**Crynallt Primary School**

**Recovery Plan for the effective management of return to school following Covid 19 outbreak (September 2020, reviewed November 2020, January 2021, February2021, March 2021)**

**This recovery plan must be read alongside our Covid-19 Health and Safety Risk Assessment and any Operational Guidance document for staff.**

Our aims and decision making will be guided by two clear questions:

1. What is the best support that we can provide for our school community?

2. How do we ensure the highest standards of safety?

As we move forwards these simple questions will guide and inform all our decision making. **We will not implement any plan unless we are convinced that it is the right thing to do and we can do it safely. There is not a ‘trade-off’.**

This plan has been developed using the following **5 key principles** set out by the Education Minister:

1. The safety and mental, emotional and physical well-being of staff and students
2. Continuing contribution to the national effort and strategy to fight the spread of COVID- 19
3. Having the confidence of parents, staff and students - based on evidence and information - so that they can plan ahead
4. Ability to prioritise learners at key points, including those from disadvantaged backgrounds
5. Consistency with the Welsh Government’s framework for decision making, to have guidance in place to support measures such as distancing, managing attendance and wider protective actions.

**Overarching Guidance for leaders and governors:**

1. Principles outlined above must be evident in all decision making. Our overall aim is to ensure that our decision making is calm and informed.
2. We will be decisive in our decision making. Our community must expect us to respond clearly and with urgency to any safety issues raised.
3. Senior leaders and governors must consider all the advice made available to them. Includes updated guidance for schools from Welsh Government.
4. Excellent communication must be evident throughout the planning and implementation of our safety plans. We will work with all teams of staff and welcome input from trade associations, pupils and parents. We will share advice that informs our decision making.
5. Need to build trust in our community. We will open and transparent at all times.

Our strategy for safe opening will be reviewed and revised constantly and will respond to local and national advice and guidance on managing the spread of the virus. School arrangements will be operated **as far as is possible** in line with national guidance on social and physical distancing and hygiene.

**General Principles**

* It is important to recognise that the school needs to provide a safe, highly orderly environment for all users based on strict hygiene procedures and social distancing as far as is possible in order to reduce risk;
* Children will be taught the following simple hygiene rules:
1. *Stay Clean. We wash our hands regularly and use the hand sanitisers provided.*
2. *Be Hygienic:*
	* *put tissues in a lidded bin.*
	* *keep hands off each other and your face*
	* *cough into sleeve or tissue etc.*
3. *Keep a Safe Distance. Viruses travel. We can stop them moving by keeping a safe distance*
* Pupils from each class will be in ‘protective pods’. As far as possible the same two members of staff will teach them and supervise them during structured and unstructured times. They will remain together during the day so minimising contact with other pupils and staff. However it should be noted that some limited mixing across groups is unavoidable- for example in toilets, during support group sessions and in the corridors;
* On a daily basis the Headteacher/Deputy Headteacher will retain operational responsibility for the site. This includes all day-to-day health and safety arrangements for the site. They will be high profile in school offering support and guidance to pupils, parents and staff whilst maintaining social distancing;
* It must be recognised that children (and staff) will be finding the current situation confusing and, as such, emerging events may be having a detrimental effect on a user’s mental health, As professionals, we have a duty to support children and each other to ensure physical and mental wellbeing are supported.

Also, please refer to the generic risk assessment document, appendix 2.

**Overcoming Challenges:**

**The school will face a number of challenges when meeting the aims above. These challenges include:**

* **Potential shortage of staff**. Each pod will have at least two members of staff to teach and care for the children. Our normal staff team does have enough capacity for this but there is very little spare capacity. This means that we will not be able to offer as many intervention activities whilst we manage Covid-19. The initial focus will be on offering class based education for the vast majority of pupils, with carefully differentiated support provided in class. A few interventions will be run by specific staff for our most vulnerable pupils.
* **Implications for before and after school care.** We cannot maintain the safety requirements of a large pod model and have children mixing in different clubs before and after school**.** This means that After-school clubs will temporarily close. We are disappointed by this but recognise that we cannot achieve this safety plan without that measure.
* **Supporting children to work with new staff and ensuring highest standards of safety, safeguarding and emotional support.** All pupils will work with their own teacher and LSA, unless sickness prevents this.
* **Ensuring that pupils have sufficient space to learn and socially distance.** Due to the requirement to encourage ‘pods’ not to mix, lunchtimes and playtimes will create specific challenges. We have enough capacity for this but this means that playtimes will need to be spread out and staggered. This will continue whilst we manage Covid 19.

