



Swansea Council/ Cyngor Abertawe

Penllergaer Primary School and WA Setting Risk Assessment

Critical Worker and Vulnerable Children Childcare Settings (CWVCCS)

January 2021

Foreword

This risk assessment has been written and reviewed to support the new variant of COVID-19 and the operation of the Critical Worker (CW) and Vulnerable Children (VC) Childcare Settings (CWVCCS) for all education settings, this includes Secondary, Primary, PRU, Special Schools and Flying Start settings. It is essential that all control measures highlighted within the risk assessment are implemented as mandatory measures and each setting are also required to review these on a site by site basis.

Every effort has been made to mitigate the risk to pupils/children, staff and parents who use the CWVCCS. However, it is important to note that **total mitigation of the risk of contamination/infection with COVID-19 is not possible**. This will be made clear to all those using the facility.

This is a generic/model risk assessment and in its current form meets basic requirements, in line with the most up to date official guidance. [The Local Authority have been reassured that no additional measures are required due to the new variant of COVID-19.](#) However, this is under constant review and all settings will be provided with the most up to date information as it becomes available.

Headteachers and Governing Bodies are advised to amend this assessment in-line with their own setting's circumstances and operational needs. Arrangements within the school's standard operational plan remain in place along with all previously circulated documents (COVID-19 Site RA, cleaning schedules and supporting checklists). [Personalised amendments for PPS are in blue.](#)

All settings are advised to include a statement of rationale at the end of each highlighted risk. Thus confirming the amended/additional controls based on their operational needs. Local Authority Health and Safety Officers are available to give advice if required.

When personalising this risk assessment, Headteachers should consider the following wider principles:

Calculate the setting's capacity considering the following factors:

- Allocate space according to a consideration of the area which time allows for each "bubble" to be safely accommodated and cleaned daily (NB: Minimise the number of rooms in use). This needs to include consideration of safe allocation of toilets / wash hand basins for each bubble. Should this not be available, then the mandatory measures for hand sanitisers to be located outside of the welfare provision to be included.

- The maximum number of children (from different age groups including those with ALN) and adults who can safely be accommodated within the allocated space
- It is advisable that settings apply social distancing between children whenever possible. Thus limiting any risk of transmission. There is no evidence to suggest that social distancing is required, but would be considered an additional control measure to minimise risk. All settings must make reference to previous classroom calculation assessments and if further advice is required, to contact your nominated Health and Safety Officer.
- As previously undertaken, rotation of the rooms and resources in use
- Capacity to clean toys/equipment
- Capacity to regularly clean surfaces/toys/equipment during each session
- Consider the specific needs of individual children (ASD, MLD)
- Age of the children attending the setting. Number of adults required to maintain social distancing with the children/ attendees.
- To highlight business continuity arrangements should a child/ parent/ staff present symptoms and areas of the setting to be isolated, and alternative facilities should be identified to continue operation delivery where practicable (a closure risk assessment has been included to support all settings. This will require detailed information and RAG rated if a closure is imminent or required).

The setting's capacity may reduce due to availability of staff due to self-isolation or on-site infection. This **must** be made clear to parents, and the risk assessment of the CWVCCS reviewed.

The Local Authority expects schools to pay due regard to the national approach for [critical workers](https://gov.wales/coronavirus-critical-key-workers-test-eligibility) – applications from critical workers will be considered and only one parent needs to be a critical worker. All managers are advised to access the following link for updated information. <https://gov.wales/coronavirus-critical-key-workers-test-eligibility>

In line with other arrangements, numbers are based on the risk assessment and safe capacity for each setting. Settings will then consider the needs of vulnerable children and arrangements must be put into place for a check in for vulnerable children that don't attend the settings.

This risk assessment should be available to the lead person at the emergency childcare setting and must be disseminated to all staff and Governors.

Generic/Model Risk Assessment for CWVCCS

All CWVCCS settings are advised to include any additional local arrangements within the risk assessment document and to include rationale for any change within the minimum standards highlighted within the existing controls. All existing controls are subject to change in line with national guidance, a change in setting circumstance or where the existing controls can no longer be met. A review of the “generic” risk assessment may be required following the feedback of its effectiveness or as a result of new guidance from WG or PHW.

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Child Care Placement	Responsible Person/s	Site Specific adaptation date:	Quality assured: Named representative supporting the HT with completion of local arrangements
Penllergaer Primary School	Jayne Woolcock,	5/1/2021	Paul Smallbones, H&S Officer PPS and Jonathan Haines, caretaker
CWVCCS Review 1	Date:	Completed by:	Governing body representative:
CWVCCS Review 2	Date:	Completed by:	Governing body representative:
CWVCCS Review 3	Date:	Completed by:	Governing body representative:

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
1.0 Spread of COVID -19 New Variant	All Persons	4	4	16	<ol style="list-style-type: none"> 1. Wherever possible, children are safest if they are cared for at home 2. Only those who are critical workers (PPS gives due regard to the national list) in need of EMERGENCY childcare should consider sending their children in for CWVCCS - if there is a safe alternative it must be taken and this has been communicated clearly to all – newsletter to parents 1.1.21 and school website. 3. Parents should confirm they are: <ul style="list-style-type: none"> ➤ Unable to access a safe alternative ➤ Aware and accept that risk of spreading Covid-19 or the new variant in the setting cannot be totally mitigated ➤ Aware and accept that should their child develop symptoms they will need to be collected as soon as possible ➤ Aware and accept that access to the setting may change as a result of staffing issues or Health and Safety advice ➤ Give due regard to the national list of critical workers when making decisions regarding the allocation of places in the CWVCCS. 4. Capacity for each setting needs to be undertaken taking into consideration the health and wellbeing of all those attending (children and staff). This would be linked to the ages of children attending, children/staff ratios and where possible, maintaining social distancing between each child and bubble area. Due to limited information 	4	3	12

