

Ysgol Bryn Teg



September 2021

THIS RA WILL BE UPDATED / AMENDED AS PER WALES / LOCAL UPDATES, RELAXATIONS / RESTRICTIONS

New strain of COVID-19

Activity:	Ysgol Bryn Teg – reopening and improving learning offer	Assessment date:	13 th July 2021
Risk area:	Potential for staff and pupils to become infected with the Biological hazard- Covid-19	Assessment by: Geraint Jones- Headteacher Lindy Williams- CoG David Sutherland- Vice CoG David Roe – SLT Jaimie Cranham- Premise 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.	Updated and Approval by: Governing Body	

This risk assessment applies to the school operation for delivery of on-site teaching for Foundation Phase pupils, Key Stage 2 pupils within the speech and language unit, and hub provision.

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 (Latest version on WG website)
- It should be read in conjunction with the [COVID-19 Guidance](#)
- The latest SAGE advice for the safe reopening of schools, taken into account WG, LA and SAGE advice on the latest new variant of Covid-19, believed to be 70 % more infectious. (Awaiting further guidance and information) *Mitigations to reduce transmission of the new variant ...23rd dec 2020*

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.
- 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.
- 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.

This situation is ever changing please see latest HR / WG / CCC advise

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>Children to be accompanied by only one parent on drop off and collection.</p> <p><i>Hand sanitiser stations within all classrooms and throughout the school for use on entry to the building.</i></p> <p><i>Gate to be opened at 8:35 for parents to bring pupils round on existing one way route</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>Parents to be reminded via newsletter of the importance of adhering to the times to drop off and collection times.</p> <p>Breakfast club start- 8:20 am- 8:40 am – maximum 12 per class with flexibility provided for more vulnerable. Drop off at hall for Foundation Phase pupils, and KS2 pupils using separate door entrances.</p> <p>Drop off timings- school gates to open from 8:35 am and staff to receive pupils by 8:45 am for start of day.</p> <p>Collection time – gates to open at 2:55 pm with collection at 3:00 pm for end of school day. Staff to remain on duty to 3:05pm.</p> <p>Nursery to use Nursery doors for drop off.</p> <p>Doors open 8:40 am</p> <p>Year 6 to be allowed to come in and leave independently providing they are displaying the appropriate behaviours. (This can be withdrawn at the teacher/SLT decision)</p> <p>Y5 pupils to be offered the same after two weeks of term.</p>	<p>Communications to parents on ongoing procedures – HT letters</p> <p>Whole school newsletter to be shared before end of the term</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	<p><i>No pupil health questionnaire on a weekly or monthly basis.</i></p> <p><i>Parents to inform school if pupils present and symptoms or positive test results.</i></p>	<p><i>Signage around the school and on website.</i></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	Staff and pupils to use appropriate social distancing to meet the needs of the pupils and in accordance with their age. Staff to model and exercise social distancing within the classroom and communal school areas.	<i>Bubbles</i> <i>Lunch in class</i> <i>Breaks</i> <i>Safe collection and drop off section</i> <i>Outside learning</i>	<i>Pupils within classes will be in social contact groups.</i> <i>Good habits on classroom practices have been set up and will be encouraged and promoted. These include regular handwashing, (more often than usual), hand sanitiser stations (to be encouraged before and after activities such as break times, lunch times, PE games, tasks where sharing of equipment between individuals occurs, well ventilated spaces)</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 complex needs or those requiring additional support. To also include 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.</i> <i>Pupils with complex needs or who require additional support will be offered support as normal. Additional mitigating measures such as well ventilated spaces, regular additional cleaning can be implemented.</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 use PPE such as gloves, aprons, visors</i>	<i>Training on usage for this PPE. Review as needed. Updating of intimate care policy.</i> <i>See current operational guidance</i> <i>Staff have been vaccinated*</i> <i>*3 members of staff not</i>	K Lewis to oversee Staff directly involved

