

RISK ASSESSMENT

Location/Premises/School: Whitmore High School	Date: 31 st August 2020
Completed by: Headteacher	Review date: as and when required
Activity/Description/Area: <u>Whitmore High School Return Plan/Risk Assessment Over View Version 1 -31st August, 2020</u> This return plan has been designed with reference to Welsh Government Operational Guidance for Schools and Settings – Version 2 <i>Operational guidance for schools and settings from the autumn term</i> 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. Should for any reason (s) a member of staff feel any of the strategies in this risk assessment are not being adhered to in and around the school environment they should contact a member of SLT. 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 & assemblies, including Sixth Form8. One-way system around whole school reduces contact between lessons- <i>see diagram and Blue & White signs in corridors</i>9. Teachers remain in classroom reduces adult movement and contact around school10. Pupils sit in designated seating plan in each classroom to minimise contact11. Cleaning equipment available in each room	

12. Pupils enter the building at entrance closest to their first lesson
13. Pupils leave the building at staggered times
14. Staff to maintain social distancing wherever possible
15. Parents and visitors to school are requested to attend by appointment only
16. Pupils are required to wear face coverings in and around indoor communal areas of the school, specifically the corridors. Pupils are required to wear a plain, black or white mask. Pupils will be guided as to the appropriate modes of using face coverings, including safe storage, via their induction
17. Staff and pupils are not required to wear full 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>

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
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 of 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 / pupil movement

Pupils to enter the school building at the entrance nearest to their first lesson. Pupils on Induction day to wait in the Main Atrium. All other pupils to go directly to their first lesson.

	Proposed plan	Notes / Points for consideration
Lesson 1 Day starts 8:40 – 9.40	8:40 – 9.40	<ul style="list-style-type: none"> If students are late, they should be marked late in the lesson
Lesson 2 9:40 – 10.40	9:40 – 10.40	
Breaktime / Tutorial Time 10.40 – 11.00	KS3 – Break 10:40 – 11:00 <u>Dry weather</u> Yr 7 – Astro / top toilet Yr 8 – Basketball court / middle toilet Yr 9 – Canteen (no food) / Canteen Field / bottom toilet <u>Wet weather / Food area</u> Yr 7 – Canteen / top toilet Yr 8 – Hall / middle toilet Yr 9 – LRC /Atrium / bottom toilet	KS4 & KS5 – Tutorial Time 10.40 – 11.00
Breaktime / Tutorial Time 11.00 – 11.20	KS3 – Tutorial Time 11.00 – 11.20	KS4 & KS5 –Break 11.00 – 11.20 <u>Dry weather</u> Yr 11 – Basketball court / top toilet Yr 10 – Canteen / Canteen Field / Middle toilet Sixth Form –Astro /Common Room / Sixth Form toilet <u>Wet weather / Food area</u> Yr 11 – Main Atrium/ Hall / top toilet Yr 10 – Canteen / Canteen Field / Middle toilet Sixth Form – Common Room / Sixth Form Toilet
Lesson 3 11.20 – 12.20	11.20 – 12.20	
Lesson 4 & Lunch 12.20 – 1.55	KS3 12.20 – 12.55 – Lunch Yr 7 – Canteen / top toilet Yr 8 – Hall / middle toilet Yr 9 – LRC /Atrium / bottom toilet KS3 12.55 – 1.55 – Lesson 4	KS4 & KS5 12.20 – 1.20 – Lesson 4 KS4 1.20 – 1.55 – Lunch Yr 11 – Main Atrium / Hall / top toilet Yr 10 – Canteen / Middle toilet Sixth Form – Sixth Form Common Room / Food / Sixth Form Toilet
Lesson 5 1:55 – 2.55	1:55 – 2.55	1:55 – 2.55
End of day 2.40- 2.55	2:45 – Year 7 Leave 2:50 – Year 8 and Year 9 Leave 2:55 – Year 10, 11, 12 & 13 leave	

Induction Process for each Year group

26. Pupils arriving for their Induction day need to enter the Main Hall via the Fire Exits.

27. On their Induction Day, Lesson 1 for all pupils will be in the Main Hall and will be in the form of an Induction Assembly. Head of Year, Headteacher, Head of KS will take the Induction. Teachers of the Induction Year group for lesson one should remain in the Hall. Sixth Form Induction. The Induction Assembly will give pupils information on one-way system, fire exits, social distancing guidelines and use of face coverings, including safe storage.

