adhering to social distancing guideline. • Deputy Head’s office cannot accommodate another person, however 1 member of staff can be at the doorway. • Family room can be used if office space is unavailable. Maximum of 3 people for 15 minutes whilst wearing surgical masks and social distancing • Use of staffroom is insufficient for all staff, however, all staff are entitled to a lunch break – we have made available 4 rooms where



	<ul style="list-style-type: none"> • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this. • Appropriate signage is in place throughout the setting. • Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation. 	<p>staff may eat their lunch – staff room / Flat / bubble classrooms, offsite in staff car)</p> <ul style="list-style-type: none"> • All staff should sign the necessary risk assessment to indicate understanding • All staff returning after a period of shielding have individual RA's and these should be constructed collaboratively and signed by both parties
<p>Staffing</p>	<ul style="list-style-type: none"> • Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. Refer to the Council guidance 'Update for Chairs of Governors, Headteachers, Managers & Staff – Shielding and Childcare Responsibilities' & Staff COVID19 Risk Assessment Tool. • Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. • The use of shared staff spaces and staff rooms is minimised. 	<ul style="list-style-type: none"> • First aid boxes / kits must be readily accessible. • Where possible provide a list of the locations of local AED's (de-fibs), the attached link may be of use, https://www.nhsdirect.wales.nhs.uk/LocalServices/?s=DefibrillatorLocations • Staff currently living with shielded persons (in receipt of a shielding letter) can work from home until Easter. This will give vaccinations the most efficacy. Whilst this is against official guidance, the TAG report commissioned by WG indicates teaching assistants and teachers in special schools should take additional precautions. Staff members in this situation can choose to come into work. • Staff currently living with a shielded person, will be requested to return to school on March 15th. • PPA – Currently teachers have half a day PPA per week. TAs should continue with the class planning in order to release the class teacher for PPA. This approach will help avoid mixing adults, maintain the integrity of class bubbles and mitigate risks as much as possible.



			<ul style="list-style-type: none">• For Dosbarth Gwyrdd and Arian, an external provider will cover teachers on a Monday only, for physical activities, which will, in the main, take place outdoors. The person will take a LFT at the beginning of the day and before working with a different class will be asked to hand sanitise rigorously. This aim is to try and have pupils working outside during these sessions.
Catering/Lunchtime Arrangements – Infection control		<ul style="list-style-type: none">• Groups of children can eat packed lunch or school meals within their own classroom setting with the exception of Dosbarth Oren who eat their lunch in the hall.• Different groups mixing together during lunchtimes is avoided through staggered times with several sittings and/or use of additional areas and to help reduce queues.• Time/resource provision for cleaning surfaces will be given between groups in the dining hall.• Hand sanitizer gel is provided for pupils and staff to use immediately before collecting their lunch – this must be carefully monitored according to COSSH• Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed	<ul style="list-style-type: none">• Lunch will take place in individual classrooms with the exception of Dosabrth Oren who will eat in the hall. This will maximise social distancing between class bubbles.• Staff to wear full PPE and ensure excellent hand hygiene when bringing or returning lunches to kitchen/hall – Please refer to guidance matrix• Staff will bring dinner trays to pupils who will remain seated throughout in their class bubbles• Where pupils are unable to feed themselves staff will assist wearing PPE. Please refer to guidance matrix• As of March 15th, pupils entitled to Breakfast Club will be provided with toast and cereal bars. Staff will be allocated a time for collection.• One member of staff from each class to collect pupils' lunches from the kitchen at their allocated time.



