



Gnoll Primary School - Ysgol Gynradd Y Gnoll



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"Together we Nurture, Inspire and Achieve"
Gyda'n Gilydd rydym yn Meithrin, Ysbradoli a Chyflawni

Recovery Plan and Risk Assessment
February 2021

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Covid 19 Policy

Gnoll Primary School is committed to providing the best support for our school community whilst ensuring the highest standard of health and safety in relation to the Covid-19 Coronavirus outbreak. This is a risk assessment identifying the current guidance and control for Covid 19 for NPT. The document was developed using the NPT risk assessment for Covid-19. This is an overarching document for use by those completing risk assessments and does not attempt to address every situation and scenario.

We will implement the principles of the Welsh Government Guidance 'Keep Education Safe (Operational Guidance for Schools and Settings COVID-19): implementing protective measures in education and childcare settings' to be found here - <https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19>

How to use this document

This document should be used to inform risk assessments and should be used as flexibly as possible. The following principles apply:

1. Where the hazard and mitigations are exactly as described in this risk assessment, the risk assessment can just reference this one. This should make the process of assessing risk easier.
2. If there is an appropriate risk justification for not applying all the mitigations associated with a particular hazard the risk assessment should clearly identify this and signpost the risk justification. Otherwise all the mitigations identified here will apply and must be implemented. .
3. If a hazard that does apply is not included here it will need to be added to the risk assessment. This document can also be updated to include emerging hazards.
4. The risk assessment does not attempt to cover every job role or task. It does not address those hazards normally encountered at work – just COVID 19. Usual workplace safety precautions will continue to apply.
5. The risk assessment assumes that colleagues will require briefing sessions, training and refreshers on the content of risk assessments to be able to work safely and does not include that in every section.
6. Specific guidance is provided where it is relevant to something in the assessment. There is not always specific guidance available over and above the main guidance for that topic.
7. Personal Protective Equipment (PPE) is required to mitigate work hazards and the named masks have been recommended by the LA



In particular we will follow the 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.

We will communicate with the children and parents who are part of our school community and with the wider community so that everyone understands:

- What services are being provided and when
- How to access those services
- How to stay safe whilst using the services
- Who to contact in an emergency.
- Where to get more information

Signed _____ (Headteacher)

Signed _____ (Chair of Governors)

Dated _____

Dated _____



Risk Assessment

This Recovery Plan has been informed by the Gnoll Primary Covid-19 risk assessment which applies the 6 steps to working safely from the UK Government and the Health and Safety Executive Guidance.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

<https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>

They are:

1. Carry out a Covid 19 risk assessment
2. Develop cleaning, handwashing and hygiene procedures
3. Help People to work from home
4. Use of face coverings for health purposes
5. Maintain 2m social distancing, where possible
6. Where people cannot be 2m apart, manage transmission risk

This plan should be read in conjunction with the school's risk assessments for reducing the risk of Covid-19. The risk assessment document is found here—





Corporate Risk Assessment

Activity being assessed:		Risk assessment reference number:		
		Risk assessment created on:		
		Review date due:		
Persons undertaking or affected by the activity				
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input type="checkbox"/> Service User <input type="checkbox"/> Other _____				
Hazard	Control measure	Likelihood 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	Severity 1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	Risk Level <i>Likelihood x Severity = Risk Level</i>
Spread of COVID-19	<p>General</p> <ul style="list-style-type: none"> All relevant statutory building checks have been undertaken prior to staff being allowed to re-enter buildings. Special consideration must be 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. <p>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</p>	2	3	6



