

RISK ASSESSMENT

Location/Premises/School: Pencoedre High School	Date: 27th August 2020
Completed by: Headteacher	Review date: as and when required
Activity/Description/Area: <u>Pencoedre High School Return Plan/Risk Assessment Over View Version 1 -17th August, 2020</u> This return plan has been designed with reference to Welsh Government Operational Guidance for Schools and Settings – Version 2 Operational guidance for schools and settings from the autumn term https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19 It is recognised this plan may need to be altered and adapted as schools progress along a spectrum of recovery and change specifically in response to further developments in operational guidance for schools. It is recognised for the purposes of this period of time from September 1 st , 2020, Learning Bubbles will be viewed as whole year groups. The Sixth Form, year 12 &13, will be considered as one Learning Bubble. Whole School strategies to minimise COVID-19 risks: <ol style="list-style-type: none">1. Pupils or staff who are unwell with symptoms of COVID-19 stay at home, and in addition, self- isolation if a member of their family / household is tested positive and or develops symptoms – <i>see further WG guidance</i> https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus2. Any pupil or staff who develops symptoms whilst in school is, wherever possible, isolated and sent home3. Hand sanitising equipment and handwashing signage displayed around school4. Good respiratory hygiene is promoted by use of the 'Catch it, bin it, kill it' approach5. Increased cleaning around the school6. School to engage with Test, Trace, Protect strategy7. Pupils remain in year group bubble for lessons, break & lunch & assemblies8. One-way system around whole school reduces contact between lessons- <i>see diagram and Blue & White signs in corridors</i>. All staff will be outside their classroom between lessons to supervise the one-way system9. Teachers remain in classroom in order to reduce adult movement and contact around school10. Pupils sit in designated seating plan in each classroom to minimise contact11. Cleaning equipment available in each room12. Pupils enter the building at entrance closest to their first lesson13. Pupils leave the building at staggered times14. Staff to maintain social distancing wherever possible	

15. Parents and visitors to school are requested to attend by appointment only
16. Staff and pupils are not required to wear PPE, “When managing the risk of COVID-19, additional PPE beyond what you usually wear is not recommended”, Keep Wales Safe at Work- workplace guidance for employers and employees during the COVID-19 pandemic – see further details on link below <https://gov.wales/keep-wales-safe-work>
17. Pupils will be required to wear plain single coloured face masks in and around all indoor communal areas of the school and specifically in the corridors. Pupils will be guided as to the appropriate type of masks to wear and the safe storage of these masks in-between use. Advice and information will be given to pupils during their school induction and parents will be notified of the need for their children to wear masks in advance of induction days.

In-class strategies to minimise COVID-19 risks:

18. Cleaning stations available in every classroom
19. Ventilation is available in every classroom
20. Pupils sit in designated seating plan – teacher keeps a record of this for each lesson
21. Where possible, arranging classrooms with forward facing desks, recognising this may not be possible or appropriate in all schools/settings
22. Pupils use their own equipment
23. Teacher to teach from the front and minimise movement around the room
24. Teachers will be issued with mini white boards for use in feedback in the lesson to minimise movement around the classroom
25. Teachers will have a designated ‘welcome space’ by the door for any visitors to their teaching room. This will be an area of the room which complies with social distancing.

School Day and Pupil Movement

Pupils will enter the school building at the entrance nearest to their first lesson

School Day	Years 8, 9, 10	School Day	Years 7, 11, 12/13
School opens	8.30	School opens	8.30
Lesson 1	8.30 - 9.30	Lesson 1	8.30 – 9.30
Lesson 2	9.30 – 10.30	Lesson 2	9.30 – 10.30
Morning Break Move to form Rooms	10.30 – 10.50 10.50 – 10.55	Tutorial/Assembly	10.30 – 10.55
Tutorial/Assembly	10.55 – 11.15	Morning Break	10.55 – 11.15
Lesson 3	11.15 – 12.15	Lesson 3	11.15 – 12.15
Lunch	12.15 – 12.55	Lesson 4	12.15 - 13.15
Lesson 4	12.55 – 13.55	Lunch	13.15 – 13.55
Lesson 5	13.55 – 14.55	Lesson 5	13.55 – 14.55

School closes at 14.55

Year 8 Base - Main Hall for break and for wet weather lunch Outdoor Space – Tennis court 1 Toilet Block - New toilets by HOY office (one way system not followed on return to Main Hall but the only year group in that area at that time)	Year 7 Base - Main Hall for break and for wet weather lunch Outdoor Space – Tennis court 1 Toilet Block - New toilets by HOY office (one way system not followed on return to Main Hall but the only year group in that area at that time)
Year 10 Base - Lesser Hall for break and wet weather lunch Outdoor Space - Tennis court 2 Toilet Block - Toilet immediately next door to the Lesser Hall	Year 11 Base - Lesser Hall for break and wet weather lunch Outdoor Space - Tennis court 2 Toilet Block - Toilet immediately next door to the Lesser Hall
Year 9 Base – Gym for break and wet weather lunch Outdoor Space – Astro Turf Toilet Block – PE changing rooms	Year 12/13 Base – 6th form common room and 6th form study room Toilet Block – New toilet block on the lower ground floor