28. Pupils to sit in their forms in Year group Assemblies.

Summary of Strategies:

Positives:

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

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

31. Movement of adults around the school is minimised

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

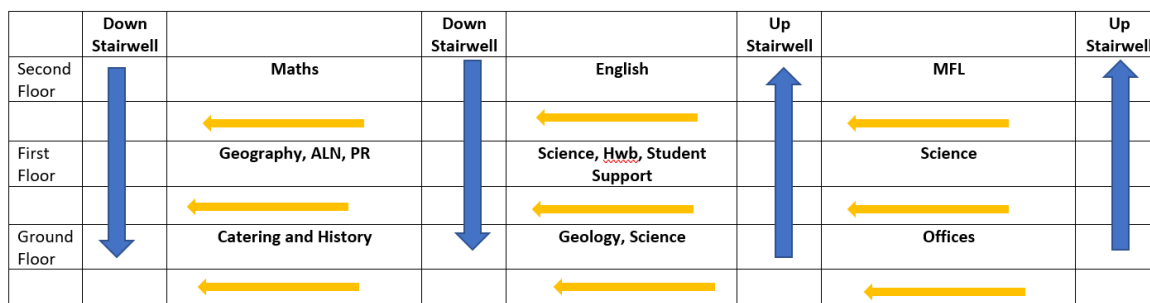
33. Teaching & Learning has minimal disruption

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

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

Diagram of WHS One- Way System

Map of WHS One-way system



Pupils will need to exit the main building to allow movement to other stairwells

Art Block:

Pupils to enter & exit each classroom through the individual fire exit

Music Block:

Pupils to enter through entrance by the canteen, but exit via the fire escape

DT & Drama (AE)

Pupils enter the area by the one-way system. Pupils to leave by DT computer room fire exit.

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> <p>https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus</p> <ul style="list-style-type: none"> • Any pupil or staff who develops symptoms whilst in school is, wherever, possible isolated and sent home. Staff who become aware of pupils who are unwell will call the duty member of staff who will escort the pupil to the conference 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 will be the Head Teachers office. • Hand sanitising equipment and handwashing signage displayed 	Monitor the hygiene practices and social distancing	Staff	Ongoing	

		<p>around school</p> <ul style="list-style-type: none"> • Good respiratory hygiene is promoted by use of the 'Catch it, bin it, kill it' approach • 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 reception staff. • 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- <i>see diagram and Blue & White signs in corridors</i> • Students will be allocated Bubble specific canteen, toilet and outside space for breaks and lunch. • Teachers remain in classroom reduced adult movement and contact around school • Pupils sit in designated seating plan in each classroom to minimise contact • Cleaning equipment available in each room 				
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| | | <ul style="list-style-type: none">• Pupils enter the building at 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 reception staff• 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 – <i>see further details on link below</i>
https://gov.wales/keep-wales-safe-work | | | | |
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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
- 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

		<p>the door.</p> <ul style="list-style-type: none"> • 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 to within 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 who feel social distance guidance is not being met should speak with SLT <p>Staff have been given the rationale/plan 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</p>	Complete individual RA's as required	Line manager	2/9/20	

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.

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:

<https://gov.wales/guidance-on-shielding-and-protecting-people-defined-on-medical-grounds-as-extremely-vulnerable-from-coronavirus-covid-19-html>

Children and young people

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.

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.

There are around 5,000 children and young people on the Shielded Patients List in Wales.

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.

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</p>	<p>Staff & pupils Spreading symptoms to others</p>	<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 <p>School to engage with Test, Trace, Protect strategy. Records of pupil attendance, seating plans, bubble movement and visitor records will be maintained centrally by reception. Parents and visitors to school are requested to attend by appointment only. All visitor planning needs to be approved by SLT after an application through Tracy Ralph. This planning needs to be submitted to reception.</p>	<p>Monitor for symptoms developing</p>	<p>Staff</p>	<p>Ongoing</p>	
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<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 conference 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 learners or staff with symptoms have come into contact with will be carefully and thoroughly cleaned as will the conference room.</p> <p>The school will maintain appropriate records to allow the school to positively engage in Test, Track and Trace procedures.</p>	<p>Monitor for symptoms developing</p>	<p>Staff</p>	<p>Ongoing</p>	
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<p>Person to person transmission</p>	<p>All staff & pupils</p> <p>Sharing equipment, not washing hands properly</p>	<p>As above PLUS:</p> <ul style="list-style-type: none"> • Staff to maintain social distancing. • All staff to closely supervise movement of students around the one-way system • Pupils to wear an appropriate face covering in the corridors • Hygiene stations available at entry points • All staff meetings undertaken online • 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>Toilets</p> <ul style="list-style-type: none"> • During break and lunch designated toilets will be identified for each bubble. 	<p>Staff to remain alert for symptoms in others</p>	<p>Staff</p>	<p>Ongoing</p>	
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		<p>but not an absolute requirement.</p> <p>Pupils are required to wear school uniform</p> <p>Staff must ensure that they dress appropriately and professionally for work and not wear clothing that would be deemed inappropriate.</p>				
Dermatitis (staff)	<p>All staff</p> <p>Washing hands excessively</p>	Moisturising creams to be used periodically		Staff	Ongoing	
Lack of First Aid provision	All staff & Pupils	<p>Low risk environment.</p> <p>Supervision ratios to be adhered to (minimum of 1 emergency first aid staff on site at all times).</p> <p>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</p> <p>Corporate accident / incident form to be completed where appropriate</p>		Head of School		

