

HEALTH AND SAFETY RISK ASSESSMENT:

Directorate Education

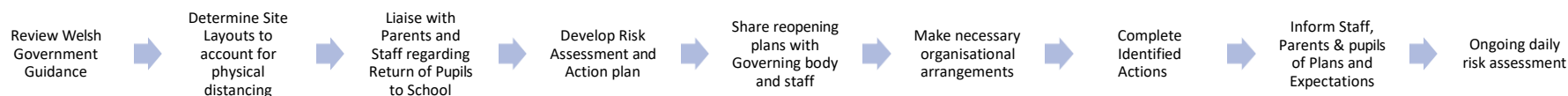
Department/School Ysgol Penrhyn Dewi VA

Person responsible Mrs Rachael Thomas, Acting Headteacher		School Ysgol Penrhyn Dewi VA	Assessed By Mrs Sian Churchill, Business Manager Date: 21.4.22
Manager Mrs Rachael Thomas, Acting Headteacher		Task Covid-19 Teaching & Learning in Ysgol Penrhyn Dewi VA	Review Ongoing Last version 4.1.22, 24.1.22, 28.2.22
Risk = severity x likelihood	Severity of harm		
Likelihood of occurrence	(1) Slight (All other injuries and illnesses)	(2) Serious (Over 3 day injury or serious illness)	(3) Major (Death or major injury)
(1) Low (Harm will seldom occur)	Low (1)	Low (2)	Medium (3)
(2) Medium (Harm likely to occur)	Low (2)	Medium (4)	High (6)
(3) High (Harm certain to occur)	Medium (3)	High (6)	High (9)

Purpose of this document:

This COVID19 Risk Assessment sets out the specific safety measures put in place for YPDVA pupils and staff. This should be read in conjunction with the guidance set out in the Welsh Government ‘Covid-19 Control Decision Framework’ and reviewed regularly in line with ongoing Welsh Government, Local Authority and Public Health Wales guidance.

Risk Assessment Process



HAZARD	WHO MIGHT BE HARMED AND HOW?	EXISTING CONTROL MEASURES	RISK (severity x likelihood)	WHAT MORE NEEDS TO BE DONE TO CONTROL THE RISK?	
Transmission of COVID-19 (Fatality Potential)	Staff, Children, Contractors	<p>INSET Safety briefing to be conducted to all staff and two way conversation to allow adequate knowledge and understanding.</p> <p>Essential measures set out in the school Covid 19 RA regarding infection control to be followed.</p> <p>A robust application and reinforcement of all existing control measures is required given the increased transmission risk associated with new variants</p> <p>Employers should engage workforce through encouragement, education & support to ensure whole workforce has access to the right information to allow them to make informed choices.</p> <p>External access and entrances used to limit use of corridors (Appendix B)</p> <p>Staff to maintain 2m physical distance from other staff and pupils where possible.</p>	3x1=3	<p>All school staff are aware of guidance via weekly staff meetings, Microsoft onenote Staff Handbook with Covid-19 Must Reads and daily updates of any changes.</p> <p>Link to HDUHB vaccination page for staff on onenote. Support to attend vaccination appointments.</p> <p>Staff and visitors expected to follow the school protocol for accessing the sites. Appendix A</p> <p>To improve access to information and reduce sharing of paperwork, the Visitors information leaflet has been updated to include all relevant Covid 19 and Health and Safety Information in an electronic format that can be emailed in advance or via a QR code at arrival Aidan Campus Visitor Information Non Campus Visitor Information Dewi Campus Visitor Information</p> <p>Classroom, toilet and external access arrangements for each site are identified in the maps in Appendix B.</p> <p>Classrooms will be set up to allow for 2m distance between teachers and pupils. Physical distancing will be adhered to as much as possible.</p>	<p>5.1.21</p> <p>Actioned</p> <p>Ongoing</p> <p>Actioned</p> <p>Ongoing</p> <p>Ongoing</p>

