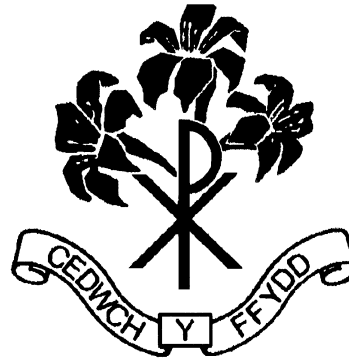


# St David's Catholic Primary School

*'Living and learning through Jesus in all that we do'*

*'Yn byw a dysgu trwy'r Iesu yn bob peth rydym yn gwneud'*



## Risk Assessment for the re-opening of school on the 1<sup>st</sup> September 2020

This document has been approved by digital signature by -

Mrs T Millington Chair of Governors

Mr J F Goggin Health and Safety Governor

Mr S P Hughes Headteacher

**Reviewed 6<sup>th</sup> November 2020**

**Revised 18th November**



COVID-19 - PREPARATION TO RE-OPEN SCHOOLS - ST DAVID'S CATHOLIC PRIMARY SCHOOL RISK ASSESSMENT

Grouping	Area of Concern	Existing Measures	Likelihood	Severity	Score	Additional Controls	Likelihood	Severity	Score	Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
Logistics	Accommodation	<ul style="list-style-type: none"> <li>School capacity calculation</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>The teachers work area will be marked out ensuring 2 metre social distancing is in place.</li> <li>Each group will have pick up time to stagger movement on site. Demarcation will be in place in identified external areas.</li> </ul> <p><b>FPh – 3pm</b> <b>KS2 – 3.10pm</b></p> <p><b>Bus Children to leave via main entrance at 3pm</b></p> <p><b>Revised Bus Time 18<sup>th</sup> November 2020</b> <b>3.1 5pm/3.20pm</b></p> <ul style="list-style-type: none"> <li>Parents will drop off and pick up at school gates. Face coverings to be worn by parents and members of staff at the school gates.</li> <li>Access to school by appointment only.</li> <li>No classroom will exceed 30 pupils.</li> <li>Total capacity of the school: 120 pupils.</li> <li>staff maintaining distance from other staff as much as possible</li> <li><b>Contact Groups:</b> <b>Group 1 – Meithrin (12)</b> <b>Group 2 – Derbyn, Blwyddyn1/2 (32)</b> <b>Group 3 – Blwyddyn 3 / 4 (20)</b> <b>Group 4 – Blwyddyn 5 / 6 (29)</b></li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>LAs have capacity data and it may be possible to run a variety of models as the advice on social distancing matures with the prevailing scientific advice.</li> <li>Medical advice and evidence which suggests that the risk of infection and transmission for children is likely to be lower. Therefore pupils do not have to socially distance from one and other or from staff.</li> <li>Maintaining a distance between adults at all times whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission.</li> <li>We will make small adaptations to the classroom to support distancing where possible. Which might include moving unnecessary furniture out of classrooms to make more space.</li> </ul>	HT GOV	YES

Logistics	Accommodation Function	<ul style="list-style-type: none"> <li>Health and safety requirements related to school classroom and use of space within the school.</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Nominated adult in each area during the day to ensure cleaning of classrooms, toilets and corridors is completed on a regular basis.</li> <li>Teaching staff and TA's will have cleaning equipment available to use throughout the day (Anti-bacterial wipes and sprays)</li> <li>No items from home apart from lunchboxes will be brought into classrooms, Pens, Pencils and pads will be supplied and will remain at each pupils desk throughout the day.</li> <li>Coats and bags will be taken to their allocated peg.</li> <li>A school reopening checklist will be completed to ensure all statutory inspections are up to date and continue.</li> <li>Allocated toilets in KS2 block for each class.</li> <li>Allocated lunch times in the hall.</li> </ul> <p>FPh – 12pm KS2 -12.15pm</p>	3	4	12	<ul style="list-style-type: none"> <li>We will ensure that all the necessary health and safety checks have been undertaken after period of closedown such as Legionnaires' disease, sprinkler and fire alarm testing, dust extraction, etc.</li> <li>Please note this is not an exhaustive list and we will need to liaise with their Health and Safety advisers for a comprehensive assessment.</li> </ul>	HT GOV	YES
Logistics	Transport, Access to Site and Car Park	<ul style="list-style-type: none"> <li>Very school specific, ranging from minimal requirements with the majority living within 3 miles with safe travel to school to schools that require the majority of their learners to be transported to school.</li> <li>In addition, consideration needs to be given to vulnerable learners requiring bespoke arrangements</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Employees should attend the workplace on foot or by using personal mode of transport in preference to public transport.</li> <li>Employees should not car share (unless in same household).</li> <li>Physical distancing must be observed in the car park with adequate space between vehicles therefore likely reduced car park capacity.</li> <li>Learners and parents / carers should attend the school on foot or by using personal mode of transport in preference to public transport.</li> <li>Physical distancing must be observed in the car park / drop off points with adequate space between other people / vehicles. Signage to be displayed in the car park with a one way system in place for entering the site.</li> <li>Learners travelling by school bus will be subject to LA rules.</li> <li>Learners travelling by taxi transport will be subject to LA rules.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Gates for entry will be clearly identified and all others locked.</li> <li>SLT on gate to let taxis and buses in and out once safe. LA to inform school of procedures to transport.</li> <li>FPh to enter down the side of the building and through the Nursery door from the School Yard. KS2 to follow a 1 way system to their external classroom door from the School Yard.</li> </ul>	LA HT	YES

