

## HEALTH AND SAFETY RISK ASSESSMENT FORM

TORFAEN  
COUNTY  
BOROUGH



BWRDEISTREF  
SIROL  
TORFAEN

**RISK ASSESSMENT FOR:** The return of all students to School in September, 2021, whilst complying with national guidelines to try prevent the transmission of COVID 19

**N.B.** Due to the nature of the virus it is impossible to eliminate all risks. This risk assessment attempts to set out the protective measures that have been taken to ensure that staff, students and parents are as safe as possible.

**ASSESSMENT UNDERTAKEN BY:** Corporate Health and Safety Team and (Head Teacher)

**DATE OF ASSESSMENT:** August 2021

**REVIEW DATE:** On publication of 'The Local COVID-19 Infection Control Decision Framework September.

The risk assessment below outlines the protective measures that will be in place at Croesyceiliog School when the students return for the start of the new academic year in September, 2021. The Welsh Government believe from September 2021:

- a) Of the progress and success of the rollout vaccination programme for adults
- b) Hospitalisations and severe illness resulting from COVID seems to be controlled
- c) Opportunities to learn and develop are vital for children and young people's education and well-being
- d) It is acknowledged that time spent out of education settings can be detrimental for children and young people's cognitive and academic development, particularly for vulnerable and the most disadvantaged.

That schools can move to a less restrictive approach than what has been in place since the COVID pandemic started.

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
<b>Prior to the start of term</b>	Members of the school community could be infected by asymptomatic members of the local and school community	All staff and students, without symptoms, will be encouraged to undertake two lateral flow tests (LFTs), three days apart during the week leading up to their first day back. If the test is positive they should self-isolate, and book a PCR test.	Key messages shared with all members of the school community through email, letters and the school's Twitter feed.	Exec HT HoS	Sept 2 2021	Sept 2 2021
<b>Arriving at School</b>	Members of the school community could be infected by asymptomatic members of the local and school community	Signage has been displayed on the gates and entrances to the classrooms to remind adults (e.g. parents/staff/students) to maintain a 2m physical distance from each other as far as is practicable possible.  On arrival students are to congregate in their allocated year areas thus minimising the risk of cross infection between year groups.	Key messages shared with all members of the school community through letters, assemblies and INSET.	Exec HT HoS	Sept 6 2021	Sept 6 2021
<b>Staff attending school</b>	Members of the school community could be infected by asymptomatic members of the local and school community	Most staff have been double vaccinated to provide some protection against catching COVID.  All staff must be on site 10 minutes before the start of the school day, 8.30am. This is directed time. Staff must ensure they physically distance from other staff when they are arriving and parking their vehicles.	Collation of voluntary information of level of vaccination so the school can have a log of staff who will not have to self-isolate if a named contact. Continued reminders through staff briefings.	HoS	Sept 3 2021	Sept 3 2021

		<p>Staff are not to car share with anyone outside their immediate family.</p> <p>All staff are recommended to carry out Lateral Flow Device (LFD) tests twice weekly Mon and Thurs mornings to check to see if they are asymptomatic.</p> <p>Staff are aware of the need to report results to the NHS and school using links provided in the weekly staff briefing</p>	<p>LFD test coordinator ensure sufficient stock of LFD tests</p>	<p>K Emmott</p>	<p>Ongoing until revised operational guidance received</p>	<p>Ongoing until revised operational guidance received</p>
		<p>Anyone who tests positive using a Lateral Flow Device (LFD):</p> <ul style="list-style-type: none"> <li>• must not attend school and report the test online to <a href="#">NHS</a> and <a href="#">the school</a></li> <li>• must then book a follow up PCR test through the online <a href="#">booking portal</a>.</li> <li>• must notify other organisations as per the guidance for your sector (LAs or CIW).</li> <li>• will be contacted by the local contact tracing team.</li> <li>• must self-isolate in accordance with the advice given by the local contact tracing team.</li> <li>• A negative test result does not remove the risk of transmission.</li> <li>• The schools risk assessment will reinforce these messages and in particular, remind all those who test negative that this does not mean they can relax their infection prevention measures and/or if they show</li> </ul>	<p>Staff informed of the procedures put in place to help keep all safe in school. 'Protect yourself and others from coronavirus' guidance is made available for staff to refer to and is accessible on the school website along with this risk assessment.</p> <p>Staff are made aware of safe routines in school and what to do if they feel unwell, these are shared through staff briefings</p>	<p>Exec HT HoS</p>	<p>Sept 2 2021</p>	<p>Ongoing until revised operational guidance received</p>

