

Safety Unit Note: This risk assessment has been reviewed and updated in accordance with Welsh Government (*Operational Guidance for Schools and Settings from the Autumn Terms- July 2020*).

HEALTH AND SAFETY RISK ASSESSMENT:

Directorate: Education

Department/School: Coastlands CP School

Person responsible: Head teacher Sonja Groves	School Coastlands CP	Assessed By: Sonja Groves Date: 30/08/20
Manager:	Task Commencement of learning in educational settings for September 2020	Re-assessment date: Ongoing

Risk = severity x likelihood

Likelihood of occurrence	Severity of harm		
	(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)

HAZARD	WHO MIGHT BE HARMED AND HOW?	EXISTING CONTROL MEASURES	RISK severity x likelihood	WHAT MORE NEEDS TO BE DONE TO CONTROL THE RISK?	BY WHOM? BY WHEN?
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COVID-19 Virus	Teachers, Support staff, children and others Transmission of COVID - 19 (Fatality potential)	Public Health Wales guidance must be followed at all times Regular review of the latest guidance to be undertaken. • https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/	3x1=3	<ul style="list-style-type: none"> All staff have received safety training and instructed to watch the PPE video to ensure that they understand how to use. All staff understand the importance of social distancing/ hand washing and are aware of the prevention measures that have been introduced into school. 	All stakeholders
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		<p>Essential measures include:</p> <ul style="list-style-type: none"> • A requirement that people who are unwell with symptoms of COVID-19 stay at home. • Robust hand and respiratory hygiene including ventilation. • Continue increased cleaning arrangements. • Active engagement with Test, Trace, Protect. • 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. 		<ul style="list-style-type: none"> • Tuesday 1st September. Meeting to be conducted with all staff whilst maintaining social distancing identifying minimum expectations allowing two way conversation to provide adequate knowledge and understanding. • Staff issued with a four page document outlining how risks will be mitigated by the measures put into place within school. • All staff invited to have an individual risk assessment. <p>See Re-opening of Schools Safety Information for Parents and Carers document in the Appendix.</p>	
Symptomatic pupils entering the school	Teachers, Support staff children. And others	<ul style="list-style-type: none"> • Children (via parents) to be screened on arrival at the school with a standard question set. Those children who do not come to school with parents will be asked the same question. • The present advice is that it is not necessary to screen temperatures. We will keep this under review. Staff should be vigilant for changes to learner' temperatures and signs of fever. • Parents reminded of their responsibility to abide by the Test, Trace, Protect Strategy, along with social distancing and stay at home guidance. 	3x1=3	<p>To be continually revised in line with current national guidance.</p> <p>See Re-opening of Schools Safety Information for Parents and Carers document in Appendix.</p> <p>See Re-opening of Schools Safety Information for Parents and Carers document in the Appendix.</p> <p>For further information on Test, Trace, Protect follow the link.</p> <ul style="list-style-type: none"> • All pupils dropped to school will be greeted by a member of staff who will check the health of the child • Pupils brought by bus will be asked about health upon entry to school • Parents have received clear guidance on their role and responsibility in the return to school information 	All stakeholders

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				<ul style="list-style-type: none"> • A separate safe room has been designated and equipped if a pupil or member of staff is unwell • All information about COVID symptoms, Test/Trace and parental responsibility has been shared on a return to school letter 	
Persons becoming symptomatic while at the school	Teachers, Support staff children. And others	<p>Those showing symptoms should be isolated until they can be collected and taken home. Ideally, this should be in a separate room, supervised at a distance of two metres where possible, but recognizing this may not be possible with younger learners. Minimise contact between individuals wherever possible. For younger learners the emphasis will be on separating groups, and for older learners it will be on distancing. If they need clinical advice, they (or a member of staff or their parent/carer) should go online to 111 Wales (or call 111 if they do not have internet access).</p> <ul style="list-style-type: none"> • Consistent groups help reduce the risk of transmission by limiting the number of learners and staff in contact with each other to only those within the group. • Their parent 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 <p>If anyone becomes unwell in an educational setting with either:</p> <ul style="list-style-type: none"> • A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if 	3x1=3	<p>To be continually revised in line with current national guidance.</p> <ul style="list-style-type: none"> • Protocol for washing hands entering school and throughout the school day is clear to all staff and pupils • Sanitiser dispensers will be placed around the school under guidance from PCC • Anti-bacterial soap is freely available in all areas • Paper towels available with a designated bin • Protocol to be followed when disposing of this waste • A separate safe room has been designated and equipped if a pupil or member of staff is unwell. • Any pupil or staff taken ill will remain in the safe room until they are able to leave the school building. <p>• Cleaning protocols have been distributed to all staff</p>	All stakeholders

