

	REFERENCE:	COVID-19 – Spring Term 2022 VERSION 1	Documentation referenced within the Risk Assessment can be located as follows:																					
	ASSESSED BY:	Head Teacher: Susan Miles H&S Officer: Emma Edwards	Relevant Covid-19 / H&S guidance can be found on the Education SLA site: Health & Safety Cardiff Education Services Welsh Government guidance can be found on the Welsh Government Coronavirus web pages: Education and childcare: coronavirus Sub-topic GOV.WALES																					
	AMENDMENT DATES		ISSUE DATE:	06/01/2022	NEXT REVIEW:	April 2022																		
SCHOOL NAME			Current Risk Level Rating (See: Local Decision Framework)	VERY HIGH																				
<table border="1"> <thead> <tr> <th>Review Date</th> <th>Amendments</th> </tr> </thead> <tbody> <tr><td>April 2022</td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </tbody> </table>							Review Date	Amendments	April 2022															
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What is the hazard	Who might be harmed	How might people be harmed	Existing risk control measures	Additional Controls	Risk rating																			
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Staff who are vulnerable or live with vulnerable person(s)	Employees Other household members	Staff may be more at risk of serious infection. Staff may spread COVID-19 to vulnerable people who live in the same household	All staff should have been offered the vaccination (where medically permitted to do so) and are encouraged to uptake this offer. Where staff have not been offered a vaccination, Head Teachers can contact COVID19vaccination@cardiff.gov.uk to request this on their behalf. Staff who are at increased risk can continue to attend school unless they have been advised otherwise by their GP/consultant. Staff who are identified as clinically extremely vulnerable should follow the published guidance. These members of staff should continue to discuss with their schools how they will be supported. While in school they should follow these interventions to minimise the risks of transmission - including taking particular care to observe good hand and respiratory hygiene. Staff who live with those at increased risk can continue to attend school but should ensure they maintain good infection control practices in the workplace and home setting.	Head Teachers and staff can seek further advice from Occupational Health.		✓																		
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Staff who are pregnant	Expectant Mother and unborn child / child	Staff may be more at risk of serious infection and pregnancy complications.	Pregnant staff are encouraged to take up the vaccination (as advised by their antenatal care provider). All expectant mothers should have an individual risk assessment in place, which is reviewed regularly and prior to 28 weeks gestation period. In addition to this, the following must be satisfied in order for the expectant mother to remain in work: - The expectant mother is able to maintain 2m distance from others. This has particular relevance to classroom-based staff and those that work directly with pupils with additional needs. - The expectant mother is able to wear an IIR medical mask to mitigate any compromises of 2m distancing. - Midwife/ consultant has agreed to the expectant mother continuing to attend the workplace. If these criteria are not satisfied, it is recommended the member of staff works/remains at home from 28 weeks gestation. Those members of staff with underlying health conditions and/or are not vaccinated should seek further advice from their midwife/consultant.	Head Teachers and staff can seek further advice from Occupational Health.	✓	
Symptoms of COVID-19	Employees Pupils Visitors	Infected persons may spread COVID-19 or contract COVID-19 while undertaking their duties.	All staff, pupils and visitors are advised and are reminded of the most common symptoms of COVID-19 which are currently recognised as: - New continuous cough and/or - High temperature or fever, - Loss of, or change to taste and/or smell Persons are advised that if they display any of these symptoms, they MUST self-isolate immediately and arrange a PCR test. They must remain in isolation until the test result is known. Where the result is negative, they can leave isolation and return to school. If the result is positive, they must continue to self-isolate for either: 10 full days from symptom onset OR test/ swab date (whichever is earliest). 7 full days where an LFD test is taken on day 6 and day 7 where both tests return as negative and are taken at least 24 hours apart. If either of these tests are positive, they must continue to self-isolate. (> 10-day isolation). Test, Trace and Protect (TTP) will advise on an isolation date, however if this needs to be calculated, symptom onset/ swab date is considered day 0, and the person is released from isolation on day 11.	Head Teachers can request a test for a member of staff or pupil via the COVID-19 testing email COVID-19testing@cardiff.gov.uk. Under the age of 5 are exempt from testing (even when symptomatic). If a pupil has any of the main COVID-19 symptoms they should not attend school or childcare. They should only attend school or childcare when their symptoms have resolved.	✓	