		<p>any of the COVID-19 symptoms to <a href="#">self-isolate</a> immediately and <a href="#">book a test</a>.</p> <p>Current self-isolation guidance is as follows:</p> <ul style="list-style-type: none"> <li>• Students, staff and other adults must not come to school if they: <ul style="list-style-type: none"> <li>✓ have COVID-19 symptoms</li> <li>✓ have tested positive for COVID-19</li> </ul> </li> <li>• Student, staff and other adults who are fully vaccinated or under 18 are not required to self-isolate as a contact and can be allowed to attend school. However you will be contacted by the local contact tracing service and advised to take PCR tests on day 2 (from your last contact with the positive case) and day 8 PCR test. PCR tests for close contacts – particularly if the contact is part of a household setting – helps break the chain of transmission within communities and protects those who are vulnerable to the virus.</li> <li>• Students (over 18), staff and other adults who have not been vaccinated must not come to school if they: <ul style="list-style-type: none"> <li>✓ live with someone who has COVID-19 symptoms</li> <li>✓ live with someone who has tested positive for COVID-19</li> <li>✓ have been told to self-isolate by the Local Contact Tracing service</li> </ul> </li> </ul> <p>Face coverings are to be worn in communal areas of the school.</p>	<p>Key messages shared with all members of the school community through email, letters and the school's Twitter feed.</p>	<p>Exec HT HoS</p>	<p>Sept 2 2021</p>	<p>Ongoing until revised operational guidance received</p>
		<p>Face coverings are to be worn in communal areas of the school.</p>	<p>School to purchase face coverings</p>	<p>E Clark</p>	<p>Sept 2 2021</p>	<p>Ongoing until revised operational</p>

						guidance received
<p><b>Students attending school.</b></p> <p>Students attending school may have COVID, but not appear to have any of the recognised symptoms and could inadvertently pass it on to other students or members of staff.</p>	<p>Members of the school community could be infected by asymptomatic members of the local and school community</p>	<p>Duty staff will supervise at both entrances during the start and end of the day. Parents will not be allowed on site at the end of the day.</p> <p>Students will be encouraged to carry out Lateral Flow tests twice weekly – They will be advised to report the test results via the NHS app and report positive results to the School.</p> <p>Anyone who tests positive using a Lateral Flow Device (LFD):</p> <ul style="list-style-type: none"> <li>• must not attend school and report the test online to <a href="#">NHS</a> and <a href="#">the school</a></li> <li>• must then book a follow up PCR test through the online <a href="#">booking portal</a>.</li> <li>• will be contacted by the local contact tracing team.</li> <li>• must self-isolate in accordance with the advice given by the local contact tracing team.</li> <li>• A negative test result does not remove the risk of transmission.</li> <li>• The schools risk assessment will reinforce these messages and in particular, remind all those who test negative that this does not mean they can relax their infection prevention</li> </ul>	<p>Key messages shared with students and parents of the school community through letters, school Twitter feed, assemblies and form periods.</p> <p>Parents informed of the procedures put in place to help keep children safe in school.</p> <p><a href="#">‘Protect yourself and others from coronavirus’</a> guidance is made available for parents and staff on the school website as part of this risk assessment.</p>	<p>Exec HT HoS DsoWB and LsoWB Form tutors</p> <p>Exec HT HoS Karen Emmott</p>	<p>Sept 6 2021</p> <p>Sept 6 2021</p>	<p>Sept 6 2021</p> <p>Sept 6 2021</p>

		measures and/or if they show any of the COVID-19 symptoms to <a href="#">self-isolate</a> immediately and <a href="#">book a test</a> .				
<b>Students travelling on home to school transport</b>	Members of the school community that travel on home on home to school transport could be infected by asymptomatic members of the local and school community.	<p>A few students will arrive at School by “home to school” transport. Students are required to wear face coverings whilst travelling on “home to school transport. (Other arrangements will have to be made for children with special needs where wearing a face covering is not suitable)</p> <p>Students will need to wash/sanitise their hands whenever they take off/put on their face coverings including when they travel back home on the transport</p> <ul style="list-style-type: none"> <li>• Parents/carers of students travelling on public transport will be informed of the guidance and expectations by the LA, which will be in-line with the <a href="#">WG Guidance</a>; <ul style="list-style-type: none"> <li>✓ It is a requirement for students to wear face coverings on school transport;</li> <li>✓ It is recommended that students traveling on public transport should where possible: <ol style="list-style-type: none"> <li>i. Limit the amount of time within two metres of other people.</li> <li>ii. Avoid physical contact.</li> <li>iii. Wear three layer face coverings.</li> <li>iv. Not rush the bus doors.</li> <li>v. Be aware of surfaces they touch, trying to touch as few as possible.</li> <li>vi. Face away from other people.</li> </ol> </li> </ul> </li> </ul>	Parents/guardians of students travelling on public transport will be informed of the guidance and expectations by the LA, which will be in-line with the <a href="#">WG Guidance</a> ;	Exec HT HoS	Sept 3 2021	Sept 3 2021