		<p>where required between pupils and serving staff.</p> <ul style="list-style-type: none"> • Additional meal collection points have been put in place to reduce queuing where necessary. • Alternative payment methods are being used to eliminate cash handling. • Tables and seating are moved apart to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating or placing screens. • A different entry and exit route is being used at dinner times where more than one door is available. 	
<p>Pupils/Staff displaying symptoms whilst at school</p>		<ul style="list-style-type: none"> • Arrangements in place to deal with pupil/staff who develop symptoms whilst at the setting – Follow the WG guidance • https://gov.wales/operational-guidance-schools-and-settings-support-limited-attendance.html • An isolation space is available for pupils/staff – this area is located opposite the nurses office. When people are isolating in this area, the flow of 	<ul style="list-style-type: none"> • Pupils demonstrating symptoms should go home immediately. While they wait to be collected, they should wait outside where possible ensuring they are warm. • In extreme weather, an identified space has been discussed with H&S. This space is opposite the nurses office near the back entrance. If people are in this space, staff should be aware to avoid the area. When the child leaves, the area should be deep cleaned • Ventilation provided and the pupil supervised from a reasonable distance (depending on the needs of the child) • Staff should wear full PPE which should be disposed of when the child as left • PCR tests are available for parents to book if their child displays one of the wider range of symptoms. Parents/carers should only be requested to collect children from school if--



		<p>people past the area should be managed strictly.</p> <ul style="list-style-type: none"> • Staff dealing with a symptomatic learner should wear full enhanced PPE at all times. (Apron, Mask, Visor and gloves) • If a learner develops symptoms whilst at school / setting they should be sent home. However, they must not travel home on dedicated school transport. • Pupils displaying wider symptoms such as fatigue, muscle ache or pain, a sore throat, a headache, a runny nose, vomiting or diarrhoea are able to request a PCR test. 	<ul style="list-style-type: none"> -they are too unwell to remain in school; or -they have one of the three classic COVID-19 symptoms (i.e. a new continuous cough, or high temperature or loss or change to their sense of taste or smell); or -there are significant concerns • It is a parent's/carers decision whether to take the child for a test. This cannot be enforced. The child can return to school if they are feeling well enough (unless they are displaying one of the three COVID-19 symptoms)
<p>Cleaning/Waste Disposal</p>		<ul style="list-style-type: none"> • All contact surfaces which are fixed to the premises have been identified and are disinfected on a continuous basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. • Enhanced cleaning regime in place across the setting. • Adequate cleaning supplies and facilities around the school are in place. • A Clear desk policy in place for all pupils and staff. 	<ul style="list-style-type: none"> • Enhanced cleaning is in place throughout the school day. • Dishwashers have been installed in the staff room and in high risk classrooms such as PMLD. These should be used according the manufactures guidance and detergent stored away from pupils reach • Waste associated with lateral flow testing should be treated as clinical waste and removed accordingly



		<ul style="list-style-type: none"> • Tissues should be placed in a separate pedal waste bin and disposed of safely. All rubbish should be removed daily. If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is. • Play equipment should be regularly cleaned between use using standard cleaning chemicals provided by Solo ensuring they are kept out of reach of children – COSSH risk assessments in place 	
<p>Personal Protective Equipment (PPE)</p>		<ul style="list-style-type: none"> • PPE is not required for routine class activities. • PPE WILL be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19. PPE is also required for feeding and engaging with pupils arriving/departing on transport. • PPE Must be used according to the guidance. For further guidance on PPE requirements refer to the RCT Schools COVID 19 PPE Guidance Matrix and associated links within the document. 	<ul style="list-style-type: none"> • Although the wearing of face coverings is recommended for pupils of secondary age as a special school face coverings are not expected but can be worn if pupils feel that this is appropriate for themselves. Social distancing, hand hygiene and managing contacts will be our main focus. • All staff MUST wear a medical grade face mask at all times unless an individual pupils or staff risk assessment states otherwise • They MUST wear a medical grade face mask when using communal spaces e.g. toilets, corridors, playgrounds, staffrooms etc....



