

Ysgol Bryn Teg



September 2020 – Reopening plan

Activity:	Ysgol Bryn Teg – full reopening	Assessment date:	14/07/20 Amended 9/9/20
Risk area:	Potential for staff and pupils to become infected with the Biological hazard- Covid-19	Assessment by:	Geraint Jones- Headteacher David Roe – SLT Jaimie Cranham- Premises Manager
	Risk Assessment and Action Plan details the decisions taken and measures put in place to prepare for the phased re-opening of the school.	Approval by: Governing Body	

This risk assessment applies to the school operation for delivery of on-site teaching for approximately 260 pupils from Nursery – Year 6.

Existing policies and guidance apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- Fire Evacuation Policy
- Teaching and learning Policy
- First Aid Policy
- Safeguarding Policy
- Operational guidance for schools and settings from the autumn term 2020 (Publication on 13th July 2020)
- It should be read in conjunction with the [COVID-19 Guidance](#)

Staff to be reminded that in order to minimise the risk of spread of infection, we rely on everyone in the school taking responsibility for their actions and behaviours. Staff should familiarise themselves with:

Covid-19 – Policy/plan for re-opening
Covid-19 - Procedures for dealing with a suspected case
Covid-19 - PPE protocols

Assessing COVID-19 is particularly complex and key to the risk assessment is the acceptance that the measures applied to mitigate the risk across the school will need to be rigorously monitored to ensure their effective implementation.

Most people who become infected with Covid-19 will experience **mild symptoms, such as fever and cough and are unlikely to become severely unwell**. However there are certain categories of people (*pupils and staff*) that are at increased risk of becoming seriously unwell as a result of Covid-19 and as a school we have considered their protection in line with the [Government's COVID 19 'shielding' guidance](#).

1. Clinically extremely vulnerable individuals, have been strongly advised to remain at home (having received Government 'shielding' letters) and not to work outside the home. The school will not expect employees in this category to attend work on site and will continue to support staff to work remotely. Review from HR meeting on Thursday 16th July, 2020.

2. Clinically vulnerable individuals (for example, people with some pre-existing conditions, or pregnancy), have been asked to take extra care and as such each employee will be considered on a case by case basis depending on the severity of the individual case and appropriate consultation with local authority may be required and a risk assessment in place in order for the school to mitigate risks so far as is reasonably practicable. Review from current guidance. Consult with HR and deal with situations.

3. Employees who live with someone who is clinically extremely vulnerable/vulnerable have also been asked to take extra care and consultation is required for particular circumstances so that the school can implement the appropriate measures; in some instances this may require the employee to remain home and work from home, but this may not be the case for all.

4. Shielding (extremely clinically vulnerable) - the school will follow guidance with respects to pupils who themselves are extremely clinically vulnerable and shielding and identified pupils will remain at home and continue with their remote online learning. Again review alongside LA and WG guidance.

5. Clinically vulnerable (who are not shielding) – the school will follow guidance and will consider each pupil on a case by case basis and we would only expect identified pupils to attend where parents/carers are satisfied that this is safe for them.

The following actions for staff and children contribute to reducing the likelihood of Covid-19 transmission, and the severity of the impact:

- [Washing hands](#) frequently for at least 20 seconds, using soap and water, or hand sanitiser where soap and water are not immediately available;
- Coughing or sneezing into tissues before binning them;
- Avoiding touching the eyes, nose or face;
- [Cleaning](#) and disinfecting regularly touched objects and surfaces using regular cleaning products;
- Ensuring that if staff, children (or anyone in their household) develop symptoms of Covid-19, they stay at home and follow guidance on [household isolation](#);
- Ensuring that if staff or children are at higher risk of illness from Covid-19 because they are clinically vulnerable (i.e. eligible for a flu vaccine) or extremely clinically vulnerable (i.e. shielding), they are supported to stay at home and follow guidance on [social distancing](#) or [shielding](#) as appropriate;
- Following government advice and guidance on actions for [educational and childcare settings to prepare for wider opening](#).