**Transport:**

* Taxis will still be provided for pupils attending the Learning Support Centre;
* The bus from Tonmawr and Pontrhydyfen will run. Children will need to be in school by 8.15am and they will go to Breakfast Club. They will then go to class at the correct times. In the evening the bus will be able to enter school grounds at 3.40pm. Children will remain in their classes until it is time to board the bus.
* The timings for the opening and closing of the driveway will change to accommodate the staggered entry and exit from school. The new times are:

|  |  |
| --- | --- |
| 8.20am:  | Gates closed |
| 9.10am | Gates opened |
| 2.55pm | Gates closed |
| 3.40pm | Gates opened |

* Vehicles should not be moving on the school site between 8.20am-9.10am and 2.55pm and 3.40pm. The only exception to this will be emergency vehicles if needed. (Please see Traffic Management Plan for more detail)

**Staffing:**

|  |  |  |
| --- | --- | --- |
| **Class** | **Teacher** | **LSA** |
| Nursery/Reception  | VK/LW | KH, SB, F |
| Reception  | KH | NR, SW |
| Year 1  | JE | CH |
| Year 1 | MF | CG, DS |
| Year 2  | JB | HJ |
| Year 3  | KR | YG |
| Year 2/3  | LM | BC |
| Year 3/4 | LG | SE/KD |
| Year 4  | AT | DB |
| Year 5  | SP | LH/AW |
| Year 5  | DG | RB |
| Year 6  | CN | JH,MM (Friday) AxW (Shared) |
| Year 6  | BG | LJe, AxW (Shared) |
| Year 6 | AC | KMW, EP, AxW (Shared) |
| Coedwig 1 | KM | AB, AD, HW |
| Coedwig 2 | EJ | GT, GB, MB, AE |

MM, VJ, LJ, KD- working with small groups/individual pupils as needed. Pupils in any group will be in the same bubble.

Wherever possible staff will remain with the same contact groups every day. However, it is recognised that some staff will have to move between groups for the purpose of covering PPA and for the delivery of interventions. This has been reviewed and minimised so PPA will now change to the following:

**PPA**after Christmas will be changing to the following:

**Wednesday** Infants as normal

**Thursday** Coedwig (covered by SW)

**Friday**

Years 3 and 4 (alternate am and pm) covered by Susan (RE) and Sandra (Art), for the whole session, not split into two. The children will have a whole half term of art followed by a whole half term of RE

Year 5 (alternate am and pm)  covered by Sam (Music) Sarah (Welsh)- the sessions will not be split in two so staff will deliver P4C sessions.

Year 6 (alternate am and pm)  covered by Sam (Music) Sarah (Welsh) Alex (P.E./ Wellbeing)- the sessions will not be split into two so staff will also deliver wellbeing/P4C sessions.

**PPA Timetable:**

|  |  |  |
| --- | --- | --- |
| KH | Weds am /pm alternate half terms | SE |
| JB/JE/MF | Weds am/pm alternate half terms | SE/VJ/SD |
| KR/LM | Fri am/pm alternate half terms | SE/SS |
| LG/AT | Fri am/pm alternate half terms | SE/SS |
| AC/BG/CN | Fri am/pm alternate half terms | SW/AxW/SD |
| SP/DG | Fri am/pm alternate half terms | SD/SW |
| Coedwig 1 and 2 | Thursday | SW |

SD will also cover SP for ICT/Management time on a Wednesday am/pm (alternating depending on PPA session in Year 1 and 2)

**Staggered Arrival, Lunchtime and Playtime Arrangements:**

We will stagger entrance and leaving time to the school to minimise interactions and promote essential adult social distancing. **Parents will not be able to visit school except in an emergency situation or to leave medication.** If a child is late they will need to buzz in via the main infant building. They will then be collected by a member of staff and dropped off to their ‘pod’.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year group** | **ARRIVAL****Children will be collected from the playground on the correct coloured spots and taken in via the door below.** | **BREAKTIME** | **LUNCHTIME** | **LEAVING****Children will be taken to the playground via the door they came in. Parents will wait on coloured spots** |
|  | **Hall** | **Playground**  |  |
| Reception  | 8.45AMReception door | 10.00AM  (Main Playground) | 11.50-12.25pm(Infant Dinner Hall) | 12.25-12.55pm(Main Playground) | 3.30PM |
| 1JE | 8.45AMUsual door | 10.20PM(Main Playground) | 11.50-12.25pm(Infant Dinner Hall) | 12.25-12.55pm(Year 2 Playground) | 3.15PM |
| 1MF | 8.45AMMain door | 10.20PM(Year 2 Playground) | 12.25-12.55pm(Infant Dinner Hall) | 11.55- 12.25pm(Main Playground) | 3.15PM |
| 2 JB | 9.00AMUsual door | 10.40AM(Year 2 Playground) | 12.40-1.00pm(Infant Dinner Hall) | 11.55-12.25pm(Year 2 Playground) | 3.30PM |
| 3KR | 8.30AM(Year 3 door) | 10.35AMLower Playground- football pitch area) | 12.15PMSchool dinners in canteenPacked lunches in classroom | 12.45-1.15PM(Lower Playground- football pitch area) | 3.00PM |
| 2/3LM | 8.30AM(Main Entrance) | 10.35AM(Lower Playground- main area) | 12.15PMSchool dinners in canteenPacked lunches in classroom |  12.45-1.15PM (Lower Playground- main area) | 3.00PM |
| 4AT  | 8.45AM(Year 3 door) | 10.15AMLower Playground- football pitch area) | 12.45PMSchool dinners in canteenPacked lunches in classroom |  12.15-12.45PM(Lower Playground- football pitch area) | 3.15PM |
| 4LG | 8.45AM(Main Entrance) | 10.15AM(Lower Playground- main area) | 12.45PMSchool dinners in canteenPacked lunches in music room |  12.15-12.45PM(Lower Playground- main area) | 3.15PM |
| 5DG  | 8.45AM(Upper Playground door near to hall) | 10.00AM(Upper Playground) | 12.30-1.00PMJunior Hall |  12-12.30PM(Upper Playground) | 3.15PM |
| 5SP | 8.45AM(Upper Playground door – Year 6 area) | 10.00AM(Upper Playground) | 12.30-1.00PMJunior Hall | 12-12.30PM(Upper Playground) | 3.15PM |
| 6CN  | 9.00AM(Upper Playground door – Year 6 area)  | 10.30AM(Upper Playground/Patio) | 12.00 NoonJunior Hall | 12.30-1.00PM(Upper Playground/Patio) | 3.30PM |
| 6AC | 9.00AM(Main Entrance) | 10.30AM(Upper Playground/Patio) | 12.00 NoonJunior Hall | 12.30-1.00PM(Upper Playground/Patio) | 3.30PM |
| 6BG | 9.00AM(Upper Playground door –near to hall) | 10.30AM(Upper Playground/Patio) | 12.00 NoonJunior Hall | 12.30-1.00PM(Upper Playground/Patio) | 3.30PM |