Asymptomatic persons onsite	Employees Pupils Visitors	Persons onsite may be positive for COVID-19 without displaying symptoms.	Primary Schools All staff should undertake LFD testing at least 3 times a week Secondary Schools All staff and pupils should undertake LFD testing at least 3 times a week.	LFD tests can be ordered using the link eduandcctesting@gov.wales making reference to the schools Unique Reference Number (URN) as identified in Published Assets Published Assets (assetbank-server.com). Advised LFD Routine Testing regime: [Sunday evening, Tuesday evening and Thursday evening].	✓	
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			LFDs can be undertaken by staff who have tested positive in the last 90 days. It is not recommended that people use a PCR test if they have been confirmed positive via a PCR test in the last 90 days. Supply staff and visitors should be encouraged to undertake LFD testing prior to arrival onsite. Should the LFD test return as a positive, the person must self-isolate immediately (there is no longer a requirement to book a confirmatory PCR test to confirm positive result).	Face to Face meetings Meetings between members of staff and/or external visitors must be held remotely, where possible and appropriate. It is recognised that some meetings/visits are essential for health, safety, wellbeing, and practical reasons – these can continue to be held ‘in person’ if all reasonable measures (as listed within this risk assessment) have been implemented. Report a Covid-19 LFD Test: Report a COVID-19 rapid lateral flow test result - GOV.UK (www.gov.uk)			
Contact of a person with COVID-19 Isolation and Testing	Employees Pupils Visitors	Contacts may spread COVID-19 or contract COVID-19 while undertaking their duties.	‘Daily Contact Testing’ - Vaccinated persons/ those between 5-17 years old Unless working with clinically vulnerable pupils, a close contact must undertake daily LFTs for 7 days from notification or until 10 days from last contact with the person who tested positive for COVID-19 (if this is earlier). Where children are identified as close contacts, daily LFT’s for 7 days are encouraged (for learners over the age of 5). They do not need to provide proof of negative tests to attend school. Unvaccinated persons (aged 18 or over) Self-isolate for 10 days, undertaking LFD testing on day 2 and day 8. Young learners - Those under the age of 5 do not need to test as a close contact.	National Isolation Guidance National Isolation and Testing measures can change frequently, the most up to date isolation and testing guidance can be found on the WG Coronavirus webpages: Self-isolation GOV.WALES		✓	
Contact of a person with COVID-19 Identification & Tracing of Contacts	Employees Pupils Visitors	Contacts may spread COVID-19 or contract COVID-19 while undertaking their duties.	Primary & Special School Settings Where there is a single case within a class, the <i>inform</i> letter should be sent. Where there are 2 or more cases within 7 calendar days the <i>warn and inform</i> letter should be sent. No further letters are required if additional cases are identified, this letter should encourage LFD tests for a 7-day period for all pupils aged 5 and above (where possible and appropriate). This is not a test for return and pupils are not required to show proof of test. Secondary Schools Schools do not need to send warn and inform letters as pupils should be undertaking 3 LFD’s tests a week.	TTP are responsible for contacting cases, collecting information identifying close contacts and advising on self-isolation. Advice from TTP is provided should an outbreak situation present itself. Schools are encouraged to support TTP with core information, e.g., child and visitor contact details, attendance records and knowledge of friendship groups/ seating plans etc. Advice can be sought from the schools Health and Safety Officer in absence of TTP guidance.	✓		
Infection Control- Personal Hygiene	Employees Staff Members of the Public Pupils	People may spread COVID-19 or contract COVID-19 while undertaking their duties.	All those on-site are reminded to follow good hygiene and respiratory practices, including the appropriate times for handwashing. Hand sanitiser stations and hand wash facilities are adequately stocked and readily available. The use of soap and water is preferred, and hand sanitiser	Individual Equipment / Resources: Where possible, staff and pupils may be allocated individual resources, e.g., stationary, workbooks, drinking bottles etc. These measures will provide higher standards of infection control and personal hygiene.		✓	