				Where pupils undertake desk learning, classrooms are organised with forward facing desks where possible (with the exception of the Foundation phase).	Actioned
				Reminders regarding safe use of staff communal spaces posted on Onenote Daily updates – restrictions on number of staff in staff room.	Actioned
		Infection control measure regarding regular handwashing in place		Soap and water preferred however hand sanitiser stations available in both classrooms and Hall	Actioned
		PPE requirements understood and appropriate supplies in place.		PPE available in safe room: Aidan Campus Staff room Non Campus SIT Room Dewi Campus Boardroom and staff room	Actioned
Person-to-person transmission	Teachers Parents/pupils and others	Parents to wear masks on arrival and departure and to be encouraged to maintain physical distancing.	3x1=3	Identified distinct access points to buildings. Appendix B	Actioned
		Entry and exit routes to the school are in place, any physical changes and/or signage required to promote 2m physical distancing.		Parents encouraged to observe physical distancing outside school and safe requirements for drop off and pick up.	Ongoing
		Where social/ physical distancing is not possible between staff and pupils, particularly staff working with younger learners, contact within 1m should be minimized as much as possible.		Traffic and pedestrian control measures and information provision to promote safety and compliance with physical distancing.	Actioned
		Pupils should be supported to maintain physical distance wherever possible		External 2m markers in Non and Aidan to assist waiting parents with physical distancing.	Actioned
		Activities developed and coordinated to minimise close contact and following national guidance		External posters regarding face masks and physical distancing displayed. Guidance posters displayed within school	Actioned

		<p>Robust respiratory hygiene control measures including regular handwashing and ventilation.</p> <p>Social hygiene skills (eg using/ disposing of tissues). Preventative measures to be re-enforced during the day.</p> <p>Soap and water preferred means of hand washing but sanitizer is also provided.</p> <p>Key staff responsible for younger pupils will remain with their designated classes where possible</p> <p>Active engagement with Test, Trace, Protect The school will follow WG guidance in relation to contact tracing and warn and inform letters as set out in the school operations 2022 planning days checklist.</p> <p>Formal consideration of how to reduce contact and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.</p> <p>The holding of Assemblies or collective worship will occur in accordance with the identified risk levels and the Welsh Government Decision Framework.</p>		<p>premises</p> <p>2-meter markers are present on internal floors</p> <p>Face coverings to be worn by all pupils and staff on Dewi campus in all communal but no longer in classroom areas.</p> <p>Masks to be worn on all campuses by visitors.</p> <p>Lidded bins available to ensure safe disposal of tissues and hand towels.</p> <p>Hand sanitising stations/ or handwashing facilities in every classroom and entrance/ exit. All users of school buildings to wash/ sanitise hands upon entry, regularly throughout the day and to follow good hygiene practices when not in educational setting</p> <p>Ventilation - windows to be opened at the beginning of each day in classrooms, staff room and all areas in use and to remain open throughout the day. The opening of doors will be used to assist ventilation if they are not fire doors or where they have automatic fire closures.</p>	<p>Actioned</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		All opportunities for time for learners to spend outdoors will be maximised.		<p>C02 Monitors placed in each classroom. WG guidance regarding using the monitors to determine level of ventilation required published on staff handbook. <u>Carbon dioxide monitors in education settings</u> <u>GOV.WALES</u></p> <p>Colleagues reminded of the priority of ventilation and requested to report any areas of concern</p> <p>PCC maintenance department reviews mechanical ventilation systems as part of the SLA</p> <p>Allocated individual equipment where possible. As much cleaning of equipment between use as possible.</p> <p>Information regarding the e-Bug Covid-19 website resources for schools published on Staff Handbook</p> <p>Pupil induction to incorporate reminders regarding safety measures including hand sanitising between lessons, cleaning desks, wearing of masks, one way systems</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>6.1.22</p>
Skin irritations due to excessive washing of hands or wearing of PPE	All Staff/Support workers learners, visitors	<ul style="list-style-type: none"> • Dry hands appropriately. • Moisturising creams to be used periodically. • Liquid Soap and foam only. • In regards to the wearing of PPE ensure you follow manufacturer's instructions for the duration of wear. Disposal should be in line with industry guidelines. 	1x1=1	<p>Hand towels are provided at every hand wash/ sanitising station</p> <p>Seek guidance from PCC Occupational Health Team if issues arise. <u>NHS Hand Hygiene</u></p>	<p>Actioned</p> <p>SIT</p>

Storing and handling of hand sanitizers	All Staff and pupils, visitors, contractors and others Chemical burns, blisters, skin reactions/irritation Inhalation of substance	<ul style="list-style-type: none"> Hand sanitisers should be used and stored as per manufacturer's instructions. To follow Regulations of COSHH (Control of Substances Hazardous to Health). Decanting of alcohol based sanitisers should be conducted in a well ventilated area away from ignition sources. PPE should be worn as directed in the COSHH Risk Assessment. 	3 x 1=3	<p>To follow any new instructions from the manufacturers of the product.</p> <p>Following guidance regarding the use of hand sanitiser as per Safety Notice 17.7.20 including access to goggles</p> <p>In Aidan and Non settings hand sanitiser to be in dispensers mounted out of reach of pupils</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Actioned</p>
First Aid Emergency Arrangements	<p>Staff and children</p> <p>More severe injuries resulting from: lack of treatment, inappropriate treatment and enhanced infection risk (e.g. open wound)</p>	<p>At Least one First Aider on site at any time</p> <p>Provisions available and adequately stocked.</p> <p>Accident form to be completed where required and uploaded to PCC database. Incident waste disposal arrangements.</p> <p>Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings Resuscitation Council UK</p>	2x1=2	<p>First aid PPE available on each site</p> <p>First Aider available on each site</p> <p>Appendix D</p> <p>First Aid kit to also have a pack consisting of Face visor, masks gloves and apron to protect the first aider when administering first aid to a casualty.</p> <p>Lidded bins available.</p>	<p>Actioned</p> <p>Ongoing</p> <p>Actioned</p> <p>Actioned</p>