					<p>relating to the transmission of the new variant, a 1m SD calculation should be applied to all children attending the setting. Thus allowing safe activity areas to be set up to minimise cross infection. Further guidance on classroom/ bubble set up is included within this CWVCCS RA.</p> <ol style="list-style-type: none"> 5. Consideration should also be given to the ability of the Cleaning Service to clean the area after use. Managers must keep this under constant review 6. To ensure that remote learning and the CWVCCS can operate effectively, it is recommended that each setting applies a rota that allows the setting to operate safely. Whilst maintaining the delivery of remote learning. As all control measures are in place from existing guidance and Wales is in tier 4, there is no requirement for the rota to be on a 14 day rolling programme. 7. There are no <u>known</u> cases of Covid-19 identified with staff/children or parents within the setting where self-isolation of 10 days would be applied. 8. Staff to ensure that they report any potential symptoms to the CWVCCS manager. 9. Should any staff/child or parent display any symptoms of Covid–19 then managers are advised to email Education@swansea.gov.uk Thus allowing additional resources or controls within the risk assessment to be agreed. 10. Minimise numbers of adults coming into contact with the children. 11. Manage the risk of other adults, e.g. parents, catering staff, on site. Ensure social distancing is maintained at all times. Particular reference is made to cumulative time spent with another adult. Social distancing of 2m is critical between adults. 			
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					<p>12. All children to queue in single file on entry into the CWVCCS, maintaining safe distancing of at least 2 metres. Staff to advise all persons in the queue to maintain social distancing guidelines (ie: 2 metres) whilst waiting to enter the CWVCCS. Floor marking/ stickers to be used to highlight the safe distance and these must be maintained.</p> <p>13. All parents and guardians must assure staff that their child(ren) DO NOT show symptoms of the virus before entering the CWVCCS</p> <p>14. If a child becomes symptomatic in the setting or at any point, contact should be made with TTP and all advice and guidance provided should be followed. It is critical that managers retain classroom seating plans to highlight any known contact and make this available for the call handler. If the child is at the CWVCCS, they should be taken to the isolation room (Infant PMLD Bathroom) and arrangements made for the classroom/area to be cleaned. If the immediate areas cannot be safely segregated from the building operation, the decision to close the setting will be through full consultation and collective agreement with the Local Authority (HT, Director of Education/ SLT).</p> <p>15. When a child becomes symptomatic after arrival and has used home to school transport, the transport team must be informed, and they should liaise with the appropriate contractor if required. No LA transport provided for children attending the PPS setting.</p> <p>16. All children and adults, including staff, must wash their hands-on entry to the CWVCCS for at least 20 seconds with soap and water.</p> <p>17. Hand washing must take place at regular intervals during the day (on arrival, after each activity, before food, after toilet use, and on</p>			
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					<p>departure). Staff to ensure that all children are shown correct way to do this as part of setting induction/arrival.</p> <ol style="list-style-type: none"> 18. Children should be supervised when hand washing to ensure it is carried out correctly. 19. Ensure all staff and children wash their hands with soap and water for 20 seconds frequently and are encouraged not to touch their face. Use a tissue or elbow to cough or sneeze and use bins for tissue waste. 20. ONLY non-contact activities MUST take place when children are in the CWVCCS. Social distancing guidelines must be adhered to at all times. 21. Stagger lunch times, break times and the movement of children around the CWVCCS to reduce large groups of children gathering. Food to be consumed at the child's seating area/classroom and the desk cleaned prior and after food consumption. 22. Family members/siblings should be kept together where possible. 23. Separate risk assessments are advised where CWVCCS accept very different age groups or those with additional needs. For example, for lower foundation phase, upper key stage two and secondary children, and children with ASD or ADHD etc. 24. Any child that is supported with a HCP, the PPE requirements must be maintained in line with those highlighted during school operation (there should be no change in provision unless their health care need dictates otherwise). 25. GDPR procedures to be followed in line with corporate policy and procedures. This includes the sharing and security of personal information. 			
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					<p>26. Ensure that all existing signage and displays are visible and include main entry point, social distancing, handwashing, CWVCCS expectations.</p> <p>27. Pending further guidance from PHW and WG there is no requirement to enhance PPE within the CWVCCS as an additional control measure for the new variant. PPE will used in line with school's existing Operational Plan and Risk Assessment. This is subject to continual review.</p> <p>28. All staff that have been issued with a shielding letter, to work from home (WFH) wherever possible. Should staff wish to attend their place of work, managers must ensure that a detailed risk assessment is undertaken to support these activities, and review these at regular intervals. Staff who are living with someone/ sharing the same household who are in receipt of a shielding letter, can attend work as normal. Details of this information is included within the shielding letter.</p> <p>29. The principle of the hierarchy of control should be applied to all measures within the workplace. Individual risk assessments should be undertaken for staff where appropriate and if possible WFH should be prioritised as part of the staff rota. Pregnancy risk assessments should be reviewed as part of this process and national guidance followed.</p> <p>See full cleaning controls below</p> <p>30. Wherever possible toys/equipment should be limited to personal use only. In line with existing infection and prevention controls, it is essential that the cleaning schedule is maintained and documents retained on site. The cleaning schedule will identify:</p> <ul style="list-style-type: none"> ➤ who, what, when and how toys should be cleaned and be monitored ➤ which toys will be cleaned 			
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					<ul style="list-style-type: none"> ➤ who will clean the toys/equipment ➤ when the toys/equipment will be cleaned ➤ how toys/equipment will be cleaned <p>If toys are shared, it is strongly recommended that only hard toys are made available because they can be wiped clean after play. The condition of toys and equipment should be part of the monitoring process and any damaged item that cannot be cleaned or repaired should be discarded.</p> <p>31. A 'clean as you go' process to be undertaken within each area, and a further clean to be undertaken at the end of the day by cleaning staff. All staff are familiar with the cleaning product "Selgiene" as this has been widely used since March 2020 and is effective in our infection and prevention measures.</p> <p>32. Cleaning of high contact areas to be maintained through the day and these must be recorded on the enhanced cleaning checklist. As school's standard practice, these will be signed off by the staff undertaking the cleaning and stored centrally. Thus, also providing reassurance that the cleaning has been undertaken.</p> <p>33. A safe system of work (checklist) will support the individual childcare settings providing reassurances that cleaning and disinfection has been undertaken in line with the detailed arrangements highlighted within this risk assessment. This must be quality assured by the on-site cleaning supervisor/ senior cleaner.</p> <p>34. In line with COVID-19 premises risk assessments, all checklists to be stored securely on site for 3 years following the end of the pandemic. Thus, supporting any investigation of litigation.</p>			
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					<p>35. Ensure there is no residual cleaning agent left on the surface behind after cleaning has been completed. Nitrile or vinyl gloves should be worn where there is an increased risk of cross infection from surfaces or between persons.</p> <p>36. Increase cleaning of surfaces in classrooms, including desks and handles, and within toilet blocks and changing rooms, adhering to guidance on cleaning of non-healthcare settings.</p> <p>37. Ensure that break time and lunchtimes are staggered so that it is easier to achieve social distancing.</p>			
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Rationale to change any recommended existing controls:

This RA has been communicated to all parents who will be accessing provision, all staff and governors on 5/1/21. It is available on our school website. All children provided with an induction to the setting to include a detailed presentation highlighting arrangements, behaviour expectations and support that is available to them. Also [cartoon](#) about the virus that is available on our school website. However, we do not wish to frighten children and our environment will remain bright, colourful and welcoming.

[Staff induction](#) included training on Recovery Curriculum – See [HT powerpoint presentation](#)

All managers and Governing Body representatives will receive operational plan and this RA.

Nursery wraparound will follow this RA – parents must book place in advance.

Any child with a HCP will be supervised in junior PMLD. All children attending the setting are pupils on roll at PPS and therefore known to staff. The class specific checklists remain in operation. These are collected each Friday by a KB and stored centrally within the main school office.

PHW have provided guidance to follow should there be an outbreak of COVID-19 within the setting. Where there are two or more confirmed cases within the same setting, this will be classified as an outbreak. We will follow the communication cascade located within the operational plan – 10.0 Positive Test of COVID-19 and Emergency Communication Protocol. Complete proforma, Use Sims to generate contact numbers and school’s data collection sheet and inform TrackandTrace@swansea.gov.uk, copying in education@swansea.gov.uk

Start of day no breakfast club – staff meet child/parent at lwr school entrance. One-way system for parent entering main rd school gate and exiting through gate into carpark/drive. No parents inside building. Staff sign in and out children making a note of time of arrival and leaving and who collects/drops off. Painted floor markings, signage and one-way systems to minimise pedestrians crossing each other.

Yards –Staggered breacktimes. Any equipment used must be wiped down before and after use. Staff stand in a 2m circle as much as possible – visual reminder of 2m distance from adult.

STF children requiring EC will attend Junior PMLD classroom unit with staff they are familiar with and know their individual needs eg feeding and changing.

The isolation room at PPS is the Infant PMLD Bathroom/Changing room in the lwr building. This has immediate outside access. Staff must wear PPE when administering first aid and dispose of any items that have body fluids according to guidance. Staff member waits under tunnel with door open whilst supervising person. PPE must be worn. Room sprayed, windows opened and sign on door for cleaners once room vacated. SLT on duty to inform cleaners at end of day and ensure double bagging and storage of any waste as per guidance.

There will be a maximum of 12 children in any room at one time as per 1m distancing and 2m adult distancing measurements of room capacity. Rooms used include: nursery Wraparound, PMLD, Nursery and Y5/6 PS. We will use Barn and Hall if demand increases.

No physical contact between junior children. This is more difficult to maintain with younger children. As far as possible children will sit at desks 1m apart. They will be supported to access remote learning in morning and choice of activities eg playdough, jigsaw, reading, watch a film, craft, colouring etc in afternoons. The children will be outdoors as much as possible.

Staffing – all staff are available for work. Just 3 shielding and 1 pregnant member of staff. These 4 will not enter the EC and work from home. Should they need to come on site to undertake specific tasks or for remote learning home phone calls, making resources or planning for remote learning, they will wear a medical grade mask at all times and ensure they avoid areas where there are other staff working.

2.0 Lack of Hand Sanitiser	All Persons	4	4	16	<ol style="list-style-type: none"> 1. Hand sanitiser must not be used consistently as a substitute for washing hands with soap and water 2. Ensure all staff and children wash their hands with soap and water for 20 seconds frequently (on arrival, after each activity, before food, after toilet use, and on departure) and are encouraged not to touch their face. Use a tissue or elbow to cough or sneeze and use bins for tissue waste (see waste control measures). If children or young people have trouble washing their hands, ensure help is available it is important to note the health advice that thorough handwashing with soap and water is more effective than the use of hand sanitisers. Hand sanitisers should be used as an addition to hand washing. 3. Stocks of hand sanitiser in the CWVCCS must be monitored at regular intervals to ensure that stocks do not run out. In line with existing arrangements, stock supplies should be requested/replaced by emailing Mark O'Neil. All schools/settings have been supplied with new stock provisions for the start of 	4	3	12
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					<p>term. Where provisions are running low, settings are advised to source additional supplies from other settings within their cluster in the first instance. If stocks of hand sanitiser have run out, ensure there is adequate hand soap and running water that can be used instead.</p> <p>4. Have hand wipes available to use, as a last resort.</p>			
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Rationale to change any recommended existing controls:

Caretaker will replenish end of each day

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
3.0 Cleaning activities / work, cross infection	All persons	4	4	16	<p>1. Cleaning of the environment, including toys and equipment, is an important function for the control of infection in childcare settings. It is important that cleaning schedules (shared between CWVCCS responsible person and the cleaners) clearly describe the activities needed, the frequency and who will carry them out. Cleaning standards should be monitored regularly by the school. All staff are aware of the cleaning products being used and have access to personal protective equipment. Staff are advised to familiarise themselves with the COSHH data sheets for the cleaning products used.</p> <p>Daily cleaning:</p> <ul style="list-style-type: none"> ➤ Setting capacity should consider the areas that can be deep cleaned in the time available. All areas used should be highlighted on the attendance register. 	4	3	12