**\* If it is raining, pupils will be able to watch a film, colour, play with Lego etc. at their own desks. Staff may also run fun, socially distanced games.**

**\* Breaktimes and lunchtimes will be supervised by the same two staff who are in the ‘protective pod’.**

**Hygiene and Safety:**

Advice suggests that the key to delaying the spread of the virus is to break the virus transmission chain. This incorporates: **Social Distancing** and **hygiene routines** (both general and personal)

**The school will take the following actions:**

*Ensuring staff and children are well and asymptomatic on arrival and during the school day:*

* Reminders will be communicated to parents via Schoop and the School Website regarding the symptoms and of Covid 19 and the importance of maintaining quarantine/isolation if a child or family member is unwell;
* Posters will be at all main doors reminding parents of the importance of maintaining social distance and not approaching school/ allowing children to attend if they have any symptoms of Covid19.

*If staff or children become symptomatic during the course of the session:*

* **Adults**- will go home immediately – arrangements for replacement cover to maintain the safe ratios of staff at 1:16 as a minimum;
* **Child**- isolate the child and contact the parents/carers immediately and arrange collection of the child as soon as possible;
* In the Infant building, the child will be isolated in the small support room off the main entrance. In the Junior building the child will be isolated in the main junior office. Both room have opening windows and vision panels in the door. The protocol for staff to manage the wellbeing of the child whilst located in the isolation room is at **appendix 1**.
* The children will be able to use the adult ‘Ladies’ toilets whilst isolated. These are located near to both rooms and there are alternative staff toilets which can be used until the designated toilet has been deep cleaned. This clean will include all touch areas, e.g. flush, door handles, taps. The touch areas will need to be sanitised after each use.
* In line with government guidelines, all potentially contaminated waste will be placed in to a black bag, sealed and placed inside a second black bag and stored in an appropriate area away from all other waste until 72 hours has passed when it will be disposed of in the normal manner.
* Any equipment which may have been in contact with a sick child will be cleaned and stored appropriately. If it to be disposed of arrangements for the safe disposal will be made in liaison with the caretaker.
* Following collection of the child, the room will be shut and left for as long as possible before cleaning. All equipment that requires cleaning should remain in the room and a sign displayed on the room not to enter until cleaning has been undertaken.
* If a symptomatic case needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
* If a member of staff or child becomes symptomatic during the session all touch areas will require cleaning before others can use the space.

**Minimising the risk of virus transmission**: **breaking the chain**

**Social distancing:**

It is **important** that social distancing principles are observed as far as is possible with young children.

Key principles are set out below:

* Wherever practicably possible, adults should observe a **two metre** distance between each other and from children. ***This will be significantly more difficult with younger pupils, in case of first aid and during playtimes/unstructured times;***
* Only learners from the same ‘protective pod’ will interact **as far as is possible** (in class settings and during outdoor/indoor play activities);
* In junior classes and, where appropriate infant classes, desks will be placed side by side to reduce ‘face on’ contact;

* School dinners will be provided. Food will be eaten in the two dinner halls and the junior main hall. Children from the same ‘protective pod’ will eat together maintaining social distancing from pupils in other pods;
* Contact between children and staff will be kept to a minimum, whilst considering the emotional wellbeing of children and their ages;
* For outside or schoolyard-based activities, separate ‘protective pods’ will play together and away from other groups. This will provide protection from transmission of the virus, whilst allowing for the importance of play and interaction on children’s mental health;
* All users should follow the limited contact advice in terms of no handshaking, hugging etc. Again, this may be difficult with young children but will be actively encouraged;
* Parents will be expected to observe social distancing on arrival and return of pupils. Coloured spots will be painted on the playground to allow for this. Children will be collected from lines in the morning by their teacher. Parents should be asked to queue and wait at a minimum of 2 meters apart, on the coloured spots, outside the premises and children will be brought out for collection;
* Activities for children to allow suitable social distancing e.g. board games or activities which normally require close proximity will be remodelled. For example P.E. will include circuits, catching and throwing practice, yoga or socially distanced team games;
* Only children form the same ‘pod’ will be able to use the toilet facilities at the same time;
* Windows in classrooms will be open to assist with air circulation (weather permitting);
* Weather permitting, outdoor activities will be used as often as possible;
* Breakfast Club and all other ‘extra curricular clubs’ will be cancelled initially. Whilst this is disappointing, it is necessary to ensure that children only interact with the children from their ‘protective pod’

