

COVID-19 - PREPARATION TO RE-OPEN SCHOOLS Fully - PRIMARY SCHOOL RISK ASSESSMENT

Westwood Community Primary School – September 2020

Links to the risk assessment and further detail can be found
WG links

En - <https://gov.wales/sites/default/files/publications/2020-08/operational-guidance-for-schools-and-settings-from-the-autumn-term-version-2.pdf> which supersedes the links below

En - <https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19>

Cy - <https://llyw.cymru/canllawiau-gweithredol-ar-gyfer-ysgolion-lleoliadau-o-dymor-yr-hydref-covid-19>



Staff Handbook/ School Reopening Plan for returning to school
Parent's guide to returning to school shared with parents before learner's return
Risk Assessment Version 8 will supersede the original version 7 sent to FCC – August 2020

Area/Activity Assessed	Primary School Controlled Full Reopening to pupils – COVID-19	Date	27/08/2020
Assessment Completed By	Jayne Williams - HT	Person(s) Consulted	SLT / Governors /Staff/ Lee Barrett

Grouping	Hazards / Area of Concern	Existing Measures	Likelihood	Severity	Score	Additional Control Measures	Likelihood	Severity	Score	Additional Comments	Responsibility	Are you	
1	Logistics	School fully reopening after lockdown and partial reopening	Partial reopening Risk assessment version 6 in place	4	3	12	<ul style="list-style-type: none"> The building will be deep cleaned before reopening. All staff are competent and instructed with regards to the procedures and risk assessments in place for the protection against infection from Covid-19. Complete the 'Back to school checklist' The Schools reopening plan/handbook has been created in line with current Government, Public Health, WG guidelines. <p>As part of the Governments guidelines</p> <ul style="list-style-type: none"> All staff and students will have access to coronavirus tests via the WG website if they are symptomatic. Where schools are not confident to return all at once the school may adopt an initial phased return which will see some staff and students returning to school at the earliest date of the 7th September 2020. Strict guidelines have been produced and will be implemented by the school as far as reasonably practicable. (Within this RA and <i>The school reopening plan/handbook</i>) 	4	2	8	<p>A school reopening plan/ handbook has been redrafted for the building in line with next phase of full opening to pupils.</p> <p>Staff in contact groups are responsible for their own updates on risk assessment for their class / contact group – revise weekly and inform HT/SLT of any adjustments and then subsequent communication to stakeholders if necessary.</p>	HT/SLT	Y

1 b	Logistics	Accommodation	<ul style="list-style-type: none"> School capacity calculation 	4	4	16	<ul style="list-style-type: none"> The teachers work area will be marked out ensuring 2-meter social distancing is in place. Each group will have a drop off and pick up time to stagger movement on site. Demarcation will be in place in identified external areas. Parents will drop off and pick up at school gates as designated times; they are permitted on site. Access to school by appointment only. Details taken and visitors log kept to inform TIP Classes set out with tables in rows, sat side by side. Desks will be set in rows as practicable in foundation phase classrooms. Try to avoid face to face where possible. Total capacity of the school: 240 – 10 classes Adults will be expected to 2 m social distance and not gather in groups. <p>WC 31st August – 2 Planning and Preparation days and 2 training days WC 7th September Staggered starts and finish for all pupils from Reception to Year 6 – main building Learners have been grouped in as classes see below for pupil numbers, entrance and exits, registration start times and end of day. Reception – Contact Group / contact group B = 34 Start 9am – finish 2.45- small gate Year 1 & 2 – Contact Group /contact group C = 48 Start 8.50am finish 2.50pm silver gate and front door Classes 6, 7, 8 -Contact Group/ contact group D =69 Start 8.40 – finish 2.40 silver gate and main entrance Classes 9 & 10 – Contact Group/ contact group E = 60 Start 8.30 – finish 2.30 silver gate and main entrance Nursery – Contact Group A1 12 pupils start 9am finish 11.30 Nursery gates WC 14th All pupils as week before change Nursery group Nursery – Contact Group A2 12 pupils start 9am finish 11.30 Nursery gates WC 21st all pupil groups in at times stated.</p> <p>Breakfast clubs start at 8am and finish at 9am Come in through Padeswood gate and meet and greet. Afterschool clubs start after Contact group E end of day with Penguins Playgroup staff in the school hall in contact groups until 3pm when all contact groups have finished. Move over to the After school site from 3pm to 5.30pm with Penguins staff.</p>	2	4	8	<p>In primary schools, WG guidance recognises that it is not practicable to expect learners to maintain social distancing of 2 metres so are not expected to. This is based on medical advice and evidence which suggests that the risk of infection and transmission for children is likely to be lower. All possible systems will be implemented to ensure that we are vigilant in out procedures to adhere to social distancing wherever possible. School handbook gives further guidance on home we will prepare classrooms, areas, staff, parents and learners for the school environment adhering wherever possible to the social distancing rule.</p> <p>Practitioners will recognise that younger children will not be able to maintain social distancing at all times, but you will seek to maintain some distancing where possible. We will however seek to ensure some distancing between older learners.</p> <p>School handbook/ reopening plan has details included here. This will be hyperlinked when finalised and the risk assessment has been accepted.</p>	HT/ SLT	Y
1 c	Logistics	Accommodation Function	<ul style="list-style-type: none"> Health and safety requirements related to school classroom and use of space within the school. 	4	4	16	<p>A school reopening checklist will be completed to ensure all statutory inspections are up to date, including prebuilding checks.</p> <p>All prebuilding checks will be carried out prior to reopening. Headteacher and caretaker will ensure all logbooks and statutory checks are up to date.</p> <p>All the necessary health and safety checks, have been maintained and have been undertaken after period of closedown such as</p>	2	4	8	<p><i>This not our exhaustive list; we will need to liaise with their Health and Safety advisers for a comprehensive assessment.</i></p> <p>Staff toilets – Downstairs unisex toilet near sandwich room use of the step for pupils if required as an isolation toilet</p>	HT/ SLT HK/SS rota CTS/SS	Y

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						<p>Coats may be taken to each desk to minimise the possibility of cross contamination.</p> <p>Uniform worn with an own clothes day mid- point of the week to encourage uniform to be cleaned.</p> <p>Food will be provided on site by Newydd and delivered to each classroom. Own packed lunch can be brought in.</p> <p>Windows and doors will be kept open where possible to ensure natural air flow/fresh air through all rooms in use. Fire doors will not be pegged back or wedged open.</p> <ul style="list-style-type: none"> • Breaks and toilet times will be staggered to minimise movement around school throughout the day. • Each Group of children will be assigned their own toilets: Contact Group A in Classroom 1 Nursery children EY Block – Own toilet block Contact Group B in Classroom 2 & 3 – Downstairs boys near caretakers office Contact Group C (Classroom 4 & 5): down stairs Girls toilet near front door Contact Group D Classroom 6: Allocated toilets Girls block upstairs Contact Group D Classroom 7: Allocated toilets Girls block upstairs Contact Group D Classroom 8: Boys toilets downstairs Contact Group E Classroom 9 & 10 Girls : Girls Toilets downstairs Contact Group E Classroom 9 & 10: Boys Toilets upstairs <p>2 x isolation toilets downstairs – ladies’ staff near caretakers office & medical toilet 2x isolation rooms = Upstairs wet area / Downstairs office</p>							
1 d	Logistics	Transport, Access to Site and Car Park	<ul style="list-style-type: none"> • Very school specific, ranging from minimal requirements with the majority living within 3 miles with safe travel to school to schools that require the majority of their learners to be transported to school. • In addition, consideration needs to be 	3	4	12	<p>We have no pupils using school transport. All staff /visitors required to wear ID badges</p> <ul style="list-style-type: none"> • Employees will attend the workplace on foot or by using personal mode of transport in preference to public transport. If employees do use public transport, they will wear face coverings. • Employees will not car share (unless they are in same household or extended household). • Physical distancing will be observed in the car park with adequate space between vehicles therefore likely reduced car park capacity. Staff if arriving at the same time will wait until other members of staff have left the area if adequate space cannot be left between vehicles. • Learners and parents / carers will attend the school on foot or by using personal mode of transport in preference to public transport. • Learners and parents / carers will not car share with other families. • Physical distancing must be observed in the car park / drop off points with adequate space between other people / vehicles. <p>The main school car park gates will be close from 9.30 until 2pm each day. No one will be able to move their car in or out of the car park during this time. All cars back into spaces and a space left between each car to observe social distancing. The spaces you are unable to park in, will be coned. Staff to make use of alternative parking arrangements locally.</p>	2	4	8	<p>Parents will be reminded of their responsibility to abide by current guidelines on social distancing and stay at home guidance. No-one will be allowed to attend if they are displaying any symptoms of COVID-19. Entrance and exit to the site will be controlled and visitors will be limited to essential only. Nominated staff member will ask sensitively, appropriate screening questions (via parents) in relation to symptoms of COVID 19 and social isolation. Screening questions will include:</p> <ul style="list-style-type: none"> • <i>Are you or any members of your household self-isolating? If so, why?</i> • <i>Does your child/ children have either a high temperature or a new and continuous cough? Loss of taste or smell?</i> • <i>Do any members of your household have either a high</i> 	HT/ SLT FEO	Y