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Wellbeing focus	Mental health of pupils	Pupils mental health – experience of lock down and related issues	<p>Wellbeing focus – high focus on wellbeing for pupils to help them keep calm and happy.</p> <p>Jigsaw SOW</p> <p>Pupils to receive wellbeing week from Friday 3.9.21-10.09.21- to settle and ensure they are in right frame of mind for return tyo school.</p> <p>Inset on ALN/inclusion for 2.09.21</p>	<p>Sharing of nurture principles, strategies and resources – self regulation, Mindfulness</p> <p>School have purchased and appointed Places to Be programme and Mental Health Practitioner for 2.5 days each week commencing 1st September 2021. This will provide individual and universal provision to school community- pupils, staff and parents.</p>	<p>KL CM GJ</p>

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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><i>Cleaners to have undertaken training in techniques and requirements for effective cleaning</i></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><i>Re-visit COVID cleaner hours to meet the needs of increased staff and pupils on school site</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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Cleaning arrangements at end of school day	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.	<p><i>Cleaners at the end of the school day- ensuring that each of the classrooms are well ventilated. Doors to outside playground and up to 3 windows are left open for the cleaning staff.</i></p> <p><i>Premises manager to manage and lead cleaning arrangements, communicating needs of school, and functions of cleaning regimes with appropriate personnel.</i></p>	<p><i>Meeting scheduled with cleaning manager P Evans and H Selleck- Monday 14.05.21 to clarify additional class space for September and Covid cleaning expectations.</i></p>	<p>P Evans</p> <p>H Selleck</p> <p>J Cranham</p> <p>G Jones</p>
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>	<p>Posters displayed reminding staff and children to wash their hands and to Catch it, bin it, kill it</p>	<p>All staff to oversee</p>
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> <p><i>Transport for trips within bubbles</i></p>	<p>LA transport department.</p>

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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 Ventilation – open windows	L Boswell
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 parent waiting shelter 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 isolation room. In the first instance it should be:</i></p> <ul style="list-style-type: none"> <i>Outdoors- if the weather is poor, then the parent shelter can be utilised. Chair/s can be taken outside for the pupil and staff member who is supporting, keeping a distance of at least 2 metres, wherever possible.</i> 	<p><i>Member of school staff to support pupil maintaining 2m SD wherever possible until parent/carer arrives to collect.</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> <p><i>Contact to Delta Wellbeing</i></p>	<p>G Jones</p> <p>P Gooding</p> <p>DR</p> <p>CM</p>

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Blended learning	Children falling behind and anxiety during lockdown	<i>Pupils Staff</i>	<i>In the event of a bubble or wider closure blended learning will take place. Devices where needed to be loaned Half term refresher training with all staff and pupils (in class sessions)</i>	<i>R Knight to share protocols during inset training to all staff to ensure teachers/LSAs are aware of online learning expectations/offer.</i>	R Knight K Lewis Staff in school
Breakfast club	Biological hazard- Covid-19 Large gatherings and spread of transmission	<i>See roadmap (provision to begin 4th May for a small number of pupils) Breakfast club to increase from 6 per year group to a maximum of 12 per year group. The increase in provision to begin from after Whitsun half term 7th June onwards.</i>	<i>Grab and go style system for classes Catering dept. To provide breakfasts for pupils who need to it up to 9:15 Continue providing provision whilst still maintaining class bubbles</i>	<i>See roadmap Review End of July for the Autumn term, or sooner if there are further cases within the community. To continue until review at end of Sept 21. Any changes not to be implemented until after this meeting.</i>	G Jones A Morris

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Lunch time	<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 bring packed lunch or receive school dinner. Eaten in class / outdoors.</i></p> <p><i>All waste / rubbish to be taken home by pupils for recycling / disposal</i></p> <p><i>Lunch Time Supervisors- to provide cover for Year 1, Year 3 staff to support staff. School meals to be booked via parent pay following Whitsun half term.</i></p> <p><i>Lunch- pupils provided with a lunch if they choose. School staff to support lunchtime by providing support at lunchtime in receiving dinners, handing out in class/es to support the catering department in avoiding the cross over of bubbles.</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><i>Lunch staff will not enter a classroom. Lunch will be delivered and handed out by school staff.</i></p> <p><i>Older pupils encouraged to help / clear up / prepare plates for collection & wipe down tables.</i></p> <p><i>Review meeting with catering department at end of September. Changes to be made following this meeting.</i></p>	Supervising staff