**Personal hygiene:**

* High standards of personal hygiene must be observed by all staff and pupils. This includes regular and robust hand washing and the discarding of tissues;
* It is important that all children and staff thoroughly wash their hands before leaving their house in the morning and as they enter their house at the end of each day;
* Similarly, it is important to ensure regular hand washing routines are observed throughout the day; especially at toilet and mealtimes;
* Staff will remind children how to ‘catch a cough’ and bin it! Tissues must be disposed of by flushing down the toilet or being placed in a black bag and not in to recycling;
* Staff will avoid touching their face, nose or eyes and will discourage children from doing so;

* Staff and children will wear different clothes to school each day if at all possible. As such, school uniform will not be compulsory (but still encouraged).

**Surfaces:**

* Key high contact surfaces are routinely cleaned during the course of the day e.g. door handles, worktables. This will be done as frequently as possible, with soapy water throughout the day;
* Activities which require tactile contact e.g. Lego, Jigsaws, will only be used within their pods. Any shared resources will be washed between uses or be rotated daily. They have been boxed up and labelled Monday-Thursday. Sand, foam and Play Doh will not be used;

* All surfaces will be cleaned thoroughly after the day’s session in preparation for the next day;
* Children will wash or sanitise their hands before going to the toilet and, again after visiting the toilet;
* Children will not be able to bring toys or materials such as writing materials etc. to and from home. They will not be able to take items home from school to avoid chances of contamination.

**Movement around School:**

* As far as possible, movement around school in the junior building will be via a one way system which will be taped out and explained to children. In the infant building this will be more challenging but the corridors will be arranged to allow for as much distance as is possible. This system will be explained to pupils on their first day in school and they will have regular reminders from then;
* Junior corridors will be divided by tape to further reinforce this one way system. Although they are not 2 metres wide in most cases this will keep pupils are far apart as possible;
* Each class will be taken to the toilet by their dedicated staff at key points during the day. They will be supervised to ensure they wash their hands before and after using the toilet. This will minimise movement from classes but, it should be noted that children will NOT be stopped from using the toilet at other points during the day, but they will always be supervised.

**Other Measures for Safe working:**

* The usual checklist for managing the general health, safety and wellbeing practices must be followed to ensure procedures are communicated for fire evacuation, lockdown etc.;
* All other Health and Safety measures which would be associated with a normal school day will be observed;
* Registration of pupils will be carried out as normal;
* Children will be collected by a known adult, unless they have been given prior permission to walk home alone (via Class Dojo or in writing);
* Parents must wait in designated areas for their child and, except in the case of emergency, will not be allowed into the school buildings;
* A Senior Designated Safeguarding Officer will be on site at all times. In Crynallt Primary these officers are Helen Woodford, Nicola Bridgman and Steve Parvin. Staff will follow the normal, well established Safeguarding procedures in school.
* Parents, visitors and staff over the age of 11 years old are expected to wear face coverings around the school site and in all communal areas. It is recommended that school staff wear face coverings in class, although the needs of pupils can be taken into account during lessons.

**Staffing:**

**Staff-to-pupil ratios:**

* These will be higher than usual with 2 adults in class with a class of children. These adults will include the child’s usual class teacher and an LSA.

**Staffing issues:**

* Staff are our most important asset who have their own families to keep safe. We will do everything possible to keep them safe;
* 18 members of staff have been recently trained in dealing with body fluids. They will ensure that in the event of a toileting accident or sickness, all hygiene measures are met to avoid infection. They are also trained to use screening fluid in the classrooms. PPE will be provided for dealing with any spillages;
* Staff have use of visors if they require. They have access to hand sanitisers in all classrooms and staff areas;
* Teachers will have to balance teaching with increased supervisory duties. It will be important that they delegate work effectively to their Learning Support Assistant and that PPA is provided. Non-essential meetings, paperwork and other activities will be minimised. Teachers will be able to spend time when they are not engaged in face to face teaching planning and preparing work;
* The management of the school must consider their own wellbeing and adjust their working hours accordingly if necessary.

**Recommended activities:**

* It is recognised that children attending school will have had different experiences of Lockdown and varying degree of engagement with schooling;
* It is therefore important that activities are differentiated to meet the needs of the child. Activities are initially likely to focus on Wellbeing before moving towards the usual curriculum;
* Time will also be spent ensuring that all children, even our youngest, are familiar with one or all of the following; FlipGrid, Just2Easy, Office365 and Microsoft Teams and are able to use these effectively. This will ensure that, in the event of a further or local lockdown, pupils are well prepared for blended learning;

**Pupil behaviour:**

* Excellent pupil behaviour is important. Parents should be advised of this requirement and asked to support in every way possible;
* Positive pupil behaviour is to be encouraged and rewarded wherever possible. Staff will continue to use the current school behaviour policy;
* Staff will ensure that pupils are regularly reminded of the need to ‘stick to the rules’ to keep everyone safe. They will also ensure that pupils have a safe adult to speak to should they become anxious or upset.