	Visitors		is utilised when hand washing is not available. Appropriate hand drying (paper towels or hand dryers) are well stocked/available for use. Under no circumstances should multiple-use, fabric hand towels be used. Pupils that require additional support with personal hygiene and hand washing can be supported by members of school staff. This includes the use of the wet wipes for children with challenging behaviour and ALN. Symptomatic Persons Those displaying symptoms are isolated from other persons onsite in the school foyer. This area is secured and thoroughly cleaned after use. The isolation room/area is set up and used in line with isolation room/area guidance, which includes: - Only used for isolation of symptomatic individuals (and cleaned after use to remove any potential contamination). - Preferably has its own direct access/egress and ventilation. - Adequate size to maintain distance between symptomatic individual(s) and supervisory staff (staff could be located outside the room/area to supervise if able to supervise appropriately) - PPE (Type IIR Face Mask, Gloves, Apron and Eye Protection is readily available for use (with double waste bags). - Access to separate toilet/facilities. If not separate, ensure signage is placed to prevent use of the facility until it has been routinely cleaned after use.	Signage: Signage and posters are displayed in prominent positions around the school informing staff, pupils, and visitors of personal hygiene requirements, e.g., location of facilities, hand washing techniques and guidance.			
Infection Control- Social Distancing / Physical Distancing Reducing Close Interactions	Employees Staff Members of the Public Pupils Visitors	People may spread COVID-19 or contract COVID-19 while undertaking their duties.	Staff Staff are reminded that they are to always maintain a 2m distance from staff and visitors. Staff must always maintain 2m distance from pupils (recognise this is challenging for early years, foundation phase and pupils with ALN). Teaching staff should position themselves at the front of the classroom (where possible). The 2m distance can be clearly delineated using floor markings and staff must ensure adequate ventilation is in place to control the accumulation of aerosols, generated by occupants. Admin/support staff should position themselves in a position that allows a 2m distance to be always maintained. The following controls are implemented to prevent widespread staff transmission routes: - Maintain consistent/segreated staff groupings (where possible), e.g., consistent classrooms, teaching groups, break out rooms and allocated staffrooms. Pupils Social distancing is more challenging for pupils, but where possible distance between pupils must be encouraged. Mitigating control measures include: - Maintain segregated year groups/classes to reduce interactions and potential transmission. - Not holding large group gatherings (e.g., assemblies) - Maintaining consistent pupil groupings (where possible)	Fire drills should be undertaken termly with social distancing measures in place (where possible). Sneeze Guards / Perspex Screens: Installed to provide further protection from aerosols (where possible and appropriate). NOTE: The screens do not replace the need for social / physical distancing or prevent the use of face masks/face coverings. Signage: Signage and posters are displayed in prominent positions around the school informing staff, pupils and visitors of all social/physical distancing requirements and maximum room occupancy etc.		✓	
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			• Use of 'one-way systems' • Consistent Seating Plans (where possible) • Using outdoor spaces (where possible) • Floor signage. SPECIFIC ONSITE ARRANGEMENTS – DISTANCING: - Use of one-way systems. - Classroom measures, e.g., layout, teaching area delineation at 2metres. - Lunch time arrangements, e.g., classroom based; use of dining hall; allocated tables per year group; staggered lunch time sittings. - Breakfast club/ after school arrangement, e.g., area(s) used, access/egress; allocated tables/zones per year group. - Playtime arrangements, e.g., allocated playtimes/zones per year groups; staggered time slots. - Pupil Toilets, e.g., allocated toilets per year group(s); staggered times throughout the day; maximum occupancy applied - Staff Toilets, e.g., allocated toilets per teaching year group; maximum occupancy applied. - Arrival and Departure, e.g. - different access points, gates, parts of the building used per year group(s). - Staff room/ lunches, e.g., allocated staffrooms per teaching group; maximum occupancy set; staggered use to limit numbers. - Staff meetings, e.g.; maximum occupancy set and followed. - Positive handling, e.g., assessment of pupil needs; assessment of staff training needs (training in place); de-escalation measures in place to ensure distancing is maintained where possible; staff to use PPE [Type IIR Face Masks, Apron, Gloves, Eye Protection (goggles) where required]. Hand hygiene. - Personal / Intimate Care, e.g., full enhanced PPE required; Changing beds/resources cleaned; PPE disposal; Hand hygiene; Manual Handling Operations; Use of any specialist equipment. Parents Parents should not be permitted within the school buildings unless deemed essential. Where parents come onto the school site, they should be reminded to remain a 2m distance from others. They are encouraged not to stay onsite longer than is necessary and follow the school's infection control principles, e.g., hand sanitising, Type IIR Face Masks etc.			