		<p>given to vulnerable learners requiring bespoke arrangements.</p>			<ul style="list-style-type: none"> • Learners travelling by taxi transport will be subject to social distancing rules. Up to July we had one pupil. This will cease from September. • Staff will man each entrance gate to minimise the need for parents to enter the school grounds. Floor markings where necessary, signage and wall markings are clear in social distancing for easy identification for adults/parents & staff. Clear signage to inform / remind all of protocol and expectations. <p>Class personnel to ask questions on entry / exit of gates and take temperatures if necessary – PPE if requested. All staff will be included in the monitoring of temperature. Visor to be worn when temperatures are being taken of others.</p> <ul style="list-style-type: none"> • Parents / carers will be told in advance the drop off/pick up times, designated entrance/exit they are assigned. If these windows are missed all other groups will enter/leave the grounds before drop off/pick up will be allowed. Older pupils arriving at school unaccompanied by an adult, will be sent on the assurances of negative responses to the questions - written into the code of expectations within the Parent's Return to school handbook. <p>Gates for entry will be clearly identified and all others locked. All staff use big silver gates and staff door to enter. Contact Group A – use nursery gates for entrance and exit – through Nursery door – meet and greet Contact Group B – Padeswood gate for entrance and exit – through the reception door Contact Groups C to E Year 1 to Year 6 children enter through the small silver gate and exit Contact Group C children enter the front entrance near class 4 & 5 Contact Group D to E through the main entrance door</p> <p>All staff and pupils will be reminded of the rule to walk on the left when in shared areas such as corridors when entering, navigating and exiting the building.</p> <p>Westwood centre was closed as the roof is under construction. We will not be using the centre until the beginning of term in September. Staff, Parents and Pupils will not be in the vicinity of the WW Centre until September. FCC Francesca Upton has shared the RAs from March. I liaise with Site manager with regards to access and there will be no usage of the side yard between the times of 8am and 3.30pm. Communication between the Westwood Centre Manager and myself is in process and we contact each other about any changes.</p>				<p>temperature or a new and continuous cough?</p> <ul style="list-style-type: none"> • Loss of taste or smell? <p>These screening questions will then allow you to consider the appropriate controls or admit to the site</p>	
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1 e	Logistics	Unable to social distance on public transport					<p>Dedicated school transport</p> <ul style="list-style-type: none"> • Staff and Students are advised to practice social distancing • Where possible students are grouped together on transport which reflects their Contact group. • Hands are sanitised upon boarding and/or/disembarking • The School vehicle is cleaned regularly. • Students are instructed to maintain an orderly queue and where possible seated in order of dismemberment. • All Staff will wear a face covering if they are likely to come into contact with people outside their group/POD. <p>Public Transport</p> <ul style="list-style-type: none"> • Staff and Students are advised to practice social distancing • All Staff will wear a face covering – students are not required to walk or cycle to school or will look at staggering start and finish times to ease the congestion on public transport <p>Car Sharing or Parents picking students up</p> <ul style="list-style-type: none"> • All Staff and Students will avoid car sharing where possible if not from the same contact group or extended household. • WG recommends alternative forms of travel are used in place of car sharing <p>Cycling</p> <ul style="list-style-type: none"> • The school have adequate/installed further bicycle security sheds/racks. However, they will not be in use. <p>Training for removing face coverings</p> <ul style="list-style-type: none"> • The school will provide safe instruction to all Staff on the importance of wearing a face covering and how to put it on and remove safely. See PPE Video and leaflet guidance. 	4	3	12	4	1	4	See reopening plan for disposal / removal of face coverings when arriving at the school if necessary.
2 a	Learners and staff	Coronavirus spread from one country to another	Partial opening and travel restricted presently				<ul style="list-style-type: none"> • Current UK Government Travel guidelines will be followed. • Where necessary Head Teacher will instruct all students and staff who have travelled abroad to adhere to current government guidelines and (<i>Self-isolate for 14 days at a declared UK address</i>). • Letters to all stakeholders asking them to inform us if they are planning to go away, where and when and to follow guidance for quarantine and self-isolation- this will need reviewing, updating and regularly monitoring. 	4	3	12	4	1	4	This is for people who have travelled to countries not part of the travel corridor
2 a i	Learners and staff	Increased risk of transmission/ spread of virus	Due to the increased/full classroom/school capacity				<ul style="list-style-type: none"> • All pupils will be kept in contact groups, these will be listed in the school reopening plan / school handbook • 2 Meter social distancing between all staff members and other adults. No gatherings. • 2 Meter segregation will be kept between these contact groups at all times • Contact groups will eat lunch in their classrooms/designated area in the hall for Reception. • Contact groups will have a designated area for breaks. Break times will be staggered. • Areas of high traffic will be wiped down/cleaned throughout the day by cleaning staff/ midday supervisors for lunch (as they are also employed as cleaners) • Contact groups will enter the building/site by a designated route and entrance. 	4	4	16	4	2	8	

							<ul style="list-style-type: none"> Contact groups will leave the building/site by a designated route and exit. Social distancing markings are in place for all entrances and waiting areas. All pupils, staff and visitors will wash/sanitise hands before entering the building. Hand sanitising/washing facilities are in place for every entrance/exit. Pupils will be brought onto site and leave site during scheduled staggered times. 						
2 b	Learners & Staff	Identification of learners to reintegrate	<ul style="list-style-type: none"> Currently working on Welsh Government (WG) definition of vulnerable requiring support increasing. 	5	4	20	<ul style="list-style-type: none"> Full reintegration in contact groups. Reduce need for mixing of classes beyond their Contact Groups Individual risk assessments of all learners with care plans. Classrooms will be 100% capacity and reassessed weekly in the event of local lockdowns, increase cases, R – rating. <ul style="list-style-type: none"> Individual risk assessments in place for identified learners and staff- Where social distancing cannot be maintained and there is direct contact, a further risk assessment is in place and this will consider where the use of visor, mask, gloves and an apron is required. Use of prior contingency plans / risk assessments with updates in the event of partial opening / full closures Unless managed very carefully this could cause the school to be closed for a long period. Blended learning ready for learners who are unable to make the return in the Autumn term or in the event of a partial / full lock down. This model will be shared and disseminated during preparation days wc 31 August. See further details in section 6 Where pupils cannot attend site distance learning will be available via the GwE model 	2	4	8	<p>We have considered reintroducing learners in blocks or cohorts – contact groups</p> <ul style="list-style-type: none"> We have considered mixing year groups to make contact groups Also consider three possible identifiable groups: <ol style="list-style-type: none"> In school but in unfamiliar circumstances Not able to come in (vulnerable, etc) Not willing to come (suggested link with socio-economic status) <p>All school systems in place with FEO and ALNCO to oversee these groups of learners and their families, as we have been throughout the crisis. Social distancing within education and childcare settings with very young children and those with significant ALN will be harder to maintain.</p> <p>.</p> <p><i>Home school agreement to be agreed by the parent/ carer before any learner returns which includes a code of expectations and positive behaviour see school handbook/ returning to school / reopening plan <u>updated to line up with Version 8</u></i></p>	HT/ SLT/ FEO/ ALNCO	Y

2 c	Learners & Staff	Clarifying purpose of educational attendance on school sites	Standard attendance demands will be difficult to enforce as the health of parents / carers will vary significantly in relation to their expectations about the safety and security of their children.	3	4	12	<p>Pupils attendance is compulsory and encouraged</p> <p>Blended learning in place for learners who are unable to attend through SI/ sickness or other valid reason</p> <p>Schools will need to liaise with their LA to determine the guidance and expectations to be shared with parent / carers and to create the checking and follow-up procedures if they feel that learners are falling outside of these expectations.</p> <p>No one with Covid-19 symptoms will attend a setting for any reason. All children – including priority groups - will be strongly encouraged to attend school, unless they are self-isolating or they are vulnerable (in which case they will follow medical advice currently – this must be monitored).</p> <ul style="list-style-type: none"> • If someone in their household is vulnerable, they will only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions. • We will keep a record of attendance and families will notify their school if their child is unable to attend. This will help schools, settings and local authorities understand any barriers to learners returning to school and identify any further support needed – ALNCO & FEO to oversee this. At this stage we would not expect parents to be fined for non-attendance. • We will continue to inform social workers where children with a social worker do not attend. <p>We will follow the protocol outline by EWS during the crisis and steps within this</p> <p>The use of SIMS used to collate and to identify children who have and who haven't attended, using the appropriate coding.</p>	2	4	8	We have communicated this process of: Encouragement rather than enforcement of any fines, unless it falls under a safeguarding concern and the DSP and relevant authorities will be informed.	HT/ SLT/ FEO/ ALNCO CTS/SS	Y
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2 d	Learners and staff	<p>Persons not following Social Distancing rules (mixing with other Contact Groups)</p> <p>Lack of Social Distancing around site and in classrooms.</p>		4	3	12	<ul style="list-style-type: none"> Students repeatedly disobeying the rules will be placed on a behavioural plan. https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools The School will do everything possible to minimise contacts and mixing of Contact Groups All staff and students are instructed in the importance of minimising contact and practicing social distancing where possible. <p>This includes etc:</p> <ul style="list-style-type: none"> Following all temporary alterations to the school's routine and procedures that have been implemented by the Head Teacher and SMT/SLT to protect both the staff and students. Staff and Students are required to wash their hands for 20 seconds regularly throughout the day. Hand Sanitiser units are strategy placed around the building to supplement hand washing. Staff and Students are instructed to wash their hands before and after using equipment and eating, on arrival and when leaving their Contact Groups Staff and Students are encouraged to cover their mouth and nose with a tissue. 'catch it, bin it, kill it' Cleaning routines have been enhanced. The school timetable has been adjusted to factor in the need to stagger access/egress, breaks, lunch etc in order to reduce movement around the building. Where possible staff and students will refrain from having close face to face contact with another person. Staff are instructed to socially distance at all times from students and other members of staff. Staff and Students are discouraged from gathering in large close groups. Staff must keep 2 meters away from other adults and observe strict social distancing! Staff and Students are instructed to keep to the left-hand side of the corridor and stairs whilst walking around site. <p>See School Plan / Handbook for further details on how the school will manage and implement social distancing measures.</p> <p>Each Contact Group are responsible for managing and implementing their own social distancing/minimal contact plan. Complete an update to the Risk assessment for own class setting if necessary- monitored weekly.</p> <p>All plans have been passed by Head Teacher and SMT/SLT The school will stagger start and finish times where possible. See section 1</p> <p>We will avoid pupils moving from one Contact Group to another and ensure where possible pupils do not need to move through another Contact Group to get to the toilet. Movement along corridors will therefore be very limited to staff. We will monitor cleaning times throughout lunch to determine feasibility of lunch being taken in the Dining Hall for pupils, gradually over the opening 6 weeks. Staff will where possible maintain social distancing with other staff and pupils.</p>	4	1	4		
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							Where possible pupils will access their Contact Group's directly. Pupils will remain in their Contact Group for wet play.							
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2 e	Learners & Staff	Staff Availability	Staff availability are currently appropriate at 80% which will increase when shielding restrictions are lifted by September <ul style="list-style-type: none"> At the time of the RA Version 6 - around 20% are shielding (or have family members who are) unavailable for work for other reasons (SA). 10% of staff have school aged children. 	3	3	9	<ul style="list-style-type: none"> As contact with more learners increases so the risk of staff requiring self-isolation increases. Return to school questionnaire and All Wales Workforce risk assessment tool to be completed by staff returning to work-evaluated by SLT. Risk Assessments for Vulnerable staff completed by Line managers. Shielding staff will be referred to Occupational Health and recommendations followed. Individual Risk assessment are in place for all staff who require these, or request as means of additional support and to protect health and wellbeing. A staff handbook will be updated to reflect the new changes. Staff will also be expected to visit the site before hand on a rota to familiarise themselves with any changes and prepare for September 7th reopening to learners. Staff with asthma and/or other medical conditions are less likely to attend work but may be able to with G.P. advice / enhanced measures in place - national guidance to be followed. Risk assessments will be in place for staff who require these. PPE as requested or required. Staff who suffer with anxiety may find it difficult to attend work without reassurances, their staff will be introduced to the site before children return and use the planning and preparation days to good effect. Staff will be offered the services of Carefirst and OH. Regular welfare breaks for staff, and a contingency plan will be in place for staff to step back from provision if needed to protect their wellbeing. An area is provided (caterpillar room) as a reflective space for staff to deal with and process stressful experiences. Identify staff who are continuing to home working and staff available to work in school. Work with LA. We have identified staff with childcare responsibilities and work into a possible rota. These have been informed of the full operation of school and to prepare for normal working hours from September 2020 Provision for learners in school and at home to be the same – focussed on wellbeing, a few daily focus tasks and/or thematic project presented electronically. Utilise blended learning and flipped learning approaches Staff to work in teams / contact groups (FP, KS2, Early Years, etc) to plan and respond to learners' tasks. <p>Staff to consider the risk assessment aligned to this for their role Teaching and Teaching Assistant Staff– COVID-19 RA</p>	2	3	6	<p>No staff who have received a TH shielding letter will be present at this time (in accordance with WG) until the restrictions are or if lifted after August 16th. This will then be reviewed.</p> <p>National / local guidance on asthma / other medical conditions to be followed. See Welsh Government guidance. All employees have been asked to glean additional guidance from their GP. Seek guidance from School Nurse or health professional.</p> <p>Guidance for schools on teacher / learner ratios - particularly in the Foundation Phase.</p> <p>Bank of floating staff within contact groups can be assigned to areas of school where they are requested. Support staff required to lead some groups if there were not enough teachers on site to cover numbers. They will also prepare resources / cover breaks/ relay emergency message to classes.</p>	HT/ SLT/ FEO/ ALNCO	Y
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2 f	Learners & Staff	Staff and Students who have received medical advice regarding social distancing, shielding due to underlying health condition or classed as a vulnerable person because a member of their household is vulnerable, or they are from the BAME community.	Currently these staff are working from home. Learners who are vulnerable or live with a vulnerable person are not expected to attend.	4	4	16	<p>Staff and Students who have been instructed to Shield will be referred to Occupational Health High Risk category may return to work if stringent social distancing measures are in place for that individual. Complete RETURN TO WORK PRE-QUESTIONNAIRE and All Wales Workforce Risk Assessment before returning sent to staff to be completed by WC 24/08/2020 VPRA if deemed necessary</p> <ul style="list-style-type: none"> Staff and Students will follow the advice given to them by their General Practitioner/OH. Staff and Parents have a responsibility to keep their manager/head teacher informed of any changes to their condition or the advice given to them by their General Practitioner. The School will review each individual case to ensure all necessary precautions are in place to protect each vulnerable person. Temporary adjustments when necessary will be put in place. 	4	2	8			
2 g	Learners & Staff	Risk assessing vulnerable staff and learners (vulnerable to catching Covid-19 and/or due to lack of school contact)	<ul style="list-style-type: none"> Schools have an understanding of staff and learners who are defined as 'vulnerable' under the prevailing demands and have safety measures in place. 	4	4	16	<p>A register of staff and learners who are defined as 'vulnerable' has been created is actually in place.</p> <ul style="list-style-type: none"> This will updated as this dynamic risk assessment; addressing changes and any adjustment to status will be communicated in advance of the new status taking effect. Groups or individuals defined as 'vulnerable' do have bespoke risk assessments in place if regular Covid-19 risk assessments not appropriate for their situations. If any learners or staff use medication, we will ensure that it is kept at school and not sent home to avoid possible contamination. <ul style="list-style-type: none"> Spreadsheet in place to track and monitor staff status including shielding staff, active staff, staff sent for tests, self-isolation period, pre interviews and post Self isolation periods and testing results and all dated Risk assessments and the offer of full PPE if required. This will be done in partnership with the LA to ensure consistency and appropriate consultation with all stakeholders. Remember to inform VB if there is a possible case for staff/pupil or family member, referred for tests and outcome of the tests. Staff to engage in the TTP programme and guidance there after a positive test if received. 	2	4	8		HT/ SLT/ FEO/ ALNCO CTS	Y

						<ul style="list-style-type: none"> Individual Risk assessments for staff and learners - A Ventolin inhaler must be brought in by any pupils requiring one (those pupils must maintain responsibility for safekeeping and use, if required, throughout the session). Inhalers will then be left in school until the end of check in sessions. Inhalers currently held in school will not be accessible as pupils may not be in their usual class settings. For pupils with allergies, the catering department will be notified of intolerances / allergies, school held epi pens and care plans will be available in settings designated for pupils who are registered for them. <p>CPOMS/SIMS in use to track and monitor all pupils</p>							
2 h	Learners & Staff	Display of symptoms in school – Employees, Learners, Parents / Carers	<ul style="list-style-type: none"> Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend / visit school. 	4	4	16	<p>IMPORTANT Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend / visit school.</p> <p>Staff and Students are instructed NOT to attend school if they or a member of their household are displaying Coronavirus symptoms.</p> <p>Staff and Students are asked to follow the advice of the NHS/GP and will self-isolate for 10 to 14 days.</p> <p>Anyone displaying symptoms of COVID-19 at home will stay at home and begin to self-isolate for the timeframe set out in the guidance while making arrangements to be tested. Anyone who lives with someone displaying COVID-19 symptoms, or is in an extended household arrangement with someone displaying symptoms must also self-isolate at home for the appropriate time periods set out in the self-isolation guidance.</p> <p>Upon instruction of the NHS/GP all persons and persons linked to a person showing signs of coronavirus will be tested.</p> <p>All Staff and Parents have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive) Negative tests will allow children/ staff to return to school.</p> <p>Whilst on site. The School will be notified immediately of Staff and Students displaying symptoms of Coronavirus will be sent home. Where necessary the infected person will be moved to a designated isolation room whilst they await medical assistance and/or arrangements are made for the person to be collected and taken home. Suitable PPE is available for First Aiders or staff providing care where a distance of social distancing cannot be maintained. Staff and Students who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</p> <ul style="list-style-type: none"> Up on instruction of the NHS/GP all persons showing signs of coronavirus will be tested. <ul style="list-style-type: none"> All Staff and Students have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive) 	2	4	8	<p>POSTERS AROUND SCHOOL These Posters to be displayed in isolation rooms in relation to safe putting on and removal of PPE (staff training video sent to all staff).</p> <p><u>A Child or Adult Displays Symptoms</u></p> <ul style="list-style-type: none"> ❖ Parents called immediately or staff member sent home immediately <p>Whilst waiting to be collected</p> <ul style="list-style-type: none"> ❖ Adult/child to go to isolation area (detailed below) ❖ Child/adult who is symptomatic must wear mask straight away ❖ Escorting adult to wear a mask ❖ Child to sit in area allocated – class 7 downstairs/ upstairs wet room next class 8/9 ❖ Ensure signage is activated ❖ Escorting adult to supervise child ❖ If weather is inclement, child to be escorted via nearest entrance/ door exit to Class 2 & 3 / upstairs wet room next class 9 / 10 ❖ Office to be informed ❖ Adult to dress in PPE to supervise child/staff ❖ Collecting adult to pick up child from outside ❖ Adult collecting child to be advised about self-isolation and testing ❖ Schools and settings will have clear procedures if learners or staff begin to show symptoms on site. ❖ Anyone displaying symptoms will stay at home for ten days and engage in Testing. The outcome of a positive test, school will be informed and engage with the TTP programme. <p>Posters will advise staff and learners of ways to reduce and minimise risk of droplet and contact infection risks.</p>	HT/ SLT/ FEO/ ALNCO CTS/ SS/ HK	Y

				<p>Positive Result</p> <ul style="list-style-type: none"> The Head Teacher will notify Local Health Protection Team, Compliance Education and School Governors/Trust/LA <p>The school will work closely with the Local Health Protection Team and follow their advice, even if this means sending large groups of staff and students' home or the complete closure of the school.</p> <p>As a school we must engage with the NHS Test and Trace Protect process. We ask that parents and staff inform the school immediately of the outcome of any test;</p> <p>We will manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school engages with TTP in the event of a positive test who will contact parents with a notification of a confirmed infection including which 'Contact group' this may affect. When the TTP team contact school, we will engage to assist the team with regards to contacting parents and pupils with regards to a positive test and outline the rules of self – isolation and testing. We will not share the names or details of people suspected of having or confirmed to have coronavirus;</p> <p>We will contain any outbreak by following local health protection team advice. For the avoidance of doubt the new advice says that we 'must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious, under the guidance of TTP. Therefore, until we receive a positive result, children and staff should remain in school. This is therefore an update to the process in your handbook.</p> <ul style="list-style-type: none"> A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. Where possible classrooms are secured and left for 72 hours before a DEEP CLEAN is carried out. This will allow time for the virus to naturally die and will protect the cleaning staff. <p>If anyone becomes symptomatic in an educational setting with either: a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) – NHS guidance</p> <p>a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) NHS guidance and they will be sent home and advised to follow the latest stay at home guidance</p> <p>Loss of taste or smell</p>		<ul style="list-style-type: none"> PK to ensure thorough cleaning of all areas person with symptoms is likely to have used https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings for cleaning procedures Ensure that appropriate authorities are contacted/ county of a suspected case. VB. Confirmed cases to LA and HSE under RIDDOR. If they need to use the bathroom, after they have left deep clean the bathroom If a member of staff has helped someone that is unwell, they need to wash their hands thoroughly. Upstairs wet room next class 9 /10 to be deep cleaned if used for isolation – change signage to available Toilets closed and deep cleaned <p>Additional precaution</p> <ul style="list-style-type: none"> All children and adults in the room with the person showing symptoms to be sent home to self-isolate until the person showing symptoms has been tested. If they receive a negative test results they can return to school. Any PPE used in this incident be double bagged and stored in the boiler house for 72 hours away from communal waste. Where PPE is recommended in this situation, this means that: <ul style="list-style-type: none"> a FFP3 facemask will be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus if contact is necessary, or if within a two metres area of a symptomatic person then gloves, an apron and a facemask will be worn if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection will also be worn 	
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					<p>https://gov.wales/stay-home-guidance-households-possible-coronavirus</p> <p>If any person displays the above symptoms of COVID-19 the latest guidance for educational settings https://gov.wales/education-coronavirus will be followed at all times</p> <p>National guidance on Coronavirus (COVID-19): implementing social distancing in education and childcare settings https://gov.wales/health-and-well-being-school-staff-and-learners-coronavirus and more general guidance on social distancing https://gov.wales/coronavirus-social-distancing-guidance to be observed when entering/leaving school and throughout the day wherever possible to reduce the risk of spread of infection</p> <p>All users to wash hands upon entry, regularly throughout the day, before departure, and to follow good hygiene practices when not in the school</p> <p>Soap and water is the preferred means of washing but hand sanitiser is also provided</p> <p>Children in the care of the staff that feel unwell or who may become symptomatic of COVID-19 (as outlined above) must be isolated into a separate room in line with current guidance: https://gov.wales/sites/default/files/publications/2020-08/operational-guidance-for-schools-and-settings-from-the-autumn-term-version-2.pdf</p> <p>Staff developing symptoms school must go directly home and follow the Testing protocol and Government stay at home guidance https://gov.wales/stay-home-guidance-households-possible-coronavirus#section-38154</p> <p>In any event of someone becoming symptomatic within school, follow the latest WG guidance including contacting the all-Wales Health Protection Team via 111/ 0300 003 0032 for advice. The Chief Education Officer (or in her absence Senior Manager for School Improvement) will also be informed.</p> <p>If potential for school closure i.e. due to a lack of staffing and/ or potential for someone becoming symptomatic and subsequently diagnosed positive / or on advice from 111 / Public Health Wales, the Headteacher or Deputy Headteacher must contact the Chief Education Officer.</p> <ul style="list-style-type: none"> • If anyone becomes unwell when in school they must leave school as soon as practicable and follow self-isolation guidelines. <p>Those showing symptoms will be kept separate until they can be collected and taken home and isolation room will be in place along with an available toilet.</p> <p>Use of additional signage when rooms/ toilets are in use / or have been used</p>					<ul style="list-style-type: none"> ❖ Staff must have read guidance and viewed training video for putting on/ taking off and disposing safely of PPE before using the equipment. <p>Face masks used in this situation must:</p> <ul style="list-style-type: none"> ❖ cover both nose and mouth ❖ not be allowed to dangle around the neck ❖ not be touched once put on, except when carefully removed before disposal ❖ be changed when they become moist or damaged ❖ When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on <u>how to put PPE on and take it off safely</u> in order to reduce self-contamination. Posters will be highly visible reiterating correct procedures for use of PPE. <p><u>Training video please watch this – click here</u></p> <p>See additional guidance in staff handbook in Appendix G</p>		
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						<p>2isolation rooms = 1 x upstairs wet area next to class 9 & 10 ladies' staff toilet near class 2 & 3</p> <p>Staff will keep 2 meters from any pupil in isolation and will wear the identified PPE. School to monitor sickness absence of learners and report any suspected incidence of Covid-19 symptoms to LA.</p> <p>All areas/surfaces that learners or staff with symptoms have come into contact with will be carefully cleaned. No pupils will be present when cleaning is taking place.</p> <ul style="list-style-type: none"> • Staff will of course be vigilant for changes to children's temperatures and signs of fever. Non-contact thermometers are available on site and outside Isolation rooms and first aid areas. <p>These need to be fully understood by both staff and parents / carers.</p> <p>Droplet and contact infection risks will be managed</p> <p><u>Must be noted that any learner becoming unwell aside from Covid 19 identified symptoms, must follow the same procedures.</u></p>							
2 i	Learners & Staff	<p>Injury to learners on site</p> <p>First Aid</p> <p>Medication Prescription medication (e.g. Incorrect medication or dosage provided and medication not available)</p>	<ul style="list-style-type: none"> • If learner is injured in school, staff would attend to injury or arrange for learner to see doctor or visit hospital. 	4	4	16	<ul style="list-style-type: none"> • The school will ensure an adequate number of First Aiders (Paediatric First Aid for EYFS, First Aid at Work, Emergency First Aid) are always available. List of first aiders displayed in first aid rooms and in classrooms - main reception and Hall • The school will ensure staff requalification dates have not lapsed. • Each base has a first aid kit- list of locations in school Provisions available and adequately stocked and monitored. • First Aid kits are in all group rooms for basic needs including accident books- e.g For minor cuts and grazes, first aid will take place in the classroom – children will be asked to apply plasters to small injuries such as papercuts or any small injury that a child can deal with themselves. • If attending to any wounds, etc identified school staff – HT and ALNco will use Personal Protective Equipment (PPE) at all times and this will take place in the first aid rooms. These staff in charge of pupil will administer based on parental guidance if necessary – Fully First aid trained. Running blood- must go to the first aid rooms – PPE worn and kits/ accident books. • Dispose of contaminated waste in the yellow bins marked • Signage to say if the First Aid room is in use/ been used/ free • Cleaning rotas in place for each first aid area <p>Regular cleaning and decontamination of First Aid rooms x 3 per day</p> <ul style="list-style-type: none"> • Low risk environment - Supervision ratios to be adhered to (minimum of emergency aid staff on site at all times) 	2	4	8	<p>All staff to be in discussions about what is needed on what would happen if a learner was seriously injured or someone with a medical condition needed to be admitted to hospital.</p> <ul style="list-style-type: none"> • Emergency service could be called for some serious incidents or incidents, but not always. • SLT staff are willing to go to hospital if parent / carer could not collect the learner. Therefore parent / carer will need to sign to give authorisation for a learner to go to hospital with an SLT member, bearing in mind that some may be reluctant to visit the hospital at present-home school agreement. <p>Minor accidents to be reported internally in line with FCC guidance and more severe incidents to be reported via the FCC online accident database. See additional first aid guidance – staff handbook appendix F</p>	All staff	Y

						<p>First Aid Rooms - Main building - Upstairs first aid area next to class 8 & 9 or downstairs first aid area in old staff room. Early years first aid room - PPE is there if required.</p> <p>Regular cleaning and decontamination</p> <ul style="list-style-type: none"> • before and after medicine for a learner is administered. • first aid is administered <p>Staff to liaise with parent/carer/pupil to be clear on medication guidance</p> <ul style="list-style-type: none"> • Ask parent / carer permission for learner to attend doctor's surgery or hospital during pandemic. • If in any doubt (or if not able to contact parent / carer) contact NHS Direct / Emergency Services for advice. 						
2 j	Learners & Staff	Unable to social distance when administering first aid		4	2	8	<ul style="list-style-type: none"> • The school will ensure all First Aiders receive refresher training to ensure they are: <ul style="list-style-type: none"> ▪ Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination. ▪ Aware of the importance to keep themselves safe (wear PPE, hand washing, CPR safety) etc. ▪ Aware of the importance to keep up to date with relevant First Aid Advice ▪ Aware of their own capabilities <p>For advice on CPR during COVID-19 please follow the link below https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p> <p>RIDDOR</p> <ul style="list-style-type: none"> • The school will work closely with the Local Health Protection Team and follow there advise • The school will contact Compliance Education/Trust/LA immediately to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report. 	4	1	4		

2 k	Learners & Staff	Access to Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> Limited PPE equipment available to schools. 	5	4	20	<ul style="list-style-type: none"> School requires access to PPE stocks to support staff and ease anxiety. PPE required for close personal care until regulations relax. PPE for 1 to 1 work/ for First Aid/ isolation escorts/ sickness. Following any risk assessment, where the need for PPE has been identified, it will be readily available and provided. Where the use of PPE is risk assessed as being required, all staff will be trained in how to put on and take off PPE (as required by Health and Safety Regulations) and to ensure staff limit the spread of Covid-19. 	2	4	8	<ul style="list-style-type: none"> WG guidance states the use of PPE by staff within education settings must be based on a clear assessment of risk, taking into account each individual setting and the needs of the individual learner. We will complete this as part of any individual risk assessment for staff. Schools, settings and local authorities already have risk assessments processes in place which will be used for the use of PPE. When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on <u>how to put PPE on and take it off safely</u> in order to reduce self-contamination. <u>Training video</u> <p>See additional guidance in staff handbook Appendix F</p>	All staff	Y
2 l	Learners & Staff	School Uniform	<ul style="list-style-type: none"> Learners wear school uniform during normal school day. 	3	3	9	<ul style="list-style-type: none"> Pupils will be expected to wear clean uniform and clothing each day they attend site. Children aged 11 years old may wear face coverings in school in line with current WG and FCC guidance. https://gov.wales/technical-advisory-group-face-coverings-children-and-young-people-education-settings This is optional and based on parental choice. Clear guidelines for use / disposal will be conveyed to parents, with strict rules around face coverings set out by school to be abided by. Learners 11 and over who choose to wear a face covering will only wear a face covering entering the building, exiting the building, in corridors and around the building. The mask will be kept in a named plastic zip bag when not in use. Contaminated face coverings will be disposed of in the double bagged tissue bins situated around the school. Fabric face coverings can be returned home in a plastic bag they provide. Full details are provided in a Parent communication, and therefore as an update to the staff and parent handbook. 	2	3	6	<p>We are expecting children to wear school uniform on return to school. One day in the mid week clothing will be of a similar practical nature. Think as though you are going for a day in the woods or the countryside, not to a party or the beach. We will be spending a lot more time outdoors, which may include activities that require children to be physical or get dirty. Footwear will be trainers and have fastenings they can do themselves</p> <p>Children must wear a fresh set of uniform / clothes each day and also have a beneficial effect on learner wellbeing - easing transition into the 'new normal'.</p> <p>If learners make greater use of the outdoors, suitable clothing could be encouraged. Clothes worn will be easily washable.</p> <p>Due to hygiene and social distancing from adults and low risk to each other, masks are not required for learners under 11. Masks are not recommended for eating and outdoor play/activities. New guidance is here: https://gov.wales/technical-advisory-group-face-coverings-children-and-young-people-education-settings</p> <p>Action Point – Our guidance for use of face coverings/ masks will be communicated to Parents in a letter – 28th August 2020.- JW</p>	HT/ SLT/ FEO/ ALNCO	Y