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		<p>you usually have a cough, it may be worse than usual) – NHS guidance COVID-19 Symptom Checker</p> <ul style="list-style-type: none">• A high temperature – NHS guidance advises they should be sent home and advised to follow the stay at home guidance.• Loss of taste and smell.• If any person displays the above symptoms of COVID-19 the latest guidance for educational establishments should be followed at all times.• National guidance on Coronavirus (COVID-19): implementing social distancing in education and childcare settings and more general guidance on social distancing to be observed when entering/leaving school and throughout the day wherever possible to reduce the risk of spread of infection.• All users to wash hands upon entry, regularly throughout the day, before departure, and to follow good hygiene practices when not in the educational setting• Soap and water is the preferred means of washing but hand sanitiser is also provided <p><i>(People are considered as potential contacts if they were in contact with the person who has tested positive during a period beginning up to two days before symptom onset and ending when the case entered home isolation.</i></p> <p>A contact is defined as someone who has had close contact during this period specifically:</p> <ul style="list-style-type: none">• Within one metre of the person who has tested positive and has been coughed on,		<ul style="list-style-type: none">• Additional cleaning hours during the school day have been implemented	
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		<p>had a face-to-face conversation, had skin-to-skin physical contact, or been in other forms of contact within one meter for one minute or longer.</p> <p>Within two metres of the person testing positive for more than 15 minutes.</p> <p>Having travelled in a vehicle with the person who has tested positive.</p> <p>Where staff have maintained social/physical distancing rules and adhered to hygiene measures during work and when required have used personal protective equipment (PPE) or worked behind an appropriate screen or partition, they would NOT be regarded as part of a contact tracing exercise for these purposes. Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>All individuals developing symptoms at an educational setting must go directly home and follow national stay at home and social distancing guidance</p> <ul style="list-style-type: none">• In any event of someone becoming symptomatic within the educational setting, contact the Test, Trace, Protect Team for advice or the Corporate Health and Safety Unit.• National guidance in relation to the cleaning of areas where a person is suspected of having coronavirus must be followed• Any equipment used by a symptomatic person must be removed from use			
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		<p>immediately and thoroughly cleaned and disinfected</p> <ul style="list-style-type: none"> When a person 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. 		<ul style="list-style-type: none"> Head teacher will email IMC@pembrokeshire.gov.uk to notify about staff/ pupils who are being tested for COVID If staff become symptomatic outside of school hours they must phone 119 and notify the school. HT will then email IMC@pembrokeshire.gov.uk They can also phone the keyworker test line on 0300 303 8322 	
Person-to-person transmission	Teachers Parents/Children and others	<p>As above plus:</p> <ul style="list-style-type: none"> Parents and children on arrival to be encouraged to maintain social distancing. Staff and volunteers to be made aware of COVID-19 symptoms and to remain alert for symptoms in others – new continuous cough, fever or high temperature also lack of smell or taste. Activities developed and coordinated to minimise close contact and following national guidance in Coronavirus (COVID-19): implementing social distancing in education and childcare settings. Social hygiene skills (.e.g. using/disposing of tissues). Preventative measures to reduce face touching to be reinforced throughout the day Follow guidance posters as displayed around the school In order to minimise the risk of cross infection, class groups should be segregated wherever possible including lunch times (by collecting lunch from canteen but eating in 	3x1=3	<p>To be continually revised in line with current national guidance. See PCC Model Risk Assessment and Re-opening Schools Safety Information for Parents & Carers in the Appendix.</p> <ul style="list-style-type: none"> Only one parent allowed to escort child/ren to school and not allowed on school premises Social distances measures will be implemented. Signage and floor markings will be placed around school Posters will reinforce hygiene messages Pupils and staff will remain in class groups throughout the day with FP and KS2 having separate lunch and play times. There will be a priority on using the outside for all lessons and playtimes Staff to use masks in corridors/ communal areas/ additional areas where social distancing is not possible or if the member of staff feels more comfortable/ confident to remain at school Volunteers will be kept to minimum and risk assessed based upon health and activity 	All stakeholders