Learners & Staff	Identification of learners to reintegrate	<ul style="list-style-type: none"> <li>WG are asking schools and settings to plan for a full return of all learners on a phased approach from the start of the autumn term.</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>Needs led reintegration will be considered.</li> <li>Classes will have allocated toilets.</li> <li>We are using from the 1<sup>st</sup> September – 4<sup>th</sup> September for reorganising, preparing, planning and induction for all staff.</li> <li>A phased approach for pupils during the period up to September 14th - concentrating on key transition year groups (R, Year 3 and 5). We will bear in mind the potential concerns of pupils, parents/carers who may be reluctant or anxious about returning and put the right support in place to address this. This may include learners who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Consider reintroducing learners in blocks or cohorts, such as a different group of learners each week.</li> <li>Clearly demarcated areas outdoors (for adults).</li> <li>Also consider three possible identifiable groups: <ol style="list-style-type: none"> <li>In school but in unfamiliar circumstances</li> <li>Not able to come in (vulnerable, etc)</li> <li>Not willing to come (suggested link with socio-economic status)</li> </ol> </li> <li>If a learner is unable to attend the physical setting of the school it is vital that we will continue to engage with the learner remotely.</li> </ul>	SMT	YES
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Learners & Staff	Clarifying purpose of educational attendance on school sites	<ul style="list-style-type: none"> <li>Standard attendance demands will be difficult to enforce as the wishes of parents / carers will vary significantly in relation to their expectations about the safety and security of their children under a re-engagement programme.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>We will need to liaise with their LA to determine the guidance and expectations to be shared with parent / carers and to create the checking and follow-up procedures if they feel that learners are falling outside of these expectations.</li> <li>We will work with parents/carers to secure regular school attendance from September 14th (start of term) as this will be essential to help pupils catch up on missed education, make progress and promote their wellbeing and wider development.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>This should be a process of encouragement rather than enforcement, unless it falls under a safeguarding concern. <ul style="list-style-type: none"> <li>No-one with Covid-19 symptoms should attend a setting for any reason.</li> </ul> </li> <li>Eligible children – including priority groups - should be strongly encouraged to attend school, unless they are self-isolating or they are vulnerable (in which case they should follow medical advice).</li> <li>We will keep a record of attendance and families should notify their school if their child is unable to attend. This will help schools, settings and local authorities understand any barriers to learners returning to school and identify any further support needed.</li> <li>We will contact non-attendees on a weekly basis to check in.</li> <li>We will continue to inform social workers where children with a social worker do not attend.</li> </ul>	HT	YES
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Learners & Staff	Staff Availability	<ul style="list-style-type: none"> <li>• Due to rota system, staff availability is currently appropriate.</li> <li>• Around 0% are shielding and 0% unavailable for work for other reasons.</li> <li>• 35% of staff have school aged children.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>• Staff with asthma and/or other medical conditions are less likely to attend work - national guidance to be followed.</li> <li>• Staff who suffer with anxiety may find it difficult to attend work without reassurances.</li> <li>• Identify staff with childcare responsibilities and work into a possible rota.</li> <li>• School to consider redeployment of staff to ensure equity and balance.</li> <li>• Provision for learners in school and at home to be the same e.g. pick and mix, a few daily focus tasks and/or thematic project presented electronically.</li> <li>• Staff to work in teams (FP, KS2, Early Years, etc) to plan and respond to learners' tasks.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>• National / local guidance on asthma / other medical conditions to be followed. (Awaiting).</li> <li>• Guidance for schools on teacher / learner ratios - particularly in the Foundation Phase.</li> <li>• A back to work meeting to assure staff and address any worries undertaken by the SMT and Chair of Governors.</li> </ul> <p>- We have communicate clear and consistent expectations around attendance to parents/carers throughout the summer ahead of the new school year</p> <p>- We will identify learners who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic</p> <p>- We will work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance</p>	HT	YES
Learners & Staff	Risk assessing vulnerable staff and learners (vulnerable to catching Covid-19 and/or due to lack of school contact)	<ul style="list-style-type: none"> <li>• Schools have an understanding of staff and learners who are defined as 'vulnerable' under the prevailing demands and have safety measures in place.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• Create a register of staff and learners who are defined as 'vulnerable'.</li> <li>• This will need to be updated as this dynamic situation changes and any adjustment to status will need to be communicated in advance of the new status taking effect.</li> <li>• Groups or individuals defined as 'vulnerable' to have bespoke risk assessments in place if regular Covid-19 risk assessments not appropriate for their situations.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• This should be done in partnership with the LA to ensure consistency and appropriate consultation with all stakeholders.</li> </ul> <p>Rapid Deployment of PCR Antigen Testing</p> <ul style="list-style-type: none"> <li>• The rapid deployment of testing will be made available to support outbreaks in schools/settings by the NHS Wales TTP Programme and Local Health Boards will facilitate PCR antigen testing for everybody in the school/setting 'bubbles' (small, consistent group of no more than 8) that are affected by the outbreak and everyone in the school/setting if it has been established that the setting has not followed Welsh Government guidelines for schools and/or Infection Prevention and Control measures.</li> <li>• The method for delivery and sampling of rapid antigen tests can be executed in a range of ways such as the deployment of Mobile Testing Units (MTUs), temporary testing satellites and drop off and collection routes. The most appropriate testing channel will be discussed and agreed between all stakeholders.</li> </ul>	HT	YES