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			PPE / Face Masks / Face Coverings: Staff and visitors should don Type IIR face masks in all communal areas and where 2m distance may be compromised, this includes classrooms. Secondary school pupils should wear face coverings in all communal areas and where 2m distance may be compromised, this includes classrooms.			
Infection Control- Face Masks / PPE	Employees Staff Members of the Public Pupils Visitors	People may spread COVID-19 or contract COVID-19 while undertaking their duties.	Staff All staff should wear IIR masks in communal areas and where 2m distance cannot be maintained including in classrooms. Those members of staff subject to individual risk assessments (i.e., those with underlying health conditions, expectant mothers etc.) must wear IIR masks if this is a control identified within the assessment. Pupils All pupils aged 11+ should wear a face covering whilst accessing communal areas and areas where 2m distance cannot be maintained including classrooms. Face masks are not required for primary age pupils. Transport All staff should wear IIR masks, and pupils (aged 11+) should wear face coverings whenever using school transport (including minibuses). Visitors All visitors to the internal areas of school buildings, accessing communal areas and where 2m distance may be breached should wear a Type IIR mask. Face coverings are recommended in external/outdoor areas where 2m distance may be breached. Parents / Carers Whilst accessing the school premises (external areas), parents should be encouraged to wear face coverings. If parents are accessing the school building, they should wear a Type IIR mask.	Face Mask - Medical Exemptions: Medical exemptions remain in place, and any member of staff that has an exemption must be referred to Occupational Health [Gail Lever]. PPE Order: The Local Authority is supplying PPE. Requests can be made using the PPE@cardiff.gov.uk inbox. Types of PPE that may be required include: • Type IIR Face Masks • Disposable Aprons • Disposable (Nitrile/Vinyl) Gloves • Eye Protection Training / Refresher Training All members of staff have watched the training videos provided, e.g., how to safely don/doff PPE. Refresher training is also provided so staff do not become complacent within the workplace.		✓
Infection Control Cleaning	Employees Staff Members of the Public Pupils Visitors	People may spread COVID-19 or contract COVID-19 while undertaking their duties.	There is no need for enhanced cleaning unless there is a cluster of cases in one class. In these circumstances an immediate deep clean of the area is recommended. All staff must receive regular refresher training, and new staff inducted on the safe use of cleaning materials using the information and guidance provided, e.g., H&S guidance documents, MSDS for the products and COSHH Assessments. - General cleaning practices, e.g., county cleaning / external contractor / in-house arrangements etc. - Outbreak scenarios, e.g., school will contact their cleaners to prioritise areas where there have been positive cases. Additional cleaning resources made available for cleaning / touch points. - Resources/ communal equipment, e.g., staff have adopted a 'clean as you go' policy. Multi-purpose cleaning wipes, alcohol	Staff should have a clear desk policy, allowing areas to be easily and effectively cleaned in between use. Activities that pose a higher risk of transmission such as communal play with equipment that is not easily cleaned (sand, water, playdough etc.) will cease where there is a cluster of positive cases within the class/year group/school or setting. Schools may choose to provide these activities per class or per individual to reduce transmission risks where schools have adequate resources/equipment to do so. School must follow Infection Control guidance: Covid19 Infection Control Guidance Note for Nursery, Reception and Childcare. Quarantine Practices:		✓
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			wipes, cleaning sprays (V2) and blue roll are strategically located in close proximity to communal resources/equipment for staff to use. - Play Equipment, e.g., mobile play equipment, shared resources – cleaned after use and some resources allocated per year group eg nursery am and pm bubbles - Toilets. - Staff do regular spot checks of all toilets to ensure the supplies are sufficient. Caretaker to top up supplies daily. Liquid soap should be provided in all toilets and hand bar styles removed. Hand towels provided . - Isolation area- cleaned down after each use	Where items cannot be cleaned or are difficult to clean – the school will quarantine any items (e.g., equipment, resources) for at least 72 hours before re-use. Cleaning Resources: The Local Authority is supplying products used for cleaning. Requests can be made using the PPE@cardiff.gov.uk inbox.			