Covid 19 and emergency evacuations	<p>All users</p> <p>Burns, asphyxiation and injury caused by smoke inhalation.</p>	<p>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</p> <p>Revised evacuation routes are confirmed.</p> <p>NB In the event of emergency the priority is getting out of the building calmly regardless of physical distancing.</p> <p>Appendix E</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff – access plan revisited</p> <p>The content of the fire risk assessment should be communicated.</p>	3x1=3	<p>Evacuation procedure for each site updated and monitored. Evacuation procedure for site communicated.</p> <p>Evacuation procedure shared with all staff – via staff INSET & Staff Handbook</p> <p>Evacuation procedure included in staff handbook and evacuation procedures/ routes displayed clearly in each classroom</p> <p>Individual evacuation risk assessments updated.</p> <p>Fire drills</p> <p>Fire safety risk assessments published on sharepoint</p> <p>Fire door closures fitted where possible and regular testing</p>	<p>Ongoing</p> <p>Actioned</p> <p>Actioned</p> <p>Ongoing</p> <p>Ongoing</p> <p>Actioned</p> <p>Ongoing</p>
Safeguarding standards	<p>Pupils</p>	<p>Individual Pupil's risk assessments are in place and welfare checks being undertaken.</p> <p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures</p> <p>Safeguarding Policy in place.</p> <p>Work with other agencies has been undertaken to support vulnerable pupils and families.</p> <p>Appropriate site security arrangements in place</p>	3x1=3	<p>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups</p> <p>Staff refresher on Safeguarding policy and opportunity for feedback via INSET</p> <p>Safeguarding in line with Adopted Temporary COVID19 Safeguarding Policy</p> <p>A member of the safeguarding Team will be available in school each day</p>	<p>Safe-guarding Team</p> <p>Actioned</p> <p>Ongoing</p> <p>Ongoing</p>

Cross contamination - Cleaning activities	Pupils, staff, contractors, visitors	Capacity of cleaning staff has been increased.	2x1=2	Daytime cleaning cover on Dewi campus to allow for enhanced cleaning as pupils move classrooms (until the end of the Summer Term). This will include an enhanced cleaning schedule implemented at intervals during the day, focusing on that contact points eg. work surfaces, door handles, taps etc.	Actioned
		Adequate cleaning supplies and facilities around the school are in place. Current guidance advises the use of normal cleaning products			
		Arrangements for longer-term continual supplies are also in place.			
		Handriers will be used in accordance with the PCC Safety Briefing on Hand Driers.		Hand towels and hand wash are to be checked and replaced as needed by Caretakers and cleaning staff	Ongoing
		Guidance in relation to PPE and cleaning locations of person suspected of having Covid-19 included in Appendix C & H		Goggles for decanting chemical eg. Hand sanitizer and appropriate PPE provided to cleaning staff	Actioned
		<ul style="list-style-type: none"> Wash hands following any cleaning activity Where cleaning products are used wear appropriate PPE (.e.g. vinyl or nitrile gloves and aprons) Wear goggles if decanting chemicals where there is a risk to splashing in the eyes Before uses review COSHH Assessments and safety data sheets for correct PPE. Where possible ensure appropriate ventilation 		Hand drier facilities decommissioned in pupil toilet facilities and hand towels available.	Actioned
				Guidance given regarding PPE when cleaning areas where a person suspected of having COVID-19 has been.	Actioned
				Hand sanitiser stations at entrances and exits	Actioned
				Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach	Ongoing
				Stock check and ordering schedule reviewed	Ongoing