				<ul style="list-style-type: none"> ➤ Areas for cleaning should be kept to a minimum ➤ Cleaners should use disposable cloths and mop heads ➤ Cleaning should be in line with the existing cleaning schedule and areas used. ➤ See above guidance on cleaning equipment and toys within the school's Operational Guidance ➤ Ensure that the school/cleaning service cleaning management is used at all times, on the Principle of "Teach Germs a lesson" by using the school cleaning colour coded system. ➤ Green – working with chemicals ➤ Yellow – classroom surfaces and tables ➤ Red – Red bucket and cloths, corridor and classroom floors ➤ Blue – blues cloths & buckets etc. – toilets and toilet floors ➤ Pink – gloves, cloths and red bucket for toilet sinks and tiles, soap dispensers ➤ Please refer to the attached cleaning guide for further information ➤ Cleaning Service to be provided with a list of all areas used within the hub to enable targeted cleaning using the cleaning schedule ➤ Site specific checklists to be completed by the cleaning staff and quality assured by the site cleaning supervisor as previously highlighted. <p>Regular cleaning of the setting:</p> <ul style="list-style-type: none"> ➤ Cleaning to be undertaken at end of day by Cleaning Service Staff. During the day a 'clean as you go' process will be maintained and where possible this is supported with all available staff. Cleaning of high contact areas undertaken in line with existing arrangements. 			
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				<ul style="list-style-type: none"> ➤ Those responsible for cleaning should know the importance to clean frequently and disinfect objects and surfaces that are touched regularly, using standard cleaning products. ➤ Hard plastics etc. to be cleaned using Selgiene. Toys to be used on rotation and cleaned with Milton or the equivalent to disinfect. <p>Cleaning areas contaminated with COVID-19 <u>Cleaners MUST be made aware of this guidance</u></p> <ul style="list-style-type: none"> ➤ The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves or washing up gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed. ➤ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal, and a change of air (open windows). ➤ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> ➤ objects which are visibly contaminated with body fluids ➤ all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells ➤ all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells ➤ Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and 			
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					<p>sanitary fittings, think one site, one wipe, in one direction. Following one of the options below:</p> <ul style="list-style-type: none"> ➤ use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or, a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or if an alternative disinfectant is used within the organisation, this should be checked to ensure that it is effective against enveloped viruses ➤ Avoid creating splashes and spray when cleaning ➤ Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below ➤ When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, isolate the material/ equipment for 72 hours or steam cleaning should be used. ➤ Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of <p>Laundry</p> <p>Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.</p> <ul style="list-style-type: none"> ➤ Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air 			
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					<ul style="list-style-type: none"> ➤ Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above ➤ It is essential that staff must launder personal clothing at the end of each day to reduce the risk of cross contamination within the home and workplace. <p>Waste</p> <ul style="list-style-type: none"> ➤ Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied and if possible kept within the same area for 72 hours. If this is not possible, it should be put in a suitable and secure place and marked for storage until the individual's test results are known ➤ Waste should be stored safely and kept away from children/adults. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours ➤ if the individual tests negative, this can be put in with the normal waste ➤ if the individual tests positive, then store it for at least 72 hours and put in with the normal waste ➤ If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority, if they currently collect your waste, or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste 			
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					bags for you to place your bags into so the waste can be sent for appropriate treatment https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings			
<p>Rationale to change any recommended existing controls: Clean as you go process adopted. Staff are experienced in working a CWVCCS as worked in Cluster EC hub during first lockdown. Cleaning</p>								
4. 0 Child / volunteer or staff member falling ill during the day	All persons	4	4	16	<p><u>Read in-conjunction with cleaning control measures above and in line with the schools operational guidance:</u></p> <ul style="list-style-type: none"> • All staff and volunteers are to be made aware of the symptoms of COVID-19 and watch for those symptoms in themselves and others – stay alert. Flu like symptoms – high temperature, new constant coughing bouts. • If any person is suspected of exhibiting symptoms of COVID-19, they should be removed from the CWVCCS immediately and asked to return home to self-isolate. • Children in the care of the CWVCCS, that feel unwell, or who may become symptomatic of COVID-19, must be taken to the isolation room and supported with a staff member, until collected. Staff must ensure that they maintain social distancing, appropriate PPE is worn and the windows open. Their parent/guardian must be contacted using the emergency contact numbers provided at registration. Arrangements must be made for the child to be collected and taken home into isolation. • If they need to use the welfare facilities while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be isolated for any further use until 	4	3	12

					<p>cleaned and disinfected using standard cleaning products.</p> <ul style="list-style-type: none"> • Where possible, identify an alternative exit route from the premises in order to ensure all other primary routes are not potentially contaminated. • Child to be issued with a face covering to be worn when leaving the building. • The equipment that the child has been in contact with must be withdrawn from circulation and thoroughly cleaned and disinfected before being allowed back into circulation, as per the control cleaning measures above. <p>38. If a child becomes symptomatic in the setting the setting manager will be provided with information from TTP in regards to isolation requirements for other children/staff.</p> <ul style="list-style-type: none"> • School cleaning staff should use the cleaning control measures outlined above following a suspected case of COVID-19. 			
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Rationale to change any recommended existing controls:

All staff will be expected to follow daily cleaning expectations (See checklist) and complete a record that this has been done. All records will be kept as per GDPR retention policy. All records sent at end of week to KB.

Only 2 staff in staffroom at any one time. Staff have guidance list regarding mugs, cutlery and use of staff toilet in upper school due to corridor leading to the toilet being less than 2 m wide. Also, toilet doors (not cubicle) will be wedged open when school is in use to assist ventilation as there are no windows in staff toilets. Staff are expected to clean/spray the toilet after use. All areas have wall mounted hand sanitisers – 20 across school in total). Face coverings – masks and visors must be worn by staff at all times.

All appropriate PPE available – facemasks, gloves and aprons.

Should biohazard material be placed in bin, staff must place a notice on the bin to inform cleaner/caretaker of contents.