2 m	Learners & Staff	Staff Dress Code	<ul style="list-style-type: none"> Current dress codes may not be practical. 	3	3	9	<ul style="list-style-type: none"> Staff will consider washing their clothes at the end of every day to reduce the potential for transfer of infection. Staff will be expected to wear clean clothing each day they attend site. 	2	3	6	A less formal dress code might be more appropriate – tidy yet practical especially as learners could be encouraged to work outdoors. Remind staff to change out of their school clothes when they get home.	All staff	Y
3 a	"The School Day"	Arrival at School / leaving the school grounds	<ul style="list-style-type: none"> All transport (public and private) arrive at school and park in car park or on main road. Cars may use drop off for older learners. Younger learners (and some older learners) will be brought into school by parents / carers. This can be a busy period outside the main building - dependent on context of school. 	5	4	20	<ul style="list-style-type: none"> Clear established routines on entering the school - using different gates / entrances for parents / learners walking to school to establish a one - way system We have considered the use of local car parks to avoid unnecessary congestion. Clear guidance for all – parents and carers fully informed-on required social distancing on school premises. This is set out in their Parent handbook. Wall marked with 2 metre markers/ arrival holding bay in the car which is marked off for arrivals. Signage visible, clear and bilingual. Floor markings and wall markings are clear in social distancing. Signage to inform/ remind all of protocol and expectations – 2meter signage is actually in place all around the school site. Staff are on rota for duty to supervise/ meet and greet staggered arrival/ departure. Social distancing rules are established once on school premises - from the gates onwards with markings. We have established routes from gates to individual classes We have considered the benefits and disadvantages of staggered times ; works for families but maybe not year groups - possible waiting around at the start / end of the day On entering the school, consider different access points for different learners - All learners to wash their hands thoroughly prior to / or on entering the class/ building. Hand sanitising/washing facilities are in place for every entrance/exit. Pupils will be brought onto site and leave site during scheduled staggered times. Staff will meet groups at the gate/entrance, any disposable face coverings will be removed and placed in the provided bins/bags. Doors (apart from fire, toilet and security doors) be kept open to minimise contamination and it is the responsibility of the teacher / lead person to close these in the event of the fire bell sounding. 	2	4	8	<p>Parents will be reminded of their responsibility to abide by current guidelines on social distancing and stay at home guidance – entrance and exit</p> <p>No-one will be allowed to attend if they are displaying any symptoms of COVID-19. Entrance and exit to the site will be controlled and visitors will be limited to essential only. Nominated staff member will ask sensitively, appropriate screening questions (via parents) in relation to symptoms of COVID 19 and social isolation. Screening questions will include:</p> <ul style="list-style-type: none"> Are you or any members of your household self-isolating? If so, why? Does your child/ children have either a high temperature or a new and continuous cough? Loss of taste or smell? Do any members of your household have either a high temperature or a new and continuous cough? Loss of taste or smell? <p>These screening questions will then allow us to consider the appropriate controls or admit to the site. If Temperature is taken, it must be logged by nominated person for all groups in the morning</p> <p>Entry points: See section 1b for entry and exit points</p> <p>Lessons on hygiene and safe procedures – prepared in advance considering learner ages and suitability.</p>	HT/ SLT/ FEO/ ALNCO Group leads / CTS/ SS	Y
3 b	"The School Day"	Arrival in Class	.	5	4	20	<ul style="list-style-type: none"> Inform parents about the measures that we are taking and get their help to implement them. Display <u>public information posters</u> in prominent places e.g. entrances, staffroom, classrooms, toilets, school gate, corridors <p>Routines discuss and modelled on the first day for learners. A video for parents shows them of the routines expected and is out lined in the returning to school handbook.</p> <p>All learners to wash their hands prior to / on entering the classroom. Then regular hand washing throughout the day. We will ensure that all staff and learners regularly wash their hands and that these facilities are in place.</p> <ul style="list-style-type: none"> They will be washed with soap and water for at least 20 seconds. <p>Hand towels will be used over hand dryers and popped into a pedal bin (foot levered with a lid) in washrooms</p>	2	4	8	<p>See Parents handbook to reopening. Handwashing is preferable to the use of hand sanitisers. Hand sanitisers with at least 60% alcohol may need to be installed if handwashing is not practicable. If positioning sanitiser, this will consider children’s safety.</p> <p>Sharing of objects to be minimised wherever possible. Consideration must be given to prohibiting personal belongings being brought into school unless justifiable and control</p>	HT/SLT Group leads / CTS/ SS	y

						<ul style="list-style-type: none"> • Staff will also ensure learners are reminded of effective handwashing techniques. Show the routines PP and discuss the posters they will see again around the school. • Regular handwashing will include: <ul style="list-style-type: none"> - on arrival at and when leaving the school or setting - before and after handling food - before and after handling objects and equipment that may have been used by others - where there has been any physical contact - after people blow their nose, sneeze or cough. <p>Video on handwashing https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <ul style="list-style-type: none"> • Desks / furniture to be moved to face forward in rows, pupils willer to willer • Each learner to have a designated workspace / area and equipment • Establish clear routine for entering classroom to their allocated space - to include a one way system of moving around the classroom. • Allocated resources from school for each learner all labelled, no equipment will be brought into the school other than what is necessary or taken out of school. <p>Water bottles are allowed from home</p> <ul style="list-style-type: none"> • Toilet breaks to be monitored. • Regular reminders of rules / guidelines throughout the day. 				<p>measures to prevent cross contamination deemed appropriate.</p> <p>Coats, sun cream, hand sanitiser and own essential medication brought into school. Do not bring in:</p> <ul style="list-style-type: none"> • money • toys • books • masks to wear in school unless parents of pupils who are 11 decide to exercise that option. • Phones <p>Do not remove resources out of the classroom.</p> <ul style="list-style-type: none"> • We will provide tissues to keep on their desks • They provide water bottles 			
3 c	"The School Day"	Collective Worship and Assemblies	<ul style="list-style-type: none"> • Daily collective worship / assemblies as per school timetable. 	4	4	16	<ul style="list-style-type: none"> • No whole school / key stage collective worship or assemblies. • Collective worship to held in individual classes. 	1	1	1		HT/CT S	y

3 d	"The School Day"	Travel around School	<ul style="list-style-type: none"> Learners are supported by adults and reminded of social distancing expectations. Travel is minimal due to low numbers. 	4	4	16	<p>Contact groups can move around the school site together.</p> <ul style="list-style-type: none"> Social distancing mapped and marked across school for adults and ensure children are aware of this. Posters reminding of social distancing evident for all. <p>We have clear guidance on social distancing requirements. Bilingual signage up and around school –inside and out</p> <p>Parents and carers aware of the expectations. Clear guidance for all – parents and carers fully informed-on required social distancing on school premises (parents not allowed on site / outside school premises.)</p> <ul style="list-style-type: none"> Wall marked with 2 metre markers/ arrival holding bay in the car which is marked off for arrivals. Signage visible, clear and bilingual. Floor markings and wall markings are clear in social distancing where necessary. Signage in place to inform/ remind all of protocol and expectations. No gatherings in corridors or shared spaces; Demarcated areas to walk around and stand <ul style="list-style-type: none"> Minimise travel around the school by staying in the same classroom throughout the day. Establish routine / window for toilet breaks. All doors apart from fire, toilet and security doors to be kept open. Establish one way system throughout the school (possible use of inside and outside routes) and/or corridors clearly marked for left side walking only. Ensure public areas are as clear and free from restrictions as possible. If weather is bad, reduce travel to classroom based activities only, unless toilet breaks needed. <p>All rotas in place breaks/ toilets/ cleaning/ groupings/ staffing</p> <ul style="list-style-type: none"> All doors / surfaces to be wiped regularly. <p>We have informed parents about the measures that we are taking and get their help to prepare learners and implement them. The display of <u>public information posters</u> in prominent places e.g. entrances/ exits/ school gates to ensure all are clear on the guidance and expectations.</p>	2	4	8		Group leads / CTS/ SS	Y
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3e	"The School Day"	Foundation Phase (FP)	<ul style="list-style-type: none"> Potentially some learners may already be attending hubs if parents are key workers / vulnerable. Distance Learning (DL) currently in place for all FP learners. 	5	4	20	<ul style="list-style-type: none"> Visual timetable for both staff and learners with designated areas including outdoors being used at specific times. Carpet / sitting time to be kept to a minimum. Use of a Vinyl mat for children to sit on. Learners will sit on a designated child-friendly mark on floor. Classroom activities to be in place to take into consideration the learner: adult ratio. Careful consideration of handover procedures to FP parents at start and end of school day - how this will work to ensure social distancing of adults and children. This will be dependent on the pupils who will be returning and if additional measures are needed. Availability of one member of staff to deal with toileting, hygiene of equipment and personal hygiene throughout the school day / session in accordance with WG guidance. Rotas allowing the adults to remain with their group, not to mix with other groups. An extra member of staff to assist with individual needs/snack/ toileting Learners will be given a bag of resources for their use throughout the day and a tray of items to use in practical experiential learning activities. Items to be sanitised after use. Own resources can be brought in but not shared. Therefore, resource trays set up for each child supplied by school. <p>We will provide tissues to keep on their desks</p> <ul style="list-style-type: none"> Large equipment e.g. bikes, scooters, cars to be sanitised after use. Learners to come to school in clothing suitable for outdoor learning i.e. one day where there is relaxation of school uniform - including hats and sunscreen. <p>Individual risk assessments in place for specific learners who will benefit from a more bespoke approach</p>	3	4	12		Group leads / CTS/ SS/ ALNCO	y
3f	"The School Day"	Break Times	<ul style="list-style-type: none"> Break times are currently as and when needed, with fruit snacks available in common shared areas or classrooms. 	4	4	16	<ul style="list-style-type: none"> Introduce staggered break times for all classes and reduce in time if appropriate. Use of outdoors, if appropriate, through outside class doors to minimise travel around the school. We will ensure appropriate level of staff supervision during break times. Common snack areas to remain closed and learners to bring snack with them to eat at break - fruit All learners will wash hands on return from break. <ul style="list-style-type: none"> Do not use play equipment that requires frequent or high levels of shared use. Any equipment that is used will be thoroughly cleaned or put out of circulation for 72 hours. Stagger class groups, play times and areas Play equipment, if used, to be cleaned and sanitised throughout the day Use of playground equipment will be kept to a minimum. Where equipment is used it will be thoroughly cleaned or left for 72 hours before being used by another contact group. No contact activities and sports Rubbish into normal refuse bins. Separate bins outdoors for used tissue waste 	2	4	8		SLT Group leads / CTS/ SS/ ALNCO	Y