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Provision	<p>Biological hazard- Covid-19</p> <p>Bubble system being broken</p>	<p><i>Pupils and staff may have a symptomatic and be on school site. Provision needs to be as safe as possible.</i></p>	<p><i>Encourage outdoor provision for at least 50 % offer. Staff are to use weather forecast to allow maximum use of outdoors, safely working with rota basis to allow for reduced possibility of the spread of the new virus.</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><i>Mixing of contact groups/bubbles to only be across 2 year groups. Therefore N/R, Yr s 1 and 2, Yrs 3 and 4, CYY, and Yrs 5 and 6.</i></p> <p><i>Working with LC (EWO) to support any pupils and families when attendance is limited.</i></p> <p><i>Pupil to be offered slot/s on a weekly basis, providing all necessary information is supplied.</i></p> <p><i>Water proof clothing- trousers and jackets purchased for every child, from the school. Discounted costs for child's rainproof school coat, and staff jackets.</i></p>	<p>All staff</p>
Vulnerable in terms of access to blended learning	<p>Biological hazard- Covid-19</p>	<p><i>Provision off site</i></p>	<p><i>School to lend out devices to any pupils who cannot access. This reduced the need for these pupils to attend school.</i></p> <p><i>This will be the case in the event of a class / partial / full closure.</i></p>	<p><i>Ensure appropriate digital technology is available at home for pupils to use.</i></p>	<p>Paul Gooding-DHT</p> <p>Richard Knight-TLR</p> <p>Class teacher</p>

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After school club provision	Biological hazard- Covid-19	<i>Staff involved – D Williams, S Brown, C Davies</i>	<p><i>Numbers of pupils capped to a maximum of 6 pupils per phase, in line with previous arrangements completed in the Autumn term.</i></p> <p><i>Activities and provision to take place Outdoors as much as possible.</i></p> <p><i>Maintain current provision for Autumn term.</i></p> <p><i>Look at with agreement with teachers 1 club per bubble with an outdoor focus.</i></p>	<p><i>Staff to wear increased PPE – Masks, Visors, Gloves and aprons.</i></p> <p><i>Hand sanitiser to be situated in the room. Additional hand soap to be provided for handwashing.</i></p> <p><i>Staff to be offered additional LFT tests to the twice weekly tests currently undertaken.</i></p>	<p>S Brown</p> <p>D Williams</p> <p>C Davies</p>
Physical education	Biological hazard- Covid-19	<i>All staff and pupils</i>	<p><i>Staff are encouraged as part of our outdoor learning offer to run outdoor PE sessions whenever possible.</i></p> <p><i>Staff to inform cleaner or front desk when finished in hall so that hall can be cleaned before next bubble enters.</i></p>	<p><i>The hall can be used if required but all doors must be opened for ventilation (see operational guidance 10.05.21)</i></p> <p><i>Updated RA- GJ 01.07.21</i></p>	<p>Teaching staff.</p>

Staff

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LFT tests	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Staff / pupils	<i>Staff will complete LFT test Wednesday / Sunday and their results will be submitted if positive to the HT</i> <i>Continue to report results through to WG</i>	<i>Follow up test / procedures triggered should a member of staff test positive</i>	JW GJ
Signing in procedures	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Staff Visitors	<i>Staff and visitors to sign in via HALO system (iPad on reception)</i> <i>Hand sanitiser available and encouraged</i>	<i>Signage to be created for expectations on entering the school</i> <i>Signage to include visitor/supply/specialist support expectations on wearing of face coverings, LFT testing, SD and any other key messages.</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>Revisit of timetabling to provide staff staggered break and lunch times in the staff room- F Phase, and Library – KS2.</i> <i>Ystafell Lindysyn available 2.5 days a week.</i> <i>Hall to also be utilised for staff at break/lunch if required.</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>	PG