***Catering:***

* Breakfast Club will be open for pupils. They will have breakfast within their own class ‘bubbles’.
* The school will be able to provide hot dinners as an option. All school dinners MUST be paid for in advance and on ParentPay. No cash will be collected in school;
* Pupils can bring a packed lunch from home but this should be brought in a simple plastic box that is wiped over before leaving the house and again on entry into school.
* Pupils will be asked to bring a named, plastic water bottle into school. This can be filled, as needed, throughout the day.

**Resources:**

* Resources will be kept to a minimum whilst ensuring that pupils have sufficient activities to engage them over a day. This will be especially important for Years Nursery-Year 3 who are accustomed to play based learning**.**
* Boxes of resources will be used within one pod only and, if they need to be shared, they will be cleaned before moving ‘pods’
* Pupils will not be allowed to bring pencil cases and bags from home. They will be provided with a named pencil case for their own personal use.

Appendix 1 **– Managing a pupil while in a room allocated for isolation**

A room should be designated for this use. The room should have the ability to open window(s) and have a vision panel in the door.

If a child is taken to a room to isolate whilst awaiting collection, the following guidelines should be observed:

* A window should be opened, if possible, to allow for suitable ventilation.
* The user (child) should be told that they are being taken to await collection by their parent / guardian. This is normal practice if a child is unwell at school.
* The pupil will be told there is an adult outside the room who is available to help them at any time. The staff member should wait outside the room and keep a close eye on the child. If they get called, they should try and maintain a safe distance. *PLEASE NOTE: the needs/age of the child will taken into account and, if needed, a staff member may remain in the room at a 2m distance.*
* Following all contact with a user who has become unwell or is displaying symptoms, the staff member should wash their hands for at least 20 seconds and should repeat this following each contact.
* The staff member can remain in work unless they start to develop symptoms.
* When the user is collected, the room should be closed, and the window left open. A sign should be placed on the door to prevent entry until cleaning has taken place.

**Appendix 2- Staff Checklist**

1. **Do not come to work if you have coronavirus symptoms** or go home as soon as these develop (informing your line-manager) and access a test as soon as possible. If you are unwell and able to do this, we can assist. If you are very unwell seek medical support as soon as possible through NHS 111. **If somebody in your house has symptoms, you must not come to work** and arrange to have tests.
2. **Ask any question**. There is a lot of guidance to work thorough. If you are unsure, please come and talk to SLT. Assured staff will make calm and informed choices. We are here to help.
3. **Recognise that you are allowed to be anxious**. We are here to support and guide. **Make your well-being a priority**. There are a range of well-being services and support that we can offer. These have been emailed to staff.
4. **Practise really good hygiene**. You have soap and cleaning materials in your classroom. We have also provided wipes for keyboards, phones etc.
5. **Think about ways to modify your teaching approach** to keep a distance from children in your class as much as possible. Avoid close face to face support (noting that it’s understood that this is not possible at all times, which is why hygiene and hand cleaning is so important). Staff should try and maintain a standing distance and communicate from ‘side on’ position when possible.
6. Children are not in quarantine but if you would benefit from having **your own zone in a classroom** so you control your contact. You would ask children not to enter this. We can mark out an area with tape that could be a few square meters.
7. **Ensure that cleanliness and hygiene is excellent in your pod**. Ensure that our children practise our 3 simple steps.
8. **Try and maximise ventilation**. Keep your classroom door and windows open if possible, for air flow.
9. **Teach outdoors when you can** and maintain social distancing in these spaces.
10. **Model social distancing**. Staff must demonstrate this. Limit your contact with other staff members, and don’t congregate in shared spaces, especially if they are small rooms. Staff can use the meeting room, the staffroom and the PPA room for breaks.
11. **Come to us if you need PPE, especially for dealing with bodily fluids.** We will provide it if it helps improve safety.

Appendix 3- Risk Assessment

**Corporate Risk Assessment**

***The guidance document “Neath Port Talbot Check In, Catch Up and Prepare for Summer and September Arrangements” should be utilised when completing your risk assessment.***

|  |  |
| --- | --- |
| **Activity being assessed: Covid 19 Return to school** | **Risk assessment reference number: Covid 19 1****Risk assessment created on: 16/06/2020****Review date due: 24/07/2020 and ongoing****Reviewed: November 2021, January 2021, February 2021, March 2021, June 2021** |
| **Persons undertaking or affected by the activity** |
|  |
|  |[x]  Employees |[x]  Contractor |[x]  Public |[ ]  Service User |[ ]  Other |  |  |
|  |
| **Hazard** | **Control measure** | **Likelihood**1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty | **Severity**1. Negligible 2. Minor 3. Medical Treatment4. Major 5. Fatal | **Risk Level***Likelihood x Severity = Risk Level* |
| **Spread of COVID-19** | **General*** All relevant statutory building checks have been undertaken prior to staff being allowed to re-enter buildings.
* Special consideration has been given to whether employees who are considered to be in a higher risk category which make them more susceptible to Covid-19 as per Public Health Guidance should be permitted to come into work. Staff who are highly vulnerable are now working from home (January 2021).