If the above advice is followed carefully, any risk of transmission in the school will be greatly reduced.

Pupils

Task / Activity Area	Hazard	Who might be harmed and how?	Controls in place to mitigate risk	Additional control measures	Action by who/when?
Pupil drop off and collection	Biological hazard- Covid-19	Staff, parents and children could become infected with Covid-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p><i>Staggering arrival and departure times to reduce crowding into and out of the school and at different entrances to the site.</i></p> <p><i>Parents not to enter school grounds/childcare provision site</i></p> <p>Children to be accompanied by only one parent</p> <p><i>Hand washing stations installed in main entrance foyer, FP and KS2 playgrounds. On entry to the building, staff and children to wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. (hand sanitiser available at school entrances)</i></p> <p><i>Entry into school will be direct into classrooms where possible</i></p> <p><i>One-way circulation in place a divider/marker down the middle of the corridor to keep groups apart as they move through the school where spaces are accessed by corridors.</i></p> <p><i>Doors kept open, where safe to do so (bearing in mind fire safety and safeguarding- to limit use of door handles and aid ventilation.</i></p> <p><i>Providing hand sanitiser at entry and exit points for staff and not use touch-based security devices such as keypads.</i></p>	<p>Posters displayed by entrances reminding parents to social distance</p> <p>Posters displayed reminding children to wash their hands</p> <p>Poster displayed NO VISITORS – to contact reception</p>	<p>Communications to parents on ongoing procedures – HT letters</p> <p>Line markings to be placed outside school and by entrances – JC</p>
Pupil health questionnaire	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Staff, parents and children could become infected with Covid-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<i>The daily health questionnaire has been modified to a weekly check form covering the same information. Parents to sign pupils in daily confirming the statements of good health.</i>		<p>DR to modify template</p> <p>All staff to assist in ongoing implementation until revision of procedures</p>

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Social distancing	Risk of transmission between pupils and staff Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Although children are less likely to transmit or show symptoms of the virus there is still a legitimate risk. All pupils will be asked to keep sensible distances from each other and avoid close contact. Pupils will be asked to keep a distance from staff members wherever possible (2m is stated in operational guidance)	<i>Bubbles</i> <i>Lunch in class</i> <i>Breaks</i> <i>See staggered collection and drop off section</i> <i>Outside learning</i>	<i>Pupils will have a modified class setup to support social distancing and increased use of outdoors</i> <i>Zoned out areas for staff</i> <i>Staff acting as role models for social distancing</i>	All staff responsible for actions SLT to oversee procedures
ALN – Pupil RA	Pupils with additional needs Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Pupils with challenging behaviours could put staff in a position whereby risk is increased e.g. hitting, spitting and refusal to cooperate with social distancing.	<i>Pupils with ALN and less understanding of social distancing will have a risk assessment agreed by parents to keep them safe</i> <i>Pupils with behaviour needs will have a risk assessment agreed by parents to keep them safe</i>	<i>Pupils who are not able to adhere to the safety procedures putting themselves, other pupils or staff at risk can be offered a reduced or modified timetable.</i>	K Lewis to oversee Class teachers
Personal care	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Staff who provide personal care to pupils	<i>Staff to have access to and use PPE such as gloves, aprons, visors</i>	<i>Training on usage for this PPE. Review as needed. Updating of intimate care policy.</i>	K Lewis to oversee Staff directly involved
Timetabling	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Increased number of pupils in school through mixing outside bubbles	There will be a revised timetable which alters; - Start and end of the day - Breaktimes - Lunchtimes By doing this it will minimize contact between bubbles as much as possible	See reopening plan – staggered times details	D Roe to devise new timetable P Gooding to oversee

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Wellbeing focus	Mental health of pupils	Pupils mental health – experience of lock down and related issues	Wellbeing focus – high focus on wellbeing for pupils to help them settle back into September Nurture class principles to be applied to class settings	Sharing of nurture principles, strategies and resources	C Maloy to lead Assistance from R Rees and L Llewellyn