- Food will be available in all three venues at break and lunch time with a limited menu served in grab bags.
- Pupils will be encouraged to load money via Parent Pay.
- Pupils will remain in their allocated bases at break time and will only leave to visit their designated toilet block.
- At lunch time pupils will remain in their allocated bases for the first 20 minutes, to eat lunch and visit the toilet. They will then be escorted to their outdoors spaces, weather permitting for the remaining 20 minutes.
- Year 12 and 13 pupils will be able to buy food at the nearest venue in their allocated lunch break or during the alternative lunch time if they have a study period on their timetable.

- Pupils in years 7, 11, 12/13 will have 5 extra minutes in Tutorial/Assembly to allow time for other year groups to move out of the shared venues safely.
- Pupils will leave school at the end of the day at staggered intervals from the nearest exit.
- Pupils will follow the one way system at all times (toilet visits from the main hall being the only exception).

Induction Process for each Year group

26. Pupils arriving for their Induction day need to enter the main hall via the main school entrance for an introductory assembly and allocation into forms.

27. Lesson 1 will be a form period for all pupils until Friday 11th September

Summary of Strategies:

Positives:

28. School day is closer to normal. Staff and pupils have prior knowledge of this system

29. Teachers stay in their classroom where they have resources, materials

30. Movement of adults around the school is minimised

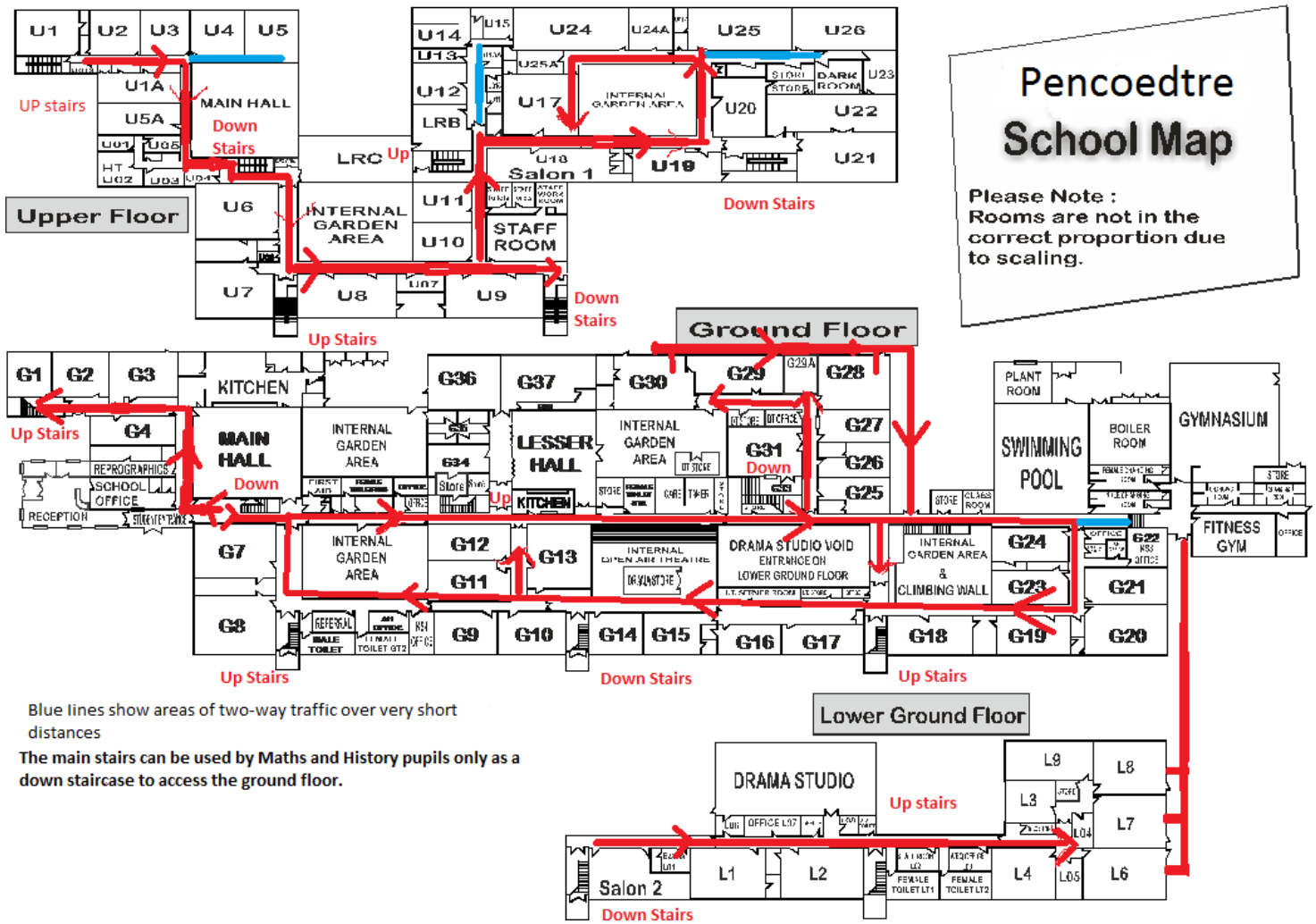
31. Pupils to sit in a recognised seating plan ready for track and trace