**Important**: For employees who are vulnerable and/or are Black and Minority Ethnic and are therefore considered to be in a higher risk category which make them more susceptible to Covid-19 and are concerned about returning to the workplace, a risk assessment tool has been developed by the Welsh Government which they can complete and share with their Manager. This can then be used as an aide in discussions with the employee to understand any concerns with returning to the workplace and to ensure appropriate control measures can be put in place for the employee to return to a safe environment. The risk assessment tool can be accessed [**here**](https://gov.wales/written-statement-all-wales-covid-19-workforce-risk-assessment-tool)and this has been sent out to all staff on return to school in January.* All persons that are contacted via “Test, Trace, Protect” need to adhere to the guidance given.

**Symptoms of Covid-19/ Symptomatic person*** All staff and volunteers are to be made aware of the symptoms of COVID-19 and watch for those symptoms in themselves and others – stay alert. Look for Flu like symptoms – high temperature, new constant coughing bouts and/or a loss or change to your sense of smell or taste.
* If any person/visitor/pupil is suspected of suffering symptoms they should be sent home immediately, or if this is not possible they should be isolated in a separate room (supervised as necessary) until they can be collected. In school this is either the Junior Office or the Infant support room.
* School will remind parents of pupils attending school as vulnerable learners/keyworkers of the importance of up to date contact details for parent/guardians. Person/visitor/pupil should self-isolate according to the guidance produced by Public Health Wales, and or NHS direct.
* Social distancing from the infected person must be exercised wherever possible to prevent the spread of the infection. Where this is not possible, the appropriate PPE must be worn. Refer to PPE section of this risk assessment.
* All potentially infected people will exit via the main entrances (junior and infant). Doors will be wiped down after the person has left. This will ensure all other primary routes are not potentially contaminated.
* If a symptomatic case needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
* Personal hygiene after contact with the symptomatic person must be exercised to ensure that the spread of the infection is controlled.
* All areas where a symptomatic person has entered are segregated until a deep clean (level 2) is carried out. If this is a classroom children will be moved into the meeting room until a deep clean of the area is carried out
* AMS cleaning services will be notified so they can arrange a deep clean (Level 2) to the affected areas.

 A designated area (the outside bin store) has been identified where double –bagged contaminated waste can be stored for 72 hours until it can be disposed of safely with the normal waste. This waste will be dated when bagged. * The equipment that the pupil/employee has been in contact with must be withdrawn from circulation and thoroughly cleaned and disinfected before being allowed back into circulation.

**Access and Egress*** Gatherings at the main door will be discouraged. Parents will be asked not to stop in the school grounds after dropping children off.
* There will be a staggered entry and exit system for pupils being dropped at and leaving school.
* Coloured spots will be painted at key waiting points to ensure that parents wait at points that are 2m apart. These spots are at all doors to school as all doors will be utilised to reduce queuing. When children arrive at school they will be able to walk straight into class to prevent waiting by the door.
* Children will be collected from pre-identified doors.
* The caretaker and members of the senior management team will be in the entrance areas to remind parents to remain 2m apart and to ensure that the queuing/entry system is understood by all;
* All parents and guardians of children are advised on entry to ensure that their children are not symptomatic; if so then entry into the premises will be denied. Signs will be put up at all entrances to reinforce this message;
* Upon entry, each pupil will be required to sanitise their hands. Sanitising stations will be available at all entry points/in classrooms. Due to the high alcohol content, this will need to be appropriately supervised to prevent accidental ingestion by pupils. Hand sanitiser with high alcohol content should not be placed in direct sunlight, or near any heat source, as it is highly flammable. An up-to-date COSHH assessment must be available at site.

**Social Distancing*** Social distancing must be maintained at all times, wherever possible, to reduce the risk of the spread of the COVID-19 virus. E.g. movement around school, staffrooms, children in classrooms, office staff, bursar, caretaker, etc.? Refer to *“Neath Port Talbot check in, catch up and prepare for summer and September arrangements” and “Managing Movement around schools” documents.*
* Each area of the school will be assessed prior to use, to ensure it is suitable to facilitate social distancing (e.g. number of pupils/staff/desks per classroom etc).
* Due to the size of some corridors within the building, it will sometimes be difficult to keep a distance of 2 metres when passing another employee. In order to reduce this problem and to limit the amount of time employees are in contact with each other, employees should not congregate or have discussions in corridors.
* Where possible non-contact activities should take place when children are in the activity area(s).
* Limit the use of play equipment / activities that may encourage close contact at frequent intervals. Play equipment must be cleaned thoroughly throughout the day with soapy water. Sand, Play Doh etc. must not be used.
* Careful consideration will be given for any employee/pupil requiring a Personal Emergency Evacuation Plan (PEEP) to return to work.
* In order to avoid the use of shared fridges and taps in staffrooms staff are encouraged to bring in their own food and drink in cool bags.  Personal flasks could be brought in by employees for hot refreshments, again reducing the need to use communal facilities.
* The staff room has been assessed and only 6 staff are allowed at any one time. Alternative staffrooms are available in the Meeting Room, the Music Room and the PPA room. Again, only 6 staff should be in the Music Room and PPA room at any one time, with 8 allowed in the main staffroom. In the infant building only 2 staff at a time should be in the small support room. Windows should be open in all rooms of possible.
* If communal equipment is used (e.g. fridge, kettle) general cleaning wipes have been provided, to allow staff to wipe down touch points (such as fridge door handle) after use. Staff encouraged to wash hands thoroughly after touching communal equipment.
* No sweets/snacks are to be brought into work for sharing between staff.
* Use of shared printers/photocopiers to be kept to a minimum. Only one person at a time should be within the printing/photocopying area.