<p><b>Students walking to school</b></p>	<p>Members of the school community that walk to school could be infected by asymptomatic members of the local and school community.</p>	<p>Students are encouraged to walk or cycle to school where possible. On arrival they go to their designated year areas.</p> <p>The school has designated areas for bikes to be left.</p>	<p>Key messages shared with students and parents of the school community through letters, assemblies and form periods.</p>	<p>Exec HT HoS DsoWB and LsoWB Form tutors</p>	<p>Sept 3 2021</p>	<p>Sept 3 2021</p>
<p><b>Students travelling to school in parents/carers car.</b></p>	<p>Members of the school community that travel to school in parents/carers car could be infected by asymptomatic members of the local and school community.</p>	<p>Those parents/cares collecting students should stay in cars where possible to avoid contact with others.</p>	<p>Key messages shared with students and parents of the school community through letters, assemblies and form periods.</p>	<p>Exec HT HoS DsoWB and LsoWB Form tutors</p>	<p>Sept 3 2021</p>	<p>Sept 3 2021</p>
<p><b>Face coverings</b></p>	<p>Members of the school community could be infected by asymptomatic members of the local and school community</p>	<p>Students and staff should wear face coverings in all communal areas of the school, including corridors and toilets (unless exempt on additional learning needs or medical grounds). If a person is exempt a lanyard or card will be issued.</p> <p>Staff and students will not be expected to wear face coverings within the classroom however if they wish to do so they can;</p>	<p>Key messages shared with students and parents of the school community through letters, school Twitter feed, assemblies and form periods.</p>	<p>Exec HT HoS DsoWB and LsoWB Form tutors</p>	<p>Sept 2 2021</p>	<p>Sept 6 2021</p>

		<p>The school has a large supply of face coverings for all students and staff. Duty staff are on hand to provide face coverings for those students who have forgotten to bring one to school.</p> <p>Face coverings need to be worn correctly and must cover the nose and mouth.</p>	<p>Ensure school has ample supply of face coverings.</p>	<p>E Clark</p> <p>All staff</p>		
<p><b>Arrival in the classroom.</b></p> <p><b>Arrangements in place in the Classroom Setting</b></p>	<p>Students, staff and parents may come into contact with someone who is infected with COVID 19.</p>	<p>From September, 2021, students will move from classroom to classroom for the various lessons. There will be a rigorous one-way system in operation. Face coverings will be compulsory in communal areas such as the corridors between lessons.</p>	<p>Key messages shared with students and parents of the school community through letters, school's Twitter feed, assemblies and form periods.</p>	<p>Exec HT HoS DsoWB and LsoWB Form tutors All staff</p>	<p>Sept 2 2021</p>	<p>Sept 6 2021</p>
		<p>On arrival in the classroom students must sanitise their hands. Students will be encouraged to wash or sanitise their hands thoroughly when arriving at school, before entering the classroom, before and after eating and drinking, after a cough or sneeze, and after going to the toilet.</p>	<p>Teachers to ensure that students follow correct sanitising procedures at the beginning of every lesson</p>	<p>All teachers</p>	<p>Ongoing</p>	<p>Ongoing</p>
		<p>Anti bac gel and handwashing facilities are available at all times.</p> <p>Staff and students will not be expected to wear face coverings within the classroom however if they wish to do so they can.</p>	<p>Caretakers to refill sanitising stations at the end of every day.</p>	<p>Caretakers</p>	<p>Ongoing</p>	<p>Ongoing</p>
		<p>Staff to remain physically distant from each other and from the students where possible.</p>	<p>Key messages shared with all members of the school community through letters, assemblies and INSET.</p>	<p>Exec HT HoS</p>	<p>Sept 6 2021</p>	<p>Sept 6 2021</p>

		<p>Students will continue to have seating plans and will have allocated seats for their lessons. These will be recorded for the local Contact Tracing Service</p> <p>The teacher box remains in every classroom. Tape has been applied to the floor. This provides a physically distant zone for the staff. Students do not enter this area.</p> <p>Wherever possible students will have their own set of resources that they will solely use. Shared resources will be kept to the class grouping wherever possible.</p> <p>Teachers will reinforce the guidance around coughing into your elbow and 'Catch it, Bin it, Kill it.</p> <p>Activities to be taken outside where suitable and windows and doors to be opened to allow fresh air to come into classes.</p> <p>Teachers will also reinforce our six safe routines that include:</p> <ul style="list-style-type: none"> <li>✓ Maintain a safe physical distance;</li> <li>✓ Do not gather in large groups;</li> <li>✓ Stop and wait when you are asked;</li> <li>✓ Wash your hands for 20 seconds;</li> <li>✓ Cough and sneeze into your elbow;</li> <li>✓ Avoid touching your eyes, nose and mouth.</li> </ul>	<p>Teachers to complete seating plans for their classes on Classcharts</p> <p>Key messages shared with all members of the school community through letters, assemblies and INSET.</p> <p>Staff reminded of expectation through INSET 2 Sept. Key messages reinforced through form time &amp; assemblies</p>	<p>AHT NWS DsoF HoS</p> <p>Exec HT HoS H DsoWB and LsoWB Form tutors</p> <p>HoS</p>	<p>Sept 10 2021</p> <p>Sept 6 2021</p> <p>Sept 2 2021</p>	<p>Sept 10 2021</p> <p>Sept 6 2021</p> <p>Revisited every week &amp; through daily expectations</p>
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<p><b>Arrangements in PE</b></p>	<p>Students and staff in PE lessons may come into contact with someone who is infected with COVID 19.</p>	<p>PE lessons can take place outdoors and indoors.</p> <p>Outdoor activity should be prioritised wherever possible.</p> <p>Mitigating measures are still needed indoors. Where activity cannot take place outdoors, indoor spaces can be used.</p> <p>In indoor spaces, ventilation should be maximised including using natural air flow through opening doors and windows due to enhanced aerosol generation during PE.</p> <p>Areas should be cleaned regularly and thoroughly as part of the cleaning programme across the school or setting.</p> <p>Activities which minimise contact with others and enable physical distancing to be maintained will help minimise the risk of transmission.</p> <p>Where students are likely to be in close proximity (within two metres) or in contact, efforts should be made to limit this contact if it cannot be avoided altogether, and all reasonable measures to prevent the spread of the virus, including whether the activity really needs to proceed.</p> <p>In cases where such an activity does proceed, mitigating actions must be put in place to minimise risk and keep students safe, taking note of any guidance published by the relevant National Governing Body for the sport in question.</p>	<p>Key messages shared with all members of the PE staff through INSET and department meeting.</p>	<p>HoS DoH&amp;WB PE LP</p>	<p>Sept 2 2021</p>	<p>Sept 6 2021</p>
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		<p>Changing rooms present a higher risk of transmission. Changing rooms are as well ventilated as possible and surfaces are cleaned after use.</p> <p>Students should wash and dry their hands thoroughly before and after the activity.</p> <p>Activities should minimise the use of equipment to reduce risk of transmission. Activities where there is no sharing of equipment are safer. Any equipment used and shared should be carefully cleaned before next use and between lessons.</p> <p>There should be no sharing of water bottles.</p> <p>Face coverings should not be worn whilst undertaking physical activity.</p> <p>Schools and settings should only consider team sports where the relevant national governing body has developed guidance for their safe operation in respect of coronavirus, and schools and settings should consider this guidance in delivering lessons containing such sports.</p>				
<b>Break and Lunch times.</b>	<p>Members of the school community could be infected at break and lunch times by asymptomatic members of the</p>	<p>The school has found reducing the number of students on break at any one time and allocating different areas to different year groups is positive for staff and student wellbeing therefore arrangements for stagger breaks and lunch times continue.</p> <p>The school operates a cashless catering system and student are to sanitise their hands prior to using the biometric devices. In addition they</p>	<p>Key messages shared with all members of the school community through letters, assemblies and INSET.</p> <p>All staff will be fully briefed.</p>	<p>Exec HT HoS DsoWB and LsoWB Form tutors</p> <p>HoS</p>	<p>Sept 3 2021</p> <p>Sept 2 2021</p>	<p>Sept 6 2021</p> <p>Sept 3 2021</p>

	<p>local and school community</p>	<p>are to wash/sanitise their hands before and after food.</p> <p>A full menu is offered however it will be 'grab and go'.</p> <p>Midday supervisors will assist with cleaning and sanitising after each sitting.</p> <p>Students will be encouraged to go outside and not stay in the atrium with their food unless there is inclement weather. Arrangements have been made for additional seating within the two canteen areas.</p>	<p>Staff on break and lunch duty to ensure students are following sanitising procedures.</p>	<p>Break and lunch duty staff</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p><b>Toilets</b></p>	<p>Whilst using the toilet students and staff may come into contact with someone who is infected with COVID 19.</p>	<p>Students will be expected to use toilets during breaks and when moving between lessons. They are to use the toilets that are on route or closest to their break areas.</p> <p>Students will be expected to use hand sanitiser before entering the toilet and when leaving the toilet.</p> <p>Where possible the windows in the toilet areas will be opened to allow ventilation to flow through.</p> <p>The toilet facilities will be regularly cleaned and sanitised throughout the day.</p> <p>Paper towels or electric hand driers can be used.</p> <p>All toilets which will be cleaned regularly.</p> <p>All toilets will have lidded bins.</p>	<p>Key messages shared with all members of the school community through letters, assemblies and INSET.</p>	<p>Exec HT HoS DsoWB and LsoWB Form tutors</p>	<p>Sept 3 2021</p>	<p>Sept 6 2021</p>

<b>Outdoor Play</b>	Members of the school community could be infected by asymptomatic members of the local and school community	<p>The school recognises the importance of outdoor learning in reducing the risk of catching Covid-19.</p> <p>When teaching outside staff will be mindful that all students have:</p> <ul style="list-style-type: none"> <li>✓ Appropriate clothing.</li> <li>✓ Access to shade.</li> <li>✓ Access to water.</li> </ul> <p>When teaching outside staff members where appropriate will:</p> <ul style="list-style-type: none"> <li>✓ Maintain physical distancing.</li> <li>✓ Teach without a face covering.</li> </ul> <p>The staff will access support where appropriate via Hwb as well as through the Wales Council of High Quality Outdoor Learning at <a href="http://www.walescouncilforoutdoorlearning.org/">www.walescouncilforoutdoorlearning.org/</a></p>	Key messages shared with all members of the school community through letters, assemblies and INSET.	HoS  All staff	Ongoing	Ongoing
<b>Ventilation</b>	Members of the school community could be infected by asymptomatic members of the local and school community	<p>Every effort will be made to maximise the flow of fresh air into all rooms as far as practical. This will be achieved through means of natural ventilation making sure windows are open.</p> <p>Windows will be opened at the start of the day. During lessons a constant flow of air will circulate each room. This will be weather dependent but windows should be kept open at all times to provide adequate ventilation while</p>	<p>Teachers will open doors at the end of a lesson to purge the room before the next class arrives.</p> <p>Internal doors will be kept open (these will close in the event of a fire alarm)</p>	All staff	Ongoing	Ongoing

		<p>maintaining a comfortable classroom temperature for students and staff. Windows will be open fully as the weather improves.</p> <p>The School will follow the advice provided by the LA and the Health and Safety Executive on ventilation.</p> <p>High level windows will be opened in preference to low level windows to reduce draughts.</p>				
<b>Use of School Halls</b>	Members of the school community could be infected by asymptomatic members of the local and school community	<p>From September, 2021, use of the hall will resume for assemblies, etc.</p> <p>Only one year group at a time will be in assembly and students will sit in their form groups in alphabetical order.</p> <p>Staff will be encouraged to physically distance from each other and from the students wherever possible.</p>	Key messages shared with all members of the school community through letters, assemblies and INSET.	Exec HT HoS	Sept 6 2021	Sept 6 2021
<b>Isolation Rooms</b>	Members of the school community could be infected by a student showing symptoms of Covid 19.	<p>Any student who displays signs of being unwell is immediately asked to wait outside, and immediate attendance is requested using the relocation system.</p> <p>This student will be taken to an identified room by the staff member on relocation and a first aider will be called. While waiting for a first aider, students will be asked to wait in an identified room, with ventilation where possible;</p> <p>The first aider will make the HoS aware there is a suspected case of Covid-19</p>	<p>Isolation rooms to be based in:</p> <p>A floor: Music peripatetic room B floor: Office opposite B18 C floor: C1</p> <p>Maintain a log of students &amp; staff with</p>	All staff  Caretakers  HoS	Ongoing	Ongoing

		<p>Students displaying symptoms of coronavirus do not come into contact with other students and as few staff as possible. Staff will ensure the student is safe;</p> <ul style="list-style-type: none"> <li>• The member of staff will radio for emergency assistance immediately if the student's symptoms worsen;</li> <li>• The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff and asked to be taken home;</li> <li>• Areas used by unwell students who need to go home are thoroughly cleaned once vacated;</li> <li>• If unwell students are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be cleaned immediately after use. <a href="#">See COVID-19 cleaning of a non-healthcare settings outside the home guidance</a>;</li> </ul>	<p>symptoms and subsequent PCR test results</p>	<p>Admin team</p>		
<p><b>Reception/Office Area/Visitors to School</b></p>	<p>Office staff could be infected by asymptomatic members of the local and school community</p>	<p>The office set up ensures staff are at least 2 metres apart. Screening reduces the risk of infection from visitors.</p> <p>Clear signage encourages people not to enter the reception area unless told to do so.</p>	<p>Cleaning procedures to be monitored <a href="#">See COVID-19 cleaning of a non-healthcare settings outside the home guidance</a></p>	<p>Lead cleaner E Clark</p>	<p>Ongoing</p>	<p>Ongoing</p>
		<p>Visitors to Reception will be kept to an absolute minimum. All contractors will be via appointment with the Site Manager. Visitors must sanitise on arrival and before using the visitor label machine.</p>	<p>Visitor log to be monitored</p>	<p>E Clark</p>	<p>Ongoing</p>	<p>Ongoing</p>

		<p>All Visitors will still be required to sign in and sign out. This information may be needed by the Local Contact Tracing team.</p> <p>Parents will be encouraged to conduct their business over the telephone or electronically.</p>	<p>Key messages shared with parents through letters.</p>	<p>Exec HT HoS</p>	<p>Sept 3 2021</p>	<p>Sept 6 2021</p>
<b>Staffroom</b>	<p>A communal area could be a cause of spreading the virus</p>	<p>The staffroom is set out to provide 2 metres physical distancing where possible between the chairs.</p> <p>Staff must not share cups or cutlery and should try to bring their own. Staff must not make food or drinks for other staff.</p> <p>Staff need to make sure that they clean all contact points after use and use a paper towel or wipe to touch contact points where possible. Handwashing and antibacterial soap will be available at all times in the staffroom.</p>	<p>Key messages shared with staff through INSET.</p>	<p>Exec HT HoS</p>	<p>Sept 2 2021</p>	<p>Sept 3 2021</p>
<b>Contractors</b>	<p>Contractors could be infected by asymptomatic members of the local and school community</p>	<p>As far as possible, contractors will be discouraged from being on site when the students are in the areas that the contractors/ need to visit/attend to.</p> <p>Contractors will continue to book their appointment prior to arrival. Contractors will be reminded of the need to wear face coverings in all communal areas when they ring to make the initial appointment to attend the School.</p> <p>On the day of their appointment they will be required to wear a face covering when they</p>	<p>Ensure key messages are shared with contractors.</p> <p>Visitor log to be monitored</p>	<p>E Clark</p> <p>E Clark</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>

		<p>enter the school building, in all communal area , sanitise their hands, and sign in and sign out. This information may be needed by the Local Contact Tracing team.</p> <p>If they have tested positive for COVID, displaying symptoms of COVID, they should not attend the School.</p>				
<p><b>Legitimate visitors to site –(e.g. Educational Psychologists, Education Welfare Officers, Governors).</b></p>	<p>Legitimate visitors could be infected by asymptomatic members of the local and school community</p>	<p>Legitimate visitors need to make a prior appointment to attend the School.</p> <p>On the day of the appointment the visitor will be required to wear a face covering when they enter the school building and in communal areas, sanitise their hands and sign in and sign out. This information may be needed by the Local Contact Tracing team.</p> <p>Our visitors will be expected to wear face coverings when they are visiting us. Visitors will be reminded of the need to wear face coverings when they ring to make the initial appointment to attend the School.</p> <p>If they have tested positive for COVID, displaying symptoms of COVID, they should not attend the School</p>	<p>Risk assessment shared with visitors prior to visit</p>	<p>HoS</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p><b>Children with specific medical needs</b></p>	<p>Children with specific medical needs could be infected by asymptomatic members of the</p>	<p>Students with specific medical needs, where there is a need for close contact from a member of staff, there may be a requirement for staff training</p>	<p>Log of vaccinated staff Identification of any staff training</p>	<p>HoS DoI (ALNCO)</p>	<p>Sept 3 2021</p>	<p>Sept 6 2021</p>

	local and school community					
<b>Children with physical difficulties</b>	Children with physical difficulties could be infected by asymptomatic members of the local and school community	Moving and Handling training took place in July, 2021. A further course is to be held in September, 2021.	Relevant staff have knowledge of key messages from 'Moving and Handling' course in Sep 2021.	DoI(ALNCO) E Clark	Oct 1 2021	Oct 1 2021
<b>Children demonstrating Challenging Behaviour</b>	Having close contact with a student could cause the virus to spread.	<p>School to consider the impact of poor behaviour; bullying, or abuse of another student or a member of staff, being clear with parents/carers about the action that will be taken in response to this.</p> <p>Physical restraint will only be used as a last resort in line with the School's current positive handling policy and individual positive handling plans.</p> <p>Where restraint has to be carried out with a non-symptomatic child, staff will need to wear their usual PPE according to the risk assessment for that child.</p> <p>With a symptomatic child PPE should be worn as appropriate. Care must be taken not to frighten the child and to explain why PPE is being worn. Parents of students with PHPs must be advised of the fact that PPE will be worn while restraining if that has been assessed as necessary.</p> <p>PPE available: gloves, masks, aprons, visors. Staff to decide what to wear when according to</p>	Key messages shared with staff through INSET – Safeguarding training.	HoS AHT WB&E	Sept 2 2021	Sept 3 2021

		<p>the child and risk. Key staff have received training on how to put on and take off (Donning and Doffing) PPE.</p> <p>Parents and student to be given a debrief (when appropriate) following the restraint.</p> <p>Handwashing is important after each restraint. Staff must not to touch their faces until they have washed their hands.</p>				
<b>Cleaning Arrangements</b>	Members of the school community could be infected by a student showing symptoms of Covid 19.	<p>The school has an SLA with the Local Authority.</p> <p>The cleaning arrangements will be in line with <a href="#">See COVID-19 cleaning of a non-healthcare settings outside the home guidance</a></p>	Monitor cleaning arrangements on a daily basis.	Lead cleaner E Clark	Sept 1	Ongoing
<b>Hygiene</b>	Members of the school community could be infected by a student showing symptoms of Covid 19.	<p>Each class will have cleaning materials that can be used to clean tables, chairs and resources.</p> <p>Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance. <a href="#">See COVID-19 cleaning of a non-healthcare settings outside the home guidance</a></p> <p>Where non-symptomatic students require first aid, staff members must wear their usual appropriate personal protective equipment (gloves; plastic apron) whilst administering treatment.</p>	<p>Monitor cleaning arrangements on a daily basis.</p> <p>Key messages shared with all members of the school community through letters, assemblies and INSET.</p>	<p>Lead cleaner E Clark</p> <p>Exec HT HoS</p>	<p>Ongoing</p> <p>Sept 3 2021</p>	<p>ngoing</p> <p>Sept 3 2021</p>

		<p>Any staff who administer first aid or has direct contact with students must immediately wash hands and avoid contact with face until hygiene practices have been observed. Ice packs must be disinfected between uses by the member of staff who uses them.</p> <p>All tissues and wipes used are to be disposed of in the appropriate way, as per normal practise (with all contents of bins disposed regularly throughout the day).</p> <p>Bins for tissues are emptied throughout the day, and at the end of every day.</p> <p>Where a sink is not nearby, hand sanitisers are in all classrooms, other learning environments and fixed hand sanitisers in communal areas (which are checked daily for supply).</p> <p>The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid. Each child should have their own stationery where possible.</p> <p>All spaces are well ventilated using natural ventilation (opening windows</p> <p>Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Posters are displayed throughout the school and on plasma screens reminding students and staff to wash their hands, e.g. before entering and leaving the school.</p>				
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		Students wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed in posters for display and spreading infection guidance.				
<b>Books/Marking/Resources</b>	Handling of Resources could lead to the virus spreading in the School	Staff will mark work but will be expected to sanitise hands before and after marking the work.  Where possible each class should have their own resources however where this is not possible students must sanitise their hands before and after activities	Key messages shared with all members of the school community through letters, assemblies and INSET.	HoS	Sept 2 2021	Sept 6 2021
<b>End of School Day</b>	Members of the school community could be infected by a student showing symptoms of Covid 19.	All classes will be released at the end of the school day at 3.05pm, however: <ul style="list-style-type: none"> <li>Classes are to be released in an orderly manner. Students are to stand behind their desk in silence and a row at a time will be dismissed.</li> <li>Students are to follow the one way system on their corridor using the stairwell to the ground floor, they then use the nearest exit.</li> </ul>	Key messages shared with all members of the school community through letters, assemblies and INSET.	Exec HT HoS	Sept 2 2021	Sept 6 2021
<b>Case of COVID 19</b>	Any case of COVID 19 needs to be dealt with safely	Ensure staff, learners and parents/carers fully understand that any staff member or learner who has any of the three cardinal symptoms of COVID-19 (new persistent cough, fever and/or loss of taste or smell) should not attend the school setting but should self-isolate, arrange a COVID-19 test and notify the school of this. <ul style="list-style-type: none"> <li>Students, staff and other adults must not come to school if they: <ul style="list-style-type: none"> <li>✓ have COVID-19 symptoms</li> <li>✓ have tested positive for COVID-19</li> </ul> </li> <li>Student, staff and other adults who are</li> </ul>	Key messages shared with all members of the school community through letters, assemblies and INSET.	Exec HT HoS Bursar	Sept 2 2021	Sept 6 2021

		<p>fully vaccinated or under 18 are not required to self-isolate as a contact and can be allowed to attend school. However you will be contacted by the local contact tracing service and advised to take PCR tests on day 2 (from your last contact with the positive case) and day 8 PCR test. PCR tests for close contacts – particularly if the contact is part of a household setting – helps break the chain of transmission within communities and protects those who are vulnerable to the virus.</p> <ul style="list-style-type: none"> <li>• Students (over 18), staff and other adults who have not been vaccinated must not come to school if they: <ul style="list-style-type: none"> <li>✓ live with someone who has COVID-19 symptoms</li> <li>✓ live with someone who has tested positive for COVID-19</li> <li>✓ have been told to self-isolate by the Local Contact Tracing service</li> </ul> </li> </ul> <p>Anyone developing COVID-19 symptoms during the school day should be sent home immediately. <b>See isolation room section.</b> Trained first aid support is available.</p> <p>Provisions are fully stocked and monitored by reception / first aid staff.</p> <p>Accident forms are completed where required.</p> <p>If a member of staff is diagnosed with COVID 19 as a result of being exposed during the work</p>				
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		<p>place this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents.</p> <p>All students emergency contact details are up-to-date, including alternative emergency contact details, where required.</p> <p>Student’s parents/carers are contacted as soon as practicable in the event of an emergency.</p> <p>Student’s alternative contacts are called where their primary emergency contact cannot be contacted.</p>				
<b>Communication with Parents</b>		<p>School to communicate guidance to safeguard students and staff, supporting the management of infectious diseases.</p> <p>Parents are informed of the schools safe routines.</p> <p>Where possible only one parent / carer should be present at collection point.</p> <p>Parents are informed that they cannot gather at entrance gates and/or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p> <p>Parents must inform the school of any holiday abroad that they or members of their household are having. This must include the destination and dates of travel. Parents and students must adhere to the latest guidance from <a href="#">Welsh Government</a>.</p>	<p>Key messages shared with parents via emails, school’s Twitter feed and letters.</p>	Exec HT HoS	Ongoing	Ongoing

		Regular letters and notifications are sent to parents to remind them that they must not send their children to school if they or anyone in their household has had symptoms of COVID 19, if they have been told to self-isolate or if they have been in contact with someone who has COVID 19. Up to date guidance will be issued to staff and put on the school website.				
<b>Vulnerable groups and Pregnancy.</b>	Vulnerable Groups	<p>Under no circumstances are staff or students displaying any of the three identified symptoms of COVID-19 (a new continuous cough, a high temperature or loss of taste or smell) to attend school. Anyone displaying symptoms of COVID-19 should stay at home and begin to self-isolate for 10 days while making arrangements to be tested;</p> <p>If the test result is negative the individual will not be required to complete the full 10 days self-isolation period;</p> <p>Anyone who lives with someone displaying COVID-19 symptoms, or is in an extended household arrangement with someone displaying symptoms must follow the current self-isolation rules (see above)</p> <p>Vulnerable and disadvantaged learners will have an opportunity for enhance transition to support wellbeing and transition back into school in line with the Guidance for supporting vulnerable and disadvantaged learners;</p> <p>Staff who are clinically extremely vulnerable</p> <ul style="list-style-type: none"> <li>• Staff who are identified as clinically extremely vulnerable should follow the published guidance. Shielding advice for</li> </ul>	Key messages shared with all members of the school community through letters, assemblies and INSET.	Exec HT HoS Bursar	Sept 2 2021	Sept 6 2021

		<p>those who are clinically extremely vulnerable paused on 31 March. From 1 April, all clinically extremely vulnerable staff have been able to return to work;</p> <ul style="list-style-type: none"><li>• All staff should talk to their employers about how they will be supported when returning to work;</li><li>• Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible.</li></ul> <p>Staff/students who are at increased risk</p> <ul style="list-style-type: none"><li>• Staff/students who are at increased risk can continue to attend school. While in school they should follow the mitigating measures to minimise the risks of transmission and should have an individual workplace assessment;</li><li>• People who live with those who are at increased risk can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</li></ul> <p>Staff/students who are pregnant</p> <ul style="list-style-type: none"><li>• Staff/students who are 28 weeks pregnant should work at home where possible. If home-working is not possible, pregnant staff and their employers should follow the advice in the COVID-19: advice for pregnant employees;</li><li>• Pregnant women are in the people at increased risk category and are generally</li></ul>				
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		<p>advised to follow the above advice, which applies to all staff in schools and the advice to general public but in doing so be aware that they are at increased risk;</p> <ul style="list-style-type: none"><li>• All pregnant women should take particular care to practice frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission;</li><li>• If a school is notified that an employee is pregnant, breastfeeding, or has given birth within the last six months, the employer should check the workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first six months after birth, or while the employee is still breastfeeding, the employer must take appropriate sensible action to reduce, remove or control them;</li><li>• This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from COVID-19 (see the latest GOV.UK guidance Coronavirus (COVID-19): advice for pregnant employees).</li></ul> <p>Staff/students who may otherwise be at increased risk from COVID-19</p> <ul style="list-style-type: none"><li>• Some people with particular characteristics may be at comparatively increased risk from COVID-19. Systems are in place to support these staff so they can attend school safely.</li></ul>				
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		<p>The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future. Further information is available on the UK Government website;</p> <ul style="list-style-type: none"> <li>• People who live with those who may have comparatively increased risk from COVID-19 can attend school where it is not possible to work from home, but should continue to adhere to the prevention and mitigating measures.</li> </ul>				
<b>Staff Wellbeing</b>	Staff wellbeing due to the physical health and safety, mental health and wellbeing risks during the Covid-19 pandemic.	<p>Staff wellbeing will be monitored with the school addressing:</p> <ul style="list-style-type: none"> <li>• Workload of staff to be discussed with line managers to ensure they are reasonable and appropriate.</li> <li>• SLT will consider the potential impacts on the health and well-being of staff and leaders, including work–life balance.</li> <li>• Staff will have a staff wellbeing leaflet provided to them highlighting support that is available to them.</li> <li>• All staff have access to employee assistance programmes and to the <a href="#">Education Support Partnership</a>.</li> </ul>	Monitor the wellbeing of staff through line manager meetings and opportunities for informal ‘drop ins’.	HoS ExLT	Termly review	Termly review
<b>Blended Learning</b>	Students that are self isolating may be at risk of falling behind their peers in their studies.	Staff and governors have been given a copy of the School’s Blended Learning guidance to refer to should an occasion arise when there is a need to re-introduce distance learning.	Monitor the sharing of Blended Learning with staff and governors.	AHT TLS	Ongoing	Ongoing

		<p>School to ensure that all teaching and relevant support staff have a school-issued device to support distance learning</p> <p>A Professional Learning Plan is available for staff to refer to should they need to deliver “distance learning” opportunities for students.</p> <p>Leaders and staff will continue to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning.</p> <p>Leaders will ensure that all staff communicating with students and parents have a school or hwb email account.</p> <p>Protocols for asynchronous and synchronous learning have already been agreed by Leaders. Staff have been made aware that they are expected to follow these for their own safeguarding.</p> <p>Line managers will maintain regular contact with staff who have to work remotely.</p> <p>Schools will ensure that all students have access to equipment and resources necessary to engage in learning opportunities if the need arises to re-introduce distance learning.</p> <p>If there is a need to re-introduce distance learning, the School will maintain contact with parents to provide help and support so that they can support children with distance learning activities.</p>	<p>Monitor the quality and quantity of Blended Learning resources.</p>	<p>AHT TLS DsoF</p>	<p>Ongoing</p>	<p>Ongoing</p>
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**N.B:**

**Staff need to be aware the situation with COVID could change quickly and unexpectedly and there may be a need to re-instate the additional COVID safety measures that were in place last year – e.g. wearing of face masks; re-introduction of virtual methods of teaching; vulnerable staff working from home, etc**  
**Head Teachers will work with the LA, Public Health Wales and the Track, Trace and Protect unit to determine appropriate courses of action if incidents of COVID increase significantly in the School locality, or nationally**

DRAFT