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		<p>classrooms) and segregating outdoor play by appropriate means</p> <ul style="list-style-type: none"> All users to wash hands upon entry, regularly throughout the day and to follow good hygiene practices when not in the educational setting Soap and water is the preferred means of washing but sanitiser is also provided 		<p>e.g. outside activity such as gardening will be a lower risk than an indoor activity</p>	
Transmission via inanimate objects	Teachers/Children /Support staff and others	<ul style="list-style-type: none"> Sharing of objects to be minimised wherever possible. Communal objects/surfaces to be cleaned using standard cleaning methods but on a more frequent basis (determined by number of persons present and frequency of use). Specific areas/equipment used by persons excluded due to being symptomatic must be cleaned before re-use in line with COVID-19: cleaning in non-healthcare settings - GOV.UK. If required, contract cleaning staff or PCC Corporate Cleaning Team to be contacted for specific cleaning related issues. Teams to be communicated/briefed to school expectations on arrival. Visiting staff must familiarise themselves with the schools cleaning and hygiene procedures for the equipment that they are responsible for. Consideration must be given to prohibiting personal belongings being brought into school unless justifiable and control measures to prevent cross contamination deemed appropriate. 	3x1=3	<p>To be continually revised in line with current national guidance</p> <p>See the PCC Model Risk Assessment and the Re-opening of Schools Safety Information for Parents & Carers in the Appendix.</p> <ul style="list-style-type: none"> Pupils will not be allowed to bring in unnecessary items from home but will be allowed to bring in equipment such as bags, lunch boxes and pens. This equipment will not be shared with other children. All shared equipment will be cleaned after use and 2 hour cleaning regimes will take place throughout the day All necessary cleaning products to be available when needed. MT/CJ to oversee stock. Marking of pupils' work. <p>Staff must maintain hand hygiene and use own pens if staff feel that work needs to be marked. However this needs to be minimised by using digital marking, peer and self-marking and also staff may wish to delay marking for 72 hours e.g. collect up books with a written task in on a Monday the mark on a Thursday ready for the Friday.</p>	Staff and pupils

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				<p>Marking alongside a child could be done with a highlighted colour (pink for think green for great) drawn over relevant sections. This way no contact with book would be needed.</p> <ul style="list-style-type: none"> All unnecessary furniture and play equipment which may incur a higher transmission risk (e.g. soft toys) has been removed and placed into a storage unit PCC will be contacted for a deep clean if necessary 	
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>Seek guidance from PCC Occupational Health Team.</p> <p>NHS Hand Hygiene</p>	Staff and pupils
Storing and handling of hand sanitizers	All Staff and children, 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). Each substance should have a suitable and sufficient COSHH Risk Assessment and Safety Data Sheet. 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	To follow any new instructions from the manufacturers of the product.	Staff led by MT and CJ
First Aid	Staff and children	<ul style="list-style-type: none"> Low risk environment. 	2x1=2	<p>First aid PPE</p> <p>First Aid kit to also have a pack consisting of Face visor, masks gloves and coverall. To</p>	Staff and pupils

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Emergency Arrangements	More severe injuries resulting from: lack of treatment, inappropriate treatment and enhanced infection risk (e.g. open wound)	<ul style="list-style-type: none"> Supervision ratios to be adhered to (minimum of emergency aid staff on site at all times). Provisions available and adequately stocked. Accident form to be completed where required. Incident waste disposal arrangements. 		<p>protect the first aider when administering first aid to a casualty.</p> <p>Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings.</p> <p>First Aid During the Coronavirus Outbreak- HSE</p>  <p>Safety Bulletin 003.docx</p> <p>See the PCC Model Risk Assessment and the Re-opening of Schools Safety Information for Parents & Carers in the Appendix.</p>	
Fire Also see school Fire Premises Risk Assessment for details	All users Burns, asphyxiation and injury caused by smoke inhalation.	<ul style="list-style-type: none"> The content of the fire risk assessment should be communicated to all individuals. Consultation with the fire safety advisor on fire related matters and evacuation routes. All fire doors to remain closed. 	3x1=3	See the PCC Model Risk Assessment and the Re-opening of Schools Safety Information for Parents & Carers in the Appendix .	All users
Play activities/ Outdoor activities	Pupils Minor bumps, fractures or infection	<p>Where mixing between groups cannot be avoided, schools and practitioners should run the approach to risk estimation and management process to reduce the risk of transmission between contact groups.</p> <ul style="list-style-type: none"> Suitable control measures in place as per guidance including age segregation Play equipment to be regularly cleaned throughout the day and between uses of groups. Contact activities minimised to prevent cross contamination Social distancing guidelines observed as far as practicable 	1x1=1	<p>Careful selection of play equipment to avoid contamination between pupils.</p> <p>See the PCC Model Risk Assessment and the Re-opening of Schools Safety Information for Parents & Carers in the Appendix.</p> <p>Reopening Children's Playgrounds & Outdoor Play Areas- Coronavirus Guidance</p>	Staff and pupils