	<p>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.</p> <p>The risk assessment tool can be accessed here</p> <ul style="list-style-type: none"> • All persons that are contacted via “Test, Trace, Protect” need to adhere to the guidance given. Click here to read the guidance from Welsh Government <p><u>Symptoms of Covid-19/ Symptomatic person</u></p> <ul style="list-style-type: none"> • 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. Each school must ensure they have 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. • PPE and hygiene resources are stored in two central locations, ‘My Space’ and the Hub (Nursery class) including guidance on how to use this correctly. It is the responsibility of ALL members of staff to monitor and inform a member of SLT of low stock. • An alternative exit route from the premises has been identified in order to ensure all other primary routes are not potentially contaminated. • 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 it’s a classroom, you will need to find an alternative area where the children can be moved to until the classroom is cleaned and the symptomatic child will be taken to the isolation room which is the “Cwtch Room” • Primary Schools/AMS cleaning SLA Schools – AMS cleaning must be notified so they can arrange a deep clean (Level 2) to the affected areas. 			
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	<ul style="list-style-type: none"> • A designated area 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. The bag will be clearly labelled with the person’s name who has placed the items in the bag as well as the date when it will need to be disposed of. 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. <p><u>Access and Egress</u></p> <ul style="list-style-type: none"> • Gatherings in the school playground will be discouraged. • Ensure there is an appropriate queuing system on entry and exit from the school premises. A member of SLT will be on duty to remind parents to maintain a social distance. Staff to advise all persons in the queue to maintain a social distance whilst waiting to enter the school premises. There are markers on the yard at 2 meter gaps and the school start and finish times are staggered for different cohorts of pupils. • 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. This will be communicated via signage and newsletter to parents prior to the pupils returning to school. • Upon entry, each pupil will be required to wash their hands. Sanitising stations are available at all entry points for adult use. Due to the high alcohol content, the hand sanitiser should be appropriate secured (e.g. wall mounted), if this is not possible it 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. • All staff must wear face coverings in all areas of the school building outside of classrooms. The exception is at mealtimes and when outside on the yard, however if there are large number of learners in a relatively small space then staff members will wear face coverings. It is purely voluntary for Young Learners to wear masks however they 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. 			
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	<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • 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 <i>“Neath Port Talbot check in, catch up and prepare for summer and September arrangements”</i> and <i>“Managing Movement around schools”</i> 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). • Do not use play equipment / activities that may encourage close contact at frequent intervals. Play equipment must be cleaned thoroughly throughout the day • Try not to conduct team building type exercises where close proximity is required. • Careful consideration must 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 5 staff are allowed at any one time. If communal equipment is needed (e.g. fridge, kettle) general cleaning equipment to be provided in kitchen, 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 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. After use, the equipment must be wiped down and cleaned. <p><u>Cleaning and Hygiene</u></p>			
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	<ul style="list-style-type: none"> • 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. • 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 until 72 hours has passed when 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. • 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. • Where possible, different contact groups must use identified separate toilets. If this is not the case, ensure hand sanitiser is used before entering the toilet and that toilets are cleaned regularly. Learners must be encouraged to clean their hands thoroughly after using the toilet. • Stocks of hand sanitiser on the premises must 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 bins for the tissues should be available in 			
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	<p>each classroom and other key locations around the site. The contents should be emptied daily.</p> <ul style="list-style-type: none"> • Pupils will be shown how to catch a sneeze or cough using their elbow or a tissue and reminded to then wash their hands. <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> • 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. Information posters are present in central location (Hub, My Space, Staff Notice Board) the building in order to ensure correct usage. <p>Routine activities</p> <ul style="list-style-type: none"> • No PPE is required when undertaking routine educational activities in classroom or school settings. <p>General clean of premises</p> <ul style="list-style-type: none"> • Disposable gloves and disposable aprons must be worn. <p>Suspected coronavirus (COVID-19)</p> <ul style="list-style-type: none"> • 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. <p>Intimate care including administering first aid</p>			
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	<ul style="list-style-type: none"> • 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, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction. • Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions. <p><u>Minimise contact between individuals and maintain social distancing wherever possible.</u></p> <p><u>Movement around/use of premises</u></p> <ul style="list-style-type: none"> • Minimising contacts and mixing between people reduces transmission of COVID-19. This continues to be important in all contexts of school life. Where possible only rooms with windows that can be opened will be used. Appropriate doors will be kept open for ventilation if possible. *Only non- fire doors and waiting for clarification from ENV. • Staff/pupils to be reminded that to reduce number of contacts between children and staff, as well as staff and staff. • Fans are not to be used. • Play equipment / toys that require high levels of shared use and are difficult to clean (plasticine, sand play pits) etc. are not to be used. • 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. • Gym mats etc. that encourage shared use should not be used. • 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. • The handling of cash should be discouraged. 			
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	<ul style="list-style-type: none"> • Water fountains should not be used. <p><u>Meetings</u></p> <ul style="list-style-type: none"> • Face to face interaction should 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. • All meeting rooms will be kept locked and if needed to be used must be booked the school office. This way, arrangements can be made to ensure that the room is cleaned following its use. • 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. <p><u>Mental Health and Wellbeing</u></p> <ul style="list-style-type: none"> • 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. <p><u>Emergency procedures such as fire, first aid</u></p> <ul style="list-style-type: none"> • The emergency evacuation procedure has been reviewed and communicate to staff/pupils. A regular fire drill is carried out to ensure the amended procedure is understood. • 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 			
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breaths. Practice good hygiene by washing/sanitising hands before and after administering first aid.