32. Teaching & Learning has minimal disruption

33. Pupils move around the school in a one- way system

34. Pupils only mix at break / lunch time in their year groups – learning bubble

Diagram of PHS One- Way System



Blue lines show areas of two-way traffic over very short distances

The main stairs can be used by Maths and History pupils only as a down staircase to access the ground floor.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Spread of Coronavirus	Staff & pupils not following national guidance	<p>Following national Public Health guidance at all times:</p> <ul style="list-style-type: none"> • Pupils or staff who are unwell with symptoms of COVID-19 stay at home (10 days), and in addition, self- isolation (14 days) if a member of their family / household is tested positive and or develops symptoms – <i>see further WG guidance</i> • https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus • Any pupil or staff who develops symptoms whilst in school is, wherever, possible isolated and sent home. Staff that become aware of pupils who are unwell will call the duty member of staff who will escort the pupil to an interview room where they will be supervised by a member of SLT until they are collected. Suitable PPE will be available for this supervision. In the event that a second holding room is required this can be a second interview room. • Hand sanitising equipment and handwashing signage is displayed around school • Good respiratory hygiene is promoted by use of the ‘Catch it, bin it, kill it’ approach using lidded pedal bins • Increased cleaning around the school • School to engage with Test, Trace, Protect strategy. Records of pupil attendance, seating plans, bubble movement and visitor records will be maintained centrally by Mary Davis. 	Monitor the hygiene practices and social distancing	Staff	Ongoing	

		<ul style="list-style-type: none"> • As social distancing is not possible for pupils they will remain in year group bubble throughout the day. • One-way system around whole school reduces contact between lessons- see <i>diagram and Blue & White signs in corridors</i> • Students will be allocated Bubble specific canteen, toilet and outside space for breaks and lunch. • Duty staff should be called for students requiring the toilet during lessons so that they will be accompanied. • Teachers remain in classroom therefore reduced adult movement and contact around school • Pupils sit in designated seating plans in each classroom to minimise contact • Cleaning equipment available in each room • Pupils enter the building at the entrance closest to their first lesson • Pupils leave the building at staggered times as controlled by an identified area co-ordinator. • Staff to maintain social distancing wherever possible • Parents and visitors to school are requested to attend by appointment only. All visitor planning needs to be approved by SLT. This planning needs to be submitted to Mary Davis • <u>All visitors to the school will be required to wear face masks. A supply will be available in reception.</u> • Staff and pupils are not required to wear PPE, “When managing the risk of COVID-19, additional PPE beyond what you usually wear is not recommended”, Keep Wales Safe at Work- workplace guidance for employers and 				
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employees during the COVID-19 pandemic – see further details on link below <https://gov.wales/keep-wales-safe-work>

In class strategies to minimise COVID-19 risks:

- Cleaning stations available in every classroom
- Ventilation is available in every classroom
- Pupils sit in designated seating plan – teacher keeps a record of this for each lesson
- Where possible, arranging classrooms with forward facing desks, recognising this may not be possible or appropriate in all schools/settings
- Pupils use their own equipment – specifically pen, pencil, highlighter, calculator & mini white board and marker.
- Under the guidance of staff, students using school based resources will be responsible for the cleaning of these resources after use.
- Teacher to teach from the front and minimise movement around the room
- Students will be issued with Mini- white boards for use of feedback in the lesson to minimise movement around the classroom
- Teachers will have a designated ‘welcome space’ for any visitors to their teaching room. This will be by the door.
- Maintain 2 metre social distancing for staff
- Sanitise hands regularly throughout the day, pupils to sanitise their hands as they enter each classroom.
- Clean desks / equipment at the start & end of the day.