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<p>Cleaning and hygiene</p>	<p>Biological hazard- Covid-19 – Spread of COVID when brought onto school site</p>	<p>Staff, parents and children could become infected with Covid-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.</p>	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly, and making sure there are adequate disposal arrangements. (see cleaning schedule)</i></p> <p><i>Sufficient time is available for the enhanced cleaning regime to take place.</i></p> <p><i>Frequent cleaning of work areas and equipment between uses in classrooms and for shared items (pupils and teaching staff will undertake after use cleaning)</i></p> <p><i>Clearing workspaces and removing waste and belongings from the work area at the end of a day.</i></p> <p><i>Limiting or restricting use of high-touch items and equipment, for example, printers/copiers in reprographics room.</i></p> <p><i>Adequate cleaning supplies and facilities around the school are in place.</i></p> <p><i>Unnecessary items from classrooms and other learning environments, including soft furnishings that cannot be cleaned have been removed.</i></p> <p><i>Hand towels and handwash are to be checked and replaced regularly with enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush</i></p>	<p><i>Follow the COVID-19: cleaning of non-healthcare settings guidance</i></p> <p><i>Deep cleaning of the school to be scheduled for week prior to re-opening</i></p> <p>Cleaners to have undertaken training in techniques and requirements for effective cleaning</p> <p><i>All staff advised to leave the site by notified time for effective cleaning to be carried out in line with schedule as agreed.</i></p> <p><i>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</i></p> <p><i>Stock check and ordering schedule reviewed and future orders in place</i></p> <p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p>	<p>Deep cleaning confirmed to have taken place by HT</p> <p>Training records maintained</p> <p>Comms to staff</p> <p>On-going by Premises Manager JC</p>

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Hygiene and handwashing	Biological hazard- Covid-19	Staff, parents and children could become infected with Covid-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Hand sanitiser available at prominent areas in the school and staff and pupils to be reminded to wash their hands frequently and the importance of proper drying.</i></p> <p><i>Disposable tissues available and staff and pupils to be reminded on a regular basis to catch coughs and sneezes in tissues – Follow Catch it, bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</i></p> <p><i>Bins available in classrooms and other work areas.</i></p> <p><i>Toilet facilities will be managed to prevent large gatherings and maintain social distancing.</i></p>	Posters displayed reminding staff and children to wash their hands and to Catch it, bin it, kill it	All staff to oversee
Transport	Biological hazard- Covid-19	Staff, parents and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Pupils and staff will be encouraged to walk or cycle, or drive/be driven to school, avoiding public transport wherever possible.</i></p> <p><i>Advising staff on limiting passengers (not in their household) whilst travelling to work.</i></p> <p><i>Reducing congestion, for example, by having more entry points to the school.</i></p>	<p>Schools, parents and children should follow the Coronavirus (COVID-19): safer travel guidance for passengers</p> <p><i>Car parking spaces to be reviewed to allow for social distancing</i></p>	
Transport – CYY	Biological hazard- Covid-19	Pupils in CYY getting to school safely	<i>Nearly all pupils in CYY are transported into school via taxi with escorts. Risk of transmission where social distancing is not possible</i>	Use of masks and or PPE	L Boswell to investigate as unit ALNCO