Personal Protective Equipment

											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	_____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

One to one

Email

Other (please specify: _____

Emergency Procedures

Contact name: _____

Contact number: _____



Contact number (out of hours):	_____
Hospital:	_____
Emergency Services:	_____

Name:	Position:	Date:



Rationale:

This plan will ensure that we safeguard our community, so far as is reasonably practicable, by:

- Always being alert to risk.
- Reducing risk through effective organisation and controls.
- Reducing transmission risk by limiting at-risk interactions within the school community.

Key Messages

The key messages that we will communicate with everyone at the school are:

1. Keep a Safe Distance. We stay at least 2m apart whenever we can.
2. Stay Clean. We wash our hands regularly and use the hand sanitisers provided.
3. Be Hygienic
 - a. we put tissues in bin.
 - b. we keep hands off each other and our faces.
 - c. we cough into our sleeves or a tissue.
4. Face coverings should also continue to be worn by adults in all areas of the school building outside of the classroom. The exception if unable to due to a medical condition, mealtimes and on the school yard if with a small number of pupils.
5. Visitors to school setting should use a face covering, including parents and carers when dropping off and picking up their children.
6. Keep Belongings Safe. We don't bring anything into the school or take anything home without permission.



School Operational Plan

Preparation for Opening

Action	Date/Time	Format	Monitored	Responsibility
Producing a comprehensive timetable documenting daily operation including pupil numbers and staffing.	22.02.21	N/A	Andrew Herbert	SLT
Ordering of extra cleaning equipment.	22.02.21	N/A	By Bursar	Caretaker and Clerk
Timetables and draft outline of organisation in line with WAG guidance shared with teaching staff.	12.02.21	Virtual meeting Teams		Headteacher
Plan and Risk Assessment to the LA to be approved.	12.02.21	2 Documents Recovery Plan Risk Assessments	Andrew Herbert	Headteacher
Communicating the plan and key messages to governors.	Documentation sent to governors on the 10.2.2021	Virtual GB meeting Teams	Questionnaires Completed at the end of the meeting and emailed on the same day.	Headteacher
Chair of Governors signs off the plan and risk assessments.	10.02.21	Virtual GB meeting Teams	Completed At the end of the meeting	Headteacher Chair of Governors
Communicating the plan including risk assessments and key messages to staff.	10.02.21	Virtual meeting Teams	Questionnaire Completed at the end of the meeting and emailed on the same day.	SLT
Communicating the plan and key messages to parents	10.02.21	School Website, Hub, Letter	Questionnaire/survey	SLT



Action	Date/Time	Format	Monitored	Responsibility
Feedback form undertaken by all stakeholders reviewed and appropriate advice and action taken to inform planning.	Completed prior to opening	Gathering information from questionnaires and surveys	Consultation with LA	SLT
Transport organised for entitled pupils	11.02.21	Phone call and email	By Headteacher	LSC ALNCo
Preparation of a monitoring pack to ensure that the plan developed for safe opening is in place and remains in place.	22.02.21	Monitoring Pack	By Headteacher	Headteacher
Agree key performance Indicators (KPIs) to ensure that the plan is effective	22.02.21	Include in Monitoring Pack	By Headteacher	Headteacher

All the following actions are detailed in the “Preparing to Re-open Risk Assessment”

- Regular Deep cleaning of all areas that have been used by the school population (Foundation Phase and KS2 Hub).
- Sanitising all equipment used by classrooms and hub population.
- Bodily fluids training for identified staff.
- Face coverings to the correct standards must be worn by staff, parents and adult visitors to school.
- Info graphics displaying key messages located round the building and grounds.
- 2m markings throughout school and on yards.
- Capacity levels displayed in all classrooms, shared areas including the staffroom and toilets. Also displayed on the outside of all doors so it can be viewed before entering.