Infection Control Ventilation	Employees Staff Members of the Public Pupils Visitors	People may spread COVID-19 or contract COVID-19 while undertaking their duties.	Ensure adequate ventilation, aided by the use of CO2 monitors. Please note- ventilation should not compromise thermal comfort. If it is difficult to maintain a suitable temperature, the room may be ventilated during times it is not occupied, e.g., break times, lunch times, before and after school (purging). The CO2 monitors provided have a temperature reading/indicator and can be used to support the school achieve a balance between thermal comfort and background ventilation. To increase the fresh air ventilation rate and ensure dilution, schools may include the following: • Start ventilation of rooms ahead of school day and allow it to continue throughout the day and after classes have finished. • Set air handling units to maximise fresh outdoor air, rather than recirculation. • Ensure open windows and doors provide adequate ventilation while maintaining a comfortable workplace temperature. • Instruct teaching staff on how to achieve the most effective ventilation – e.g., opening top windows – moving obstructions such as curtains/blinds. • Assign maximum occupancy based on the effectiveness of ventilation and physical distancing constraints. Clear signage must be placed onto access doors to indicate maximum occupancy per room. The ventilation checklist should be completed, and any areas of concern identified, and action taken where possible – contact your schools H&S SLA Officer for support.	Fire Doors: Where possible doors should be propped open, if these are fire doors, an assessment will be needed to determine if the risk is acceptable – contact your schools H&S SLA Officer for advice. Use of desk top fans: Desk top fans can be used as long as they are positioned next to a natural source of ventilation (open window). This is to ensure that only ‘fresh air’ is circulated.		✓	
Staff working with pupils who require additional support	Employees Pupils (e.g., ALN, PMLD, ASD)	Certain pupils may pose more of a risk due to aerosol generation e.g., spitting, dribbling, or their may be additional learning needs/behaviour related concerns etc.	Where there is an increased risk of transmission, individual risk assessments should be in place, identifying the need for any additional PPE and control measures. Use of enhanced PPE (including eye protection). High level of infection control standards are applied to support pupils (higher clinical vulnerabilities). These infection control practices are engrained within the pupils medical/health care plans, and individual behaviour plans. These will also contain pupil specific Covid-19 control measures.			✓	

Curriculum activities School Provision	Employees Staff Pupils Visitors	People may spread COVID-19 or contract COVID-19 while undertaking their duties.	- Music/Drama, e.g., following specific industry best practice for the performing arts; implementing infection control principles (social distancing, hand & respiratory hygiene). Following Welsh Government restrictions for events and performances. - Singing, e.g., following specific industry best practice; use of outdoor spaces; effective ventilation; reduced numbers; layout; social distancing, cleaning of shared resources. - Assemblies, e.g., No assemblies where local risk levels are 'medium to high' level. At lower risk levels, advice is to reduce close interactions and maintain segregated/consistent groupings (year groups) etc. - D&T / Science, e.g., following specific Covid-19 guidance available from CLEAPSS; Implementing infection control guidelines (social distancing, cleaning, quarantine, ventilation, hand & respiratory hygiene). - Physical Education, e.g., following specific Covid-19 guidance in relation to the sporting governing body and following all Welsh Government guidance and restrictions. - Interschool sporting fixtures / events, e.g., following specific Covid-19 guidance in relation to the sporting governing body and following all Welsh Government guidance and restrictions.	Practical Lessons: CLEAPSS have put together the following guide to support any school that is doing practical work during the Covid-19 Pandemic: • GL344 or GL343 Guide to doing practical work during the Covid-19 Pandemic: D&T, food & Art At all times, a robust Covid-19 Risk Assessment will need to be in place following infection control guidelines.	✓	