Staffing capacity	Staff and pupils	<p>Maintain staffing/ supervision levels as far as practicable at all times to enable school to remain open to pupils.</p> <p>Supply arrangements in place.</p> <p>Audit of current staffing availability ongoing.</p> <p>Preparations in the event of move to remote learning or blended learning</p> <p>Apply isolation guidance</p>	2x1=2	<p>Rotas for staff to include SIT, safeguarding, Administration, First Aid</p> <p>Ongoing support for staff to access vaccination opportunities</p> <p>Blended learning policy updated</p> <p>Chrome books for RADY pupils and guidance notes developed</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Actioned</p> <p>Actioned</p>
Pupil Well-being standards not met	Pupils	<p>Careful consideration will be given to those children requiring additional support.</p> <p>Risk of stigmatisation of pupils who are exempt from mask wearing. Anyone may remove face covering temporarily to assist a person relying on facial expressions to communicate – however physical distancing to remain at all times.</p> <p>Support for clinically vulnerable children to attend school if they and the parent desire it.</p>	2x2=4	<p>Inclusion Team will identify and provide appropriate ongoing support</p> <p>Reminder to all staff regarding pupils exempt from mask wearing and request for support for individual pupils</p> <p>Individual plans and support put in place for clinically vulnerable pupils who attend school.</p> <p>List of pupils exempt from wearing face masks updated and published on staff handbook. Staff reminded to refer to the list.</p>	<p>Ongoing</p> <p>Actioned</p> <p>Ongoing</p> <p>5.1.22</p>

		<p>Arrangements in place to provide food to Pupils, including the requirement of universal free school meals.</p> <p>Educational visits will be subject to the usual risk assessment processes and this risk assessment will also include arrangements for what will happen if a member of the group (a learner or staff member) develops COVID-19 symptoms during the visit.</p> <p>Careful consideration given to the well-being of learners is critical.</p>		<p>FSM provision - Information regarding access to FSM provision published and parents supported where necessary by safe guarding team.</p> <p>FSM application forms re-issued to parents</p> <p>Breakfast club provision from 8.00am in Aidan, Non. Provision for breakfast is also available in Dewi.</p> <p>EVOLVE Trip Risk Assessments to include actions in the event of a symptomatic Pupil</p> <p>Pupils IDP's (Individual Development Plans) reviewed and adjusted where needed.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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Building and property maintenance	All users	<ul style="list-style-type: none"> • All routine inspections and tests must be maintained • Statutory inspections and servicing to continue • Defects to be reported for remedial action • Resources that are shared between year groups such as sports, science equipment should be cleaned frequently. • All storage areas including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms, should be isolated or locked securely. • Good housekeeping to be maintained • All outdoor building maintenance must be co-ordinated to ensure segregation from children and staff (e.g. grass cutting) • We have a duty to others to provide hygiene facilities. 	2x1=2	Appendix A – Visitor information updated. QR codes for digital info.	Ongoing
	Legionella, (Legionnaires disease)			Record kept at each of the three sites regarding individuals accessing building and the relevant areas visited.	Ongoing
	Electrical faults (burns or shock)			Caretakers following PCC guidance regarding routine inspections	Ongoing
	Defects in property.			Repairs required reported immediately to PCC Building Maintenance	Ongoing
				Departments Risk Assessments and included in staff handbook & sharepoint	Ongoing
				Enhanced cleaning schedule throughout the day on all sites (documented)	Ongoing
				Appendix H	
				Foot pedal operated drinking water system installed – agreed with PCC H&S department	Actioned