		<p>Meetings and Briefings</p> <ul style="list-style-type: none"> • Meetings are to take place with adherence to social distancing guidelines. • The person running the meeting should ensure all people are socially distanced • Staff briefings will take place in two sessions to minimise contact • Staff that feel that social distance guidance is not being met should report this to a member of the leadership team. <p>Staff have been given the rationale/plan and they have had an induction briefing and a Risk Assessment.</p>				
Pupils/Staff with underlying health conditions that are at increased risk	Staff & pupils	<p>In the context of COVID-19 individuals at 'increased risk' are at a greater risk of severe illness 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 after 28 weeks are specifically advised to work from home or in a non-public facing role in a COVID-secure workplace where 2 metre physical distancing can be maintained at all times. Staff will be asked to identify if they are at increased risk and the school will work with the local authority to carry out a risk assessment using the All Wales COVID-19 workforce risk assessment.</p> <p>Parents/carers will be made aware that social distancing will not be possible within a bubble and parents will be asked to contact the school where they feel that because of their child's underlying health conditions extra measures are needed. In working with these parents the following advice will be used:</p> <p>https://gov.wales/guidance-on-shielding-and-protecting-people-defined-on-medical-grounds-as-extremely-vulnerable-from-coronavirus-covid-19-html</p>	Complete individual RA's as required	Line manager	2/9/20	

		<p>Children and young people</p> <p>In the same way as adults, children and young people no longer need to shield which means they can go back to school or college/university.</p> <p>There is also strong evidence that suggests many children and young people do not need to shield at any time because, in general, children and young people have a much lower risk of severe illness from COVID-19.</p> <p>There are around 5,000 children and young people on the Shielded Patients List in Wales.</p> <p>We expect that the majority of children will be removed from this list. This means they would not be asked to shield again in the future. We expect that only those on certain treatments, such as for cancer care or those at risk of severe infection due to an immunodeficiency will stay on this shielding list and so may be advised to shield again in the future.</p> <p>Your child's paediatrician or GP will notify you whether your child should remain on the Shielding Patients List.</p>				
Pupils/Staff with symptoms entering the school	Staff & pupils Spreading symptoms to others	<p>The school will communicate with staff, pupils and parents to ensure that they are aware of the following: Under no circumstances should learners or staff attend schools/settings if they:</p> <ul style="list-style-type: none"> • feel unwell with any of the identified COVID-19 symptoms. They should remain at home and self-isolate for 10 days and arrange a COVID-19 test • have tested positive for COVID-19 • live in a household with someone who has symptoms of, or has tested positive for COVID-19 • School to engage with Test, Trace, Protect strategy. Records of pupil attendance, seating plans, bubble movement and visitor records will be maintained centrally by Mary Davis • Parents and visitors to school are requested to attend by appointment only. All visitor planning needs to be approved by SLT. This planning needs to be submitted to Mary Davis 	Monitor for symptoms developing	Staff	Ongoing	

<p>Pupils / staff developing symptoms whilst at the School</p>	<p>Staff & pupils Spreading symptoms to others</p>	<p>If anyone becomes unwell with (NHS Guidance) either:</p> <ul style="list-style-type: none"> • A new continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • Loss of, or change in normal sense of taste or smell (anosmia) <p>In the case of staff, they should be sent home immediately.</p> <p>In the case of students, the senior member of staff on duty will keep the pupil separate until they can be collected and taken home. This will be in the interview room, supervised at a distance of two metres. If clinical advice is needed it should be obtained by going online to 111 Wales (or via a call to 111). Surfaces that symptomatic learners or staff have come into contact with, will be carefully and thoroughly cleaned as will the interview room. The school will maintain appropriate records to allow the school to positively engage in Test, Track and Trace procedures.</p> <p>As above PLUS:</p> <ul style="list-style-type: none"> • <u>Staff to maintain social distancing in the classroom but must wear face masks in all communal areas of the site.</u> • All staff to closely supervise movement of students around the one-way system • Hygiene stations available at entry points • All staff meetings to follow social distancing guidelines. • Signage to notify visitors of entry procedures • No appointments or deliveries allowed during drop-off and pick-up times • Classrooms to have at least one window and doors open throughout the day • Have hand sanitiser and cleaning material available in each classroom 	<p>Monitor for symptoms developing</p>	<p>Staff</p>	<p>Ongoing</p>	
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- Pupils to wear an appropriate face mask in the corridors