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Dealing with a suspected case	Biological hazard- Covid-19	Staff, parents and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Arrangements in place for dealing with a suspected/confirmed Covid-19 case during school day, and designated staff identified to deal with such incidents</i></p> <p><i>Designated area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</i></p> <p><i>Thorough cleaning after a known or suspected case in accordance with government guidance</i></p> <p><i>In the event of a suspected case, the cleaner(s) on site will undertake an enhanced clean of the room. Pupils will be removed to the outdoors or a safe space such as the hall.</i></p>	<p><i>Refer to separate procedures for a suspected case and when to use the isolation room/s</i></p> <p><i>If they need clinical advice, they (or a member of staff or their parent/carer) should go online to 111 Wales (or call 111 if they don't have internet access). Refer to separate guidance on suspected case and links to <u>Test, Trace Protect</u> (new scheme in Wales) <u>Test, Trace, Protect strategy</u>.</i></p> <p><i>Refer to separate enhanced cleaning procedures and <u>specific guidance</u></i></p> <p><i>Refer to PPE protocol for more detail</i></p>	
Blended learning	Children falling behind and anxiety during lockdown	<p><i>In the event of future lockdown there could be further regression in pupil ability and progress.</i></p> <p><i>There was an extremely low take-up in work completed during the lockdown that began in March.</i></p>	<p><i>Staff to adapt curriculum and ensure high focus on digital learning and completion of home learning tasks to promote blended learning.</i></p>	<p><i>PG to revise polices</i></p> <p><i>In class displays</i></p>	<p>PG</p> <p>RK</p>

Task / Activity Area	Hazard	Who might be harmed and how?	Controls in place to mitigate risk	Additional control measures	Action by who/when?
Breakfast club (applies to all sections)	<p>Biological hazard- Covid-19</p> <p>Large gatherings and spread of transmission</p>	<p><i>Pupils at risk of catching and transmission of COVID-19 in close proximity or when eating.</i></p> <p><i>Risk of gathering in one location and a subsequent TTP being triggered.</i></p> <p><i>Staff at risk of transmission from pupils and when working within close proximity*</i></p>	<p><i>Breakfast club numbers will be significantly reduced via an online booking form. (6 per class)</i></p> <p><i>FPh will be seated in accordance with given guidelines in hall.</i></p> <p><i>KS2 pupils will be seated in the bubbles / classrooms.</i></p> <p><i>*Catering dept responsible for creating of a RA for safe working of their staff in kitchen.</i></p>	<p><i>PPE to be worn by staff where appropriate</i></p>	<p>G Jones</p> <p>A Morris (Catering dept.)</p> <p>All lunchtime staff</p>

Task / Activity Area	Hazard	Who might be harmed and how?	Controls in place to mitigate risk	Additional control measures	Action by who/when?
<p>Lunch time (applies to all sections)</p>	<p>Biological hazard- Covid-19</p> <p>Large gatherings and spread of transmission</p>	<p><i>Pupils at risk of catching and transmission of COVID-19 in close proximity or when eating.</i></p> <p><i>Risk of gathering in one location and a subsequent TTP being triggered.</i></p> <p><i>Staff at risk of transmission from pupils and when working within close proximity*</i></p>	<p><i>Pupils to be served in class</i></p> <p><i>Staggered timings</i></p> <p>LTS- hand food and equipment out with PPE of mask and apron. F Phase support in each class. School staff to support with drinks, and supporting dessert hand outs.</p> <p>LTS- to ensure food and equipment is collected and class is cleaned appropriately for afternoon session.</p> <p>Catering will look into introducing disposable cloth for cleaning away.</p> <p><i>*Catering dept responsible for creating of a RA for safe working of their staff in kitchen.</i></p>	<p><i>PPE to be worn by staff where appropriate</i></p> <p><i>Increased cleaning of trolleys transporting food</i></p>	<p>Linda – Cook in charge</p> <p>G Jones</p> <p>A Morris (Catering dept.)</p> <p>All lunchtime staff</p>

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<p>Visiting pupils from other settings</p>	<p>Biological hazard- Covid-19</p> <p>Bubble system being broken</p>	<p><i>PHW guidance in school operational guidance states that schools must reduce contact by grouping learning and avoiding contact between groups as much as possible. (P5)</i></p> <p>The overarching principle to apply is reducing the number of contacts between learners and staff. (P10)</p> <p>Consistent groups help reduce the risk of transmission by limiting the number of learners and staff in contact with each other to only those within the group (P10)</p> <p>Maintaining distinct contact groups that do not mix makes it quicker and easier, in the event of a positive case, to identify those who may need to self-isolate and to keep that number as low as possible. (P10)</p>	<p><i>At present we want to limit a visiting pupils from other settings outside of or already in another bubble.</i></p> <p><i>This is to keep everyone safe and reduce the TTP implications on multiple settings in the event of a positive coronavirus result.</i></p> <p><i>This will be reviewed on a half termly basis</i></p> <p><i>Discussion and sharing of reasons to decisions with LA and parents.</i></p>	<p><i>Provision of work for any pupils who would usually attend. Regular contact through phone / teams with parent and or pupil.</i></p>	<p>R Mc Millan</p> <p>G Jones</p> <p>D Roe</p> <p>K Lewis</p> <p>CCC ALN department</p>