						<ul style="list-style-type: none"> Tissues / masks if used, in the separate marked bins provided Groups will be allocated specific outdoors areas (zones) and groups/equipment must not be mixed. - on timed rota <p>Groups going outdoors with one adult (children will use toilets before exiting the building to avoid re-entering the building until the end of the outdoor session).</p> <p>Social distancing guidelines observed as far as practicable</p> <p>Ensure that learners who understand social distancing but choose not to follow are reminded of what is required. See non-compliance section.</p>							
3g	"The School Day"	Lunch Time	<ul style="list-style-type: none"> Lunch time is currently around midday with one or two sessions dependent on size of school. This limits social distancing. 	3	4	12	<ul style="list-style-type: none"> Day has been organised for a block of time with short break in the day and a lunchtime. Lunch can be provided for children to eat on site or own lunch can be brought in. There will be staggered lunchtimes to accommodate the groups in school and to allow for toilet rotas to be safe, with adequate supervision. Introduce staggered lunchtimes from 7th September. Learners can bring in their own packed lunch Consider unstructured times of play following eating to ensure interaction with other contact groups where possible e.g. zoning of playground. Consider possibilities of having additional staggered sessions for different contact groups / classes of learners, for those children who need a reduced timetable. <p>Use of playground equipment will be kept to a minimum. Where equipment is used it will be thoroughly cleaned or left for 72 hours before being used by another contact group.</p>	2	4	8		SLT Group leads / CTS/ SS/ ALNCO	Y
3h	"The School Day"	Use of Staff Room	<ul style="list-style-type: none"> Current practice in staff rooms will vary depending on how many staff are present. Social distancing practice already in place in most cases. 	4	4	16	<ul style="list-style-type: none"> Social distancing will be practised at all times by adults. One person to access food / drinks area at a time. Set up safe staff areas- staff room and well being room. Staff room is set up using desks and easy to clean chairs, staff will clean down after use. Soft furnishings to be removed from staffroom area. Areas/surfaces to be wiped down after touching. Hard seats replacing current chairs. Staff to eat could classrooms if desired. Food / drinks only to be prepared by individuals for own consumption. No shared cutlery / crockery to be used. Individuals to wash / store own materials. Any touch points on shared kitchen equipment e.g. microwaves to be cleaned before and after use. Use of open waste bins / recycling containers only. 	2	4	8	<ul style="list-style-type: none"> Consideration must be given to prohibiting personal belongings being brought into school unless justifiable and control measures to prevent cross contamination deemed appropriate. 	SLT	

4 a	Domestic Arrangements	Catering	<ul style="list-style-type: none"> Learners able to receive meals at lunch time in school. 	4	4	16	<ul style="list-style-type: none"> Learners will wash their hands before and after eating and staff will also wash their hands before and after serving food. <ul style="list-style-type: none"> Learners will eat in their own classrooms where possible. Food will be provided on site and delivered to each classroom. Snack brought from home Lunch can too be brought from home Staff will ensure that hygiene standards are maintained at mealtimes In this case, tables will be removed of clutter, disinfected, and visually clean before eating the meal / snack. Food must not be shared. Break times will be staggered to support social distancing between contact groups 	2	4	8	<p>Breakfast, lunch and possibly dinner as the length of care requires. School Lunch is provided by the Newydd.</p> <p>If we have concerns, schools and settings will seek the advice of their local Environmental Health team for advice.</p> <p>Local authorities, Newydd and headteacher will work with food providers and suppliers to ensure the utmost rigour in hygiene, including preparation, intolerances, consumption and disposal.</p>	SS on rota/ HK	y
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						<p>Catering Manger Department/Contractor - Newydd https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <ul style="list-style-type: none"> ▪ The Catering Manager/Contractor will ensure relevant staff have Food Hygiene Certificates or other training in Food Handling. ▪ The catering staff will ensure all stored food that requires refrigeration, is covered and dated within a refrigerator, at a temperature of 5°C or below. ▪ The catering staff will ensure food is bought from reputable sources and used by recommended date. ▪ The Catering staff will ensure personal hygiene and handwashing is maintained. ▪ The Catering Manager/Contractor will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day. ▪ The catering staff will clean and disinfect food storage and preparation areas. ▪ The catering staff will ensure a clean uniform is worn each day. ▪ The Catering Manager/Contractor will ensure PPE is worn when preparing and serving food (gloves, hair net/hat, apron) ▪ The Catering Manager/Contractor may review their menu to reduce the number of catering staff in the kitchen at any one time. ▪ The Catering Manager/Contractor will plan their meals to reflect the equipment needed and its location. ▪ The Catering Manager/Contractor will look at ways to protect staff whilst serving. ▪ Screens could be considered 					
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4 b	Domestic Arrangements	Catching / Spreading. Unable to maintain social distancing whilst carrying out personal care.	<ul style="list-style-type: none"> Schools are currently following Public Health Wales (PHW) guidance around gloves and aprons. Face masks may also be available for staff. 	5	4	20	<p>Follow guidance for PPE, including face masks, aprons, visors/glasses and gloves</p> <ul style="list-style-type: none"> Double bagging for clinical waste – used tissues/ first – aid/ contaminated masks. Ensure that waste bins and lidded bins for paper towels are emptied daily by caretaking team. <p>The present advice is that it is not necessary to screen temperatures. However, we will screen temperatures on site before entry and whilst parents are present if necessary or we have reason to test a temperature - socially distanced.</p> <p>No learner with symptoms will be sent to school at all and it is vital that parents / carers are encouraged to act accordingly. A code of expectation clearly aligns to what school expects in the way of communicating – parents will answer honestly our health questions, not mask symptoms nor give their child medication that will reduce temperatures or mask symptoms. This is clear in their ‘return to school handbook.</p>	2	4	8	<p>In our experience, the learner’s parents / carers may not be able to check their temperature. Although screening will not identify all cases of Covid-19, it is a symptom. Our means of checking temperature will not compromise health nor safety of our staff nor will it allow staff at greater risk of transmission – PPE /Visor will be worn. Temperature taking gives confidence to staff and parents that our safety and health regimes of the highest priority. Staff will of course be vigilant for changes to children’s temperatures and signs of fever. Temperatures will be taken on exit and return to parents.</p> <p>For the vast majority of learners, Covid-19 is a mild illness. Learners who have been classed as shielding due to pre-existing medical conditions have been advised to undertake specific ‘shielding’ measures. These learners have serious underlying health conditions which put them at very high risk of severe illness from Covid-19 and are advised to rigorously follow shielding measures in order to keep themselves safe. After pausing of shielding for learners, GP advice will be sought and information feedback to setting. Once someone suspected, confirmed or with symptoms has been identified, all areas where this person has been must be identified and kept clear. Management of the area will be physical where possible i.e. barriers with suitable signage or behind locked doors. A clean down prior to reoccupation will take place following the Covid-19: cleaning in non-healthcare settings guidance. <u>This is outlined in section – learners and staff symptoms.</u> Other clinically vulnerable children and young people (who are not shielding) will need to be considered case by case, but of course we would only expect these to attend where parents / carers are satisfied that this is safe for them.</p>	SLT Group leads / CTS/ SS/ ALNCO / HK	y
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4 c	Domestic Arrangements	Management of resources		4	3	12	<p>Site Manager/Caretaker and Cleaners/Cleaning Contractors</p> <ul style="list-style-type: none"> ▪ Ensure all predetermined routes are clearly sign posted/marked. ▪ Protective screening is erected where required ▪ All unnecessary furniture is removed and stored safely. ▪ All internal ventilation symptoms are checked to ensure they comply with current guidance and are maintained. ▪ The school will manage contractors to ensure all works carried out do not have an impact on the staff and student's health. ▪ The Caretaker/Cleaners will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly. ▪ The Caretaker will decommission water fountains. ▪ The Caretaker/Cleaners will ensure alcohol (>60%) hand sanitiser/gel is made available to the whole school for more hygienic hand washing ▪ The Infectious Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the school. ▪ Cleaning rotas are implemented or adapted to ensure the school is cleaned and maintained regularly throughout the day ▪ Will check cleaning product supplies, handwashing/drying, hand sanitizer and PPE stock levels are maintained. ▪ Will ensure Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used. ▪ Will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH risk assessment ▪ Vending machines are wiped down regularly. <p>Library</p> <ul style="list-style-type: none"> ▪ The School will keep abreast of all current guidelines in relation to library safety including the regular cleaning of all resources. ▪ The school will review their collection and return books process. ▪ The school will monitor and manage the number of persons in the library at any one time. ▪ Books will be cleaned before and after use by pupils ▪ Rooms are well ventilated ▪ PE lessons department will follow current guidelines and only introduce contact sports, indoor gym and swimming session when it is safe to do so. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation https://www.sportengland.org/how-we-can-help/coronavirus https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</p>	4	1	4	Site Manager - Caretaker Staff Risk Assessment COVID 19 to be fully considered	
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4 d	Domestic Arrangements	Visitors at School	<ul style="list-style-type: none"> • Only essential visitors present at main reception and wait for staff to meet them. • No visitors allowed in school unless pre-arranged. 	3	4	12	<ul style="list-style-type: none"> • All visitors will be pre-arranged. A Covid - 19 risk assessment will be supplied by any contractors attending site. All details are registered for in the event of cases and to inform TTP All visitors must wear badges • No external visitors other than key visitors e.g. school nurse, child protection social workers. • All non-statutory visits / contact to be cancelled or done through virtual meetings. Hand sanitizer and guidance on school procedures available to all visitors. • Post left at reception. • Minimise contact during delivery / exchange of documentation and use electronic signatures / payments where possible. • Post / parcels collected by nominated person and wiped with sanitiser. 	2	4	8	LA support to manage external agencies and parental expectations of schools running 'as normal' immediately.	Office/HT	y
4 e	Domestic Arrangements	Students mixing with other groups during Extra-curricular Provision		4	3	12	<ul style="list-style-type: none"> ▪ The school has assessed the need to resume breakfast and after-school provision. ▪ The school will offer breakfast and assist in providing after-school provision in partnership with Penguins ASC from 7th September ▪ Students where possible will be placed in year group/contact group. ▪ A basic breakfast will be provided. ▪ Physical sports and activity groups will follow the same regulations as curriculum PE. <p>https://www.sportengland.org/how-we-can-help/coronavirus https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p>	4	1	4			

4 f	Domestic Arrangements	Arranging and/or attending inappropriate Education Visits		4	3	12	<ul style="list-style-type: none"> ▪ No overnight UK or Overseas Educational Visits will be organised or take place until it is deemed safe to do so. ▪ The school Educational Visits Co-ordinator is responsible for arranging none-overnight domestic educational visits. ▪ All none-overnight educational visits will be arranged with both educational value and coronavirus in mind. ▪ All Educational Visits will be checked and approved by the Head Teacher prior to the trip taking place. • Each educational visit will be recorded on EVOLVE and will be checked by your EVOLVE Officer. (Compliance/Local Authority) 	4	1	4			
4 g	Domestic Arrangements	Cleaning Routines	<ul style="list-style-type: none"> • Cleaning routines changed to focus on surfaces, doors and communal areas. • All staff requested to be mindful of supporting cleaning routines. 	5	4	20	<p>Use of fob doors where possible as opposed to keypads. Where this is not a possibility, wipes are located at each keypad door.</p> <p>Increase hours of cleaning until further notice with focus on surfaces, doors and communal areas.</p> <p>Increase cleaning hours to ensure that all surfaces are deep cleaned at the end of the day / shift.</p> <p>Communal objects/surfaces to be cleaned using standard cleaning methods but on a more frequent basis (determined by number of persons present and frequency of use)</p> <p>Rooms will need to be cleaned daily and toilets three times a day. The enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. – rotas in place.</p> <p>We will increase cleaning of surfaces in classrooms, including desks, railings and handles, toys and equipment and within toilet blocks and changing rooms, adhering to guidance on cleaning of non-healthcare settings.</p> <p>3 main cleans a day for high touch points, with the final clean at the end of the sessions. Last person in an area is the cleaner.</p> <ul style="list-style-type: none"> • This means increase in caretaking/ cleaning time. <p>USE CLEANING CHECK LISTS/ schedules as standard, which are signed when complete. The caretaker will oversee the checklists and monitor high cleaning standards and following of all protocol and procedures. They will liaise with HT.</p> <p>Frequently touched surfaces</p> <p>Regularly clean frequently touched surfaces such as door handles, handrails, tabletops, play equipment, toys, electronic equipment, toilets and shared equipment.</p> <p>Anti bac wipes are provided in classrooms for wipe downs of staff personal equipment</p> <p>Staff cleaning frequently touched surfaces to wear gloves and apron.</p> <p>These will be double-bagged, then stored securely in the boiler shed</p>	2	4	8	<p>Associated costs due to risk assessment response.</p> <p>Full walk around and risk assessments have been considered and documentation linked to Covid 19, policies and deep cleaning been clearly communicated, discussed and actioned.</p> <p>Additional guidance with the school handbook too!</p>	SLT Group leads / CTS/ SS/ ALNCO / HK	y