Person to person transmission	All staff & pupils, Sharing equipment, not washing hands properly	Toilets <ul style="list-style-type: none"> • During lesson time students will be escorted to the toilet by a duty member of staff. • During break and lunch designated toilets will be identified for each bubble. 	Staff to remain alert for symptoms in others	Staff	Ongoing	
Transmission via inanimate objects	All staff & pupils Sharing equipment, insufficient cleaning	Sharing objects to be prohibited wherever possible; where this is not possible, they must be disinfected between use. Under the guidance of staff, students using school based resources will be responsible for the cleaning of these resources after use. Communal objects/surfaces are to be cleaned using standard cleaning methods but on a more frequent basis (determined by number of persons present, frequency of use etc.). NB this also applies to more infrequent tasks such as removing depleted toilet roll cardboards. Specific areas/equipment used by symptomatic persons who have been excluded, must be cleaned before reuse in line with guidance (see link above). If required, contact Vale Cleaning. for specific cleaning related issues.	School staff to remain alert, Cleaning staff to follow guidance in Appendix 1	School staff Cleaning staff	Ongoing	
	Clothing	Prohibiting personal belongings being brought into school without prior consent of the school. Prohibit sharing of personal belongings. The Vale of Glamorgan COVID-19 School Cleaning Guidance will be adhered to and is included in Appendix 1 Daily washing of clothes is advised but not an absolute requirement. Pupils are required to wear school uniform. Staff must ensure that they dress appropriately and professionally for work and not wear clothing that would be deemed inappropriate.				

Dermatitis (staff)	All staff Washing hands excessively	Moisturising creams to be used periodically		Staff	Ongoing	
Lack of First Aid provision	All staff & Pupils	<ul style="list-style-type: none"> • Low risk environment. • Supervision ratios to be adhered to (minimum of 1 emergency first aid staff on site at all times). • First aid equipment available and adequately stocked. First aiders to wear gloves when providing first aid; apron and mask to be worn if pupil is symptomatic • Corporate accident / incident form to be completed where appropriate 		Head of School		
Administer prescription medication	Pupils Incorrect medication or dosage given; medication not available	<ul style="list-style-type: none"> • Learning and Wellbeing manager to liaise with parent / guardian / pupil to ensure availability at the School and communicate requirements to duty SLT Lead 		Learning and Wellbeing Manager & Duty SLT Lead		
On-site Traffic	All staff & pupils	<ul style="list-style-type: none"> • Parents who are driving pupils to school are asked to drop them off site at the closest convenient spot to their child's site entry point. • Students arriving on buses will be met by staff at the designated bus drop off point. • The bus drop off and pick up point will have two metre markings to aide social distancing at the end of the day. • Cyclists will attach their bikes to the railings nearest to their entry site • Sixth form students arriving by car will be allowed to park in the staff car park and make their way to the appropriate school entrance. <p>Staff will be asked to park in the staff car park.</p>	Ongoing monitoring	All staff	Ongoing	

Fire	All staff & pupils Burns, smoke inhalation, asphyxiation	<ul style="list-style-type: none"> In the event of a fire, the usual fire evacuation procedures will be followed, but ensuring that at the muster points students from different year groups are lined up with 2m distancing. Fire alarm checks to be carried out as normal All staff and pupils to be given induction on first morning back in school SLT leads to act as fire wardens with means of contacting emergency services Fire doors not to be wedged open unless they are fitted with an appropriate hold-open device that is linked to the fire alarm Students will be taken, in small groups, to be reminded of muster points as part of their induction. 	Monitor unauthorised areas Support can be obtained from Fire Safety Officer on 01446 709150 To be monitored	Head of School Site Manager SLT Lead All staff	Ongoing Ongoing Ongoing	
Child protection	Pupils Abduction etc.	<ul style="list-style-type: none"> Standard procedures to be observed including consideration of older age groups. Appropriate site security arrangements in place 		SLT Lead	Ongoing	
Building & property maintenance	All staff & pupils Legionella, defects in property, faults, electric shock etc.	<ul style="list-style-type: none"> All routine inspections & tests must be maintained e.g. legionella water monitoring, hand wash water temperatures. Statutory inspections & servicing to continue Defects to be reported for remedial action. Any areas presenting increased risk to pupils to be isolated. All doors to chemical / cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked Good housekeeping to be maintained All outdoor building maintenance must be coordinated with the Head Teacher to ensure segregation from pupils and staff e.g. grass cutting. All contractors to report to reception prior to the start of any work. 		Site manager	Ongoing	