Staff

Task / Activity Area	Hazard	Who might be harmed and how?	Controls in place to mitigate risk	Additional control measures	Action by who/when?
Weekly health questionnaire	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Staff / pupils	<i>Weekly health questionnaire to be completed on first entry</i> <i>Any changes to health – SLT must be notified</i>	<i>Possible use of temperature gun to check staff temperature on entry</i>	JW
Signing in procedures	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Staff Visitors	<i>All staff and essential visitors complete health questionnaire. Handwashing station to be used before entering the school and hand sanitiser used after signing in. Signage in place.</i>	<i>Possible use of temperature gun to check staff temperature on entry</i>	JW
Social distancing	Risk of transmission between pupils and staff Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Staff, parents and children. Although children are less likely to transmit or show symptoms of the virus there is still a legitimate risk. All pupils will be asked to keep sensible distances from each other and avoid close contact. Pupils will be asked to keep a distance from staff members wherever possible (2m is stated in operational guidance)	<i>Pupils will be encouraged to social distance wherever possible</i> <i>Staff will remain 2m from pupils wherever possible</i> <i>Staff at all times will remain 2m apart</i>	<i>Pupils will have a modified class setup to support social distancing and increased use of outdoors</i> <i>Zoned out areas for staff</i> <i>Staff acting as role models for social distancing</i> <i>PPE when needed e.g. first aid</i>	

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Bubbles	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Pupils Staff	<p><i>Bubbles – Pupils to remain in bubbles (groups of around 30 which will mostly be their class) This includes staff wherever possible</i></p> <p><i>Lunch in class – Pupils will have lunch in class to reduce mixing in the hall</i></p> <p><i>Breaks – staggered breaks with zones to reduce mixing of pupils at break</i></p> <p><i>See staggered collection and drop off section</i></p> <p><i>Outside learning – Increased outdoor learning wherever possible within bubble groups</i></p>	<i>Use of PPE e.g. first aid</i>	
Clothing and equipment	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Staff Pupils	<p><i>Outdoor – staff to have sufficient clothing for increased outdoor activities</i></p> <p><i>Clean clothes – staff to wear clean clothes daily</i></p> <p><i>High vis – when on duty particularly during collection and drop off staff to wear high visibility jackets</i></p> <p>High vis jackets should not be shared</p>	<i>Washing machine available for use in school when required</i>	All staff Ongoing

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Dealing with a suspected case	Biological hazard- Covid-19	Staff, parents and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Arrangements in place for dealing with a suspected/confirmed Covid-19 case during school day, and designated staff identified to deal with such incidents</i></p> <p><i>Designated area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</i></p> <p><i>Thorough cleaning after a known or suspected case in accordance with government guidance</i></p>	<p><i>Refer to separate procedures for a suspected case and when to use the isolation room/s</i></p> <p><i>If they need clinical advice, they (or a member of staff or their parent/carer) should go online to 111 Wales (or call 111 if they don't have internet access). Refer to separate guidance on suspected case and links to <u>Test, Trace Protect</u> (new scheme in Wales) <u>Test, Trace, Protect strategy</u>.</i></p> <p><i>Refer to separate enhanced cleaning procedures and <u>specific guidance</u></i></p> <p><i>Refer to PPE protocol for more detail</i></p>	
Breaks and timetables	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Increased number of pupils in school through mixing outside bubbles	<p>There will be a revised timetable which alters;</p> <ul style="list-style-type: none"> - Start and end of the day - Breaktimes - Lunchtimes <p>By doing this it will minimize contact between bubbles as much as possible</p>	See reopening plan – staggered times details	<p>D Roe to devise new timetable</p> <p>P Gooding to oversee</p>