**Cleaning and Hygiene*** The frequency of wiping down of high-touch areas will be increased throughout the day. High-touch areas include bathrooms/ toilets (not the toilet bowls), railings, tables/ desks /chairs, toys, equipment, door handles, sinks, light switches, etc. Disposable gloves and disposable aprons should be worn when cleaning is taking place.
* Cleaning will take place on the Principle of “Teach Germs a lesson” by using the school cleaning colour coded system. A number of staff have recently been trained in this.
* SCREEN will be made up daily and to the correct dilution rates. Any unused product will be disposed of at the end of the day. An up-to-date COSHH assessment must be available at site.
* All potentially contaminated waste will be placed into a black bag, sealed and placed inside a second black bag and stored in an appropriate area away from all other waste. It should be date labelled and when 72 hours have passed it will be disposed of in the normal manner.
* All children and adults, including staff must wash/sanitise their hands on entry into the premises.
* Skin friendly cleaning wipes can be used as an alternative to hand sanitiser for small children and leaners with complex needs.
* Soap, running water and hand drying facilities are available in every toilet and in each classroom that has a sink.
* Hand washing must take place at regular intervals during the day. Signage will be placed in toilets, sinks, etc. to remind pupils/staff to wash for at least 20 seconds. Staff/pupils will be reminded of good handwashing techniques.
* Stocks of hand sanitiser on the premises will be monitored at regular intervals to ensure that stocks do not run out. Request / replace stocks when they are running low, not when they have run out.
* Hand sanitiser must be stored away from ignition sources such as, sunlight, heat, open flames, hot surfaces, sparks, etc. It must be stored in a cool place.
* If stocks of hand sanitiser have run out, ensure there is adequate hand soap and running water that can be used instead.
* A supply of disposable tissues will be available in each classroom. These are to be monitored and replenished regularly. Separate lidded bins for the tissues should be available in each classroom and other key locations around the site. The contents should be emptied daily.
* Pupils will be shown how to catch a sneeze or cough using their elbow or a tissue and reminded to then wash their hands.
* Additional advice can be found on the eBug Covid-19 website which includes materials to encourage good hand and respiratory hygiene.
* Where possible, we have provided separate toilets for different contact groups or reduced contact groups using the toilets e.g in the infant classes. Where this is not possible, we are ensuring that hand sanitiser is used before entering the toilet and that toilets are cleaned regularly. Learners are encouraged to clean their hands thoroughly after using the toilet

**Use of face coverings for health purposes*** Adequate lidded waste bins are on the school premises for those who choose to use single-use face coverings.
* Face coverings should also continue to be worn by adults and learners in all areas of the school building outside of the classroom. The exception is at mealtimes and when they are outside, unless the outside are is very full.
* Frequent putting on and taking off of face coverings is not recommended as this can risk contaminating hands and face. Therefore, if learners are outside for a short period it may be easier to keep face coverings on.
* Pupils should not wear face coverings when running round, playing football or other active games.
* Visitors to the school setting should use a face covering, including parents and carers when dropping off and picking up learners.
* The school will communicate quickly and clearly to staff, parents and carers and learners that the new arrangements require the use of face coverings in certain circumstances. **This will include signage around the school.**
* There are some circumstances where people may not be able to wear a face covering. Please be mindful and respectful of such circumstances, noting that some people may be less able to wear face coverings and the reasons for this may not be visible to others. Staff and learners may have a reasonable excuse not to wear a face covering if (for example):

-       they are not able to put on or to wear a face covering because of a physical or mental illness, or because of a condition or impairment-       they are accompanying somebody who relies on lip reading where they need to communicate and you cannot access a clear face covering-       they are escaping from a threat or danger and don’t have a face covering**Personal Protective Equipment (PPE)*** When using PPE hands must be washed both before and after use.
* Staff who will be required to use PPE will be provided with information on how to don and doff it correctly.
* Staff using PPE should be familiar with the PPE Information poster at the bottom of this risk assessment.
* PPE for use when dealing with bodily spillages is in prepared packs that can be located in the infant and junior stock cupboards.

**Routine activities**No PPE is required when undertaking routine educational activities in classroom or school settings.**General clean of premises**Disposable gloves and disposable aprons must be worn.**Suspected coronavirus (COVID-19)*** Gloves, aprons and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.
* Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.
* A Level 2 clean must take place when cleaning the areas where a person suspected of having COVID-19 has been. The risk assessment identifies the PPE required when undertaking this activity as being disposable gloves, disposable apron, FR(IIR)SM and goggles.

**Intimate care including** **administering first aid*** Gloves and aprons should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.
* Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.
* Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.