Slips, Trips & Falls	staff & pupils Poor housekeeping	<ul style="list-style-type: none"> • Appropriate footwear to be worn • Emergency cleaning (spills) procedures in place • Good housekeeping to be maintained 		All staff	Ongoing	
Cleaning activities	All staff & pupils	<ul style="list-style-type: none"> • Ensure robust cleaning arrangements are in place. • Enhanced cleaning of high contact areas must be arranged throughout the day. • Wash hands following any cleaning activity. • Cleaners to wear appropriate PPE in line with current arrangements e.g. gloves, apron etc. • Wear goggles if decanting chemicals where there is a risk of splashing in the eyes. • The Vale of Glamorgan COVID-19 School Cleaning Guidance will be adhered to and is included in Appendix 1 • Staff to assist with cleaning regimes where appropriate • Cleaning stations with appropriate wipes will be provided in each classroom. • Under the guidance of staff, students using school-based resources will be responsible for the cleaning of these resources after use. 		Cleaning manager All staff	Ongoing	
Lack of staff, reduction in supervision	Staff & pupils Lack of supervision, increase in accidents, increase contact	<ul style="list-style-type: none"> • Maintain supervision levels as far as practicable at all times. • Identify back-up staff • Utilise rotas to cover access times including premises staff / cleaners. • Consider redeploying staff where necessary. 		Head of School		
Verbal / physical abuse Loss of control	Staff & pupils Physical / psychological injury	<ul style="list-style-type: none"> • Maintain adequate staff supervision. • RA's on children with behaviour concerns to be reviewed • Staff familiar with the children to be present • Staff with additional training employed where appropriate • Accidents / incidents to be reported to Health and Safety as required 	Ongoing monitoring	Head of School	ongoing	

Lack of PPE	Staff and Pupils	<ul style="list-style-type: none"> In most circumstances PPE will not be required unless usually worn as part of normal procedures. Gloves, apron and mask (Type IIR) to be worn when dealing with a symptomatic child. All PPE to be put on, taken off and disposed of correctly – guidance to be provided to staff. 				
Catering	Staff and pupils	<p>Two additional canteen areas have been identified (the Main Hall and the LRC/Atrium). This extra provision coupled with the introduction of a split lunch break allows the school to offer a ‘grab bag’ provision for all pupils whilst maintaining student bubbles. It also aides the requirement for catering staff to maintain social distancing.</p> <p>During the phased return to school of students a ‘grab bag’ provision will be available for students entitled to a free school meal whose year groups have not yet returned.</p>	Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises			
Education al visits	Pupils	<p>Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: https://oeapng.info/</p> <p>All pupils to wear school uniform from the Autumn term.</p> <p>Breakfast will not resume from the Autumn term, this position will be reviewed half termly</p>				
School uniform						
Breakfast Clubs						

Contingency planning	Staff and pupils	<p>In the event of a full or partial closure of the school due to an outbreak on Covid 19 staff are producing improved blended learning resources for pupils.</p> <p>Arrangements have been put in place to ensure that all pupils have access to appropriate IT resources and the internet.</p>	<p>Welsh Government will work closely with Public Health Wales and Councils, in the case of potential localised outbreaks</p>			
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VALE of GLAMORGAN

Directorate of Environment and Housing



Building Cleaning Service

BRO MORGANNWG

School Cleaning Guidance (COVID-19)

This document is a clear, concise and comprehensive guide aimed at supporting all schools to re-open in September 2020, following the COVID-19 outbreak.

General Considerations

In all schools, the critical aspects to consider are what frequency and level of use will specific areas have and how the flow of movement around the school will be managed.

The Vale of Glamorgan Council has outlined a variety of scenarios and best practice in each scenario, whilst also considering the viability to deliver this service. Viability is primarily based upon what can reasonably be achieved and whether sufficient staffing resources are available.

It is also important to differentiate between cleaning and infection control:

- **Cleaning** will continue to be undertaken outside of school operating times, as per the individual arrangements with your preferred contractor, and will ensure the general cleanliness of the school as well as ensuring that infection control has been applied to all surfaces and touchpoints prior to the start of the school day.
- **Infection Control** will be required throughout the school day, whilst children and staff are on the premises; this will not include the 'cleaning' of areas – such as toilets, classrooms, halls, corridors or any re-active cleaning of spillages and the like. This is designed to ensure that the spread of infection within the school environment, are minimised as much as is practical. Infection Control will focus on the wiping down of surfaces and touchpoints with a Veridical cleaning agent. This will include toilets, tables, chairs, door handles and push plates, handrails etc.

Cohort remains in a single classroom

This would be the ideal scenario, whereby children all remain in one classroom throughout the school day, with only minimal access to other areas i.e. toilets, corridors, communal areas.