- 2m markings outside of school for waiting parents and pupils.
- 2m posters with key messages along the fence of the school for waiting parent and pupils.
- Staff car park marked with appropriate markings to ensure 2m distancing on arrival and leaving.
- Health and safety check of the complete site ensuring all checks are up to date.
- Preparation of the isolation room.

Organisation on Re-opening

Proposed Group Timetable for the week

- Measure the success of all planned organisation, activities and implementation of the Covid 19 risk assessments.
- Take account of staff, parents and pupils' wellbeing.
- Each Class will be with Class Teacher, Teaching Assistant and Wellbeing Staff Member (where possible), each Hub will be with a Teacher and TAs from within their phase.
- Take account of staff workload and new demands at home as well as work.
- Take account of parent, pupil and staff anxiety
- Build confidence of staff, parents, pupils and the wider community.
- Timetable operates Monday to Friday.
- Designated staff will make phone calls to identified vulnerable children throughout the week.
- Staff will be directed to wellbeing support tools and activities for a Friday afternoon, which they can undertake at home.

Proposed Timetable

Class	Start Time	Break time	Dinner collection from hall/ Eat in hall	Dinner Time Play	Home Time
Y6 NB	8:50	10.30 Football Pitch	12:00 collection	12.30-1.00 Football Pitch	3.20pm KS2 YARD Door A
Y5/6 EF					
Y4/5 LD					
Y4 JT	8:50	10.30 KS2 Yard	12.00 collection	12.30-1.00 KS2 Yard	3.20pm KS2 YARD Door B
Y3/4 EP					



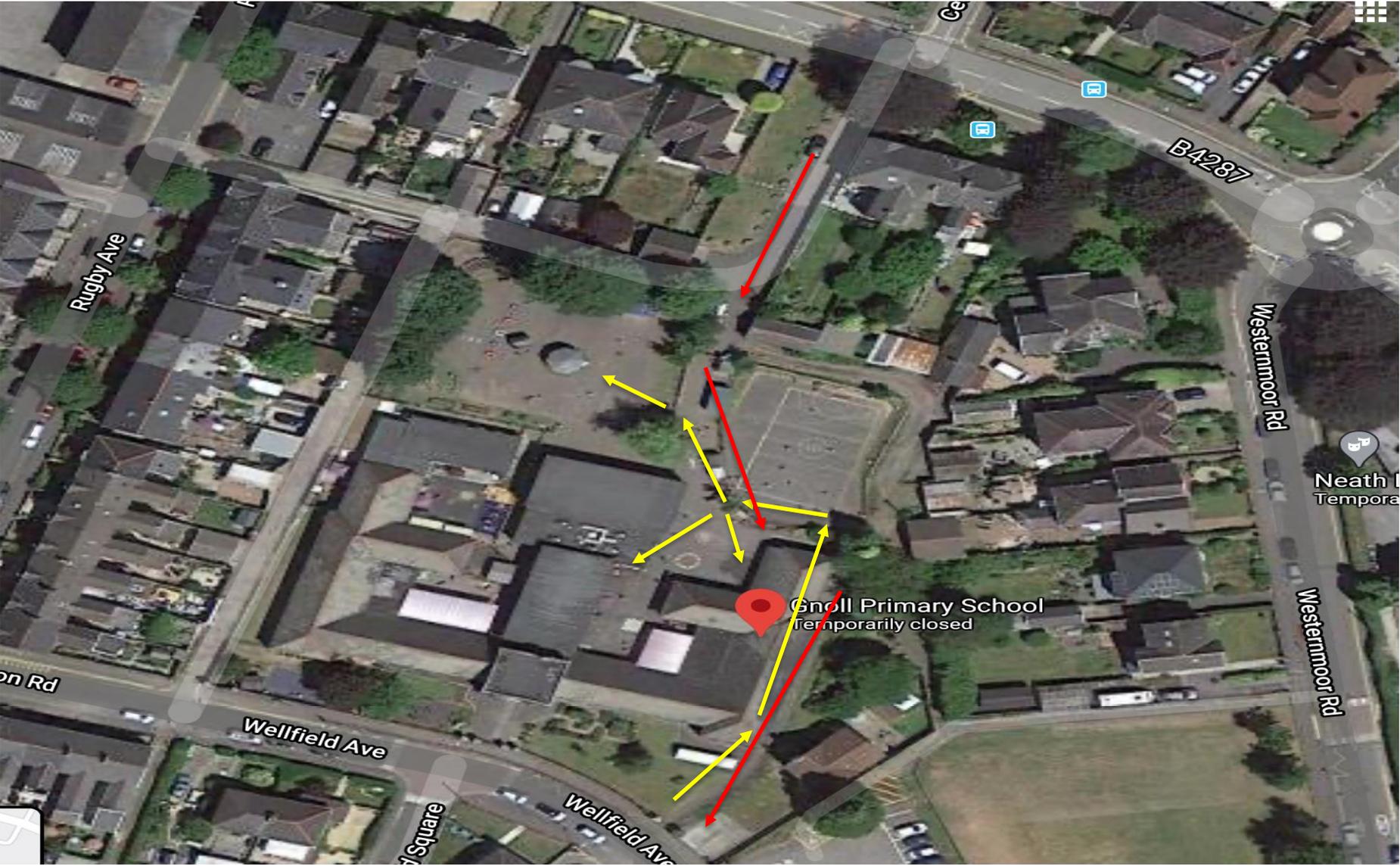
Y3 JJ					
Y3 SM					
Y 2 VG	8:40	10.15 FP Yard	12.30-1.00 in hall	12-12.30 on FPh Yard	3.10 Door C into Hall
Y 1/2 DH	8:50	10.30 FP Yard	12.30-1.00 in hall	12-12.30 in Y1/2Area	3.20 Door D into Hall
Y 1 AD	8.40	10.15 Y1 Area	12-12.30 in hall	12.30-1.00 in Y1 Area	3.10 Door D into Hall
Rec/ Y1 NJ	8.50	10.30 FP Yard Area	12-12.30 in hall	12.30- 1.00 on FP Yard	3.20 Door E into Hall
Rec SC	8.40	Rec Area	12-12.30 in hall	12.30-1.00 on Reception Yard	3.10 Door E into Hall
Nursery	8.50 12.45				11.15 Rear gate 3.15 Nursery Yard Door F
Rainbow Room	8.40-8.50	10:15 RR Yard	11:45 collection	12:00 – 12:30 RR Yard	3.00-3.10 Door G