Learners & Staff	Display of symptoms in school – Employees, Learners, Parents / Carers	<ul style="list-style-type: none"> <li>Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend / visit school.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend / visit school.</li> <li>If anyone becomes unwell when in school they must leave school as soon as practicable and follow self-isolation guidelines. Isolation rooms and toilets are available on site. The Meeting Room will be the designated COVID room and the disabled toilet.</li> <li>School to monitor sickness absence of learners and report any suspected incidence of Covid-19 symptoms to LA. Any confirmed cases will be reported to LA and reported to the HSE under RIDDOR</li> <li>The Chief Medical Officer has been clear that there is no evidence to support the widespread wearing of non-medical face coverings in the community. Non-medical face coverings are recommended where social distancing cannot be maintained.</li> <li>Response to any infection: engage with the Test, Trace, Protect strategy. Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following local health protection team advice.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Schools and settings should have clear procedures if learners or staff begin to show symptoms on site.</li> <li>These need to be fully understood by both staff and parents / carers.</li> <li>Those showing symptoms should be kept separate until they can be collected and taken home. Ideally, this should be in a separate room, supervised at a distance of two metres.</li> <li>Anyone displaying symptoms should stay at home for seven days.</li> <li>Anyone who lives with someone displaying symptoms but remains well should stay at home for 14 days from the day the first person became ill.</li> <li>Latest WG guidance recommends that essential measures include: <ul style="list-style-type: none"> <li>a requirement that people who are ill stay at home</li> <li>robust hand and respiratory hygiene</li> <li>enhanced cleaning arrangements</li> <li>active engagement with Test Trace Protect</li> <li>formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable</li> </ul> </li> <li>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include: <ul style="list-style-type: none"> <li>staff maintaining distance from pupils and other staff as much as possible</li> </ul> </li> </ul>	HT SMT	YES
Learners & Staff	Injury to learners on site	<ul style="list-style-type: none"> <li>If learner is injured in school, staff would attend to injury or arrange for learner to see doctor or visit hospital.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>If attending to any wounds, etc school staff to use Personal Protective Equipment (PPE) at all times.</li> <li>Ask parent / carer permission for learner to attend doctors surgery or hospital during pandemic.</li> <li>If in any doubt (or if not able to contact parent / carer) contact NHS Direct / Emergency Services for advice.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Consideration is needed on what would happen if a learner was seriously injured or someone with a medical condition needed to be admitted to hospital.</li> <li>Of course an emergency service could be called for some serious incidents or incidents, but not always.</li> <li>Are staff willing to go to hospital if parent / carer could not collect the learner?</li> <li>Would the parent / carer be happy for the learner to go to hospital in the first place bearing in mind that some may be reluctant to visit the hospital at present?</li> </ul>	HT SMT	YES