		Risk level before control			Risk level after control				
Hazard	People @ Risk	Severity	Likelihood	Risk Rating	Existing Control / New Controls	Severity	Likelihood	Risk Rating	

5.0 Slips, Trips, Falls	All Persons	3	4	12	<ol style="list-style-type: none"> 1. In line with school standard risk assessments and general operational procedures, ensure that housekeeping in all areas of the CWVCCS is well maintained. 2. Ensure all spillages are cleaned up to prevent slipping incidents, using the school's colour coding cleaning system. 3. Staff to complete the cleaning check list located within the main office where required. Minor incidental cleaning (spillage) does not require recording. 4. Children running in corridors and non-sporting areas is to be prohibited 5. Utilise the school's existing RA for slips, trips and falls and amend where necessary. 	3	3	9
<p>Rationale to change any recommended existing controls: The isolation room at PPS is the Infant PMLD Bathroom/Changing room in the lwr building. This has immediate outside access. Staff must wear PPE when administering first aid and dispose of any items that have body fluids according to guidance. Staff member waits under tunnel with door open whilst supervising person. PPE must we worn. Room sprayed, windows opened and sign on door for cleaners once room vacated. SLT on duty to inform cleaners at end of day and ensure double bagging and storage of any waste as per guidance. Grab and go bags for PPE and first aid kits available in each area.</p>								
6.0 Fire precautions	All persons	4	4	16	<ol style="list-style-type: none"> 1. Due to the change of use from a school to a CWVCCS, a temporary amendment will be required on the building's FRA, thus highlighting the change of use. As the building operation continues to support a low risk setting, it is anticipated that the combined risk rating will remain unchanged (Low). 2. All control measures within the existing FRA must remain in place. 3. In line with mandatory compliance measures, Fire alarm checks must be carried out weekly as per normal arrangements. Ideally before opening for the day. 	4	2	8

				<ol style="list-style-type: none"> 4. All staff/volunteers/children must be inducted and made aware of the fire alarm system and assembly areas, to ensure all new persons (staff) attending the CWVCCS are familiar with the emergency fire evacuation procedures. 5. Identify key staff to undertake fire marshal duties that will ensure all persons are evacuated and accounted for. 6. Identify and isolate areas of the school that are not to be used within the CWVCCS activities to prevent unauthorised access, thus also reducing the duties of the fire marshal/responsible person. 7. Carry out drills so that everyone is familiar with safe evacuation processes – whilst maintaining social distancing measures. 8. Evacuation procedures need to be clearly displayed in each setting to support staff who are unfamiliar with the setting. Staff to be reminded to familiarise themselves with the fire action notices displayed at each call point. Thus highlighting the sites assembly point. 9. In the event that staff shortage compromises the evacuation strategy of the building, a review of the safe capacity and setting operation must be undertaken and RAG rated accordingly. If the assessment is made that the setting should close, this must be agreed through full consultation with the GB and LA. 			
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Rationale to change any recommended existing controls:

Any staff on site who are not on duty in CWVCCS must sign in/out at the school office. This is to support fire, safeguarding and lone working procedures. Staff maybe on site as they are carrying out remote learning duties that they cannot undertake at home eg copying materials, recording presentations, making check-in phone calls to parents/children.

7.0 First aid provision	All persons	4	4	16	<ol style="list-style-type: none"> 1. Where possible all CWVCCS must have a first aider present to deal with first aid emergencies. This ideally would be at least a one-day emergency trained person. This should be a consideration when arranging the staff rota. Should this not be available, each CWVCCS to agree the appointed person to take charge of the situation and call emergency services/child's parent if required. 2. First aid boxes/kits must be easily accessible, fully stocked and all equipment within the expiry date. 3. Where possible provide a list of the locations of local AEDs (de-fibs) in the event that this will be needed, the attached link may be of use https://www.nhsdirect.wales.nhs.uk/LocalServices/?s=DefibrillatorLocations 	4	3	8
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Rationale to change any recommended existing controls:

The nearest AED is The Old Inn Public House 100 metres from school.

All staff have had basic first aid training. In addition, some staff have had paediatric first aid training and emergency first aid. SLT duty manager will take responsibility for fire and first aid in event of absent marshal and named first aider.

		Risk level before control			Risk level after control			
Hazard	People @ Risk	Severity	Likelihood	Risk Rating	Existing Control / New Controls	Severity	Likelihood	Risk Rating
8.0 Safeguarding – child protection	All children	4	4	16	<ol style="list-style-type: none"> 1. Follow the model child protection policy and advice document on safeguarding and child protection guidance in CWVCCS provided by the Local Authority. 2. All parents must confirm at the beginning of the day that their children are symptom free. 3. In line with individual school policy, children must not be allowed out of the CWVCCS 	4	2	8

					<p>unattended at the end of the session. Children must be collected one at a time by the parent/guardian or agreed adult.</p> <ol style="list-style-type: none"> 4. Operate an official reception area to intercept potential strangers/visitors looking to gain access to the CWVCCS. 5. All staff/volunteers/supervisors should have valid DBS clearance. 6. Those without valid DBS clearance must be supervised at all times when working with children. 7. Site security should remain as it relates to school settings. i.e. All visitors to be channelled through one point of contact and not able to access site without permission of the setting's headteacher/lead person/site manager. 8. Vulnerable children expected to attend the setting but do not attend must be reported to Education's vulnerable children single point of contact (SPOC) Lisa Collins the same day. 9. Safeguarding concerns regarding children who already have a Social Worker should be communicated via SPOC Lisa Collins if the Social Worker cannot be reached. 10. Individual CWVCCS must have a designated person responsible for child protection/safeguarding available for staff/supervisors/volunteers at all times. 11. Contact details for the CWVCCS designated person for child protection/safeguarding must be prominently displayed in settings and updated appropriately. 			
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Mix of child age groups	All children	3	4	12	<ul style="list-style-type: none"> Children should be organised into family groups first and foremost. 	3	2	6
<p>Rationale to change any recommended existing controls: Once bookings have been completed, staff will group children according to family and class they attend when in school. Nursery WA will remain in Nursery WA room.</p>								

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
9.0 Play / learning activities	All persons	4	4	16	<ol style="list-style-type: none"> Use only hard toys which can be easily cleaned. Do not use play equipment/ toys that require high levels of shared use (Lego, plasticine, building blocks sand play pits) etc. Use toys/equipment on a rota basis leaving at least 72 hours between usage. Where possible, all activities to be planned in advance as this has implications on the cleaning and disinfection process. Staff to familiarise themselves with the cleaning section of the risk assessment for specific guidance. 	4	3	12