APPENDIX A

Visitor Information

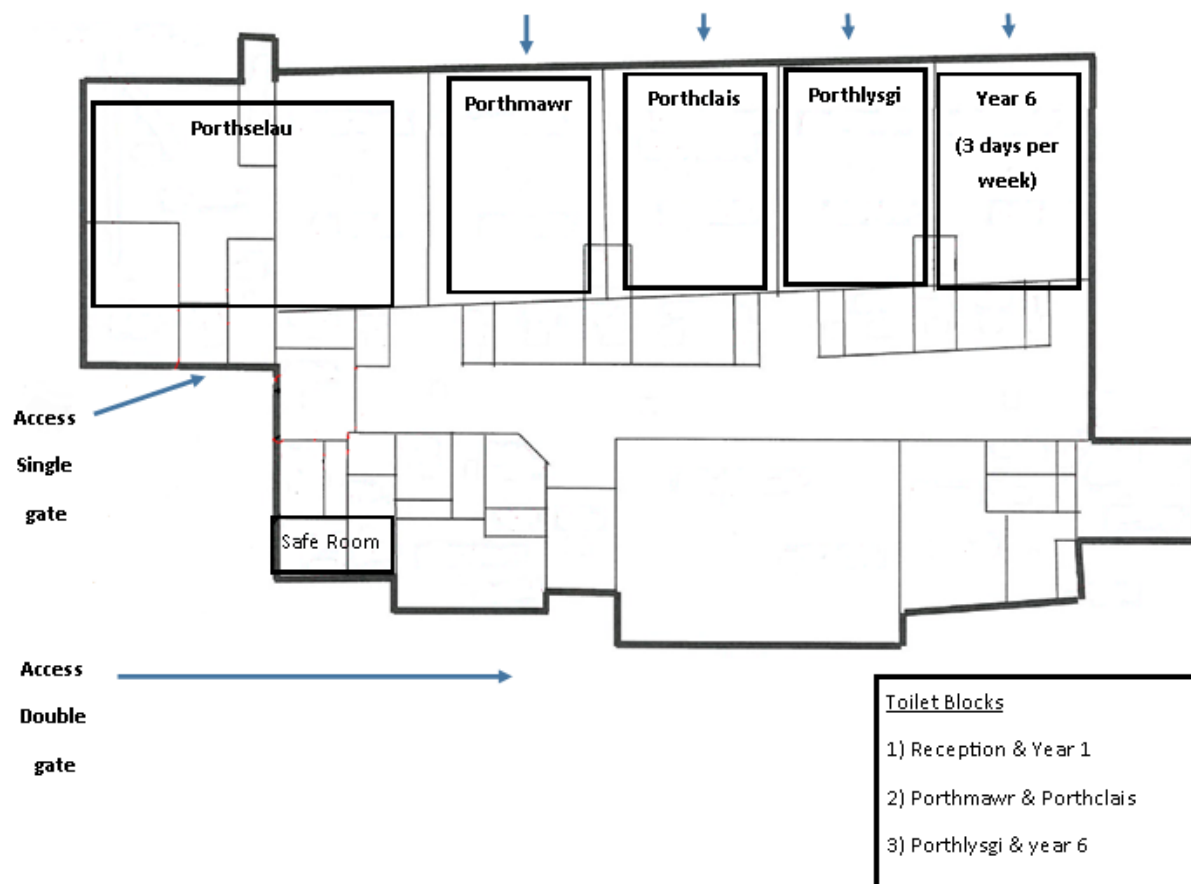
Aidan campus <https://sway.office.com/SEtIPoiG9Ni9FVKG?ref=Link>