						<p>for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Cleaning check lists for toilet blocks – rota which is signed with times cleaned. Particular attention will be given to clean afore mentioned “high-touch” areas and surfaces. Tissues will be placed in a separate waste bin and disposed of safely. All rubbish will be removed daily.</p> <p>Toilets for staff: cleaning products must be used by staff after they have used the toilet.</p> <p>Contaminated rubbish/ used PPE is double bagged, removed to boiler house and left for 72 hours.</p> <p>Deep clean on Friday of all areas to allow 3 days / 72 hours between groups/ staff</p> <p>Hands on resources used by different children more likely to apply to younger children. Any small hands on items that children have used each day will be disinfected overnight and then placed safely to dry. Resources will be planned for use on a rotation that allows for this. Staff in room responsible for organising this. Ideally 72 hours between use of other resources is recommended.</p>						
4 h	Domestic Arrangements	Unable to stop the virus from spreading Personal Hygiene		4	3	12	<p>Transmission</p> <ul style="list-style-type: none"> The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes. This virus can be readily isolated from respiratory secretions. There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms. Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one’s own mouth, nose, or eyes. <p>Handwashing</p> <ul style="list-style-type: none"> Handwashing is one of the most important ways of controlling the spread of infections, The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. <p>Coughing and sneezing</p> <ul style="list-style-type: none"> Coughing and sneezing easily spread infections. Persons are encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting will be discouraged. <p>Personal protective equipment (PPE).</p> <ul style="list-style-type: none"> PPE for cleaners as per MSDS and/or COSHH risk assessments PPE for cleaners when completing a Deep Clean The correct PPE will be used when handling cleaning chemicals. 	4	1	4	Use of Cleaning checklists	SLT Group leads / CTS/ SS/

						<ul style="list-style-type: none"> • PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS. • PPE is worn by First Aiders when required • PPE for intimate care • PPE for staff who request it <p>The full PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19). After task, remove PPE immediately. Do not wander around school with used PPE as it will be contaminated. Hands will be washed with soap and water for 20 seconds after all PPE has been removed. PPE will be double bagged in the provided PPE bags and placed in the boiler room for 72 hours before being disposed of.</p>							
4 i	Domestic Arrangements	Unable to stop the virus from spreading General Cleaning		4	3	12	<p>Cleaning of the environment,</p> <ul style="list-style-type: none"> • The school is cleaned with normal household disinfectant. • All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: • Objects which are visibly contaminated with body fluids. • All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. • Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE <p>Cleaning of blood and body fluid spillages.</p> <ul style="list-style-type: none"> • All spillages of blood, faeces, saliva, vomit, nasal and eye discharges will be cleaned up immediately (always wear PPE). • Intimate care provision will follow the same PPE requirements as per pre Covid-19. • When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. • Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit will be available for blood spills. <p>Clinical waste.</p> <ul style="list-style-type: none"> • Always segregate domestic and clinical waste, in accordance with local policy. • Used nappies/pads, gloves, aprons and soiled dressings will be stored in correct clinical waste bags in foot-operated bins. • All clinical waste must be removed by a registered waste contractor. • All clinical waste bags will be less than two-thirds full and stored in a dedicated area. 	4	1	4	Use of Cleaning checklists		

4 j	Domestic Arrangements	Failure to Deep Clean the school after a member of staff or child is suspected of having coronavirus COVID-19		4	3	12	<p>Deep Cleaning.</p> <ul style="list-style-type: none"> The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected. Where possible the area is closed and secure for 72 hours before the commencement of the deep cleaning. Suitable personal protective equipment is available Fluid resistant type IIR surgical mask Disposable gloves and apron Disposable eye protection (where there is a risk of splashing. Once used all PPE is disposed of Hands are washed before and after cleaning for at least 20 seconds. Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids <p>Cleaning of the environment,</p> <ul style="list-style-type: none"> Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: Objects which are visibly contaminated with body fluids All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants If an alternative disinfectant is used within the school, this will be checked and ensure that it is effective against enveloped viruses Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and will be put into waste bags as outlined below. When items cannot be cleaned using detergents or laundered, for example, Upholstered furniture and mattresses, steam cleaning will be used. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of. If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products. <p>Clinical waste.</p>	4	1	4		
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						<ul style="list-style-type: none"> Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): 1. Will be put in a plastic rubbish bag and tied when full. 2. The plastic bag will then be placed in a second bin bag and tied. 3. It will be put in a suitable and secure place and marked for storage until the individual's test results are known Waste will be stored safely and kept away from children. You will not put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put in with the normal waste If the individual tests positive, then store it for at least 72 hours and put in with the normal waste If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment <p>Repeat of cleaning section referenced earlier</p>							
5	Guidance & Documents	Review of Key Policies	<ul style="list-style-type: none"> Evaluate current policies to ensure that they will stand up to scrutiny under the current demands. 	2	2	4	<ul style="list-style-type: none"> Set a policy review structure to ensure scrutiny and approval of Governing body. We will liaise with LA to share best practice and compliance. GwE informed us we will be given a Covid 19 policy to appendix to our existing policies <p>All policy changes or additions have been clearly shared and communicated with Governors, parents and staff.</p>	2	2	4		HT/SLT/GOV	y
5b	Guidance & Documents	Create New School Guidance	<ul style="list-style-type: none"> The current working practices have evolved during the school re-purposing period. Schools will consider setting down new guidance for this next phase of re-engagement. 	2	2	4	<p>Develop a set of expectations and guidance principles for all school stakeholders.</p> <p>We will continually check and monitor with HR that any revised guidance complies with agreements reached with Unions and Associations.</p> <p>We have developed a reopening staff handbook (hard copy and online) to act as an easy reference point for the new operating procedures. This will include all WG guidance and Main risk assessment links. All Staff will have a copy of this to ensure they are fully informed.</p>	2	2	4		HT/SLT	y