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Working within bubbles	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Adults coming within close proximity of each other increasing the risk of contracting COVID 19 A child displaying symptoms within the bubble	-Class bubbles to remain wherever possible. Mixing of bubbles will be avoided wherever possible. Timetables on staggered drop off, collection, break times, lunch times, and curriculum areas, outdoors to be timetabled to allow for class bubbles to be protected. -Teacher and LSA within two year groups to undertake lunch break and duty at same time in order to ensure that bubbles can remain within class, and pupils can be supervised safely. -Any child displaying symptoms will be taken to self isolation room while awaiting collection from parents. Encourage staff to use communication methods e.g. phone, email, teams when needing to communicate outside of their bubble	See social distancing section See dealing with symptoms and suspected cases section -This allows for any emergency at break times, for teacher to make informed decision on release of TA to support as required. Children to be removed from class whilst enhanced clean takes place with cleaner on site. Staff and pupil to remain out of class until completed. Class/area can be cleaned immediately School hall can be used as an additional “classroom” during the cleaning process if outdoor space is not practical.	G Jones
Flexibility	Biological hazard- Covid-19 – Spread of COVID when brought onto school site Staff wellbeing	Varied roles for staff including flexibility of working hours and responsibilities	Staff to be aware of their staggered start and end times as far in advance as possible. Should staff require additional training or advice this will be provided by management.		

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Equity of duties	Staff health and wellbeing	Distributions of duties including those that may be outdoors possibly during adverse weather	<i>There will be a clear timetable for staff to share duties including those that are outdoors.</i> <i>Breaks and duties will be shared equally.</i>	<i>Use of relief staff as and when required.</i>	D Roe P Gooding
Vulnerable staff / Critically vulnerable staff	Risk of transmission between pupils and staff Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Risk of vulnerable staff returning to school – both from a health point of view and for their mental health	<i>Meeting with HR Thursday – Guidance to follow.</i> <i>Expectation of all staff to return</i> <i>Proposed visits for staff to site before the end of the academic year / start of the new year to adjust and familiarise with new circumstances and layout.</i>	<i>Risk assessments</i> <i>Occupational health referrals</i> <i>J West to undertake update of document for returning staff</i>	G Jones HR Department J West
Wellbeing and mental health	Staff health and wellbeing	Staff mental health challenges from altered working pattern and additional demands. Anxiety or concerns over contracting COVID.	<i>Calendar – wellbeing calendar of events to be established</i> <i>Formal informal groups – SLT and phase leads to oversee providing a support network both formally and informally</i> <i>Focus each week – wellbeing focus on planning for each week. Staff wherever to participate in activities</i> <i>Outdoor learning to be utilised – research shows positive impact from being outdoors</i>	<i>CM support strategies</i> <i>An item on the agenda now of every meeting in addition to children causing concern, and health and safety.</i>	C Maloy to oversee GJ or PG/SLT
Limits on numbers in rooms	Staff health and wellbeing Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Increased risk of transmission where staff could be in close proximity	<i>Meeting room – Max of 4.</i> <i>Staffroom – Max of 4. (utilise other rooms e.g. nurture / library)</i> <i>Photocopier room – Max of 1.</i> <i>No access to back office except for SLT</i>	<i>Staff can take their lunch offsite if they so wish</i>	All staff Timetabling – SLT