Offsite / Educational Trips	Employees Staff Pupils Visitors	People may spread COVID-19 or contract COVID-19 while undertaking their duties.	Schools are required to log any educational / off site visits onto the Evolve system and update their educational / off site visit Risk Assessment. When planning educational / off site visits: • Ensure the visit has an up-to-date risk assessment which includes Covid-19 control measures, e.g., social distancing, hand & respiratory hygiene measures, use of PPE (Type IIR Face Masks), use of face coverings, cleaning, sharing/ cleaning of equipment and resources etc. • Consider travel arrangements, i.e., focus on local trips within walking distance to minimise the use of coaches (where possible). • Consider emergency arrangements, i.e., what to do if a pupil/member of staff becomes symptomatic whilst on the trip? How will the symptomatic individual return to school or be collected from the educational visit? • Consider informing parents/carers that the trip may be cancelled or postponed at any time following a positive case within the contact group.	The Outdoor Education Advisory Panel (OEAP) The OEAP offers further information regarding educational visits in line with government guidance - https://oeapng.info Specific guidance relating to Covid-19 has been produced by OEAP and includes information to consider for resuming visits and activities, reviewing of risk assessments, to include Covid-19 safety protocols. Evolve https://evolve.edufocus.co.uk Cardiff advisors for outdoor education are: Dave Golding: dave.m.golding@cscjes.org.uk ; Tel: 07880 044407 Andy Meek: Andrew.Meek@cscjes.org.uk ; Tel: 07385 401841	✓	
Lettings	Employees Pupils Visitors	People may spread COVID-19 or contract COVID-19 while undertaking their duties.	- Risk Assessment / Hire Arrangements – Covid-19 - Cleaning arrangements highlighted			

Interaction with site visitors	Parents/ Guardians / Carer Employees Visitors Contractors Specialists / Education Services	Person(s) may spread COVID-19 or contract COVID-19 while undertaking their duties	Parent / carer access onto the school premises should be limited to drop off and collection. Access into the building should be restricted to situations that are essential or an emergency and with prior appointment. Any parental meeting within the school building should follow the infection control principles and control measures within this risk assessment (social distancing, hand & respiratory hygiene, use of Type IIR Face Masks, LFD Testing, no access to any persons who are experiencing cardinal symptoms of Covid 19 etc.) All contractors visiting the school site must adhere to and follow the schools Covid-19 control measures including social distancing and the wearing of Type IIR masks in all communal areas. They should be informed of requirements prior to arrival onsite.	Risk Assessment Schools can request to see visitors Covid-19 risk assessment prior to entry, e.g., contractors, specialist teaching services, music services etc.		✓	
Transport	Employees Pupil Driver Escort	Inadequate social distancing, Cross-contamination/ Transmission, Poor hygiene / cleaning and disinfection controls	Face coverings are to be worn by all pupils over the age of 11 on school transport. Transport staff (including taxis arranged by the Local Authority) should wear a Type IIR mask at all times. Seating plans are encouraged to aid the TTP process. School transport should be adequately ventilated to minimise the risk of transmission (includes use of school minibus). School transport to use appropriate cleaning materials to clean between use (includes use of school minibus).	See Section: Isolation & Testing (above) – Transport staff (drivers, escorts) to complete routine LFD Testing.		✓	