<p>Visitors</p>	<ul style="list-style-type: none"> No face to face meetings with external visitors. There may be a few exceptions e.g. health and essential maintenance. SLT should give explicit approval in these circumstances. Information about visitor arrangements is displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms. Handwashing/hand sanitiser available at all entrances. Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens. Where possible, visitors are signed in/out by the receptionist. A record should be kept of all visitors including their telephone number for track and trace purposes 	<ul style="list-style-type: none"> From January 2021 – the school will only allow essential visitors (safeguarding, H&S, medics etc). Where possible, they should attend outside of the normal school day. All visitors should be pre-planned All visitors will have their temperature taken via their wrist via a specially designed temperature monitoring system. <ul style="list-style-type: none"> Visitors to the school should have a LFT if their visit is likely to bring them into contact with pupils/staff inside 2m distance Visitors should not enter the building if they have symptoms or live with anyone who has symptoms If they or someone they live with are awaiting test results Been in close contact with a symptomatic person Admin staff should ensure visitors read this risk assessment <p>From May 2021, the following visitors are permitted:</p> <p>Medical staff for clinics – checks should be undertaken to ensure they are part of a LFT regime. Clinics should be planned in advance and adequate distancing and ventilation in place</p> <p>RCT/CSC Staff – a few school improvement officers will be permitted to visit. However, they are not permitted to visit classrooms at this point without prior permission from SLT</p> <p>Andy Pidcock- from 12.05.21 Andy will be permitted in school. LFT in place before visiting school. Medical face mask to be worn. Sessions to take place outside. If weather doesn't permit, Andy can undertake session in hall allowing 3m distance, windows open and no singing.</p>
<p>Fire Safety</p>	<ul style="list-style-type: none"> Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, 	<ul style="list-style-type: none"> New Fire Marshals have been assigned to cover all areas of the school –Hannah Watkins, Fiona Sherif, Donna Thomas, Alice Raybold, Claire Llewellyn, Julie Taylor and Anthony Arthur.



		<p>including the layout and possible changes in staff.</p> <ul style="list-style-type: none">• Procedures have been reviewed to include hygiene and distancing at assembly points.• Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff). <p>See link below for specific fire safety advice for specific advice during the outbreak.</p> <p>https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf</p>	
Training		<ul style="list-style-type: none">• Staff have been instructed on the nature of COVID-19 and its transmission.• The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff.• This risk assessment should be updated regularly and clearly communicated with staff. Staff will be required to read and sign for their understanding• Any staff briefings are also conducted with social distancing	



		considerations and outdoors, weather permitting.	
Educational Visits		<ul style="list-style-type: none">• Educational visits may resume. Travel time should be minimised wherever possible	<ul style="list-style-type: none">• Staff wishing to undertake educational visits should continue to use the usual risk assessment –EVOLVE. All risk assessments should include arrangements if a learner develops COVID-19 symptoms during the visit.



Position	Name	Signature	Date
Head of School	<u>Diane Llewellyn</u>		<u>02/09/2020</u> 30.11.20 04.12.20 4/01/21, 11.02.21 8/03/21
Chair of Governors	<u>Kay Morgan</u>		<u>02/09/2020</u> 30.11.20 04.12.20 4/01/21, 11.02.21 8/03/21
Headteacher	<u>David Jenkins</u>		<u>02/09/2020</u> 30.11.20 04.12.20 4/01/21, 11.02.21 8/03/21



Roadmap to Extend Specialist Functions

What Activity	When	Conditions to be met	Implemented (RAG)
Food Tech/Cooking	08.03.21	Case rates low, WG easing restrictions. Individual resources, no sharing equipment/food. Regular cleaning = CLEAPS advice	
Roger Crookes Gardening/Horticulture	15.03.21	Case rates low, WG easing restrictions, must be outside, RC to be part of LFT and vaccinations. Working with multiple groups = must stay 2m apart	
Extending Bubbles (if other H&S need)	15.06.21	Full return to school. If individual bubbles cause additional H&S risks e.g. staff levels, supervision, PPA	
College Provision Access	12.04.21	WG indicating college pupils can return. College Nantgarw campus re-opens	
Chillies Hospitality	12.04.21 – Click and Collect 26.04.21 – Outside dining	Providing case rates remain low Outside dining in line with WG guidance	
Educational Visits	12.04.21	Case rates low, WG easing restrictions, must be outside. Bus visits not before 12.04.21	
Rebound Therapy	12.04.21	Case rates low, training in place. All sessions to be followed by rigorous cleaning	
Non Essential Visitors	28.05.21	Review at Whitsun - Case rates low, WG easing restrictions	
Hydrotherapy	28.05.21	Case rates low, WG easing restrictions. Advice taken from SWASSH and Physiotherapy service. Training reaccreditation completed	



PARK LANE SCHOOL

RCT COVID 19 Park Lane School