Layout / infrastructure

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One way system	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Pupils Parents Staff	<i>One way system established during the summer term will stay in place. Many parents are familiar with this. The staggered times and one way system will prevent mass gatherings at collection and drop off times.</i>	<i>Staff to man the route, delay, hold or move on parents as required to control flow of traffic.</i> <i>Additional footprints or markings may be required – maintain the existing system</i>	All staff Parents JC
Use of resources	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Pupils Staff	<i>All pupils will be provided with a personalised pack of resources</i> <i>Access to shared resources will be limited and increased cleaning of any shared resources will be in place.</i> <i>School will share best practice as what can be used, and what should be avoided.</i>	<i>Pupils will be asked not to bring in their own items from home. If they do it will have to remain within their packs. School to purchase additional materials required.</i> <i>School to review and re-use existing resources</i> <i>Skips to be paid for by school to remove unwanted or unnecessary equipment.</i> <i>Creation of provision to meet new needs and curriculum, specifically outdoors and planning templates etc.</i>	All teaching staff Support staff

Task / Activity Area	Hazard	Who might be harmed and how?	Controls in place to mitigate risk	Additional control measures	Action by who/when?
Corridors	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Staff Pupils	<i>Use of internal corridors to be limited wherever possible.</i>	-Staff to only use internal corridors wherever required. -Staff to communicated remotely as much as possible, such as via teams, telephone etc. -Pupils discouraged to use internal corridors.	JC GJ SLT Staff Pupils
Layout of classrooms	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Staff Pupils	<p><i>Foundation Phase</i></p> <ul style="list-style-type: none"> • Staff to have a taped out area to work from keeping a safe distance of pupils • Reduction of items in areas to allow cleaning • Staff to take responsibility of cleaning of shared resources <p><i>KS2</i></p> <ul style="list-style-type: none"> • Teacher desk 2m away from any pupil desk – located by interactive board • Staff to have a taped out area to work from keeping a safe distance of pupils • Tables in rows with two clear paths for entry and exit (this will be reviewed at half term) • Limiting of shared resources • <i>Classrooms to be free of clutter or items on all surfaces to enabling cleaning to take place through the day</i> • <i>Emergency PPE equipment bag stored in classrooms</i> 	<i>Policies and practices to be reviewed and amended as and when required</i>	G Jones D Roe – KS2 C Maloy – FPh Class teachers

Task / Activity Area	Hazard	Who might be harmed and how?	Controls in place to mitigate risk	Additional control measures	Action by who/when?
Change of teaching and learning policy	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Current practices and policies do not all lend to new guidelines and must be amended to keep staff and learners safe	<ul style="list-style-type: none"> • Staff working in close proximity of pupils throughout can have increased risk of virus due to high amounts of time in contact. • Review large gatherings such as assemblies and whole school events. 	<ul style="list-style-type: none"> • Inclusion of annexe on teaching and learning policy which considers new learning offer and how pupils will be taught as safely as possible. • Elements to include, low movement lessons, review of feedback (increasing verbal feedback, reducing marking of books), Increased offer of basic teaching of lit, num, welsh and ICT. • Inclusion of outdoor element of teaching and learning. Being innovative with practices and utilising knowledge to date and seeking out and sharing best practices. • Whole school events to take place via teams, and within classes, wherever possible. Biological hazard- Covid-19 – Spread of COVID when brought onto school site 	PG DR CM GJ to support where required.
Development of outdoor provision	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Staff Pupils	<p><i>-Evidence suggests that the virus is less likely to spread if we are outdoors, and that the virus lives on objects for shorter periods of time.</i></p> <p><i>-Evidence suggests that being overweight can have a detrimental impact on the severity and likelihood of contracting the virus.</i></p>	<p><i>-creation of outdoor areas. 9 so far.</i></p> <p><i>-creation of additional provision within areas to engage and interest pupils with a focus on learning.</i></p> <p><i>-pupils and staff to remain within their working class bubbles whilst outdoors.</i></p> <p><i>-Increased exercise offer will enable school community to be fitter, healthier, impacting physically and psychologically to maintaining and improving good health.</i></p>	All staff.