					6. Activities that require physical contact, such as touch rugby/football MUST not be conducted. 7. Gym mats, outdoor climbing equipment etc., that encourage shared use, MUST not be used.			
<p>Rationale to change any recommended existing controls: Each day children will participate in Joe Wicks PE session. No contact and no equipment needed. Children will be asked to wear comfortable clothes and trainers to the setting and have layers of clothing and a coat. They will be outdoors as much as possible and rooms are well ventilated with doors and windows open so can be cold.</p>								
<p>It is noted that some cleaning/catering provisions may be managed directly by the school. It is essential that the agreed control measures need to apply to all settings, irrespective to line management responsibility.</p>								
10.0 Catering provision	All person	4	4	16	1. All children attending the CWVCCS will be required to bring in packed lunch and this will be stored within the individual child bubble/zone area. 2. All food must be stored in the appropriate storage condition/facilities. 3. Catering cleaning procedures must be maintained at all times and the records of cleaning completed must be recorded within the HACCP. 4. Any grab and go bags (if provided for FSM not in receipt of BACS) will be prepared and stored in line with food standard requirements. This will be managed by catering services. 5. All children will be required to have their lunch/break within their designated zone. 6. All settings to send out a weekly communication to all parents highlighting pupils allergies and to	4	2	8

					avoid food groups – school specific details will be required.			
<p>Rationale to change any recommended existing controls: Children (including FSM as they have food parcels or BACS payments) will be expected to bring a snack and packed lunch. This will be checked by staff on arrival/registration so parent can call to garage opposite if lunch has been forgotten. This is because there is no catering available. As children are on school roll, we already have knowledge of individuals' needs including allergies and personal details.</p>								

		Risk level before control			Risk level after control			
Hazard	People @ Risk	Severity	Likelihood	Risk Rating	Existing Control / New Controls	Severity	Likelihood	Risk Rating
11.0 Wellbeing/ Break times	All person	4	4	16	<ol style="list-style-type: none"> To maximise wellbeing of both children and staff, it is essential that breaks are undertaken through the day. Thus allowing physical activities to be undertaken and wherever possible, this should be outdoors. Each setting to dynamically assess outdoor provisions for availability and where possible to support walking or low risk play activities within the yard/ field/ undercover play area. Wellbeing breaks to be timetabled based on the number of attendees and this communicated to each bubble and staff provided with allotted times. Hand washing to be undertaken prior to leaving the classroom/zone area and on return. Where hand washing is not available, hand sanitisers to be used as an alternative. Parents advised of possible outdoor activities and to ensure that children are appropriately dressed for outdoor playing. 	4	3	12

					6. All staff must be provided with adequate breaks away from the classroom environment. Social distancing must be maintained at all times if accessing the staff room and the area calculation must be adhered too. Additional staff rest areas to be highlighted as part of the planning of the CWVCCS to maximise availability.			
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Rationale to change any recommended existing controls:

Children will be asked to wear comfortable clothes and trainers to the setting and have layers of clothing and a coat. They will be outdoors as much as possible and rooms are well ventilated with doors and windows open so can be cold. Staggered breaks. Any equipment eg bikes for younger children, must be wiped down after use.

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
12.0 Building safety	All persons	3	4	12	<ol style="list-style-type: none"> The school will have processes already in place to check for defects/faults. The daily check system must be completed prior to opening the CWVCCS for the day. Defects identified that require remedial action should be notified to the Local Authority via the normal channels. Any areas of the premises or infrastructure of the premises that provides an inherent risk to safety must be isolated until the situation has been rectified. CWVCS staff will advise accordingly. The school's site security risk assessment and lock down arrangements still apply through the temporary change of use. 	3	2	6

Rationale to change any recommended existing controls:

SLT leads. Caretaker checks daily.

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
13.0 Lack of social distancing	All persons	4	4	16	<ol style="list-style-type: none"> 1. In line with new Welsh Government legislation, social distancing must be maintained at all times between staff, and wherever possible between children to reduce the risk of the spread of the COVID-19 virus and the new variant. 2. Consider how children arrive at the childcare setting and reduce any unnecessary travel on coaches, buses or public transport. 3. Children and parents queuing to enter/exit the CWVCCS must be told to maintain a social distance of 2 metres to reduce the risk of spreading the virus. Parents MUST not enter the building. Where possible, provide parents drop off times to minimise queuing. 4. Staff/volunteers to be on hand to supervise the entry/exit processes. 5. Do not use play equipment/activities that may encourage close contact at frequent intervals. 	4	3	12

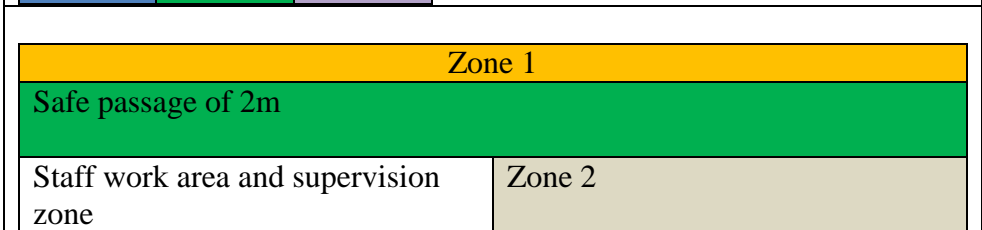
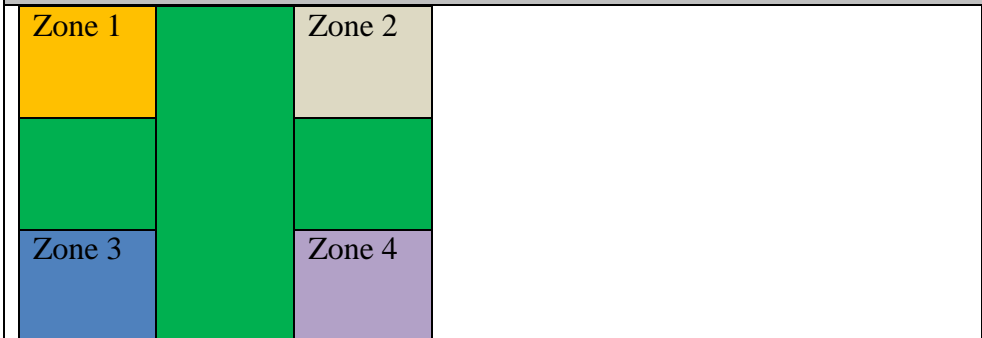
Rationale to change any recommended existing controls:
 2m distance dots painted on pathways. One-way system and arrow signage.
 Individual risk assessments in place for pupils with ALN including challenging behaviour.