- Primary schools should, generally, be able to adopt this approach and so Infection control cleaning could be undertaken by the site in general.
- Responsibility to wipe down table, chair edges, handles, doors and other high touch point areas would need to be delegated to existing school staff.
- If additional cleaning resources are required to support this action, consideration should be given to the minimal amount of time where children and staff are not in each classroom, which would present a challenge to achieve within tight timescales.
- It is recommended that additional cleaning is undertaken in communal areas for infection control – such as toilets, corridors, halls, cloakrooms etc. If additional cleaning resources are required to support this action, the level of resource required will be site specific depending on the need for pupils to come out of their classroom 'bubble' i.e. if toilet facilities are available for each classroom then this will be reduced compared to where only communal toilets are present and are used by multiple year groups.

Cohorts move between classrooms

This is more likely to apply to High/Comprehensive Schools, where students need to access specialist classrooms and equipment. Whilst the preference would be that students remain in a single classroom as much as possible, it is recognised that this is not practical in all settings.

Therefore, the considerations for Infection Control are:

- Keep all doors open wherever possible, (internal fire doors to be held open with an appropriate device linked to the fire alarm system) i.e. corridors, access and egress points etc. this would reduce the need for anyone to touch surfaces and would, therefore, reduce the possibility of any infection spreading.
- All communal areas should be wiped down with a Veridical cleaning agent throughout the day, as multiple people will touch these regularly. Each school will be able to determine the frequency required for this task dependant upon the flow of people and the specific school arrangements in place.
- Consideration should be given to staggering start times of lessons which could help to reduce the number of people moving around at any one time and allow for 'social distancing' measures to be effective. However, please note this will not reduce the number of 'touches' surfaces will receive.
- The recommendation is that staff and pupils are delegated responsibility for the wiping of desks, chair edges, internal door handles, window catches, and other high touch point areas. The instruction of this task will also need to consider the direct areas under the edges of desks, chairs etc. for wiping also, not just desk/table and chair tops.
- If additional cleaning resources are required to support this action, the practicalities of how this would be achieved should be considered. It would be deemed impractical to have additional staffing resources on site to undertake these duties between each class movement as there will not be sufficient time to achieve this to the necessary standard, which teaching staff and pupils would be able to undertake prior to exiting the room with the correct instruction and supervision.
- Provision of additional cleaning resources should be considered primarily to undertake infection control in communal areas, such as toilets, corridors, canteens etc. to ensure that a higher level of hygiene is maintained throughout the day.

Essential Actions

It should be noted that **no** amount of cleaning or infection control will eradicate the threat from viruses completely, therefore, it's of vital importance that good hygiene practices are encouraged to be followed by **all** staff and pupils.

The good hygiene practices being:

- Regular hand washing
- Multiple hand sanitising stations being set up throughout the school and replenished regularly
- Good levels of general housekeeping need to be maintained throughout all areas within the school. These means utilising the minimal number of toys, items etc. and ensuring they disinfected before storing away. These are considered 'widely handled' items and will be places where infection could easily spread. Failure to maintain good levels of housekeeping hinders the ability to clean thoroughly and presents a greater risk to all premises' users of potential infection. It also presents additional challenges to your cleaning team, who have to tidy these items, and can directly impinge on the available time to clean and may result in some areas not be given the due attention required.
- Consideration should be given to the use of cloakrooms and it would be advisable to minimise this wherever possible. However, where cloakrooms are used there will be a requirement to control access and ensure an excellent level of housekeeping to ensure minimal items are stored in these areas to reduce potential for infection to settle and be transmitted.

- For any cloakrooms that are utilised, it is advised that coat-pegs, benches etc. will also require regular sanitisation.
- Staff respite areas are also within the scope of this guidance and should be afforded the same excellent level of housekeeping to ensure as any clutter is kept to a minimum.
- The use of soft furnishings should be reduced as much as possible and, where this is not possible, consideration needs to be given as to how these are utilised and kept to a minimum. Soft furnishings and toys are difficult to clean regularly and cannot be 'wiped' with Veridical cleaning agents to kill viruses.
- Consideration is required to the arrangements for a cleaning regime for external doors, panels, handles, handrails etc. using appropriate cleaning agents to reduce the risk of infection spread.
- Breakfast and after school clubs present a challenge to the cleaning of schools in general. Many operate during the general allotted time that cleaning operatives are onsite and frequently start/finish in tandem with the unlocking/locking of the school premises. This can often impact on the cleaning operatives by not allowing sufficient time to access and clean these areas to a satisfactory standard. Consideration needs to be given to how this can be managed in the future i.e. earlier unlocking/later locking of buildings allowing sufficient time for cleaning to be undertaken fully although there may be cost implications associated with this.
- There is a requirement to consider restricting child movement around the schools during these pre and post school day periods as occasionally children are found wandering around unsupervised, which again presents challenges to the cleaning operatives, and will directly affect any 'social distancing' protocols that have been introduced.
- Further consideration should also be given to the use of classrooms by teaching staff, outside of the normal school attendance hours. It is understandable that the teaching staff will have work to undertake outside of the actual teaching periods, but this does impact the cleaning team, who frequently have to clean around staff, and this makes it challenging to achieve the level of cleanliness and hygiene required. Regular consultation between the school and your preferred provider on accessibility would allow for flexibility in your cleaning service and provide sufficient time for the required cleaning and hygiene controls to be undertaken.
- The cleaning of your school buses and transport should be discussed directly with your service provider. It is recommended that these vehicles are subjected to the same level of cleaning and hygiene controls as the school, as these are considered prime locations for the passing of infections and viruses.
- The school waste disposal arrangements should ensure that you have suitable receptacles provided for the disposal of potentially contaminated items, such as tissues, cloths and PPE (these requiring designated areas for disposal). Location of bin stores also need to be considered i.e. where these are in locked/gated areas, the cleaning operatives will need to access gates as this becomes another touchpoint which will require daily sanitising. There is a need to minimise these touchpoints as well as ensuring that there is a sufficient disposal option available.
- It is of vital importance that products/equipment including chemical agents, cloths, buckets and spray bottles, located in cleaning cupboards are not utilised by anyone other than your preferred contractor. This is to ensure that no cross-contamination occurs as much of the equipment may be colour coded for use on specific areas. From a Health and Safety perspective, any staff utilising products/equipment must be suitably trained, have the correct PPE and are aware of Risk Assessments/Method Statements (RAMS), Safety Data Sheets and COSHH requirements.