Task / Activity Area	Hazard	Who might be harmed and how?	Controls in place to mitigate risk	Additional control measures	Action by who/when?
Catering	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Staff – education Staff – catering Pupils	<i>Risk of bubbles mixing at lunchtime if using the hall – pupils will have their lunch in their bubbles / class settings until further notice.</i> <i>Catering staff to be flexible in regards to timings, plating up meals and distribution of food / collection of plates etc.</i> <i>FSM payments to continue from LA for first two weeks in September. (To be reviewed)</i>	<i>-Increased take up of packed lunches?</i> <i>-Review of menu offer.</i>	G Jones Catering dept. A Morris
Communications	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Parents Staff Pupils	<i>Parents are use to an open door policy and use to coming into school to have discussions and meetings. This will no longer be an option moving forwards. Meetings will be held remotely via telephone and teams.</i>	<i>No paper copies of letter or documents to be sent home (reducing touch transmission) all will be sent via website / twitter / dojo and text system.</i>	J West Teaching staff / SLT
Capacity	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Pupils Staff Parents Visitors to class setting	<i>Capacity calculations show that KS2 classrooms can safely accommodate a maximum of 30 pupils. Many classes are already over this. Next year one class will have 38 pupils combined- this is a serious and growing concern.</i>	<i>LA have promised to look into expansion and extension for the school. This more than ever is a priority and serious and imminent danger to health which could result in section 44 being invoked under the health and safety act and employment rights act (1996)</i>	Governing body Local authority

Task / Activity Area	Hazard	Who might be harmed and how?	Controls in place to mitigate risk	Additional control measures	Action by who/when?
Future lockdown	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	School community	<p><i>-Awareness of school, local, national developments.</i></p> <p><i>-Outbreak of class virus.</i></p> <p><i>Outbreak of school virus</i></p> <p><i>-outbreak of local virus such as neighbouring school</i></p> <p><i>-Local Authority issue.</i></p> <p><i>Following advice and guidance from senior members of LA. Simon Davies- MEP, Eddie Cummings- Health and Safety, and Gareth Morgans- Director of education.</i></p> <p><i>National issue. Follow guidance and advice as above and WG.</i></p>	<p><i>-Development of clear plans for re-lockdown.</i></p> <p><i>-Clarity of roles and responsibilities of staff.</i></p> <p><i>-handbook creation and sharing of info for absence of Admin, premises manager or headteacher to continue functioning.</i></p> <p><i>-Communication to parents of plans.</i></p> <p><i>-Communication to Emergency matters sub committee.</i></p>	<p>G Jones</p> <p>Gov. Body sub committee</p>

Risk matrix

Key								
Likelihood	Severity	Likelihood of Injury	5	5Y	10R	15	20	25
<ol style="list-style-type: none"> Very Unlikely - This will probably never happen/occur Unlikely - Do not expect it to happen/recur but it is possible it may do so Likely - Might happen or recur occasionally Very Likely - Will probably happen/recur, but it is not a persisting issue/circumstance Certainty - Will undoubtedly happen/recur, possibly frequently 	<ol style="list-style-type: none"> Negligible - Minor injuries or discomfort. No medical treatment or measurable physical effects. Minor - Injuries or illness requiring on site first aid. Temporary impairment. Medical Treatment - Injuries or illness requiring hospital treatment. Major - Injury or illness resulting in permanent impairment. Fatal - Fatality. 		4	4	8	12	16	20
			3	3	6G	9	12	15
			2	2	4	6Y	8	10Y
			1	1	2	3	4	5G
			0	1	2	3	4	5
			Severity of Injury					
					Low Risk		Medium Risk	

Category	Before RA			After RA		
	Likelihood	Severity	Risk rating	Likelihood	Severity	Risk rating
Danger associated to pupils of COVID 19	3	4	12	2	4	8
Danger associated to staff of COVID 19	3	5	15	2	5	10
Dangers associated to layout and infrastructure of COVID 19	3	5	15	2	5	10

Risk assessment circulation:	All school staff and parents advised to check school website with links provided in letters	Via internal communications
Assessment carried out by:	<i>Geraint Jones- Headteacher David Roe – SLT Jaimie Cranham – premises Manager</i>	Assessment date: 14/07/20
Assessment checked by:	Governing body LA (Sent, pending approval)	Review dates: As required with update of guidance / incidents