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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. Plan ahead through looking at weather forecast (BBC met office- Llanelli – 24 hours beforehand to see the hour by hour weather forecast).</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>Staff High vis jackets should not be shared</p> <p>Each pupil has access to waterproof / outdoor clothing</p>	<p><i>Washing machine available for use in school when required</i></p> <p><i>Additional high vis for KS2 pupils- minimum of 1 between 2 per class.</i></p>	<p>All staff</p> <p>Ongoing</p> <p>KS2 lead</p>
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>	<p>GJ</p> <p>JW</p>
Breaks and timetables	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Full time return of pupils, with all pupils onsite.	<p>Break times to be taken in 'wider bubbles' pupils will be able to mix within these bubbles to play.</p> <p>Timetable to be created</p>	<p>Staff will take responsibility for their class, and allow year groups to share.</p>	<p>D Roe – timetable</p>

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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>Monitor updates from WG health minister and NHS should the situation change. EVC staff to be in work, RA in place.</i>	<i>Risk assessments Occupational health referrals J West to undertake update of document for returning staff</i>	G Jones HR Department J West D Roe
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 Formal informal groups – SLT and phase leads to oversee providing a support network both formally and informally Focus each week – wellbeing focus on planning for each week. Staff wherever to participate in activities Outdoor learning to be utilised – research shows positive impact from being outdoors</i>	<i>CM support strategies An item on the agenda now of every meeting in addition to children causing concern, and health and safety. See above section on wellbeing and introduction of Mental Health Practitioner. September 21.</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 6. Staffroom – Max of 6. Photocopier room – Max of 1. 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

Task / Activity Area	Hazard	Who might be harmed and how?	Controls in place to mitigate risk	Additional control measures	Action by who/when?
Transmission between adults in communal areas where social distancing is not possible	<p>Risk of transmission between staff</p> <p>Biological hazard- Covid-19 – Spread of COVID when brought onto school site</p>	<p>Staff can contract COVID-19 as the R number in Wales rises. Risk of transmission between bubbles when using communal areas e.g. corridors.</p>	<p><i>Communal areas such as corridors, photocopier room.</i></p> <p><i>Staff will be requested to wear a face covering when in communal areas such as corridors, main reception, and going into staff rooms.</i></p> <p><i>Staff to develop good habits for mask wearing within the school day following best practice on putting on and pulling off 3 layer LA issue face mask.</i></p> <p><i>Staff have received face coverings from LA and school purchases since September 2020. There are also disposable face coverings available to staff if required. Staff due to receive weekly testing- 2 per week and face coverings with increased protection by LA</i></p> <p><i>If pupils are wanting to wear face coverings they are also allowed.</i></p>	<p><i>Staff are asked to wear face coverings.</i></p> <p><i>Limit number of staff in rooms at any one time, maximum of 6 per room.</i></p>	<p>All staff</p> <p>No visitors or adults allowed on site other than listed previously. Exceptions made in relation to child protection and if all other avenues have been exhausted.</p>
Staff with COVID symptoms being on school site	<p>Risk of transmission between staff and pupils</p>	<p>Staff can be on the school site and may be asymptomatic or in the early stages of developing symptoms – this could be spread within the school community if not identified</p>	<p><i>Lateral flow tests have been provided to the school.</i></p> <p><i>All staff will need to take the tests and submit their results twice weekly to WG.</i></p> <p><i>If staff members test negative, we proceed as normal. However, if a staff member tests positive, they will need to isolate immediately as will any close contacts (bubble).</i></p>	<p><i>Staff will not enter the school site if they have symptoms or if someone in their household has test positive.</i></p> <p><i>If a staff member develops symptoms outside of the usual testing days they must book a test at a testing centre – not use the test.</i></p> <p><i>Vaccinated staff can use the home testing kits.</i></p>	<p>G Jones / J West to oversee distribution of test</p>