Non campus <https://sway.office.com/F8wZgnlKaobmW8gb?ref=Link>

Dewi campus <https://sway.office.com/Cy6xSjy181RPdihQ?ref=Link>

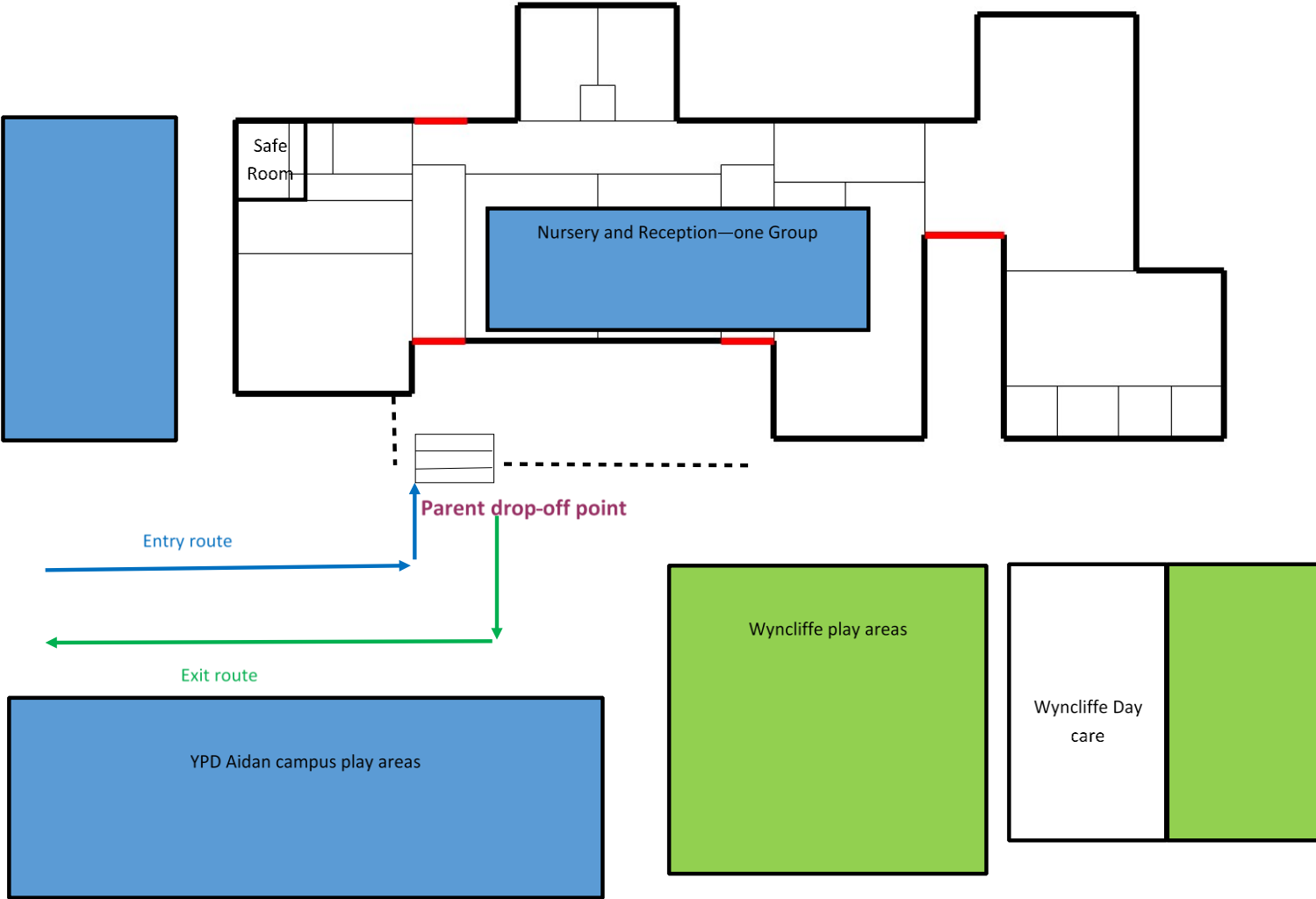
APPENDIX B

Non Campus— Classes and Entry Points (from 26.4.22)