Learners & Staff	Access to Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>• PPE equipment available to schools.</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• School requires access to PPE stocks to support staff and ease anxiety.</li> <li>• PPE required for close personal care until regulations relax.</li> <li>• PPE will be in place for collection of symptomatic children.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>• WG guidance states the use of PPE by staff within education settings must be based on a clear assessment of risk, taking into account each individual setting and the needs of the individual learner.</li> <li>• Schools, settings and local authorities already have risk assessments processes in place which should be used for the use of PPE.</li> <li>• Following any risk assessment, where the need for PPE has been identified, it should be readily available and provided.</li> <li>• Where the use of PPE is risk assessed as being required, all staff should be trained in how to put on and take off PPE (as required by Health and Safety Regulations) and to ensure staff limit the spread of Covid-19.</li> </ul>	HT GOVS	YES
Learners & Staff	School Uniform	<ul style="list-style-type: none"> <li>• Learners wear school uniform during normal school day.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>• This situation could well be exacerbated by financial issues faced by parents during the lockdown, especially without full pay or no pay coming into the household.</li> <li>• Schools need to be sympathetic and may have to relax some of their rules regarding school uniform.</li> <li>• If learners make greater use of the outdoors, suitable clothing could be encouraged. Clothes worn should be easily washable.</li> <li>• Our governing body have made the decision to return to our usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of our school and setting an appropriate tone.</li> <li>• We will bear in mind that some families may struggle to purchase specific or additional items of clothing. PDG-Access should be promoted to eligible families. Also, recycled uniform is available from the Eco Council and a Stall set up by Mayor Carberry.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>• Parents are informed of where to acquire uniform if in financial difficulty.</li> <li>• Where parents are struggling financially, then schools should try to provide the uniform for the child/ren.</li> </ul>	HT GOVS	YES
Learners & Staff	Staff Dress Code	<ul style="list-style-type: none"> <li>• Return of Dress Code Policy</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>• There has been some discussion that staff should consider washing their clothes at the end of every day to reduce the potential for transfer of infection. This will be encouraged by the school and staff will be expected to wear clean clothing each day.</li> </ul>	3	3	9	Staff will be expected to follow a more formal dress code in line with school policy.	HT GOVS	YES



					Any revision to the pupil uniform expectations would be advisable to be mirrored in the staff dress code expectation.							
"The School Day"	Arrival at School	<ul style="list-style-type: none"> <li>All transport (public and private) arrive at school and park in car park or on main road.</li> <li>Cars may use drop off for older learners.</li> <li>Younger learners (and some older learners) will be brought to the school gate by parents / carers.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Clear established routines on entering the school - drop off and pick up times for groups will be in place. Parents will drop off at the gates where possible and children will be directed into their classroom by the assigned teacher/TA. At the end of the day, <b>FPh will leave at 3pm</b> <b>KS2 will leave at 3.10pm</b> to ensure social distancing between parents.</li> <li>Breakfast Club will be operating from 7.30am.</li> <li>After School Club will be operating until 5.45pm</li> <li>Playgroup and Nursery Plus will be re-opening from 11.30am-3pm</li> <li>Use of Church car park</li> <li>Social distancing rules established once on school premises - from the gates onwards, these areas will be demarcated.</li> <li>Established routes from gates to individual classes.</li> <li>On entering the school, groups will have different access points, classrooms will be accessed via external doors where possible.</li> <li>All learners to wash their hands/ sanitise thoroughly prior to / or on entering the class.</li> <li>Doors in the school will remain open where possible and closed in an event of a fire.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Clear guidance for all on required social distancing on school premises e.g Distancing from the parents at drop off and pick up times.</li> <li>Staff on rota for duty to supervise arrival.</li> <li>We have considered adjusting finish times to keep groups parents socially distanced as they leave school. We will inform this change to parents via social media and our platform of communication.</li> <li>We have a process for removing face coverings when learners and staff who use them arrive at school and communicate it clearly to them. Learners must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all learners), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom</li> <li>Breakfast Club will operate a system of the parents ringing from the gate and a member of staff will collect the child/ren. A booking in system will be set up.</li> <li>After School Club will operate a system of the parents ringing from the gate and a member of staff will take the child/ren to their parents. A booking in system will be set up.</li> <li>Playgroup and Nursery Plus will operate the same systems as Breakfast Club and After School Club. Notification of these measures and reopening will be sent to CIW.</li> </ul>	LA HT GOVS	YES

"The School Day"	Arrival in Class	<ul style="list-style-type: none"> <li>Learners in 'normal' class size groups.</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>All learners to wash their hands prior to / on entering the classroom. Then regular hand washing throughout the day.</li> <li>Each learner to have a designated workspace / area and equipment.</li> <li>Clear routine established for entering classroom.</li> <li>Toilet breaks to be monitored.</li> <li>Regular reminders of rules / guidelines throughout the day.</li> <li>Lunch times (and time for cleaning surfaces in the dining hall between groups).</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Schools and settings should ensure that all staff and learners regularly wash their hands and that these facilities are in place.</li> <li>They should be washed with soap and water for at least 20 seconds.</li> <li>Staff should also ensure learners are reminded of effective handwashing techniques.</li> <li>Regular handwashing should include: <ul style="list-style-type: none"> <li>on arrival at and when leaving the school or setting</li> <li>before and after handling food</li> <li>before and after handling objects and equipment that may have been used by others</li> <li>where there has been any physical contact</li> <li>after people blow their nose, sneeze or cough.</li> </ul> </li> </ul>	HT TEAC HERS STAFF	YES
"The School Day"	Collective Worship and Assemblies	<ul style="list-style-type: none"> <li>Daily collective worship / assemblies as per school timetable.</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>No whole school / key stage collective worship or assemblies.</li> <li>Collective worship to held in individual classes.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Contact groups will be kept apart where possible, to avoid group gatherings - such as assemblies or collective worship with more than one group.</li> </ul>	HT GOVS	YES