Task / Activity Area	Hazard	Who might be harmed and how?	Controls in place to mitigate risk	Additional control measures	Action by who/when?
Mixing of bubbles – PPA cover	<p>COVID-19 transmission</p> <p>Staff covering multiple classes for statutory 10% PPA time and SLT to receive leadership and management release time.</p>	<p>All staff (those in class and covering)</p> <p>Pupils in the class</p>	<p><i>No staff member to cover more than 3 classes within a week. This is to reduce the likelihood of a large proportion of the school self isolating.</i></p> <p><i>LFT tests as above.</i></p>	<p><i>Increased outdoor learning offer.</i></p> <p><i>P Gooding- devise timetable to support safe working operations for PPA and leadership release time.</i></p> <p><i>PPA/Management over the course of any week.</i></p>	<p>P Gooding</p> <p>G Jones</p> <p>L Butler</p> <p>D Sutherland</p> <p>D Roe</p> <p>PPA staff</p>

Layout / infrastructure

Task / Activity Area	Hazard	Who might be harmed and how?	Controls in place to mitigate risk	Additional control measures	Action by who/when?
One way system	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Pupils Parents Staff	<i>The drop off system will allow pupils to be received by their class teacher for the day at Nursery, Reception, Year 6, Year 3 entrances. This will be communicated out to parents on letter offer in advance of session time.</i> <i>Y3 to be dropped off at the class door. At the end of the day, to avoid congestion, pupils will be dismissed from the door on the corridor opposite the classroom.</i>	<i>Staff to supervise the drop off and collection of pupils. Any children being dropped off or collected outside the 9am and 3 pm times will need to be communicated to the teacher in advance. Telephoning the school will also be in place in case of emergency.</i> <i>Additional footprints or markings may be required – maintain the existing system</i> <i>Drop off and collection times to be reviewed and updated for Feb 2021.</i>	All staff JW-letter offer Parents JC
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>	<i>-Staff to only use internal corridors wherever required.</i> <i>-Staff to communicated remotely as much as possible, such as via teams, telephone etc.</i> <i>-Pupils discouraged to use internal corridors unless for accessing hall. Only one class to use corridors at a time to avoid crossing over of pupils.</i>	JC GJ SLT Staff Pupils

Task / Activity Area	Hazard	Who might be harmed and how?	Controls in place to mitigate risk	Additional control measures	Action by who/when?
Layout of classrooms	Biological hazard- Covid-19 – Spread of COVID when brought onto school site	Staff Pupils	<ul style="list-style-type: none"> • Staff to have a taped-out area to work from keeping a safe distance from pupils when possible. Particularly at start and end of each lesson. • Tables to return to format similar to group work style that have been successfully reintroduced in F Phase. This supports pupils further for their wellbeing and poses very small additional risk as large classes are working within bubbles and mixing throughout the day with each other. • 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> 	<p><i>Policies and practices to be reviewed and amended as and when required</i></p> <p><i>Increased outdoor offer to keep pupils outdoors – 50% of pupils, 50% of the time</i></p> <p><i>Return to classes of essential furniture for September 1st, 2021.</i></p> <p><i>Class teacher to decide on best layout for classes as class cohorts vary in need and size.</i></p>	<p>G Jones</p> <p>D Roe – KS2</p> <p>C Maloy – FPh</p> <p>JC- Premises manager</p> <p>Class teachers</p>
Enhancement 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>	<p>All 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?
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> <i>Parental engagement form to be used where concerns are discussed and actions are agreed. Sharepoint for each class.</i>	J West Teaching staff / SLT GJ/DR

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		High 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
Danger associated with new variant which is believed to be 70% more infectious.	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown

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 L Williams – CoG D Sutherland – Vice CoG David Roe – SLT Jaimie Cranham – premises Manager</i>	Assessment date: Updated, 13 th July 2021
Assessment checked by:	Governing body	Review dates: As required with update of guidance / incidents