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
14.0 Classroom m/ Bubble set up	All Staff & pupils	4	4	16	<p>Due to the operation of the CWVCS, it is advised that where possible, classroom/bubbles are set up allowing social distancing to be maintained. Given the probability of staff shortage or low number of attendees, it would be pertinent to assess each hall/or larger classrooms to accommodate additional bubbles. This will limit the need for additional staff and allow supervision of each group to be maintained. Settings are advised to review their building capacity calculation that were undertaken between April – June 2020 to assist with the planning of multiple occupancy of each area. It is essential that the following mandatory measures are included within the assessment of any set up:</p> <p>All classrooms/facilities must be set up allowing children to be facing forward and sitting side by side, preventing cross infection where possible.</p> <ul style="list-style-type: none"> ➤ Staff circulation space for supervision to be in the front of the classroom or an area where a 2m SD zone can be clearly demarcated on the floor. This must be undertaken in all areas supporting CWVCS. ➤ Safe passageways must be maintained at all times. It is advised that this is 2m and unobstructed and clearly demarcated. Each area to be supported with natural ventilation and this is controlled by the staff member. Where possible, windows to be opened to allow adequate circulation of air, but maintain thermal comfort within the facility. Where required, the use of portable fans may be used to assist with air circulation. 	4	2	8

					➤ Any staff working within the classroom/bubble must be aware of the child's HC and dietary needs and any EPI pen requirements. This must be closely monitored.		
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Rationale to change any recommended existing controls:
 Infant PMLD, Nursery WA room, Nursery, Y5/6 PS room and Barn. Hall will be used if numbers increase. Classrooms can accommodate a maximum of 12 children only due to capacity measurements requiring 1m social distancing.

Floor plan suggestions



- Where large halls are being utilised to accommodate multiple bubbles due to staff shortage, the following should be considered as part of the planning process to minimise cross infection.
- One zone - for each contact group/bubble
 - TTP register completed for each contact group
 - Safe passage of 2m (walkway) to allow safe segregation between each contact group.
 - Classrooms located off the main hall or in close proximity to be utilised if required.
 - All children front facing and sat side by side
 - PPE packs to be located in accessible area (close proximity to staff supervision zone)
 - 1m social distancing to be maintained between pupils at all times.
 - Seating areas not used on dining hall tables to be supported with a **X** to prevent usage and to support SD measures.
 - For further advice and guidance contact CHSEMWS.
- Should we need to increase capacity due to demand, we will use cross format in hall, similar to our breakfast and ASC provision.

		Staff work area and supervision zone	
Zone 5			

		Risk level before control			Risk level after control			
Hazard	People @ Risk	Severity	Likelihood	Risk Rating	Existing Control / New Controls	Severity	Likelihood	Risk Rating
15.0 Off site activities - Mandatory measure	All	4	4	16	All off site activities are suspended until further notice – this includes any low risk activities (visiting the park) but settings are encouraged to use all available outdoor space within their own settings.	4	2	8
16.0 Use of school minibus	All	4	4	16	➤ The use of the school minibus will not be permitted during the CWVCCS provision.	4	2	8
3 rd party lettings/ private hire/ usage	All	4	4		<ul style="list-style-type: none"> ➤ All 3rd party lettings will be suspended until national restrictions are lifted. All 3rd party lettings must be advised that all education premises have been repurposed to CWVCCS. ➤ Any office accommodation used to support other organisations other than school usage (health visitors/ PCSO's etc) should be minimised. In line with WG guidance, all staff including those from other organisations should WFH. Should a 3rd party wish to attend the setting to collect resources, this should be done following prior agreement with the Emergency childcare manager/ HT. This limiting all unnecessary footfall on the premises. ➤ Standard TTP and signing in procedures must remain in place for all visitors to the setting. 	4	2	8

Rationale to change any recommended existing controls:

No 3rd party lettings at PPS. There will be no visitors allowed on site except contractors building related by prior notice.

Potential CWVCCS Closure

In any event where the site safety of the CWVCCS is compromised, in line with the business continuity plan, a decision to close the facility will be made following detailed discussion and full agreement with the Director of Education, Governing Body and Key LA representatives. Each area of the risk assessment must be considered and completed to ensure it is reflective and sufficient. Every reasonable steps must be taken to ensure the CWVCCS remains open.

PREMISES: Penllergaer Primary School **Date: 5/1/2021**

Area of concern	Person at risk	Likelihood	Severity	Combined Risk Rating	Agreed arrangements/ Additional controls to mitigate risk	Likelihood	Severity	Combined Risk Rating
No SLT available onsite	Staff and children	4	4	16	There should always be at least one member of SLT onsite, if possible 2 Discuss options with LA for further guidance.	2	1	2
<p>Can the risk be managed: Yes</p> <p>Rationale of decision-making process: There are 5 members of the SLT and 2 middle leaders.</p>								
First Aider/ Appointed person	Staff and children	3	5	15	If there are no First Aiders on site, school must agree appointed person.....highlight agreed arrangements and named persons within the rationale box	3	3	9
<p>Can the risk be managed: Yes</p> <p>Rationale of decision-making process: 6 named first aiders/paediatric first aid (DS, LT, KB, DH, MD, AR). All staff have undertaken basic first aid training in the last 3 yrs.</p>								
Fire risk management Fire Marshalls	Staff and children	4	5	20	All staff to take responsibility for checking own areas – Can the building be evacuated safely? Include arrangements for the CWVCCS.	4	3	12