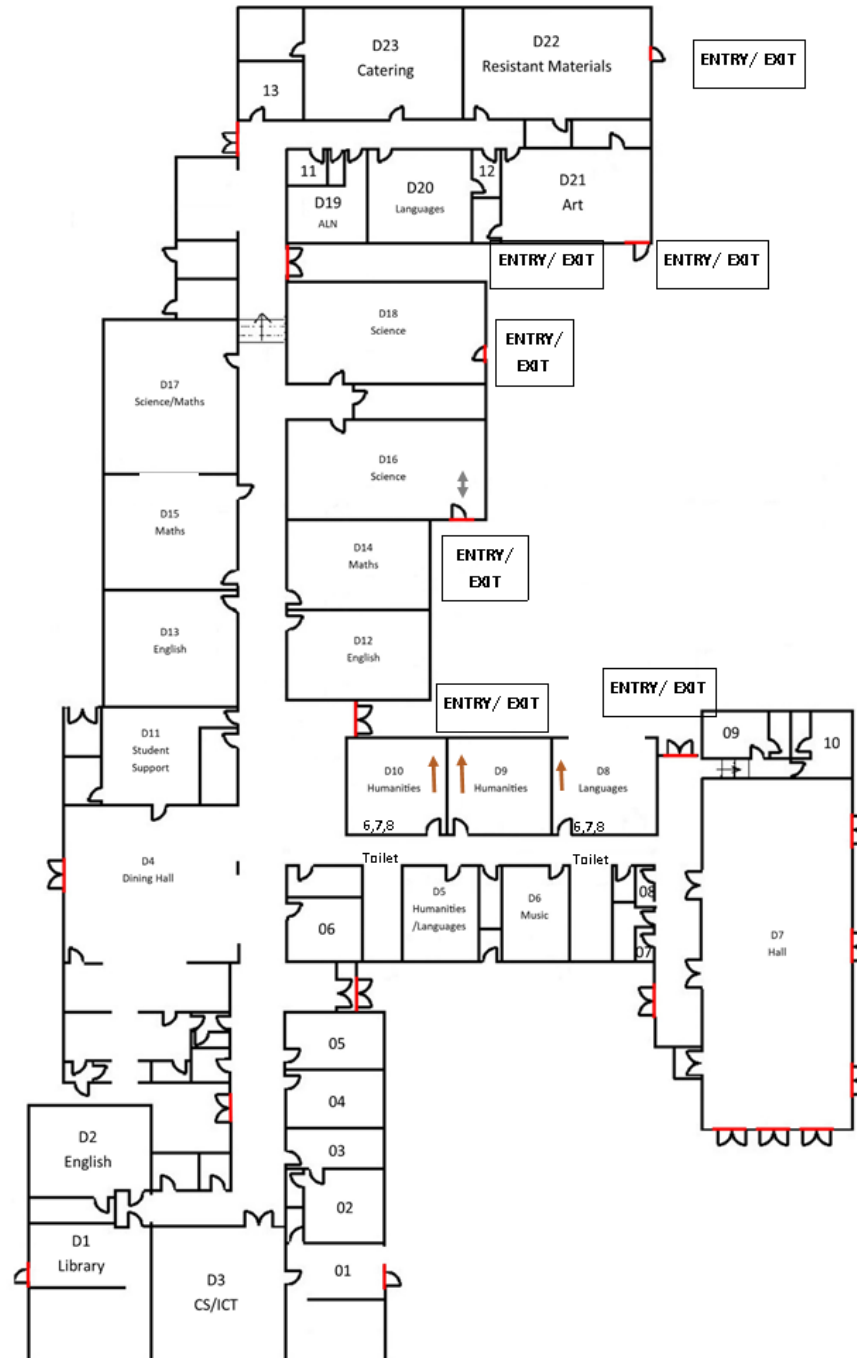


Pupils arriving for Porthmawr, Porthclais, Porthlysgi, and year 6 classroom will arrive through the double gate. Foundation pupils in room N1 will arrive through the single gate. Parents will leave pupils at the school gates. At collection time, pupils will be expected to stand and wait for a member of staff to call them to go to their parents.

Aidan Campus arrangements



YPDVA—Pupil external access routes to reduce congestion in corridors —Dewi Campus
(From 26.4.22))



APPENDIX C

YSGOL PENRHYN DEWI VA

PROCEDURE FOR PUPILS OR STAFF WHO BEGIN TO SHOW SYMPTOMS AT SCHOOL (V13)

Under no circumstances should anyone attend the school settings if they have any COVID-19 symptoms or have tested positive for COVID-19.

Information about symptoms of COVID-19 are available on the following link:

[Symptoms of coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/)

ACTION LIST FOR STAFF OR PUPILS DEVELOPING SYMPTOMS ON SITE

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with Covid-19 symptoms should not otherwise visit the GP, Pharmacy, urgent care centre or hospital.

Staff developing symptoms on site:

Inform SIT member in charge via telephone to reception, and go home immediately. The SIT member on site will arrange appropriate cover. Anyone displaying COVID-19 symptoms, however mild, should follow the guidance for households with possible or confirmed Covid-19 infection.

[Get a free NHS test to check if you have coronavirus - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-a-test-nhs.uk)

Further information on who else in the individual's household is required to self-isolate is available

<https://gov.wales/self-isolation>

Pupils developing symptoms on site:

The present advice continues to be that it is not necessary to screen temperatures. Learners' parents/carers can check for signs of a high temperature. In any case, screening will not identify all cases of COVID-19 and the means of checking temperature may put staff at greater risk of transmission, as well as cause worry or concern for learners.

- Pupils displaying symptoms will be taken to the designated safe room for this purpose on site. If the pupil needs to visit the toilet, there are designated toilets for this purpose. These rooms are clearly sign posted.

Safe Room Facilities:

Dewi Staff Workroom/ Boardroom
(Toilet facilities – former first aid room/ disabled toilet)

Non	SIT Room (Toilet facilities – disabled toilet)
Aidan	Staff Room (Toilet facilities – boy's toilet)

As many windows as possible should be opened for ventilation. Consideration may also be given to the pupil waiting for a parent collection in an outside space, with supervision, if this is deemed safer and appropriate.

- Inform Senior Member of Staff on site or contact SIT via the main reception desk, and they will supervise/ organise supervision for the pupil. Where possible, supervision will be through the door panel or window and a distance of at least 2 metres is to be observed at all times. If this is suitable PPE should be worn (available in reception areas and safe rooms):

Situation	PPE
2m distance cannot be maintained	A face mask should be worn
Contact is necessary	Gloves, an apron and a face mask should be worn
Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)	Eye protection should also be worn

- Parent/ carer to be informed to collect the child immediately at the relevant collection point(s):
Dewi – Reception door
Non – Front door
Aidan – front door
- When parents/ carer pick up the pupil, advise them to follow the guidance set out by Welsh Government <https://gov.wales/self-isolation>
- Any member of staff who has provided close contact care to someone with symptoms, and all other members of staff or learners who have been in close contact with the person with symptoms, do not need to go home to self-isolate unless:
 - they develop symptoms themselves (in which case, they should commence self-isolation immediately and have a test)
 - they are requested to do so by TTP

Everyone must wash their hands thoroughly for at least 20 seconds with soap and running water or use hand sanitiser after contact with someone who is unwell with Covid-19 symptoms.

- All equipment used by a symptomatic person must be removed from use immediately and cleaned
- All surfaces that staff or pupils who have displayed symptoms come into contact with will be carefully and thoroughly cleaned.