- The Vale of Glamorgan Council cleaning team are able to provide suitable training/advice for school staff, supplies of Veridical cleaning agents that conform to BS EN14476, colour coded cloths/equipment, sanitisation wipes etc. for use by school staff. This service can be utilised by **all schools** not just those for which we are the preferred contractor. Please note that there would be a small cost for this service.

Bio-Misting/Fogging Machines

During the COVID-19 pandemic, the use of Bio-Misting/Fogging machines have come to the fore to provide an increased level of protection, however, these need to be treated with caution. Machines such as these do have an important place within the cleaning of school premises, however, they also come with some warnings and restrictions.

- These machines are part of the 'toolbox' for cleaning sites and should **NOT** be used in isolation but in conjunction with standardised cleaning methods. The instruction for use of these machines is that **ALL** surfaces should be wiped down with a suitable Veridical cleaning agent, conforming to BS EN14476 standard, prior to any Bio-Misting/Fogging being undertaken.
- These machines are only as good as the chemical agent being used, for COVID-19 the recommendation is the use of a Veridical cleaning agent which meet the BS EN14476 standard.
- Whilst there are a variety of machines on the market, those with a handheld wand, the most common type, will take around 20-30 minutes to spray an average sized classroom to a high standard. There have been reports of entire schools being Bio-Misted/Fogged within a few hours and caution would be advised as to the standards being achieved in that timeframe.
- The use of these Bio-Misting/Fogging machines can provide re-assurance to pupils, parents and staff alike. However, a note of caution should be applied that if the work is not undertaken to a high standard, it may lead to complacency with regular cleaning and infection control. Many machines will leave a sticky residue on surfaces as these are spraying out a Veridical cleaning agent.
- The Vale of Glamorgan Council have invested in Bio-Misting/Fogging machines which will be utilised within our cleaning regimes, however, these will be utilised if or when an outbreak of any virus occurs to allow us to provide an increased level of confidence at such a difficult time. These will only be utilised by fully trained and competent staff and the time taken to achieve a high standard of hygiene/infection control would mean that utilising these machines on a regular basis would not be possible. This service can be utilised by **all schools** not just those for which we are the preferred contractor. Please note that there would be a cost for this service.
- Any application of a Veridical cleaning agent, whether by wiping or spraying, is only effective until the surface is touched again as, at this point, re-infection has, potentially re-occurred. Therefore, it is impossible to remove all risk of infection, although regular infection control procedures and good personal hygiene measures will assist these efforts greatly.
- There are many products available that meet the required standard and the Vale of Glamorgan Council does not endorse any specific product. However, any such product does need to conform to the BS EN14476 standard to be effective. ***Please note that anti-bacterial cleaners do not, generally, conform to this standard and, unless the standard is stated explicitly, it should be assumed that the product does not conform.***
- It should be noted that there are currently a number of products being advertised that claim to protect surfaces for up to 30 days, or in some cases 90 days. The manufacturers state that independent scientific tests have been carried out to confirm these claims. Please exercise caution with these

products as, in our professional experience, we are unaware, at this stage, of any such product that is able to be proven to be effective for such periods of time.

If you any further enquiries relating to this guidance, general cleaning or to discuss support with your cleaning needs please contact the Vale of Glamorgan Council Facilities Support Team:

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