

## HEALTH AND SAFETY RISK ASSESSMENT FORM

TORFAEN  
COUNTY  
BOROUGH



BWRDEISTREF  
SIROL  
TORFAEN

**RISK ASSESSMENT FOR:** The return of all students to School in January 2022, 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 of School and Executive Headteacher)

**DATE OF ASSESSMENT:** January 2022

**REVIEW DATE:** 21 days

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 year in January 2022. The Welsh Government believe from January 2022:

- 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.

Based on the Welsh Government Infection Control Framework, the Gwent Incident Management Team (ITM) has set the community level or risk across the Aneurin Bevan University Health Board region at 'very high risk'. With a 'very high risk' level, the Framework suggests a range of measures for consideration while aiming to maximise face to face teaching and keep any disruption to pupils' education to a minimum.

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 three lateral flow tests (LFTs), on Monday, Wednesday, and Friday mornings 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	Jan 4 2022	Jan 7 2022
<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	Jan 7 2022	Jan 7 2022
<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.	Continued reminders through INSET on Jan 5 2022 and staff briefings.	HoS	Jan 4 2022	Jan 7 2022

		<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 three weekly Monday, Wednesday and Friday mornings to check to see if they are asymptomatic. Staff are aware of the need to report results to the NHS and school using links provided in the weekly staff briefing</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>• any of the COVID-19 symptoms to <a href="#">self-isolate</a> immediately and <a href="#">book a test</a>.</li> </ul> <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: have COVID-19 symptoms and/or have</li> </ul>	<p>LFD test coordinator ensure sufficient stock of LFD tests</p> <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 briefing</p>	<p>K Emmott</p> <p>Exec HT</p>	<p>Ongoing until revised operational guidance received</p> <p>Ongoing until revised operational guidan</p>	<p>Ongoing until revised operational guidance received</p> <p>Ongoing until revised operational guidance received</p>
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		<p>tested positive for COVID-19</p> <ul style="list-style-type: none"> <li>• Arrangements on self-isolation have changed. All over 18s who are fully vaccinated (having received two full doses of an approved vaccine) and children aged 5 to 17 are now asked to take lateral flow tests (LFTs) every day for 7 days if they are identified as a contact of a positive COVID-19 case. This is known as 'Daily Contact Testing'.</li> <li>• We recommend those undertaking Daily Contact Testing take their test before they arrive at school each day. These individuals do not need to self-isolate for that day unless they have a positive lateral flow test or develop symptoms. In either of these cases, they should book a PCR test as soon as possible.</li> <li>• Unvaccinated adults identified as a contact of a positive COVID-19 case must isolate for 7 days.</li> <li>• Anyone identified as a contact, who is fully vaccinated or aged 5 to 17 can access daily contact testing instead of self-isolation, regardless of whether they are a household or close contact.</li> <li>• If you still have a high temperature after 7 full days, even if the LFT is negative, you should continue to self-isolate until your temperature has returned to normal;</li> <li>• You do not need to continue self-isolating for more than 7 days if you only have a cough or loss of sense of smell or taste.</li> </ul>	<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>Jan 5 2022</p>	<p>Ongoing until revised operational guidance received</p>
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		<p>These symptoms can last for several weeks following a COVID-19 infection.</p> <p>Face coverings are to be worn in all areas inside the building where physical distancing cannot be maintained.</p>	School to purchase face coverings	E Clark	Jan 7 2022	Ongoing until revised operational 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 three time a week (Monday, Wednesday and Friday mornings) – 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</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>Exec HT HoS DsoWB and LsoWB Form tutors</p> <p>Exec HT HoS Karen Emmott</p>	<p>Jan 7 2022</p> <p>Jan 7 2022</p>	<p>Jan 7 2022</p> <p>Jan 7 2022</p>

		<p>the risk of transmission.</p> <ul style="list-style-type: none"> <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 any of the COVID-19 symptoms to <a href="#">self-isolate</a> immediately and <a href="#">book a test</a>.</li> </ul>				
<b>Students travelling on home to school transport</b>	<p>Members of the school community that travel on home to school transport could be infected by asymptomatic members of the local and school community.</p>	<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>;</li> <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: Limit the amount of time within two metres of other people. Avoid physical contact.</li> </ul>	<p>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>;</p>	Exec HT HoS	Jan 4 2022	Jan 4 2022

		<p>Wear three layer face coverings.  Not rush the bus doors.  Be aware of surfaces they touch, trying to touch as few as possible.  Face away from other people.</p>				
<b>Students walking to school</b>	Members of the school community that walk to school could be infected by asymptomatic members of the local and school community.	<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>	Key messages shared with students and parents of the school community through letters, assemblies and form periods.	Exec HT HoS DsoWB and LsoWB Form tutors	Jan 7 2022	Jan 7 2022
<b>Students travelling to school in parents/carers car.</b>	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.	Those parents/cares collecting students should stay in cars where possible to avoid contact with others.	Key messages shared with students and parents of the school community through letters, assemblies and form periods.	Exec HT HoS DsoWB and LsoWB Form tutors	Jan 7 2022	Jan 7 2022
<b>Face coverings</b>	Members of the school community could be infected by	Students and staff must wear face coverings in all areas inside the building where physical distancing cannot be maintained, including corridors and toilets (unless exempt on additional learning needs or medical grounds). If	Key messages shared with students and parents of the school community through letters, school Twitter	Exec HT HoS DsoWB and LsoWB Form tutors	Jan 7 2022	Jan 7 2022

	asymptomatic members of the local and school community	<p>a person is exempt a lanyard or card will be issued.</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>feed, assemblies and form periods.</p> <p>Ensure school has ample supply of face coverings.</p> <p>Staff to reinforce with students.</p>	<p>E Clark</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</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>There will be a rigorous one-way system in operation and students will move from classroom to classroom for the various lessons.</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>Anti bac gel and handwashing facilities are available at all times.</p> <p>Staff to remain physically distant from each other and from the students where possible.</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>Teachers to ensure that students follow correct sanitising procedures at the beginning of every lesson</p> <p>Caretakers to refill sanitising stations at the end of every day.</p>	<p>Exec HT HoS DsoWB and LsoWB Form tutors All staff</p> <p>All teachers</p> <p>Caretakers</p>	<p>Jan 7 2022</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Jan 7 2022</p> <p>Ongoing</p> <p>Ongoing</p>

		<p>Students will continue to have seating plans and will have allocated seats for their lessons and all desks will be forward facing. 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. Teachers are encouraged to stay in the teacher's box and staff to support students using a 'step in, step back' approach.</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> </ul>	<p>Key messages shared with all members of the school community through letters, assemblies and INSET. 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 5 Jan.. Key messages reinforced through form time &amp; assemblies</p>	<p>Exec HT HoS</p> <p>AHT NWS DsoF HoS</p> <p>Exec HT HoS H DsoWB and LsoWB Form tutors</p> <p>HoS</p>	<p>Jan 7 2022</p> <p>Jan 5 2022</p> <p>Jan 7 2022</p> <p>Jan 7 2022</p>	<p>Jan 7 2022</p> <p>Jan 5 2022</p> <p>Jan 7 2022</p> <p>Revisited every week &amp; through daily expectations</p>
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		✓ Avoid touching your eyes, nose and mouth.				
<b>Arrangements in PE</b>	Students and staff in PE lessons may come into contact with someone who is infected with COVID 19.	<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. 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</p>	Key messages shared with all members of the PE staff through INSET and department meeting.	HoS DoH&WB PE LP	Jan 7 2022	Jan 7 2022

		<p>National Governing Body for the sport in question.</p> <p>Changing rooms present a higher risk of transmission. Changing rooms are as well ventilated as possible.</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 but in the corridor on arrival and leaving.</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> <p>All extra-curricular activities must have registers taken for our records. This is designed to help identify close contacts in the event of a confirmed case</p>				
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		<p>Any students participating in a home and away fixture that will require transport must complete a LFD test the morning of the fixture and record it on the NHS website and the school online form.</p> <p>PE staff will recommend that only students with a completed LFD test result will play in fixtures.</p> <p>Face coverings are to be worn while on any school transport, unless exempt.</p> <p>Any spectators at a school fixture must ensure they physically distance from other people, including students. We would also strongly recommend they complete a LFD test in the morning of the fixture.</p> <p>The continuation of sporting fixtures will be monitored on a daily basis.</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 local and school community</p>	<p>Split breaks are utilised at break and lunchtime with Year 8 and 10 together, and Years 7, 9 and 11 on at the same time.</p> <p>Students queue for food using their own designated year group queue.</p> <p>Students have segregated zones inside and outside the building so they are separate from the other year group/s having break at the same time.</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>Staff on break and lunch duty to ensure students are following sanitising procedures.</p>	<p>Exec HT HoS DsoWB and LsoWB Form tutors</p> <p>HoS</p> <p>Break and lunch duty staff</p>	<p>Jan 7 2022</p> <p>Jan 7 2022</p> <p>Ongoing</p>	<p>Jan 7 2022</p> <p>Jan 7 2022</p> <p>Ongoing</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 and hall with their food unless there is inclement weather.</p>				
<b>Toilets</b>	<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>Jan 7 2022</p>	<p>Jan 7 2022</p>

<p><b>Outdoor Play</b></p>	<p>Members of the school community could be infected by asymptomatic members of the local and school community</p>	<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>	<p>Key messages shared with all members of the school community through letters, assemblies and INSET.</p>	<p>HoS  All staff</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p><b>Ventilation</b></p>	<p>Members of the school community could be infected by asymptomatic members of the local and school community</p>	<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 maintaining a comfortable classroom temperature for students and staff. Windows will be open fully as the weather improves.</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>	<p>All staff</p>	<p>Ongoing</p>	<p>Ongoing</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> <p>All classrooms have been fitted with CO2 monitors as part of the new 21<sup>st</sup> century building. CO2 monitors have now been installed in all offices as an aid for the management of ventilation and not infection risk. They will be used in line with WG guidance 'Covid infection risk control and improving ventilation Carbon dioxide monitors in education'.</p>	CO2 monitors to be installed in all offices.	Caretakers	7 Jan 2022	7 Jan 2022
<b>Use of School Halls</b>	Members of the school community could be infected by asymptomatic members of the local and school community	<p>School assemblies will be delivered virtually.</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	Jan 7 2022	Jan 7 2022
<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 sent immediately to reception. While waiting for a first aider, students will be asked to wait in an identified room, with ventilation where possible;</p>	Maintain a log of students & staff with symptoms and subsequent PCR test results	All staff Caretakers Admin team	Ongoing	Ongoing

		<p>The first aider will make the HoS aware there is a suspected case of Covid-19</p> <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.</li> </ul>				
<b>Reception/Office Area/Visitors to School</b>	Office staff could be infected by asymptomatic members of the local and school community	<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>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>Cleaning procedures to be monitored</p> <p>Visitor log to be monitored</p> <p>Key messages shared with parents through letters.</p>	<p>Lead cleaner E Clark</p> <p>E Clark</p> <p>Exec HT HoS</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Jan 7 2022</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Jan 7 2022</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>				
<b>Staffroom</b>	A communal area could be a cause of spreading the virus	<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>	Key messages shared with staff through INSET.	Exec HT HoS	Jan 7 2022	Jan 7 2022
<b>Contractors</b>	Contractors could be infected by asymptomatic members of the local and school community	<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 enter the school building, in all communal area , sanitise their hands, and sign in and sign out.</p>	<p>Ensure key messages are shared with contractors.</p> <p>Visitor log to be monitored</p>	E Clark  E Clark	Ongoing  Ongoing	Ongoing  Ongoing

		<p>This information may be needed by the Local Contact Tracing team.</p> <p>If they have tested positive for COVID-19, displaying symptoms of COVID-19, 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. Under the current Alert Level, the amount of visitors to the school site will be minimised unless their business cannot be effectively delivered in a virtual way.</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-19, displaying symptoms of COVID-19, 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</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>Jan 7 2022</p>	<p>Jan 7 2022</p>

	asymptomatic members of the 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 and September, 2021.	Relevant staff have knowledge of key messages from 'Moving and Handling' course in Sep 2021.	DoI(ALNCO) E Clark	Jan 7 2022	Jan 7 2022
<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>	Key messages shared with staff through INSET – Safeguarding training.	HoS AHT WB&E	Jan 7 2022	Jan 7 2022

		<p>PPE available: gloves, masks, aprons, visors. Staff to decide what to wear when according to 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	Jan 7 2022	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</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>Jan 7 2022</p>	<p>Ongoing</p> <p>Jan 7 2022</p>

		<p>(gloves; plastic apron) whilst administering treatment.</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>				
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		<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> <p>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.</p>				
<b>Books/Marking/Resources</b>	<p>Handling of Resources could lead to the virus spreading in the School</p>	<p>Staff should mark work but will be expected to sanitise hands before and after marking the work.</p> <p>Where possible each class should have their own resources however where this is not possible students must sanitise their hands before and after activities</p>	<p>Key messages shared with all members of the school community through letters, assemblies and INSET.</p>	HoS	Jan 7 2022	Jan 7 2022
<b>End of School Day</b>	<p>Members of the school community could be infected by a student showing symptoms of Covid 19.</p>	<p>All classes will be released at the end of the school day at 3.05pm, however:</p> <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>	<p>Key messages shared with all members of the school community through letters, assemblies and INSET.</p>	Exec HT HoS	Jan 7 2022	Jan 7 2022
<b>Case of COVID 19</b>	<p>Any case of COVID 19 needs to be dealt with safely</p>	<p>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.</p> <ul style="list-style-type: none"> <li>Students, staff and other adults must not</li> </ul>	<p>Key messages shared with all members of the school community through letters, assemblies and INSET.</p>	Exec HT HoS Bursar	Jan 7 2022	Jan 7 2022

		<p>come to school if they:</p> <ul style="list-style-type: none"><li>✓ have COVID-19 symptoms</li><li>✓ have tested positive for COVID-19</li></ul> <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>• Arrangements on self-isolation have changed. All over 18s who are fully vaccinated (having received two full doses of an approved vaccine) and children aged 5 to 17 are now asked to take lateral flow tests (LFTs) every day for 7 days if they are identified as a contact of a positive COVID-19 case. This is known as 'Daily Contact Testing'.</li><li>• We recommend those undertaking Daily Contact Testing take their test before they arrive at school each day. These individuals do not need to self-isolate for that day unless they have a positive lateral flow test or develop symptoms. In either of these cases, they should book a PCR test as soon as possible.</li><li>• Unvaccinated adults identified as a contact of a positive COVID-19 case must isolate for 7 days.</li><li>• Anyone identified as a contact, who is fully vaccinated or aged 5 to 17 can access daily contact testing instead of self-isolation, regardless of whether they are a household</li></ul>				
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		<p>or close contact.</p> <ul style="list-style-type: none"> <li>• If you still have a high temperature after 7 full days, even if the LFT is negative, you should continue to self-isolate until your temperature has returned to normal;</li> <li>• You do not need to continue self-isolating for more than 7 days if you only have a cough or loss of sense of smell or taste. These symptoms can last for several weeks following a COVID-19 infection.</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 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>				
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		Student's alternative contacts are called where their primary emergency contact cannot be contacted.				
<b>Covid case – single point of contact</b>	Any case of COVID 19 needs to be dealt with safely	Named single point of contact with names reserves (Main Contact: Alun Davies; Reserves: Elspeth Lewis, Rachel Spencer, Nicola Williams, Hannah Rawle-Jones) that TTP, the LA can liaise with in the event that there are multiple cases of COVID.	Key messages shared with all members of the staff through INSET.	Exec HT HoS RS NW HJ	Jan 7 2022	Jan 7 2022
<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. 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 WG.</p> <p>Regular letters and notifications are sent to parents to remind them that they must not send their child to school if the child has symptoms of COVID, or if the child has been told to self-isolate.</p>	Key messages shared with parents via emails, school's Twitter feed and letters.	Exec HT HoS	Ongoing	Ongoing

		If anyone else in the household has symptoms, or the child has been in contact with someone with COVID, then the parents would be encouraged to participate in the Daily Contact Testing programme for the child.				
<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.</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>Please see latest Welsh Government guidance at <a href="#">Self-isolation   GOV.WALES</a></p>	Key messages shared with all members of the school community through letters, assemblies and INSET.	Exec HT HoS Bursar	Jan 7 2022	Jan 7 2022
<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

<p><b>Blended Learning</b></p>	<p>Students that are self isolating may be at risk of falling behind their peers in their studies.</p>	<p>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.</p> <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>Monitor the sharing of Blended Learning with staff and governors.</p> <p>Monitor the quality and quantity of Blended Learning resources.</p>	<p>AHT TLS</p> <p>AHT TLS DsoF</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</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.				
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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

## Appendix 1: Local COVID-19 Infection Control Decision Framework (Differentiated Control Measures)

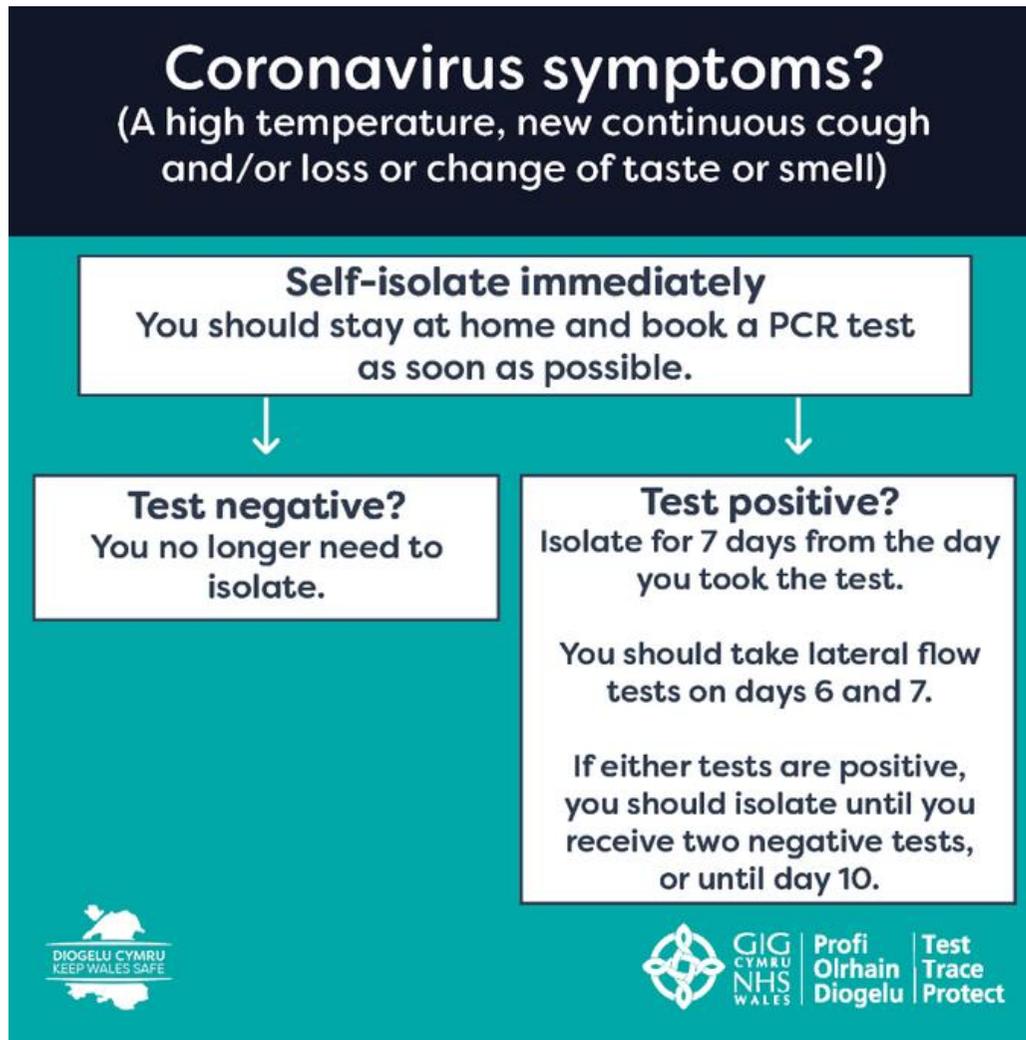
The decision relating to the category of risk will be determined by the school in agreement with public health officials, TTP and the local authority. Unless by exceptional circumstance, the school will provide 48-hours' notice of a transfer to different category. It is anticipated that the school will remain with a designated category for a period of not less than three school weeks. This is to help establish community transmission, following the control measures implemented.

Intervention	Low	Moderate	High	Very High
<b>Safe routines</b>	Maintain protective measures as above.	<ul style="list-style-type: none"> <li>✓ A rigorous one-way system to reduce close interactions.</li> <li>✓ Reinforce our high expectations of students and staff to regularly wash and/or sanitise their hands.</li> </ul>	<ul style="list-style-type: none"> <li>✓ A rigorous one-way system to reduce close interactions.</li> <li>✓ Reinforce our high expectations of students and staff to regularly wash and/or sanitise their hands.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Introduction of contact groups where appropriate.</li> <li>✓ A rigorous one-way system to reduce close interactions.</li> <li>✓ Reinforce high expectations of students and staff to regularly wash and/or sanitise their hands as they enter and leave their classroom, toilet or eat food.</li> <li>✓ Limited visitors on school site, linked to the efficient operation of school business.</li> </ul>
Intervention	Low	Moderate	High	Very High
<b>Reducing close interactions /physical distancing</b>	<ul style="list-style-type: none"> <li>✓ Encourage physical distancing in indoor communal areas outside of the classroom, such as corridors.</li> <li>✓ Assemblies will take place face to face.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff to physically distance in the classroom using the 2-metre teaching box where possible.</li> <li>✓ Assemblies will be held outside or virtually.</li> <li>✓ Outdoor spaces will be encouraged where appropriate for teaching.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use of consistent seating plans to reduce close interactions where possible.</li> <li>✓ Staff to physically distance in classroom using the 2-metre teaching box where possible.</li> <li>✓ Where possible forward-facing desks.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Rigorous adherence to use of consistent seating plans to reduce close interactions.</li> <li>✓ Staff to physically distance in classroom using the 2-metre teaching box where possible.</li> <li>✓ Staff to support students using a 'step in, step back' approach.</li> </ul>

			<ul style="list-style-type: none"> <li>✓ Assemblies will be held virtually.</li> <li>✓ Outdoor spaces will be encouraged where appropriate for teaching</li> </ul>	<ul style="list-style-type: none"> <li>✓ Where possible forward-facing desks.</li> <li>✓ Assemblies will be held virtually.</li> <li>✓ Outdoor spaces will be encouraged where appropriate for teaching</li> <li>✓ Pausing of breakfast provision, or team sports where necessary.</li> <li>✓ At break and lunch year groups are to use their designated zone.</li> <li>✓ Separation of year groups within the canteen areas.</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>LFD testing for staff and students</b>	<ul style="list-style-type: none"> <li>✓ LFD testing will no longer be routinely recommended. However for staff and students who wish to continue with twice weekly testing they may do so by accessing LFD tests from their community hub.</li> <li>✓ For those who wish to continue with twice weekly testing, these should be completed every Monday, Wednesday and Friday (before school) with the results recorded on the NHS website.</li> <li>✓ Testing will be available for contacts of confirmed positive cases.</li> </ul>	<ul style="list-style-type: none"> <li>✓ LFD testing will no longer be routinely recommended. However for staff and students who wish to continue with twice weekly testing they may do so by accessing LFD tests from their community hub.</li> <li>✓ For those who wish to continue with twice weekly testing, these should be completed every Monday, Wednesday and Friday (before school) with the results recorded on the NHS website.</li> <li>✓ Testing will be available for contacts of confirmed positive cases.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Three weekly LFD testing available for staff and students to help identify and isolate asymptomatic cases as soon as possible.</li> <li>✓ These should be completed every Monday, Wednesday and Friday (before school) with the results recorded on the NHS website and published school link.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Three weekly LFD testing available and strongly encouraged for staff and students to help identify and isolate asymptomatic cases as soon as possible.</li> <li>✓ These should be completed every Monday, Wednesday and Friday (before school) with the results recorded on the NHS website and published school link.</li> </ul>

Intervention	Low	Moderate	High	Very High
<p><b>Use of face coverings:</b></p> <ul style="list-style-type: none"> <li>✓ <b>Students</b></li> <li>✓ <b>Staff</b></li> <li>✓ <b>Visitors</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ Face coverings are not routinely recommended, but may be worn by students, staff and visitors anywhere on the school site should they wish to do so.</li> <li>✓ Face coverings continue to be recommended on school and public transport.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Face coverings not routinely recommended within the classroom, but may be worn by students, staff and visitors</li> <li>✓ Face-coverings recommended in communal areas</li> <li>✓ Face coverings continue to be recommended on school and public transport.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Face coverings should be worn by students, staff and visitors when moving around indoor communal areas outside the classroom where physical distancing cannot be maintained.</li> <li>✓ Face coverings continue to be recommended on school and public transport.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Face coverings should be worn by students, staff and visitors when moving around indoor communal areas and classrooms where physical distancing cannot be maintained.</li> <li>✓ Staff can remove face coverings when in their teaching box. This is recommended to support students with hearing impairment.</li> <li>✓ Staff to support students using a 'step in, step back' approach.</li> <li>✓ All visitors must wear a face-covering while on school site, unless exempt.</li> <li>✓ Face coverings continue to be recommended on school and public transport.</li> </ul>

Appendix 2: COVID flow chart



## Glossary

Term	Definition
<b>Physical distancing</b>	The intervention of maintaining 2m from someone else
<b>Close contact</b>	<p>This is anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:</p> <ul style="list-style-type: none"><li>✓ face-to-face contact including being coughed on or having a conversation within 1 metre</li><li>✓ skin-to-skin physical contact for any length of time</li><li>✓ contact within 1 metre for one minute or longer without face-to-face contact</li><li>✓ contact within 2 metres of someone for more than 15 minutes (as a one-off contact, or added up together over 1 day)</li><li>✓ travelled in the same vehicle or a plane</li></ul>
<b>Isolation</b>	<p>Self-isolation means not leaving your home because you have or might have COVID-19.</p> <p>You are legally required to self-isolate on notification of a positive test result. If you do not, you are committing an offence and could get a fixed penalty notice of up to £1,920 or be prosecuted in court, which can lead to an unlimited fine.</p>
<b>Fully vaccinated</b>	<p>This means you have:</p> <ul style="list-style-type: none"><li>✓ Been vaccinated with a Medicines &amp; Healthcare products Regulatory Agency (MHRA) approved COVID-19 vaccine and received your vaccine in the UK</li><li>✓ At least 14 days have passed since you received the recommended doses of the vaccine</li></ul>