"The School Day"	Travel around School	<ul style="list-style-type: none"> <li>• Staff are reminded of social distancing expectations.</li> <li>• Travel is minimal.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>• Social distancing mapped and marked across school for Staff.</li> <li>• Posters reminding of social distancing evident for all. <ul style="list-style-type: none"> <li>• Posters reminding of hand washing and hygiene are evident for all.</li> <li>• Minimise travel of Staff around the school.</li> <li>• Classrooms will be well ventilated</li> <li>• Establish one way system throughout the school (possible use of inside and outside routes) and/or corridors clearly marked for left side walking only.</li> <li>• Ensure public areas are as clear and free from restrictions as possible.</li> <li>• All doors / surfaces to be wiped regularly.</li> </ul> </li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>• Clear guidance on social distancing and hygiene requirements</li> </ul>	HT SMT	YES
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"The School Day"	Foundation Phase (FP)	<ul style="list-style-type: none"> <li>• Normal resumption of the school day with staggered finish times</li> <li>• Distance Learning (DL) in place if needed.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>• Visual timetable for both staff and learners with designated areas including outdoors being used at specific times.</li> <li>• Availability of one member of staff to deal with toileting, hygiene of equipment and personal hygiene throughout the school day / session in accordance with WG guidance.</li> <li>• A rota for smaller equipment to be cleaned and sanitised.</li> <li>• Large equipment e.g. bikes, scooters, cars, to be sanitised after use.</li> <li>• Staff and pupils to further build upon the distance learning platform.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>• Consideration on classroom activities to be in place to take into consideration for social distancing for staff.</li> <li>• Consideration of handover procedures to FP parents at start and end of school day - how this will work to ensure social distancing of adults and children.</li> </ul>	SMT	YES
"The School Day"	Break Times	<ul style="list-style-type: none"> <li>• Break times are currently as and when needed, with fruit snacks available in common shared areas or classrooms.</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>• Use of outdoors, if appropriate, through outside classrooms to minimise travel around the school.</li> <li>• Ensure appropriate level of staff supervision during break times and apply social distancing.</li> <li>• All learners to wash hands on return from break.</li> <li>• Ensure that Staff who understand social distancing but choose not to follow are reminded of what is required. See non-compliance section.</li> </ul>	3	4	12	Staff to adhere to the social distancing rules. All to adhere to hygiene rules.	SMT	YES

"The School Day"	Lunch Time	<ul style="list-style-type: none"> <li>Lunch time is currently around midday with one or two sitting dependent on size of school. This limits social distancing.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Allocated lunch areas for pupils to eat lunch.</li> <li>Learners lunches will be provided by Newydd catering or from home and to be eaten in allocated areas.</li> <li>Staff helping with lunches/ lunchboxes to wear gloves.</li> </ul>	3	3	9	<p>All pupils to eat in the allocated area in the school hall.</p> <p><b>FPh – 12-12.15</b>  <b>Yr3/4- 12.15-12.30</b>  <b>Yr5/6 – 12.30-12.45</b></p> <p>Appropriate measures will be taken to reduce cross contamination.</p> <p>MDSA will take part in appropriate training session on their roles. (including designated areas to supervise).</p>	SMT	YES
"The School Day"	Use of Staff Room	<ul style="list-style-type: none"> <li>Established practice in staff room to be continued.</li> <li>Social distancing practice all ready in place.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Social distancing to be practised at all times.</li> <li>One person to access food / drinks area at a time.</li> <li>Reduce capacity of staff room seating to enable social distancing.</li> <li>Food / drinks only to be prepared by individuals for own consumption.</li> <li>No shared cutlery / crockery to be used. Individuals to wash / store own materials.</li> <li>Any touch points on shared kitchen equipment e.g. microwaves to be cleaned before and after use.</li> <li>Use of open waste bins / recycling containers only.</li> </ul>	2	4	8	Reminders of social distancing and hygiene are clearly displayed in the Staff Room.	HT GOVS	YES

Domestic Arrangements	Catering	<ul style="list-style-type: none"> <li>Learners are able to receive meals at lunch time in school or bring their own.</li> <li>Breakfast Club and After School Club will provide food as normal service.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Learners should eat in their designated areas.</li> <li>Lunch will be available for learners and staff by Newydd Catering. Learners who do not wish to have lunch provided will bring their own packed lunch.</li> <li>Allocated Lunch times for learners – <b>FPh 12 -12.15</b> <b>KS2 12.15-12.30</b> (and time for cleaning surfaces in the dining hall between groups).</li> <li>WG expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for free school meals. Please see Newydd Catering Checklist and Protocols.</li> <li>Allocated areas for staff to prepare food within the settings – adhering to social distancing rules.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Food to be served in each of the provision and appropriate care in preparation and PPE to be worn. The area to be cleaned according to guidelines after eating and between groups.</li> <li>Staff should ensure that social distancing is maintained at mealtimes</li> <li>If there are any concerns, schools and settings should seek the advice of their local Environmental Health team for advice.</li> <li>Learners should also wash their hands before and after eating and staff should also wash their hands before and after serving food.</li> <li>Local authorities and headteachers should work with food providers and suppliers to ensure the utmost rigour in hygiene, including preparation, consumption and disposal.</li> <li>Food must not be shared. Any snacks should be separated clearly to avoid this.</li> </ul>	LA HT	YES
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Domestic Arrangements	<p>Catching / Spreading. Unable to maintain social distancing whilst carrying out personal care.</p> <p>First Aid – Staff who are trained in First Aid to administer First Aid. An area for First Aid is located in the Foundation Phase.</p>	<ul style="list-style-type: none"> <li>• Schools are currently following Public Health Wales (PHW) guidance around gloves and aprons.</li> <li>• Face masks and visors are also available for staff.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>• Follow guidance re PPE, including face masks, aprons and gloves.</li> <li>• Double bagging for waste.</li> <li>• Ensure that waste bins are emptied daily by caretaking team.</li> <li>• Gloves and aprons should continue to 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.</li> <li>• Fluid-resistant surgical masks 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.</li> <li>• Gloves, fluid repellent gowns, FFP3 masks and eye protection are indicated when undertaking aerosol generating procedures such as suction.</li> <li>• Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>• The present advice is that it is not necessary to screen temperatures. The learner's parents / carers will be able to check their temperature. In any case, screening will not identify all cases of Covid-19 and the means of checking temperature may put staff at greater risk of transmission. This will be kept under review. Staff should of course be vigilant for changes to children's temperatures and signs of fever.</li> <li>• No learner with symptoms should be sent to school at all and it is vital that parents / carers are encouraged to act accordingly.</li> <li>• For the vast majority of learners, Covid-19 is a mild illness.</li> <li>• Once someone suspected, confirmed or with symptoms has been identified, all areas where this person has been must be identified and kept clear. Management of the area should be physical where possible i.e. barriers with suitable signage or behind locked doors. A clean down prior to reoccupation should take place following the Covid-19: cleaning in non-healthcare settings guidance.</li> <li>• All vulnerable children and young people will need to be considered case by case, but of course we would only expect these to attend where parents / carers are satisfied that this is safe for them.</li> </ul>	GOVS HT	YES
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Domestic Arrangements	Visitors at School	<ul style="list-style-type: none"> <li>• Only essential visitors present at main reception and wait for staff to meet them.</li> <li>• No visitors allowed in school unless pre-arranged.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• All visitors will be pre-arranged.</li> <li>• Parents will not be permitted on the school site without prior arrangement.</li> <li>• No external visitors other than key visitors e.g. school nurse, child protection social workers.</li> <li>• All non-statutory visits / contact to be cancelled or done through virtual meetings.</li> <li>• Hand sanitizer and guidance on school procedures available to all visitors.</li> <li>• Minimise contact during delivery through having a safe 'drop-off' box for parcels</li> <li>• Post / parcels collected by nominated person and wiped with sanitiser.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• LA support to manage external agencies and parental expectations of schools running 'as normal' immediately.</li> </ul>	HT	YES
Domestic Arrangements	Cleaning Routines	<ul style="list-style-type: none"> <li>• Cleaning routines changed to focus on surfaces, doors and communal areas.</li> <li>• All staff requested to be mindful of supporting cleaning routines.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• Potential increase of hours for cleaning until further notice with focus on surfaces, doors and communal areas.</li> <li>• Increase cleaning hours to ensure that all surfaces are deep cleaned at the end of the day.</li> <li>• Schools and settings should follow the latest cleaning in non-healthcare settings. Enhanced cleaning includes the following points: <ul style="list-style-type: none"> <li>-cleaning schedule of different areas.</li> <li>- more frequent cleaning of rooms/shared areas after they have been used by different groups</li> <li>o frequently touched surfaces being cleaned more often than normal</li> <li>- where possible, providing separate toilets for different contact groups. Where this is not possible, using hand sanitiser before entering the toilet and ensuring toilets are cleaned regularly will help. Learners must be encouraged to clean their hands thoroughly after using the toilet. <ul style="list-style-type: none"> <li>• Outdoor Equipment – Trim Trail will be frequently cleaned between bubble groups. Learners are to wash their hands after use. Plastic playground toys will be cleaned and sanitised with allocated toys for each bubble.</li> </ul> </li> </ul> </li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• Associated costs due to risk assessment response.</li> <li>• Staff to wipe areas down regularly throughout the day.</li> <li>• To reduce potential risk all internal classroom doors will be wedged open.</li> <li>• We will manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should.</li> <li>• A record should be kept of all visitors.</li> </ul>	HT	YES