Emergency First Aid Administering Medication	Employees Pupils Visitors	Person(s) may become unwell and require assistance. First aiders may be exposed to COVID-19 while administering first aid.	Where possible, first aid should be administered at a distance, with first aiders wearing a Type IIR mask. All infection control principles must be followed, which includes good hand & respiratory hygiene practices. Should an incident occur involving an unconscious or incoherent casualty where CPR (Administering Chest Compressions) or Automated External Defibrillator (AED) is required, responder to ask someone to contact 999, only attend to the casualty if you are trained to do so and are wearing the following PPE: disposable glove, FFP2 face mask and safety glasses or face shield. Giving rescue breaths is no longer permitted, including the use of a face shield, face mask or life key. They may continue with chest compressions. For unconscious/ unresponsive children where CPR is required. It is recommended that rescue breaths are administered.	Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings Resuscitation Council UK		✓	
Changes to COVID Guidance	Employees Pupils Visitors	Staff may not be aware of important changes to guidance.	All new staff and supply staff are inducted in the schools COVID-19 control measures. Regular meetings are held with Mike Tate (Education) and Donna Jones (County Estates / Health & Safety), with updated guidance provided on a regular basis. School will continue to disseminate all important information in relation to Covid-19 and ensure staff training, instruction and information is up to date.	Staff are regularly updated via virtual teams meetings before school restart of any new guidelines and procedures		✓	

Employee Wellbeing and Support	Employee	Employees may feel anxious/stressed about health and wellbeing of themselves, their families and livelihood.	Employees are encouraged and supported to undertake their duties safely by following and implementing the required safety controls implemented within the workplace Staff are encouraged to bring to the attention of the Headteacher and or their representatives any work related or issues which may affect their health and wellbeing at work. Care first is available to support during the Covid-19 as is the Education Support Partnership 08000 562561.	Provide details to staff on services and support available from Care First (1:1 counselling support) or offer Wellbeing Group Support sessions online (via Teams). Email wellbeinggroupsupport@cardiff.gov.uk for information on all group sessions (programme changes monthly). Employee Counselling Service are also able to provide bespoke sessions for schools as a Twilight or part of Inset day. Email wellbeinggroupsupport@cardiff.gov.uk	✓	
Increase in positive cases or a cluster of cases at the school or setting Variable Tailored Control Measures	Employees Pupils Visitors	Increase in positive cases may result in further or wider transmission within the school or setting.	An increase in community cases is likely to lead to an increase in the number of positive Covid-19 cases within a school or setting and therefore it is vital that control measures are reviewed and where necessary, tailored to respond proportionately to the level of local risk. Variable or Tailored Control Measures that are reviewed in proportion to the number of cases, include the following: - Physical / Social Distancing, e.g., distancing measures being followed by staff; use of Type IIR face masks where distancing is difficult to maintain - Reducing Close Interactions, e.g., not holding large gatherings, consistent groupings of staff/pupils. - Face Masks (Type IIR) & Face Coverings (secondary aged pupils) - Cleaning & Disinfection - Hand & Respiratory Hygiene - Infection Control Principles - LFD Testing Guidance: COVID-19 Guidance – Variable Control Measures dependent on cases within a school or setting. Guidance: Welsh Government Local COVID-19 escalation and de-escalation toolkit for schools & flowchart. Guidance: Welsh Government Local COVID-19 infection control decision framework for schools from autumn 2021 [Updated].	Reporting Positive Covid-19 cases: - E-form: Educational Settings Positive Case Notification Form - Cardiff and Vale of Glamorgan TTP (office.com) - Notify your allocated schools H&S SLA Officer. TTP have confirmed that all cases and contacts have our incoming TTP number: 02920 788320 to come back into the service for specific case support and advice. Schools specific TTP enquiries: TTPCVschools@cardiff.gov.uk COVID-19 enquiries- Trackandtrace@cardiff.gov.uk or 119. Silver Officer (out of hours): 02920 872998 Senior Management Contacts: - Mike Tate: 07583064315 Donna Jones: 07507864158 Richard Portas: 07971586203	✓	