<i>Classroom</i>	<i>Teacher</i>	<i>Teaching Assistant</i>	<i>Wellbeing Support</i>
<i>Nursery</i>	<i>Faye Evans</i>	<i>JoAnne Billington. Tina Hurford</i>	<i>JoAnne Billington</i>
<i>Reception</i>	<i>Joanna Jones</i>	<i>Mandy Preston, Rina Madden</i>	
<i>Reception/ Year 1</i>	<i>Nerys Jones</i>	<i>Maxine Colman, Natasha Wood</i>	
<i>Year 1</i>	<i>Jonathan Thomas</i>	<i>Nicola Jones,</i>	<i>Helen Shakell</i>
<i>Year 1/Year 2</i>	<i>Laura Evans</i>	<i>Wendy Davies</i>	<i>Louise Thomas</i>
<i>Year 2</i>	<i>Vanessa Gibbon</i>	<i>Angela Rook</i>	<i>Rebecca Hurst</i>
<i>RR Infants</i>	<i>Rosie Khakshour</i>	<i>Diane Brown,</i>	<i>Clare Morris</i>
<i>Key Stage 2 Learning Hubs</i>			
<i>Year 3</i>	<i>Sophie Mogford</i>	<i>Rhiannon Causey Esther James Amanda Hook</i>	<i>Bethan Williams</i>
<i>Year 3</i>			
<i>Year 4</i>			
<i>Year 4/ Year 5</i>			
<i>Year 5</i>	<i>Amy Newbury</i>	<i>Vicky Billington Bethan Williams Bethan Morgan</i>	<i>Bethan Williams</i>
<i>Year 5/ Year 6</i>			
<i>Year 6</i>			
<i>RR Junior Class</i>	<i>Emma Trollope</i>	<i>Kaye Symmonds, Tracey Gibson</i>	<i>Clare Morris</i>

School Plan



Parent and Pupils will enter the school grounds via the back entrance towards B4287. They will then leave the school grounds via Wellfield Avenue side gate.



Key:
→ Enter the school grounds via the back entrance towards B4287 Road to Cimla.