Guidance & Documents	Review of Key Policies	<ul style="list-style-type: none"> <li>Evaluate current policies to ensure that they will stand up to scrutiny under the current demands.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Set a policy review structure to ensure scrutiny and approval of Governing body.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Liaise with LA to share best practice and compliance.</li> </ul>	GOVS HT	YES
Guidance & Documents	Create New School Guidance	<ul style="list-style-type: none"> <li>The current working practices have evolved during the school re-opening period.</li> <li>We have new guidance for this next phase of re-engagement.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Develop a set of expectations and guidance principles for all school stakeholders.</li> <li>In classrooms it will be important that schools improve ventilation (for example, by opening windows where it is safe to do so.) Good ventilation is essential at all times. We will ensure all systems are working in their normal operating mode.</li> <li>Natural ventilation via windows or vents will be used as far as possible.</li> <li>-</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Check with HR that any revised guidance complies with agreements reached with Unions and Associations.</li> <li>We have developed a handbook (hard copy and/or online) to act as an easy reference point for the new operating procedures. <ul style="list-style-type: none"> <li>If Fire Doors are to be wedged open for ventilation, they will be closed as soon as the fire alarm sounds. Class Teacher will take responsibility for this.</li> </ul> </li> </ul>	HT SMT GOVS	YES
Guidance & Documents	Fire Alarm / Fire Evacuation	<ul style="list-style-type: none"> <li>We resume the statutory fire alarm/ fire evacuation protocols.</li> <li>Usual school measures could not be appropriate during this period due to social distancing and possible changes to corridors / routes out of school building.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Fire Risk Assessment has been reviewed and no significant changes needed to be implemented.</li> <li>Weekly fire alarm tests as normal.</li> <li>Fire evacuation drills resumed</li> <li>Social distancing during evacuation for staff.</li> <li>Social distancing will be practised at fire assembly point by Staff.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>KDE have tested the fire alarm prior to school re opening.</li> <li>If the fire alarm sounds, everyone to exit the building as quickly as possible, a class list will be taken with the adult.</li> <li>Fire routes and assembly points are around marked around the school with maps and protocols are marked in each class.</li> </ul>	GOVS HT	YES

Continuity of Learning	Review distance learning approach to include blending learning approach in case of future school lockdown.	<ul style="list-style-type: none"> <li>Distance learning established for most learners - mixture of web based, menu based, thematic tasks and routines. (If needed/ blending learning approach).</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Good practice identified and established during DL should be built upon.</li> <li>One main focus of current DL has been wellbeing - this needs to continue and possibly be enhanced as learners return to the 'new normal'.</li> <li>However this needs to be balanced with a range of 'academic' tasks to bring about some form of normality and education for learners.</li> <li>This will ensure equity of provision for all learners.</li> <li>Teacher introductions in class could be filmed and uploaded on to 'Seesaw' / Teams so not to duplicate work.</li> <li>Possible difference will be a more structured routine / timetable for learners attending school.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>In the event of lockdown, school has prepared a range of strategies for distant and learning.</li> </ul>	HT SMT	YES
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Continuity of Learning	Induction days for staff to on revised processes for returning to school.	<ul style="list-style-type: none"> <li>• Resumption of working a new normal school day adhering to social distancing guidelines for staff.</li> <li>• We have set up a range of methods for communicating with staff and working in teams as appropriate.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• We have allocated the first four days of the new term as preparatory days for all staff, including teaching assistants.</li> <li>• Clear guidance to all staff on the opening of school for the new normal. Reassurance of staff to reduce anxiety and stress that return to work may induce.</li> <li>• A full induction will be undertaken from the 1<sup>st</sup> – 4<sup>th</sup> September. <ol style="list-style-type: none"> <li>1. Risk Assessment, Protocols and Procedures.</li> <li>2. Learning Environment ( Re-setting the school up).</li> <li>3. New Curriculum</li> <li>4. Wellbeing – Learners, Staff and Parents.</li> </ol> </li> <li>• Remind of staffroom practice to ensure adherence with social distancing and hygiene procedures.</li> <li>• Understand the profile of the staffing and curriculum on offer to support any staff presenting anxieties of return.</li> <li>• Consider staff induction as a priority and reviewing of staff handbook to offer guidance and expectations for this next phase.</li> <li>• Maintain clear communication with all staff, enabling peer support and partnership with Unions and opportunity to ask questions.</li> <li>• Support from HR for staff working conditions.</li> <li>• Brief Staff on Blended Learning – See Gwe Guidance</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>• Support in place for all staff with wellbeing and safety as priority throughout all phases to include staff PPE.</li> <li>• SMT to meet with staff individually where necessary to conduct a profile.</li> <li>• Regular communication and contact to identify coaching and/or counselling for those identified.</li> <li>• Regular review points built in for ensuring staff wellbeing - use of newsletters / intranet to ensure all are kept up to date.</li> <li>• Opportunities for staff to work collaboratively within school and within phases / clusters to consider support for distance learning / developing curriculum offer.</li> <li>• Professional learning on how to support learners on return with potential increased anxieties / trauma and continued ICT skills as part of distance learning.</li> <li>• Advice for schools on status of staff training days.</li> <li>• See GWE's policy and practice guidance on Blended Learning</li> </ul>	HT SMT	YES
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Continuity of Learning	Learner Welfare	<ul style="list-style-type: none"> <li>Schools have a range of support available to learners</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>We have organised phased return for key transition groups throughout the school.  <b>7<sup>th</sup> September</b> – Reception, Year 3 and 5.  <b>9<sup>th</sup> September</b> – Reception, Year 1,2,3,4,5 and 6.</li> </ul> <p>LA support and welfare services should liaise with schools to help with 'trauma' related guidance and, where necessary, bereavement services.</p> <p>Where year groups are returning to school, school leaders should consider:</p> <ul style="list-style-type: none"> <li>- consider their learners' mental health and wellbeing and identify any learner who may need additional support so they are ready to learn;</li> <li>- assess where learners are in their learning, and agree what adjustments may be needed to the school curriculum over the coming weeks;</li> <li>- identify and plan how best to support the education of high needs groups, including disadvantaged learners, ALN and vulnerable learners.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>We have an effective system for exchanging knowledge between staff - identification of learners who could now be vulnerable post lockdown and Covid-19.</li> </ul>	HT LA	YES
Continuity of Learning	Physical Activity	<ul style="list-style-type: none"> <li>Resumption of PE lessons not part of learning offer but field area and play surfaces / outside area used to support exercise and well-being.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Resumption of PE curriculum across school. (Contact regarding Swimming arrangements).</li> <li>Consideration of resources to support learner wellbeing and role of physical activity in supporting health e.g. Joe Wicks, cosmic yoga.</li> <li>All sports equipment to wiped down prior to next lesson.</li> <li>Outside sports offered if weather permits.</li> </ul>	3	4	12		HT	YES

Continuity of Learning	Adult Support	Resume normal adult: learner ration.	3	4	12	<ul style="list-style-type: none"> <li>• Adult support to be shared between classes, ensuring that ratios are appropriate to need.</li> </ul>	3	3	9	Review of Staff Job Description/	HT GOVS	YES
Continuity of Learning	Equipment for learners with special needs	<ul style="list-style-type: none"> <li>• Many learners will use the same equipment at school and also at home.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>• Co-ordinate with Health Board to evaluate what is possible in terms of having extra equipment to be kept at school.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>• There is a need to consider the risk of cross infection.</li> <li>• Transport arrangements also need to be considered in this as taxi drivers, etc also need to touch the equipment.</li> </ul>	HT	YES
Continuity of Learning	Transition to school - New Learners	<ul style="list-style-type: none"> <li>• Nursery Provision</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• Clear guidance to all staff on rationale and purpose of next phase of schooling with safety and wellbeing of both learners and workforce as a priority.</li> <li>•Nursery induction by selected group – responsibility shared by all Foundation Staff.</li> </ul>	2	3	6		HT	YES

Ensuring Expectations	Non-compliance with Rules	<ul style="list-style-type: none"> <li>• Site rules are communicated to all school employees, learners, parents / carers through informal discussions, letters, emails, etc.</li> <li>• Staff monitor site rules as and when needed.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• Site rules to be communicated to all school employees, learners, and parents / carers.</li> <li>• Signage displayed to reinforce site rules and Covid-19 guidance.</li> <li>• Head Teacher / nominated Teachers will monitor and enforce site rules and social distancing requirements.</li> <li>• Disciplinary actions will be taken against individuals who repeatedly / wilfully fail to follow any site / LA rules.</li> </ul>	2	3	6	Clearly defined measures for adults and pupils.	GOVSH	YES
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Ensuring Expectations	Communication with parents / carers	<ul style="list-style-type: none"> <li>• Maintain established forms of communication with parents and carers.</li> <li>• Social media/ communication to be shared with new parents.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>• Explanations and models of the school day to be shared, as well as understanding of social distancing requirements within the school building, hand over at start and end of day.</li> <li>• All contact details are up to date in case of an emergency.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>• We provide clear communications to ensure parents / carers understand expectations. This includes: <ul style="list-style-type: none"> <li>• Advise parents to declare that their children haven't shown symptoms of Covid-19.</li> <li>• Learners who are unwell MUST not attend.</li> <li>• Clarity on transport arrangements to and from schools site, this will also include drop off and pick up.</li> <li>• Timing of school day – with staggered finish times.</li> <li>• School entrance procedure.</li> <li>• Eating arrangements and hygiene policy</li> <li>• Procedures if child falls ill during time in school.</li> <li>• Arrangements for groups of learners throughout the school day.</li> <li>• Clear protocols for healthy children only to be returning to school, understanding of what happens during the day if child turns unwell.</li> <li>• Consideration of how we will communicate with parents of new learners at key transition points e.g. Nursery</li> <li>• The school will liaise quickly and effectively with the LA and PHW.</li> </ul> </li> </ul>		YES
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