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Safeguarding	Children	<p>Staff should be reminded of their safeguarding duties with the statutory guidance for education settings.</p> <p>The Welsh Government has produced a non-statutory guide to remind practitioners working across agencies of their responsibilities to safeguard learners and to support them in responding to concerns about learners at risk. The guide links to and should be used with the national Wales Safeguarding Procedures.</p> <ul style="list-style-type: none"> • Standard procedures to be observed including consideration of older age groups • Appropriate site security arrangements in place 	3x1=3	<p>See the PCC Model Risk Assessment and the Re-opening of Schools Safety Information for Parents & Carers in the Appendix. Keeping learners safe and with the wales Safeguarding Procedures.</p> <ul style="list-style-type: none"> • Staff to be aware that precautions such as mag lock doors may not be in place as usual e.g. in the morning the exterior door will need to remain open to be able to ask parents health questions with a 2m distance in place. • The length of time that safety doors have to remain open will be minimised as much as possible • Usual CP procedures will be in place 	Staff
Building and property maintenance	<p>All users</p> <p>Legionella, (Legionnaires disease)</p> <p>Electrical faults (burns or shock)</p> <p>Defects in property.</p>	<ul style="list-style-type: none"> • All routine inspections and tests must be maintained (.e.g. Legionella water monitoring and hand wash water temperature) • Statutory inspections and servicing to continue • Defects to be reported for remedial action • Resources that are shared between contact groups such as sports, science equipment should be cleaned frequently and meticulously and always between contact groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between uses by different contact groups. • All storage areas including chemical/cleaning storage, electrical distribution cupboards and high risk 	2x1=2	<p>See the PCC Model Risk Assessment and the Re-opening of Schools Safety Information for Parents & Carers in the Appendix.</p> <p>All routine checks and tests to take place as usual but following social distancing protocol</p>	All users

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		<p>areas/rooms, should be isolated or locked securely.</p> <ul style="list-style-type: none"> • Good housekeeping to be maintained • All outdoor building maintenance must be co-ordinated with the head teacher to ensure segregation from children and staff (e.g. grass cutting) • All contractors to report to reception prior to the start of any work and be screened. • We have a duty to others to provide hygiene facilities. This applies to all visitors to the setting. 			
Cleaning activities	PCC Contract cleaners/staff	<p>Additional space and frequent cleaning of surfaces, object and toys will be required. Cleaning arrangements should be increased in all settings with a specific focus on surfaces which are touched continuously. Guidance also sets out that gloves and an apron should be used when cleaning areas where a person suspected of having COVID-19 has been.</p> <ul style="list-style-type: none"> • Ensure adequate cleaning arrangements are in place - current guidance advises the use of normal cleaning products • Enhanced cleaning of high contact areas must be arranged throughout the day • Refer to national guidance in relation to standard cleaning requirements • 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 	2x1=2	<ul style="list-style-type: none"> • School will follow the cleaning protocol issued by PCC • Cleaning regime printed off and available in each classroom • Mrs John to clean for an additional 10 hours per week with revised times to cover lunch hours 	MT/CJ