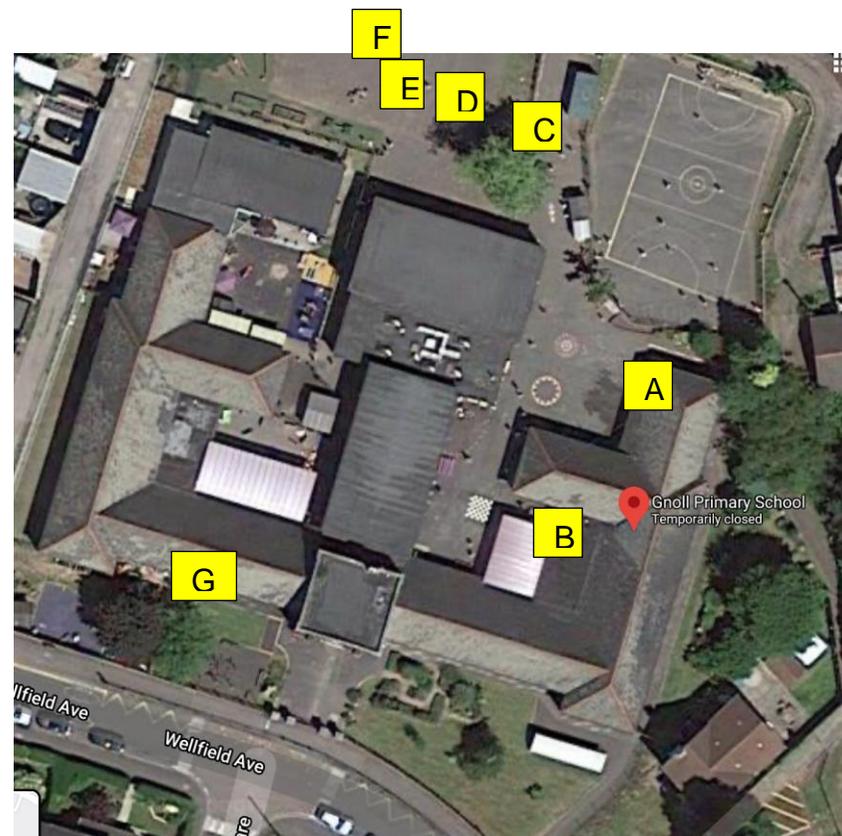
→ Exit school grounds via Wellfield Avenue.

Drop Off and Pick up Points for each class:

- A. UKS2 Hub to go to Door near Miss Blackman's Classroom
 - B. LKS2 Hub to go through the Support Room under the canopy
 - C. Year 2 to go through the school hall door from Junior Yard
 - D. Year 1 & Year 1/2 to go through the school hall door from Infant Yard
 - E. Reception & Reception/ Y1 will be collected from the Infant yards and led down through the Rec & Rec/ Y1 Play Area.
 - F. Nursery will go through the Infant Yard to the gate into the new Nursery Yard.
 - G. Rainbow Room Pupils will enter and leave as normal by the gate to their yard.
- Parents and Pupils to respect the 2m self-distancing rule and follow the instructions on the yard.
 - The gates will not be open until the designated time for drop off and Pick ups

Key information

- Social distancing, maintenance of general hygiene will be key in keeping pupils, parents and staff safe. All aspects of the recovery plan will operate in line with the COVID-19 risk assessments that have been produced by the NPT LA Health and Safety department.
- Timetable in operation from Monday to Friday.
- Headteacher will be supervising/managing all key movement at the start, end and throughout the day.
- Staggered start and end to each day.



- Staggered break times and dinner times.
- Children and parents will enter school through the rear gate and walk into the school yard to a designated door with markings encouraging parents and children to self-distance from one another. Pick up and collect pupils at their allocated time.
- Class Teacher will be registering the pupils on arrival.
- Pupils escorted (in 2m-gap line) by a member of staff into the school building to their classroom and back out at the designated for collection at the end of the day. See CAD plan.
- Pupils and staff from different classes do not mix or interact throughout the day.
- Pupils will not be permitted to bring items in from home and will not be permitted to take items from school to home with the exception of a coat, drinks and a small packed lunch box.
- Pupils remain in their classroom, in their area for working and wellbeing activities.
- Pupils have allocated break times and access to outdoor provision throughout the school day.
- A limited selection of play equipment will be available to the pupils and will be cleaned before and after each use.
- No pupils will walk around the school unattended.
- No pupils will be sent to the office or accompany an adult to the office.
- Parents will contact the school via email or phone.
- Caretaker on site from 7:30 – 10:00am and back in for 2:45 to 6pm each day – cleaning, monitoring availability of hygiene and CPE equipment.
- Pupils are escorted (in 2m-gap line) by a member of staff to the hall to collect their lunch at an allocated time. This is eaten in their Classroom on individual tables which are placed 2m apart (KS2 Hub). Foundation Phase pupils will eat their lunch in the hall at staggered intervals: (see lunchtime plan)