**Movement around/use of premises*** Where possible only rooms with windows that can be opened will be used. Appropriate doors will be kept open for ventilation if possible.
* Windows should be opened in all classrooms. If the weather is poor windows can be opened a small amount during lesson time and fully when pupils are not in class e.g. before school, breaktimes, lunchtime, after school.
* Staff/pupils to be reminded to follow the one-way systems in place.
* Fans and hand dryers are not to be used.
* Play equipment / toys that require high levels of shared use will be used by only one ‘bubble’ of children. If there is need to share items will be rested for one week between uses. This includes items such as Lego, bricks, books, art materials etc
* Pupils from Years 2-6 will be provided with their own essential equipment in a pencil case;
* All soft furnishings/ toys will be removed as these are more difficult to clean/ sanitise.
* Shared equipment such a trikes / bike or other ride on toys, are wiped down and cleaned at regular intervals at the start / end and throughout the day.
* Activities that require physical contact should not be conducted. For example P.E. should focus on activities that can be done when social distancing e.g. Yoga, Simon Says, rounders, circuit training
* Movement around the school will be kept as low as practicable to minimise the risk of cross contamination in the school environment, and eliminate the need for a deep clean between classes.
* There will be no cash handled in school.

**Meetings*** Face to face interaction will be reduced as much as possible. If a visit/meeting/work can be done via telephone/skype/teams etc. then this should be considered as the safest method. Otherwise consideration must be given to whether a 2 metre distance is achievable.
* Avoid non-essential travel around the building e.g. If you need to speak with someone in another part of the building, use the telephone, skype, ‘teams’ etc. to communicate with them.
* If meetings are necessary, the room should be assessed to determine how many people are permitted to enter meeting rooms whilst maintaining social distancing. If the room has windows these should be opened to improve ventilation.

**Mental Health and Wellbeing*** Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.
* Health and Wellbeing during COVID-19 information is available via the home screen on the NPTCC intranet, which provides a wide variety of useful tools such as contact information for support services, online stress control classes etc.

**Emergency procedures such as fire, first aid*** The emergency evacuation procedure has been reviewed and communicate to staff/pupils. No changes are needed.
* Ensure there are sufficient numbers of appropriately trained first aiders available. They should follow the training they have received and use PPE as detailed previously.
* Only deliver CPR by chest compressions and use a defibrillator (if available) don’t do rescue breaths.
* Practice good hygiene by washing/sanitising hands before and after administering first aid.
 | **2** | **3** | **6** |
| **Personal Protective Equipment** |
|  |  |  |  |  |  |  |  |  |  |  |
| http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=1 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=2 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=3 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=4 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=5 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=6 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=8 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=10 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=11 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=7 | http://w2012-apex:8080/ords/test6/PAYHR.RAF_PKG.show_image?p_table_name=RAF_PPE&p_id=9 | **Other** |
| Aprons must be worn | Eye Protection must be worn | Head Protection must be worn | Safety Harness must be worn | Ear Protection must be worn | Safety overalls must be worn | Safety boots must be worn | Respiratory equipment must be worn | Hi Viz clothing must be worn | Protective gloves must be worn | Face Protection must be worn | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [x]  |[x] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [x] [x]  [ ]  |
| **Additional risk information** |
| In the event of an incident/accident, please contact your nearest first aider. All incidents/accidents must be recorded on NPT’s Online Accident Reporting System. Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided.All staff to have regard for their and others health and safety at all times. |

|  |
| --- |
| **Please identify how this risk assessment has been communicated** |
| Team brief / Team meeting  |[x]   |
| One to one |[ ]   |
| Email |[x]   |
| Other (please specify: |[ ]   |  |  |
|  |

|  |
| --- |
| **Emergency Procedures**  |
| Contact name: | Helen Woodford/ Nicola Bridgman |  |
| Contact number: | 01639 635256 |  |
| Contact number (out of hours): | 07533 712647/ 07905 902761 |  |
| Hospital: | Morriston |  |
| Emergency Services**:**  | 999 |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Name:** **Helen Woodford** | **Position:** **Headteacher** | **Date:** **16/06/2020** |

|  |
| --- |
| **Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident** |
| **Reviews**  | **Key** |  |
| Review date : 17th August 2020 | **Likelihood** | **Severity** | **Likelihood of Injury** | **5** | 5Y | 10R | 15 | 20 | 25 |
| Reviewed by: Helen Woodford | 1. **Very Unlikely** - This will probably never happen/occur
2. **Unlikely** - Do not expect it to happen/recur but it is possible it may do so
3. **Likely** - Might happen or recur occasionally
4. **Very Likely** - Will probably happen/recur, but it is not a persisting issue/circumstance
5. **Certainty** - Will undoubtedly happen/recur, possibly frequently
 | 1. **Negligible** - Minor injuries or discomfort. No medical treatment or measurable physical effects.
2. **Minor** - Injuries or illness requiring on site first aid. Temporary impairment.
3. **Medical Treatment** - Injuries or illness requiring hospital treatment.
4. **Major** - Injury or illness resulting in permanent impairment.
5. **Fatal** - Fatality.
 | **4** | 4 | 8 | 12 | 16 | 20 |
| Review date : | **3** | 3 | 6G | 9 | 12 | 15 |
| Reviewed by: | **2** | 2 | 4 | 6Y | 8 | 10Y |
| Review date : | **1** | 1 | 2 | 3 | 4 | 5G |
| Reviewed by: | **0** | **1** | **2** | **3** | **4** | **5** |
| Review date : | **Severity of Injury** |
| Reviewed by: |  | **Low Risk** |  | **Medium Risk** |  | **High Risk** |

**Appendix 4**

CAD drawings of premises: