

Ysgol Heulfan

COVID-19 RISK ASSESSMENT

(September 2020)



Under no circumstances should children or staff attend setting if they:

- **Feel unwell, have any of the four identified COVID-19 (a new continuous cough, a high temperature or loss of taste or smell). They should remain at home, self-isolate and arrange a COVID-19 test:**
<https://gov.wales/apply-coronavirus-test>
- **Live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 10 days.**

COVID-19 - PREPARATION TO RE-OPEN SCHOOL – YSGOL HEULFAN RISK ASSESSMENT (Sept 20)

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"> School capacity calculation 	5	4	20	<ul style="list-style-type: none"> Each class has an identified area for the class teacher, again maintaining the 2m social distancing. Classes have not been marked out in Y Canol/Resourced Provision Class as it is not possible for pupils to remain seated or to maintain a 2m distance. Protective Personal Equipment (PPE) will be supplied for staff in Y Canol and Resourced Provision and to any other staff who provide intimate care (e.g. to provide first aid). Classes/areas have been/will be set up to meet the specific needs of children who attend Y Canol or Resourced Provision. In order to ensure that school capacity can be best used, staff may be required to work in different departments of the school. Timetables have been devised to ensure class bubbles do not interact when outside the classroom (e.g. toilet times, break times etc.). 2 or 3 masks may be required per person per day in order to ensure staff/child safety – staff are providing intimate care, always within 2m and often with coughing/spitting. A large supply of PPE will be required. 	2	4	8	<p>All staff and all children are expected to return to school in September 2020.</p> <p><u>The following should be noted for social distancing (WAG guidance):</u></p> <ul style="list-style-type: none"> All schools and settings need to ensure social distancing (for staff). <p>It is important for staff to recognise that social distancing applies to their interactions with other staff as well as learners.</p> <ul style="list-style-type: none"> Where possible, the same staff should interact with the same group of learners over time. In primary schools, it is not practicable to expect learners to maintain consistent social distancing of two metres from staff however; we will aim to encourage them to do so. Younger learners will not be able to maintain social distancing at all times. <p>All classes will be in operation from Friday 11th September 2020.</p>	JTH & CP	YES
Logistics	Accommodation Function	<ul style="list-style-type: none"> Health and safety requirements related to school classroom and use of space within the school. 	4	4	16	<ul style="list-style-type: none"> An audit of controls relating to cleaning, handwashing, toilets and social space usage has been completed. Additional floor markings have been placed leading to toilets and sinks. An audit of required handwashing and toilet supplies has been made and stocks have been checked. A one-way system is in place across the Junior dept. Additional cleaning has been identified in high-risk areas (e.g. Y Canol and Resourced Provision). Additional cleaning will also take place in the Foundation Phase & Juniors (11:00 am and 1:00 pm). Lidded bins have been purchased for paper towels. There will be a 'deep clean' across the school on a Friday prior to a new group of learners joining the next week. 	2	4	8	<ul style="list-style-type: none"> As school has remained open, all necessary health and safety checks have been regularly undertaken by the school caretaker. <p><u>We have followed/will follow the latest Welsh Assembly Government guidance:</u></p> <ul style="list-style-type: none"> Buildings must be cleaned regularly. Particular attention should be given to clean 'high-touch' areas and surfaces. More frequent cleaning in high use areas e.g. bathrooms, railings, tables, toys, equipment, door handles, taps and hand sanitiser dispensers. Tissues should be placed in a separate waste bin (lidded) and disposed of safely. 	JTH & CP	YES

Logistics	Transport, Access to Site and Car Park	<ul style="list-style-type: none"> • Transport (bus) for children in Cefn y Bedd and for children in Y Canol/ Resourced Provision. 	3	4	12	<ul style="list-style-type: none"> • Employees should attend the workplace on foot or by using personal mode of transport in preference to public transport. • Employees should not car share (unless in same household). • Physical distancing must be observed in the car park. Staff should only enter/exit their vehicle if the 2m social distancing can be maintained. Staff will need to wait if another car/member of staff is entering/leaving their car. • Learners and parents/carers should attend the school on foot or by using personal mode of transport in preference to public transport. • Learners and parents/carers should not car share with other families. • Learners travelling by school bus will be subject to social distancing rules. • Children (of junior age) are permitted to wear a facemask if they wish to do so (on the bus). 	2	4	8	<ul style="list-style-type: none"> • Gates for entry will be clearly identified and all others locked. • SLT on the two main gates identified for drop off/collection. <p>If requirements for school transport changes, we will work with the local authority. See page 25 of WAG Keep Education Safe: Operational guidance for schools and settings (COVID-19).</p> <p>UPDATE: All transport (including the Cefn y Bedd bus) is up and running. Masks are optional for the children but encouraged for those over eleven years of age.</p>	KJ to work with LA re: transport.	YES
Learners & Staff	Identification of learners to reintegrate	<ul style="list-style-type: none"> • Previous mix of home and school learning. • Many children have not attended school since March 2020. 	5	4	20	<ul style="list-style-type: none"> • Individual risk assessments for all learners with care plans. • Staff to work 1:1 or 2:1 with each child in Y Canol or Resourced Provision. • Only 2/3 children in each identified area in Y Canol. Low number to be managed very careful (unless managed very carefully as this could cause the school to be closed for a long period). • Learners in mainstream to be reintroduced by classes and to work alongside their class teacher (where possible). • All children to be back in school from Friday 11th September. 	2	4	8	<ul style="list-style-type: none"> • We must still be prepared for a return to home learning (if there is a spike in local COVID-19 cases). 	JTH	YES
Learners & Staff	Clarifying purpose of educational attendance on school sites	<ul style="list-style-type: none"> • Existing measures shared with parents. 	3	4	12	<ul style="list-style-type: none"> • School will 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. • School will have an agreed and efficient system in place to liaise with those children who do not attend from September 2020. • We will do all we can to encourage attendance of all pupils from September 2020. 	2	4	8	<ul style="list-style-type: none"> • No-one with Covid-19 symptoms should attend school for any reason. • Eligible children – including priority groups should be strongly encouraged to attend school, unless they are self-isolating of attendance and families should notify school if their child is unable to attend. This will help us and the Local Authority to understand any barriers to learners returning to school and identify any further support needed. At this stage, we would not expect parents to be fined for non-attendance. • School will continue to inform social workers where children with a social worker do not attend. 	JTH	YES

Learners & Staff	Staff Availability	<ul style="list-style-type: none"> From Rota System to full time attendance for staff. 	3	3	9	<ul style="list-style-type: none"> As contact with more learners increases so the risk of staff requiring self-isolation increases: now 10 days not 7 and 14 for the household. Staff who suffer with anxiety may find it difficult to attend work and reassurances will be given. School will aim to be prepared should there be a need to return to home learning or home learning/school learning in the future. Daily checks with staff re: wellbeing and regular sharing of information. 	2	3	6	<ul style="list-style-type: none"> Guidance for schools on teacher/learner ratios - particularly in the Foundation Phase will be adhered to. Updates (September 2020): All school based staff are required to return to the workplace unless they are self-isolating due to Covid 19 or are 28 weeks pregnant. The following groups of staff have potentially not been able to attend work since the beginning of the pandemic: clinically extremely vulnerable shielding group, clinically vulnerable, BAME employees, parents/carers with childcare responsibility. Each of these groups will have different issues and will be supported as required. 	JTH All staff to share personal details	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"> Previously, we have collected the details of vulnerable staff and learners. 	2	4	8	<ul style="list-style-type: none"> School has collected the details of staff and learners who are shielding, who are clinically vulnerable or who are vulnerable. These details will be updated as required. Staff can wear a facemask if they wish to do so. Masks/aprons are also available in school if they are required. Some of our learners in Y Canol have medical issues. Groups or individuals defined as 'vulnerable' will have bespoke risk assessments in place if regular Covid-19 risk assessments are not appropriate for their situations. If any learners or staff use medication, it must be kept at school and not sent home to avoid possible contamination. Our timetables and rota should support staff's well-being and they will be offered regular welfare breaks. A reflective space (staff room) will be provided if reflection is needed. This space can be used for a period of peace and quiet if required. Staff are asked to leave school at the agreed time rather than staying on site longer to catch up with colleagues. Staff, learners and families should share any concerns with the Headteacher or SLT. Staff will be asked to take PPA at home until further notice. If a child who has 1:1 in school is absent, SLT will direct member of staff to a specified task/class or may request them to work from home. 	2	3	6	<ul style="list-style-type: none"> This should be done in partnership with the LA to ensure consistency and appropriate consultation with all stakeholders. <u>Further information relating to staff well-being from the WAG guidance states:</u> Schools will need to consider the potential impacts on the health and well-being of staff and leaders, including work-life balance. Any concerns should be raised with management and leadership. Clear support mechanisms should be put in place. Minimising the number of staff on site can help lower transmission risks. Local Authorities and governing bodies should be conscious of the well-being of all staff, including senior leaders. It is natural that some staff may require more support than others during this period. Leaders in good schools provide opportunities for staff to discuss issues with them or their colleagues. Sharing experiences and discussing their feelings and emotions can identify areas where additional support is needed. 	JTH All members of SLT	YES

Learners & Staff	Display of symptoms in school – Employees, Learners, Parents /Carers	<ul style="list-style-type: none"> Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend / visit school. 	2	4	8	<ul style="list-style-type: none"> Any employees, learners or parents/carers who are feeling unwell / displaying Covid-19 symptoms must not attend/visit school. If a family member displays symptoms, learners or parents/carers and employees must not attend/visit school. If anyone becomes unwell when in school they must leave school as soon as practicable and follow self-isolation guidelines: now 10 days not 7 and household self-isolation for 14 days. Any staff/learners who display symptoms are required to seek testing via 111 or Public Health Wales (to begin the Test, Trace, Protect process). The courtyard area (Juniors) will be used for children to wait for their parents. Foundation Phase children to be escorted outside, in through the main entrance to the located area. School to monitor sickness absence of learners and report any suspected incidence of Covid-19 symptoms to the Local Authority. <p><u>Additional information:</u> Rapid deployment of PCR Antigen Testing. 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. The All Wales Covid19 Workforce Risk Assessment Tool is available if required: https://gov.wales/covid-19-workforce-risk-assessment-tool</p>	2	3	6	<ul style="list-style-type: none"> School has clear procedures if learners or staff begin to show symptoms on site. These need to be fully understood by both staff and parents/carers. Those showing symptoms will be kept separate until they can be collected and taken home. Ideally, this will be in a separate room, supervised at a distance of two metres. Any additional cleaning will be completed in the event of a child becoming ill in school. Anyone displaying symptoms should stay at home for seven days. 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. Staff/parents will be advised to seek a test and to share results with school. <p><u>Further information relating to learners/staff showing symptoms on sight from the WAG guidance states:</u></p> <ul style="list-style-type: none"> The present advice is that it is not necessary to screen temperatures. Learners' parents/carers can check for signs of a high temperature. Screening will not identify all cases of COVID-19 and the means of checking temperature may put staff at greater risk of transmission. We will keep this under review. Staff should of course be vigilant for changes to children's temperature and signs of fever. 	JTH Caretaker Cleaners	YES
Learners & Staff	Injury to learners on site	<ul style="list-style-type: none"> If learner is injured in school, staff would attend to injury or arrange for learner to see doctor or visit hospital. 	2	4	8	<ul style="list-style-type: none"> If attending to any wounds, etc. school staff to use PPE at all times. School to follow usual procedures/policy if a child has an accident and requires hospital treatment. School to make immediate contact with parent/other contacts and to act as agreed. School Nurse is available on site Monday to Friday but excluding Thursday. Trained First Aiders always available in school. If in any doubt (or if not able to contact parent/carer) school will contact NHS Direct/Emergency Services for advice. 	2	3	6	<ul style="list-style-type: none"> Contact emergency service for serious accidents or incidents. SLT members available to help with transport if parent/carer not able to provide transport (e.g. to transport child home). The school minibus will be used for this purpose (2m distancing can be adhered to). Staff will not be expected to transport children to hospital. If treatment is required, an ambulance will be called. 	JTH FIRST AIDERS	YES

Learners & Staff	Access to Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> Limited PPE equipment available to schools. 	5	4	20	<ul style="list-style-type: none"> School requires access to PPE stocks to support staff and to ease anxiety. PPE required for close personal care until regulations relax. PPE required when dealing with first aid/secretions. Non-surgical face coverings can be used by staff if they so wish. School Nurse to provide training re: how to put on/take off PPE (in particular order). Staff and children to be frequently reminded that hand hygiene is critical before and after all direct contact with a child and after cleaning equipment and the environment. Staff and children to be frequently reminded that physical distancing, hand hygiene and respiratory hygiene, catching a cough or sneezing in a tissue or covering the mouth and nose with an elbow or sleeve) remain the most effective ways to prevent the spread of coronavirus. Aprons/gloves to be worn if undertaking additional cleaning e.g. of door handles/frequently touched areas. <p>UPDATE: Level 2 PPE (surgical gowns, fit test mask) will be required when staff are working with two individual children.</p> <p>Level 1 PPE (masks, gloves, aprons) required in Y Canol and Resourced Provision due to children spitting/ mouthing and close proximity of adults to each other.</p>	2	3	<p><u>The latest Operational Guidance from the WAG also includes:</u></p> <ul style="list-style-type: none"> There is no need to use personal protective equipment when undertaking routine educational activities in classrooms. In suspected cases of coronavirus, gloves, aprons and masks should be worn. Fluid-resistant surgical masks and eye protection should be used if there is a risk to splashing to the eyes e.g. from coughing, spitting or vomiting. Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been. For intimate care (e.g. washing, toileting, first aid), gloves and aprons should be used. Gloves and aprons should be used when cleaning surfaces contaminated with saliva or respiratory secretions. <p>See pages 15 -16 of the Guidance for full details.</p> <p>We have two hand sanitising stations which are currently located in the Junior department (outside the toilets).</p>	JTH & SCHOOL NURSE	YES	
Learners & Staff	School Uniform	<ul style="list-style-type: none"> Learners wear school uniform during normal school day. 	3	3	9	<ul style="list-style-type: none"> Children will be required to wear school uniform. When learners make greater use of the outdoors, suitable clothing will be required. 	1	3	3	<ul style="list-style-type: none"> School uniform for primary learners is not statutory. Updates regarding school uniform/requirements for clothes for forest school will be shared with parents. Wearing suitable clothing could make working outdoors easier and also have a beneficial effect on learner wellbeing - easing transition into the 'new normal'. 	JTH to share details with parents.	YES
Learners & Staff	Staff Dress Code	<ul style="list-style-type: none"> Current dress codes may not be practical. 	4	3	12	<ul style="list-style-type: none"> Staff should consider washing their clothes at the end of every day to reduce the potential for transfer of infection. School will allow a less formal dress code than usual. This is appropriate in the current situation, especially if staff are undertaking more outdoor work. 	1	3	3	<ul style="list-style-type: none"> Showering facilities are available in school should any member of staff require them. 	All staff	YES

Learners & Staff	After School Club	<ul style="list-style-type: none"> Previously, After School Club open to all from the end of the school day until 5:30 p.m. Parents & children would use ASC for social reasons, not just for childcare. 	3	4	12	<ul style="list-style-type: none"> After School Club will be available from 14/09/20. Initially, parents will be asked to use the Club only if they have no other option. Children to use hand sanitiser on entry to Club. Three members of staff to supervise the children. Children to sit in their usual class bubbles. Booking in system available with parents booking in by noon on a Monday for the week ahead. Payments to be made in cash via an envelope labelled with the child's name. Supervisor to collect payments in a box and leave for 48 hours prior to opening/recording. This will prevent the spread of the virus between home and school. Guidance about After School Clubs shared with parents (Welsh Government). Parents to ring the doorbell to collect their child. Staff to accompany child to their parents and staff to sign the children out of Club. 	2	4	8	<ul style="list-style-type: none"> There is concern that children may cross over their bubbles. In order to aim for this not to happen, children will sit on tables in their usual class bubbles. We only expect small numbers of children to attend ASC at this moment. Usual procedure to follow if a child or member of staff becomes ill in Club. No other After School Clubs (run by staff) will be in operation at this time. Staff can contact HT/SLT for advice at any time. SLT to remain in school to ensure all operational guidance is followed and suitable. 	CT & EE with support from the SLT	YES
"The School Day"	Arrival at School	<ul style="list-style-type: none"> All transport (public and private) arrive at school and park in car park or on main road. Cars may use drop off for older learners. Younger learners (and some older learners) will be brought into school by parents / carers. This can be a busy period outside the main building - dependent on context of school. 	3	4	12	<ul style="list-style-type: none"> School will have a clearly established routine on entering school. Two different gates will be used for dropping off/collecting children. One gate will be in the Foundation Phase and another in Key Stage 2. A separate entrance will be used for dropping off/collecting children in Y Canol/Resourced Provision. There will be a one-way system for children to follow. Parents will be encouraged to walk to school. Social distancing rules have been established on entry to school and onwards. Clear routes from gates to individual classes will be shared with and used by staff/children. Drop off and collection times to be staggered. Parents will be encouraged to arrive at the agreed times: not before or after. This will avoid waiting around. Table to be set up to enable children to use hand sanitiser prior to entering school. On entering school, teachers will lead their children to their designated hand washing point. All learners will wash their hands thoroughly prior to entering class. Doors (apart from fire, toilet and security doors) to be kept open to minimise contamination. Updates to be provided to parents via the App/Website. 	2	3	6	<ul style="list-style-type: none"> Clear guidance for all on required social distancing on school premises to be shared (with staff prior to reopening and with pupils at the earliest opportunity). Designated staff to supervise at drop off and collection points (SLT). <p><u>Updates (September 2020):</u> hand dryers should not be used. Paper towels to be used and placed in a lidded bin. Lidded bins have been purchased by school and are in every toilet area.</p>	SLT for drop off and collection. Class teachers for leading learners to school and during the day	YES