Lunchtime Plan February 2021

Foundation Phase

- Lunchtime Supervisors (3 for R, R/1, 1; 3 for RR, 1/2, 2)
- TAs lunch- staggered, organise in class
- Teacher lunch 12pm-1pm
- 3 tables in hall, spread out. To be cleaned at 12.30pm between groups.

	12pm-12.30pm	12.30pm-1pm
Reception	Hall	Reception Yard
Reception/ Y1	Hall	Main Yard
Y1	Hall	Y1 Area
Y1/2	Y1/2 Area	Hall
Y2	Main Yard	Hall
Rainbow Rooms	RR Yard	Hall

Key Stage 2 Hubs

- TAs lunch- staggered, organise in class
- Teacher lunch 12pm-1pm
- Children to go to the hall to collect lunch at 12pm accompanied by an adult. One way system through rear hall door from yard, back through corridor.
- All children to eat lunch in Hub classroom.
- Outdoor Play at 12.30pm-1pm. UKS2 on Football Pitch, LKS2 on Yard.
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Critical Workers children and vulnerable pupils (KS2 Hubs)

Children of KS2 critical workers who attend on up to 5 days will:

- Be located in the Y4/5 Classroom (LKS2) and Y6 Classroom (UKS2).



- Be registered at the Hub by the Designated Member of Staff.
- Enter via the allocated door using the 2m distancing signage.
- Not interact with other classes on a day they are in the Hub.
- Be escorted to the allocate door for collection by a parent.

Vulnerable Pupils will:

- Have a check-in phone call once a week from a designated member of staff, if required.
- Have support via the outside agency involved with the family.

Next Steps

- Continuously monitor the success of the plan
- Senior Leadership Team (SLT) will respond dynamically to emerging hazards, difficulties in the execution of the operational plan and staff, parents or pupils' concerns.
- Parents and staff will be surveyed to establish perceived strengths and weakness in the operational plan and to measure the confidence of all parties.

Pre-Opening Checklist

Plan Item	Responsible Person	In Place Y/N	Comments
Producing a comprehensive timetable documenting daily operation including pupil numbers and staffing.	SLT		
Ordering of extra cleaning equipment.	Caretaker, Bursar and Clerk		
Timetables and draft outline of organisation in line with WAG guidance shared with teaching staff.	Headteacher		



Plan and RA to the LA to be approved.	Headteacher		
Communicating the plan and key messages to governors.	Headteacher		
Governors signs off the plan and risk assessment.	Headteacher Chair of Governors		
Communicating the plan including risk assessment and key messages to staff.	SLT		
Communicating the plan and key messages to parents	SLT		
Feedback form undertaken by all stakeholders reviewed and appropriate advice and action taken to inform planning.	SLT		
Preparation of a monitoring pack to ensure that the plan developed for safe opening is in place and remains in place.	Headteacher		
Agree key performance indicators (KPIs) to ensure that the plan is effective	Headteacher		

Operational Checklist

The following checklist will be used to monitor the precautions in place throughout operation.

Plan Item	Responsible Person	In Place Y/N or N/A	Comments
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Signage and guidance displayed and visible	Headteacher		
Occupancy levels correct	Staff		
Social distancing maintained by parents and children on arrival and departure.	Parents		
Social distancing maintained during movement around the school.	Staff		
Social distancing maintained in play areas	Staff		
Social distancing maintained in classes	Staff		
Pupils only using permitted equipment and materials	Staff		
Scheduled cleaning signed off	Caretaker		
Hand washing facility available in all areas.	Caretaker		
Hand sanitiser available in all areas	Caretaker		
CPE available for intimate care	Caretaker		
CPE available for First Aid	Caretaker		
Staff parked correctly in car park	Staff		
Children keeping personal items in designated areas	Staff		
Isolation room ready and clean	Caretaker		



Catch Up phone calls are being made	Staff		
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