5 c	Guidance & Documents	Fire Alarm / Fire Evacuation	<ul style="list-style-type: none"> It is possible that no fire drills, alarm tests, etc have been held during lockdown period. Usual school measures could not be appropriate during this period due to social distancing and possible changes to corridors / routes out of school building. 	4	4	12	<ul style="list-style-type: none"> A review of the site Fire Risk Assessment has taken place and been adapted to reflect the new systems and routes for staff and learners in the event of a fire bell sounding. In the event of a fire alarm sounding, teacher/ lead staff member takes responsibility to close the door and windows if the fire alarm were to sound. Lead staff / teacher to remove the fire register from the door and proceed to their nominated exit as in the plan for their classroom. The fire plan is displayed on each door of each area in the school. Adults may be supervising learners in unfamiliar areas – staff will be shown designated fire escapes. All staff and pupils will be given induction which covers fire safety procedures (e.g. tour of exits and assembly points) Fire coordinators/ marshals to be agreed including means of contacting emergency services – HT - Review and revise procedures for emergency evacuation. <p>During the first weekly session, fire procedures and induction will be shared with children and practiced with children/ staff.</p> <ul style="list-style-type: none"> Follow our school fire procedure as closely as possible in line with the changes on the Fire plan. They are to evacuate themselves and the learners swiftly to the designated exit routes in their fire plan. <ul style="list-style-type: none"> Weekly fire alarm tests are completed as normal. Fire evacuation drills suspended (review situation every 6 weeks). Social distancing during evacuation if practicable. Social distancing to be practised at fire assembly point. 	2	2	4		HT/SL T	y
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5 d	Guidance & Documents	Fire Alarm / Fire Evacuation	Unable to social distance during an emergency	4	2	8	<ul style="list-style-type: none"> • Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005. • All alarm and emergency lighting systems are maintained by appointed competent contractor. • The COVID-19 fire procedure is explained to all staff members before the school reopens to students. • Regular fire evacuation drills are practiced termly as a minimum. • All staff members receive fire awareness training at regular intervals. • Smoking prohibited in the building in line with current legislation. 	4	1	4	Check and share route with pupils and staff new to location of the contact groups	HT/SL T	y
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6 a	Continuity of Learning	Review distance learning approach to include more learners having school contact	<ul style="list-style-type: none"> Distance learning established for most learners - mixture of web based, menu based, thematic tasks and routines. 	3	4	12	<p>Current DL provision/ blended learning to continue for learners out of school or in the event of lockdown.</p> <ul style="list-style-type: none"> Staff to work in teams to deliver this provision if it required by a pupil not attending. Good practice identified and established during DL will be built upon. One main focus of current DL has been wellbeing - this needs to continue and be enhanced as learners return to the 'new normal' and integration of the new curriculum . This need to be balanced with a range of 'academic' tasks to bring about some form of normality and education for learners. This will ensure equity of provision for all learners. Teacher introductions in class will be filmed and uploaded on to 'Seesaw' / Google Classroom so not to duplicate work. Building on current provision will ensure consistency and equity for all learners, ease pressures of workload and assist with learners' independence and social distancing. Possible difference will be a more structured routine / timetable for learners attending school. <p>Learning will be discussed in the planning and preparation days with all staff so they have a common understanding and are able to support effectively</p> <p>Adjusting the day to allow for staff to focus on learning and not to encroach on staff wellbeing. SS/HLTAs will prepare resources for the use</p> <p>CTs will oversee activities prepared to ensure suitability for different age groups.</p> <p>Full registers of children will be produced who are accessing school or not</p> <p>Distance learning blended learning plans will be provided in the event of a should local/ regional lockdown occur lockdown. This has been clearly communicated in the parent's 'Return to school handbook'</p> <p>We will further update SDP and SER to reflect learning and priorities going forward.</p> <p>Guidance can be found here Learning guidance: En – https://gov.wales/guidance-learning-schools-and-settings-autumn-term-covid-19 Cy – https://llyw.cymru/canllawiau-ar-ddysgu-mewn-ysgolion-ileoliadau-o-dymor-yr-hydref-covid-19</p>	2	4	8	<p>Provision could be developed and revised if learner numbers increase over time - models developed to reflect various options. Focus on blended learning. Wellbeing has a true focus on all learning opportunities.</p> <p>These will be monitored by HT/FEO/ALNCO/SLT/CTS/SS</p> <p>There will be, at least, 3 groups of learners:</p> <ol style="list-style-type: none"> 1 - Those coming back to school but into a different and possible stressful environment 2 - Those who cannot return to school due to their own or a family member's vulnerability 3 - Those who won't return to school due to fear (suggested link with low socio-economic status) <ul style="list-style-type: none"> OECD strongly suggest that no-one will be forced into school. All these learners need to have equity of provision as per principles of distance learning strategy. 	SLT CTS/ SS/ ALNCO / FEO	y
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6 b	Continuity of Learning	Planning and preparation days for staff to new processes	<ul style="list-style-type: none"> • Staff are currently working to support learners in a variety of ways - keeping contact with all / vulnerable learners, supporting distance learning, attending Hubs on a rota basis. • Some staff are currently self-isolating and shielding and are therefore working at home. • Schools have set up a range of methods for communicating with staff and working in teams as appropriate. 	3	4	12	<ul style="list-style-type: none"> • Clear guidance to all staff on rationale and purpose of next phase of schooling with safety and wellbeing of both learners and workforce as a priority. • Reassurance of staff to reduce anxiety and stress that return to work may induce. There will be support in place for all staff with wellbeing and safety as priority throughout all phases to include staff PPA. Regular communication, welfare checks and contact to identify coaching and/or counselling for those identified. • We have reviewed staffroom practice to ensure adherence with social distancing and hygiene procedures. • Understand the profile of the staffing able to return to school to work and curriculum on offer to support any staff presenting anxieties of return. Individual Risk assessments will be produced for any staff wishing to request these on top of the extensive provision provided. Regular review points built in for ensuring staff wellbeing - use of newsletters / intranet to ensure all are kept up to date. This is in all communications and top of all online meetings. We have dedicated staff to assist and ensure that wellbeing is top priority! Staff handbook outlines this clearly for staff. • We have ensured that staff have had a chance to take some holiday since schools re-purposed on 23 March 2020. • We have fully considered staff induction as a priority and reviewing of existing staff handbook/ reopening staff handbook to offer guidance and expectations for this next phase. • Maintain clear communication with all staff, enabling peer support and partnership with Unions and opportunity to ask questions. • Support from HR for staff working conditions. <p>We have provided opportunities for staff to work collaboratively within school and within phases / clusters to consider support for distance learning / developing curriculum offer. Professional learning on how to support learners on return with potential increased anxieties / trauma and continued ICT skills as part of distance learning.</p>	2	4	8	Advice for schools on status of staff training days. These will be discussed at consortium level.	SLT	y
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6 c	Continuity of Learning	Learner Welfare	<ul style="list-style-type: none"> Schools have a range of support available to learners 	3	4	12	<p>Where year groups are returning to school, school leaders will consider:</p> <ul style="list-style-type: none"> - consider their learners' mental health and wellbeing and identify any learner who may need additional support so they are ready to learn; - assess where learners are in their learning, and agree what adjustments may be needed to the school curriculum over the coming weeks; - identify and plan how best to support the education of high needs groups, including disadvantaged learners, ALN and vulnerable learners. <p>We have effective systems for exchanging knowledge between staff - identification of learners who could now be vulnerable post lockdown and Covid-19. Wellbeing and Mental health is prioritised throughout our school offer, distance learning (GWE) and in the wellbeing packages we provide for our families.</p> <p>HT/SLT/FEO/ALNCO work to carefully monitor, communicate and oversee the communication between the staff/ parents/ pupils and follow up all triggers presented.</p> <p>We use CPOMS to log all concerns, calls or communication between school and our parents.</p> <p>Whole school approach to adapting the curriculum to include:</p> <ul style="list-style-type: none"> wellbeing familiarisation with new resources that will support learner welfare (Jenny Mosley pack has been ordered) use of the Accelerated learning grant to invest in human resources 	2	4	8	<p>Keeping social distancing, etc would be easier for learners in familiar setting with familiar staff.</p> <p>LA support and welfare services will liaise with schools to help with 'trauma' related guidance and, where necessary, bereavement services.</p>	HT/SLT Group leads / CTS/ SS/ ALNCO / HK	Y
6 d	Continuity of Learning	Physical Activity	<ul style="list-style-type: none"> Formal PE lessons not part of learning offer but field area and play surfaces / outside area used to support exercise and well-being. 	3	4	12	<p>As per continuation of learning offer, all PE lessons re-evaluated and any field / outside area used to support exercise.</p> <ul style="list-style-type: none"> No invasion games individual / non-contact sports only. Consideration of resources to support learner wellbeing and role of physical activity in supporting health e.g. Joe Wicks, cosmic yoga. All sports equipment cleaned thoroughly / fogged prior to next lesson. Outside sports offered if weather permits. 	2	4	8	<p>Activities will be risk assessed and will not run unless risks are mitigated – P.E.</p>	SLT Group leads / CTS/ SS/ ALNCO / HK	Y

6 e	Continuity of Learning	Adult Support	<ul style="list-style-type: none"> Currently, all staff are on rota to ensure equity and reduction of numbers on site at one time. Rotas are based on learner need and numbers. Further support / advice required to ensure safe social distancing. 	3	4	12	<p>Support with activities within class and contact groups</p> <ul style="list-style-type: none"> Adult support to be shared between classes, ensuring that ratios are appropriate to need. All rotas and availability is discussed with staff. This will also be in line with staff status linked to health. 	2	4	8		SLT Group leads / CTS/ SS/ ALNCO / HK	Y
6 f	Continuity of Learning	Equipment for learners with special needs Including staff	<ul style="list-style-type: none"> Many learners will use the same equipment at school and also at home. 	3	4	12	<ul style="list-style-type: none"> We will co-ordinate with Health Board to evaluate what is possible in terms of having extra equipment to be kept at school, if this becomes necessary. If pupils/staff need to use the lift, all school signage and protocol will be followed- use of hand sanitisers and wipes to clean after used of keys, buttons or rails/ doors. 	2	4	8	There is a need to consider the risk of cross infection will be done so on an individual need/ group/ staff basis. We currently have no pupils nor staff who have equipment for individual needs brought from home. All equipment deemed necessary for our pupils/ staff will be provided by school, will not leave the site and will be cleaned before reuse.. All risk assessments for pupils will outline additional equipment deemed necessary for individual learners or staff.	SLT Group leads / CTS/ SS/ ALNCO / HK	y

6g	Continuity of Learning	Transition to school - New Learners	<ul style="list-style-type: none"> Some secondary schools have made contact with Yr 6 learners and parents for admissions forms, transport, getting to know learners through Google Classrooms. 	3	4	12	<ul style="list-style-type: none"> Clear guidance to all staff on rationale and purpose of next phase of schooling with safety and wellbeing of both learners and workforce as a priority. Dependant on the size of the school, the staffing capacity and maximum capacity of adults allowed to be in the building at any one time whilst maintaining social distancing. Group induction either by school or selected groups. Responsibility shared by all staff. If staffing numbers at the primary school allow, explore possibility of current year 6 teacher in secondary school. 	2	4	8	Transition is in progress and will be carefully monitored- we have communicated this with parents and will be issuing further information.	SLT/CT /Highs schools	Y
7a	Ensuring Expectations	Non-compliance with Rules	<ul style="list-style-type: none"> Site rules are communicated to all school employees, learners, parents / carers through informal discussions, letters, emails, etc. Staff monitor site rules as and when needed. 	3	4	12	<ul style="list-style-type: none"> Site rules to be communicated to all school employees, learners, and parents / carers. Signage and demarcation of areas to reinforce site rules and Covid-19 guidance. Head Teacher / nominated Teachers will monitor and enforce site rules and social distancing requirements. Disciplinary actions will be taken against individuals who repeatedly / wilfully fail to follow any site / LA rules. 	2	4	8	All clearly set out in the reopening handbook and school plan	HT/SLT	Y

Ensuring Expectations	Communication with parents / carers	<ul style="list-style-type: none"> It is recognised that maintaining effective, positive home-school relationships is critical and as part of this, schools are currently using a range of methods for communicating with parents / carers to include phone calls, use of social media, email, text, use of Hwb and engaging with partners to support families with resources. 	3	4	12	<ul style="list-style-type: none"> Clear rationale of purpose of schools opening helps offer parents / carers transparency and information on which learners are prioritised and why. Schools supported with models / templates of what to include in communication with parents / carers to clarify the roles and expectations that they, learners and school will have in this next phase of returning to school. Explanations and models of the school day to be shared, as well as understanding of social distancing requirements within the school building, hand over at start and end of day. <p>We have provided clear communications to ensure parents / carers understand expectations. This could include: We will provide the Parents with a 'Return to school' handbook We will advise parents to declare that their children haven't shown symptoms of Covid-19. We will ascertain clarity on transport arrangements to and from schools site, this will also include drop off and pick up. We will communicate clearly the groups -Timing of school day – particularly if school is staggering start times.</p> <ul style="list-style-type: none"> School entrance and exit points – this may be different to “normal” arrangements. Eating arrangements and hygiene policy Procedures if child falls ill during time in school. Arrangements for groups of learners throughout the school day. Clear protocols for healthy children only to be returning to school, understanding of what happens during the day if child turns unwell. Schools to consider approach to support whole families with more than one child returning at the same time. Schools to consider how parents can feedback to schools - questionnaire on views on returning, feedback on distance learning and support needed by children. <p>We have careful and planned virtual activities/ communication for the consideration of how Westwood will communicate with parents our current plans and any changes going forward to September Contingency plans in the event of pupils unable to return, with regards to distance learning and support thereof.</p>	2	4	8		HT/SLT	Y
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Key –

HT- Head Teacher

SLT – Senior Leadership Team

CTs – Class Teachers

SS- Support staff including HLTAs/ MDSAs/

FEO – Family Engagement Officer

ALNCO - Additional Needs Coordinator.

HK - Housekeeping

HLTAs- Higher level teaching assistants

MDSA- Mid Day Supervisory Assistants