- The safe room and designated toilet (if used) will be locked after use until the room is disinfected.
- When a pupil becomes symptomatic after arrival and has used home to school transport, the PCC school transport team must be informed and they will liaise with the contractor or others who could be affected

APPENDIX D

First Aiders

Dewi Campus

9 Members of Staff

Non Campus

4 members of Staff

Aidan Campus

4 Members of Staff

APPENDIX E

FIRE NOTICE

FIRE DRILL PROCEDURES - NON CAMPUS

From September 2020

In the event of emergency the priority is getting out of the building calmly regardless of social distancing

1. In the event of FIRE the nearest alarm must be sounded. The SIT member (or most senior member of staff) in charge on the day will investigate and contact the FIRE BRIGADE immediately if necessary.
2. Classes will leave the room VIA THE NEAREST FIRE EXIT and walk quietly and in single file to the assembly point OBSERVING A 2M DISTANCE BETWEEN CLASS GROUPS WHERE POSSIBLE. The responsible teacher in each class will ensure the room is empty before leaving and that the doors and windows are closed behind them.
3. All pupils to line up on the hard play area at the rear of the school.
4. Pupils will line up in their class in silence, at a 2M DISTANCE in front of their CLASS TEACHER.
5. SIT member (or most senior member of staff) in charge on the day will organise checks of
 - the older girls toilets and library
 - to check hall and older boys toilets
 - to check younger boys toilet and cwtch cymraeg
 - to check younger girls toilets
6. All staff to report to the SIT member (or most senior member of staff) in charge on the day.

General Notes

When completing the daily registers, all teachers are required to have a dry wipe laminated copy of their class lists kept safely next to their computers and any absent pupils are to be marked with a cross.

FIRE NOTICE

FIRE DRILL PROCEDURES - DEWI CAMPUS

From September 2020

In the event of emergency the priority is getting out of the building calmly regardless of physical distancing

1. In the event of FIRE the nearest alarm must be sounded. The Business Manager (or SIT member in the absence of the BM) will investigate and contact the FIRE BRIGADE immediately if necessary. In accordance with PCC guidance, the location of the Science department radioactive sources secure storage will be noted.
2. Classes will leave the room VIA THE NEAREST FIRE EXIT and walk quietly and in single file OBSERVING A 2M DISTANCE BETWEEN KS3 & KS4 WHERE POSSIBLE to the **FIELD TO THE SIDE OF THE SPORTS HALL**. The responsible teacher in each class will ensure the room is empty before leaving and that the doors and windows are closed behind them.
3. Pupils will line up in classes in silence, at a 2M DISTANCE in front of their teacher.
4. Registers are located in reception and will be given to the relevant teachers by SIT member on site. If there is any pupil missing in the roll call, the relevant SIT member is to be informed immediately. The ALLOCATED ADMIN MEMBER OF STAFF FOR THAT DAY will collect the visitors, pupil and staff 'signing in/out' books and report with these immediately to the SIT member on site.
5. All remaining staff on site to report to the SIT member on site.
6. The ALLOCATED ADMIN MEMBER OF STAFF FOR THAT DAY to check off any contractors on site and report to Business Manager.
7. Kitchen Supervisors to check off kitchen staff and report to Business Manager.
8. Once everyone has reported to a member of SIT, all reports to Headteacher.

General Notes

The fire evacuation report will be stored in reception at all times and will be taken out to the yard by the the receptionist. Any information produced daily is to be in the resource box by 10am each day i.e. pupil absent reports, staff sickness list and supply teachers list.

FIRE NOTICE

CORONAVIRUS RECOVERY PHASE FIRE EVACUATION PROCEDURES

AIDAN CAMPUS

In the event of emergency the priority is getting out of the building calmly regardless of social distancing

1. In the event of FIRE the nearest alarm must be sounded. The SIT Member (or most Senior member of staff) in charge on the day will investigate and contact the FIRE BRIGADE immediately if necessary.
2. Classes will leave the room VIA THE NEAREST FIRE EXIT and walk quietly and in single file to the FRONT YARD. The responsible teacher in each class will ensure the room is empty before leaving and that the doors and windows are closed behind them.
3. All pupils to line up AT LEAST 2 METRES APART FROM THE WYNCLIFFE DAYCARE GROUP on the yard at the front of the school.
6. Pupils will line up in their class in silence, in front of their RESPONSIBLE TEACHER IN EACH CLASS
7. The SIT member (or most Senior member of staff) in charge on the day will ensure that all rooms are checked prior to leaving the building.
8. All staff to report to the SIT member (or most Senior member of staff) in charge on the day.

General Notes

When completing the daily registers, all class teachers are required to have a dry wipe laminated copy of their class lists kept safely next to their computers and any absent pupils are to be marked with a cross.