					All staff to undertake fire awareness training E learning in line with the recent training alert.			
Can the risk be managed: Yes								
Rationale of decision-making process: All staff undertook e-learning module in May 2020. 8 named Fire Marshalls (DS,LT,JW,HG,SB,PS,DT,JC). Every classroom at PPS has an emergency exit that goes straight outside. The building can be evacuated within 2 minutes. Each building has a separate alarm system.								
Area of concern	Person at risk	Likelihood	Severity	Combined Risk Rating	Agreed arrangements/ Additional controls to mitigate risk	Likelihood	Severity	Combined Risk Rating
No Safeguarding Lead available	Staff and children	4	2	8	SLT to take on responsibility – Discuss arrangements with Lisa Collins and highlight agreed measures:	4	1	4
Can the risk be managed: Yes								
Rationale of decision-making process: 5 members of SLT available for duty. 3 are named safeguarding officers (JW,SB,HG). All staff have received UpToDate safeguarding training 1.9.2020 led by LA safeguarding officer.								
No heating/hot water	Staff and children	2	3	6G	In the event of hot water/heating failing and ambient temperature below 16 degrees – highlight control measures in line with BCP	2	3	6G
Can the risk be managed: Yes								
Rationale of decision-making process: Children and staff have clothes for cold weather. Should need to close we will do so.								
Infection/ Prevention control measures (cleaners)	Staff and children	4	4	16	In first instance all staff to help with additional cleaning. Agreed arrangements with cleaning services:	3	3	9
Can the risk be managed: Yes								

Rationale of decision-making process: [Experienced staff – all have worked in previous ECS and received cleaning training/protocols. Cleaning notices for the different cloths and equipment available should there be no LA cleaners, we could undertake ourselves as a short term emergency.](#)

Area of concern	Person at risk	Likelihood	Severity	Combined Risk Rating	Agreed arrangements/ Additional controls to mitigate risk	Likelihood	Severity	Combined Risk Rating
Catering Services	Staff and children	4	4		Agreed arrangements (consider pack lunch, grab and go bags as a short-term measure)	3	3	9

Can the risk be managed: Yes

Rationale of decision-making process: [packed lunches and snacks brought by children](#)

Positive covid test pupil/staff	Class of pupil/staff	4	4	16	Contact TTP Close class for SI Follow Main RA and Ops Plan	3	2	6G
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Can the risk be managed: Yes

Rationale of decision-making process: [SLT have experience of this as have managed positive cases in school Oct and Dec 2020](#)

Insufficient staff	Class affected	4	4	16	If possible, get supply cover, consider regrouping and relocation – guidance in ops plan	3	2	6G
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Can the risk be managed: Yes

Rationale of decision-making process: [supply, redeploy HLTAs on staff, restructure staffing](#)

Admin staff unavailable	school support	3	4	12	If possible ask other staff to do OT to cover office with support from LA officers	2	3	6G
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Can the risk be managed: Yes

Rationale of decision-making process: [We have 2 full time admin should both be absent, we will redeploy staff to office, HT undertake duties of admin staff](#)

To be completed with all available staff on site to attempt		
SLT	Staff Representatives	Availability/ In or self-isolating
	Jayne Woolcock	All available
	Sarah Burns Helena Griffiths	
	Gemma Jones Paul Smallbones	
First Aiders	Donna Smallbones, Louise Tucker, Karen Bowles, Megan Davies, Debbie Hearn	All available
Fire Marshalls	Paul Smallbones, Donna S, Louise T, Donna T, Julia C, Sarah B, Alison F, Jayne W	All available
Caretaker	Jonathan Haines	All available
School Secretary	Alison Francis and Karen Bowles	All available
Closure agreed by Governors/ LA	NO	Date: 5/1/2021
Signed: J Woolcock	Designation: Headteacher	Date: 5/1/2021



Short-term amendment to be included with the Fire Risk Assessment

Area of Premises Affected: Emergency Child Care Settings: All School and education settings
New Risk: Operational change to support emergency child care for key workers
Dates From: 6th January 2021 To: Until restrictions are lifted.

Info on new risk and why exists:

School buildings have now been repurposed to support emergency child care facilities for key workers as a result of the Covid-19 pandemic and the new variant. Now operating as child care settings, the combined risk rating of education establishments FRA risk rating or building profile will remain unchanged.

The ECS are not operating as Hubs, therefore all children/ young people are familiar with the building and the emergency evacuation arrangements. However, refresher information will be provided to all attendees.

Opening hours of the ECS has changed from general school operations. Operational hours will be included on the site ECS setting RA.

ECS is staffed on a rota basis. All staff will be fully conversant with the general site arrangements. Should agency staff be used to support the ECS operation, a detailed induction will be provided on their first day.

Temporary Control Measures in place:

- Any 3rd party letting activities that may be operating from the building have now been suspended until further notice.
- All fire action notices are reviewed to ensure that EAP/ assembly points are highlighted on the notice.
- Fire drills will not be undertaken each term as highlighted within the FRA/ EAP. EAP arrangements are discussed as part of the onsite induction for all children and staff. High staff ratio is maintained to allow a safe evacuation strategy to be implemented.
- Social distancing will be maintained at the assembly point.
- NOP arrangements remain unchanged
- Any higher risk activities (cooking activities) must not be undertaken or authorised by the HT once arrangements have been agreed.
- Any child that is supported with a HCP or require a PEEP will be highlighted on arrival and the necessary arrangements to support the child.
- Where required, PEEP's for staff may be reviewed due to a change of work location. This will be completed by the setting manager (HT)
- Restricted areas within the building now apply. Only areas to support the ECS are used. All other areas as secured to prevent unauthorised access.
- Daily register and staff signing in book to be used as roll call sheets in the event of building evacuation.

Other documents effected:








None

Temporary Evacuation Amendments: Yes; Sweeping of areas will only apply to ECS facilities. Where other classrooms/ facilities have been secured, these will not require sweeping.

High staff ratio allows each area to be closely monitored during the evacuation.

Changes: (if significant EAP will need total change rather than just an amendment)

PPE Chart

Item	Symbol	Tick if required	notes
Dust Mask			
Ear protection			
Footwear			
Gloves		✓	Wear gloves when undertaking cleaning, catering or manual handling tasks.
Goggles		✓	Wear goggles when decanting cleaning chemicals for use.
Hard Hat			
Hi Visibility clothing			
Other			

Risk Rating Calculation Key

Severity	
Fatality	5
Major injury	4
Medical injury	3
Minor injury	2
Insignificant Injury	1

Likelihood	
Imminent	5
Very Likely	4
Likely	3
Not Likely	2
Remote	1

RISK RATING	
HIGH RISK	16 - 25
MEDIUM RISK	11 - 15
LOW RISK	6 - 10
INSIGNIFICANT	0 - 5