Administering prescription medication	Pupils Incorrect medication or dosage given; medication not available	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	<p>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.</p> <p>Students arriving on buses will be met by staff at the designated bus drop off point.</p> <p>The bus drop-off and pick up point will have two metre markings to aide social distancing at the end of the day.</p> <p>Students arriving on bikes will drop bikes at the 'bike shed' and then asked to make their way to their site entry point. Alternate bike stands will be closed off and entry to the shed will be limited to one at a time with two metre markings outside the shed to aide social distancing. 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> <p>Staff will be asked to park in the staff car park.</p>	Ongoing monitoring	All staff	Ongoing	

Fire	All staff & pupils	In the event of a fire, the usual fire evacuation procedures will be followed, (<i>one-way system to be ignored</i>) but ensuring that at the muster points students from different year groups are lined up with 2m distancing.	Monitor unauthorised areas	Head of School	Ongoing	
	Burns, smoke inhalation, asphyxiation	Fire alarm checks to be carried out as normal	Support can be obtained from Fire Safety Officer on 01446 709150	Site Manager	Ongoing	
		All staff and pupils to be given induction on first morning back in school		SLT Lead		
		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	To be monitored	All staff	Ongoing	
		Students will be taken, in small groups, to be reminded of muster points as part of their induction.				
Child protection	Pupils	Standard procedures to be observed including consideration of older age groups.		SLT Lead	Ongoing	
	Abduction etc.	Appropriate site security arrangements in place				

<p>Building & property maintenance</p>	<p>All staff & pupils</p> <p>Legionella, defects in property, faults, electric shock etc.</p>	<p>All routine inspections & tests must be maintained e.g. legionella water monitoring, hand wash water temperatures.</p> <p>Statutory inspections & servicing to continue</p> <p>Defects to be reported for remedial action.</p> <p>Any areas presenting increased risk to pupils to be isolated.</p> <p>All doors to chemical / cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked</p> <p>Good housekeeping to be maintained</p> <p>All outdoor building maintenance must be coordinated with the Head Teacher to ensure segregation from pupils and staff e.g. grass cutting.</p> <p>All contractors to report to reception prior to the start of any work.</p>		<p>Site manager</p>	<p>Ongoing</p>	
<p>Slips, Trips & Falls</p>	<p>All staff & pupils</p> <p>Poor housekeeping</p>	<p>Appropriate footwear to be worn</p> <p>Emergency cleaning (spills) procedures in place</p> <p>Good housekeeping to be maintained</p>		<p>All staff</p>	<p>Ongoing</p>	

<p>Lack of staff, reduction in supervision</p>	<p>Staff & pupils</p> <p>Lack of supervision, increase in accidents, increase contact</p>	<p>Maintain supervision levels as far as practicable at all times.</p> <p>Identify back-up staff</p> <p>Utilise rotas to cover access times including premises staff / cleaners.</p> <p>Consider redeploying staff where necessary.</p>		<p>Head of School</p>		
<p>Verbal / physical abuse</p> <p>Loss of control</p>	<p>Staff & pupils</p> <p>Physical / psychological injury</p>	<p>Maintain adequate staff supervision.</p> <p>RA's on children with behaviour concerns to be reviewed</p> <p>Staff familiar with children to be present</p> <p>Staff with additional training employed where appropriate</p> <p>Accidents / incidents to be reported to Health and Safety as required</p>	<p>Ongoing monitoring</p>	<p>Head of School</p>	<p>ongoing</p>	
<p>Lack of PPE</p>	<p>Staff and Pupils</p>	<p>In most circumstances PPE will not be required unless usually worn as part of normal procedures.</p> <p>Gloves, apron and mask (Type IIR) to be worn when dealing with a symptomatic child.</p> <p>All PPE to be put on, taken off and disposed of correctly – guidance to be provided to staff.</p>				

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			
Educational visits School uniform Breakfast Clubs	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>				

<p>Contingency planning</p>	<p>Staff and pupils</p>	<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 will the flow of movement around the school 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 Virucidal 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 Virucidal 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 Virucidal 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 options 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 Virucidal 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 Virucidal 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 Virucidal 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 Virucidal 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 Virucidal 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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