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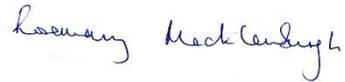
		<ul style="list-style-type: none"> • Before uses review COSHH Assessments and safety data sheets for correct PPE. 			
Lack of staff, reduction in supervision	<p>Staff and children</p> <p>Lack of supervision, increase in accidents and increased contact</p>	<ul style="list-style-type: none"> • Maintain supervision levels as far as practicable at all times. • Identify back-up staff (procedure). • Utilise rotas to cover access times. • Consider redeploying staff where necessary. 	2x1=2	<p>See the PCC Model Risk Assessment and the Re-opening of Schools Safety Information for Parents & Carers in the Appendix.</p> <ul style="list-style-type: none"> • Staff rota is in place with cover capacity inbuilt in case of emergency/ illness • Staff have volunteered to undertake additional cleaning duties 	SG
Verbal or physical abuse or loss of control	<p>Staff and children</p> <p>Injuries, bumps, bruises and psychological injury</p>	<ul style="list-style-type: none"> • Adequate staff supervision. • Staff familiar with children to be present. • Staff with additional training employed where appropriate. • Children appropriately placed for care. 	1x1=1	<p>See the PCC Model Risk Assessment and the Re-opening of Schools Safety Information for Parents & Carers in the Appendix.</p> <ul style="list-style-type: none"> • School behaviour policy will apply. 	SG All staff
SEN pupils/learners	Pupils, staff and visitors.	<ul style="list-style-type: none"> • Careful consideration given to the well-being of learners is critical. Communication for deaf persons relies in part on seeing someone's face clearly. No one who may not be able to handle face coverings as directed (e.g. young learners, or those with special educational needs or disabilities) should wear them as it may inadvertently increase the risk of transmission. • Look at children's IEP's (Individual Education Plans) and adjust where needed. • If children are likely to spit, kiss, lick or break the 2 metre distance rule, adequate precautions should be taken by staff to mitigate this. For example if a child has known meltdowns and responds with spitting, his 1:1 or carer could carry a bagged face mask and use on an as and when basis. 	2x2=4	<ul style="list-style-type: none"> • Any cases identified with the potential of water droplet transmission (.e.g. such as spitting) should be reported to the safety unit via the accident reporting database. 	All staff

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Signed: Headteacher



Signed: Chair of Governors



Signed: LA

NOTE: All other supporting risk assessments should be stipulated with the guidance provided to include the control measures relating to COVID-19. E.g. catering, pregnancy, educational visits, Legionella etc.

Appendix:



operational-guidance-for-schools-and-



Re-opening of
Schools Safety Infor

Additional Guidance from Hywel Dda Health Board

If a child/parent/household member develops symptoms of COVID-19, **the entire household should immediately self-isolate, and book a test for the individual with the symptoms.** It is unnecessary to test the entire household if they are not symptomatic.

The COVID-19 symptoms are:

- a new continuous cough
- a high temperature
- loss of or change to sense of smell or taste

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Booking a COVID-19 test:

We recommend testing only for those with a new continuous cough, a high temperature, or loss of or change in the sense of taste or smell.

If a child does not have symptoms of COVID-19 but has other cold-like symptoms, such as a runny nose, they do not need to be tested and they and you do not need to self-isolate. Your child can go to school if fit to do so.

If a COVID-19 test is required, this should be arranged via the UK Booking Portal, <https://gov.wales/apply-coronavirus-test> or by ringing 119.

Testing is available within Carmarthenshire, Ceredigion and Pembrokeshire or via a home testing kit delivered to and collected from your home. The COVID-19 test is undertaken via a throat swab or combined throat and nose swab.

We are aware that some people are experiencing difficulty in accessing testing via these routes and if you have a problem, you can contact the Health Board on 0300 303 8322 and we will arrange testing for you.

Self-isolation:

It is essential that people who have COVID-19 symptoms, or who share a household with someone who has symptoms, must self-isolate, even if your symptoms are mild. To protect others, you must not attend school, nursery, other childcare settings, work, or go to or to places like a GP surgery, pharmacy or hospital.

Anyone with symptoms must self-isolate for 10 days from when their symptoms started. They can return to school or work after 10 days if they are well enough to do so.

Anyone in the household who does not have symptoms must self-isolate for 14 days from when the first person in the home started having symptoms.

If a parent thinks their child has symptoms BUT chooses not to put them through a test all household members must remain in self-isolation for 14 days from the onset of symptoms.

If you receive a positive test result, you will be contacted by the Test, Trace, Protect Team who will advise you further.

If the test is negative, self-isolation can end for everyone, children may return to school and parents can return to work if they are well enough to do so and as long as nobody else in the household has developed symptoms.

Non-household members/contacts:

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If a person has been in contact with an individual experiencing symptoms, they should carry on as normal until that individual receives their test result. If this is positive, the Test, Trace, Protect Team will contact those people identified as contacts and advise accordingly.