"The School Day"	Arrival in Class	<ul style="list-style-type: none"> Only small numbers of learners previously in class. 	5	4	20	<ul style="list-style-type: none"> All learners to wash their hands prior to entering the classroom. Then regular hand washing throughout the day (at designated sinks). Desks/furniture have been moved to ensure social distancing. Desks are forward facing/spaced out. Each learner to have a designated workspace/ area and equipment. Equipment will be supplied by school – this will avoid bringing in items from home. If a child does bring a pencil case to school, it will need to remain in school (not taken home). Clear routines for entering classroom to their allocated space will be shared and agreed with staff. On entering, the teacher will enter first but will exit last. Toilet breaks to be agreed. If a member of staff/child needs the toilet outside of the breaks, TAs will cover. Regular reminders of rules throughout the day will be provided by staff. * Staff in Y Canol and Resourced Provision to help children with hand washing. * Good ventilation in school can help reduce the risk of spreading Covid-19. 	2	4	8	<ul style="list-style-type: none"> School will ensure that all staff and learners regularly wash their hands and that appropriate facilities are in place. Hands will be washed with soap and water for at least 20 seconds. Staff will also ensure learners are reminded of effective handwashing techniques. Regular handwashing will include: <ul style="list-style-type: none"> on arrival at and when leaving the school before and after handling food before/after handling objects/equipment that may have been used by others where there has been any physical contact after people blow their nose, sneeze or cough (with tissues being put in a lidded bin). <u>WAG Operation Guidance states:</u> <ul style="list-style-type: none"> Hand sanitisers with at least 60 per cent alcohol may be needed. Help should be given to learners who have trouble cleaning their hands independently. Windows should be open to let in fresh air. 	JTH School Caretaker to rearrange seating and furniture. Class teachers to supervise entering school and hand washing.	YES
"The School Day"	Collective Worship and Assemblies	<ul style="list-style-type: none"> Daily collective worship/ assemblies as per school timetable. 	4	4	16	<ul style="list-style-type: none"> No whole school/key stage collective worship or assemblies. Collective worship to be held in individual classes. 	1	3	3		Class teachers	YES
"The School Day"	Travel around School	<ul style="list-style-type: none"> Learners are supported by adults and reminded of social distancing expectations. 	4	3	12	<ul style="list-style-type: none"> Areas/corridors mapped and marked across school (for social distancing). One-way system in corridors. Minimise travel around the school by staying in the same classroom throughout the day. Establish routine/window for toilet breaks. All doors apart from fire, toilet and security doors to be kept open. Establish one way system throughout the school in Key Stage 2 (use of inside and outside routes) and/or corridors clearly marked. One way system not possible in Foundation Phase, Y Canol or Resourced Provision. Ensure public areas are as clear and free from restrictions as possible. If weather is bad, continue with classroom-based activities only, unless toilet breaks needed. All doors/surfaces to be wiped regularly. Classes to remain in their 'bubbles' whenever possible. 	3	3	9	<p><u>The WAG Keep Education Safe: Operational guidance for schools and settings (COVID-19) states:</u></p> <ul style="list-style-type: none"> Ideally, when indoors, learners should remain in the same room and avoid moving from room to room, as they normally would. Staff movement between rooms should be kept to a minimum. Staff are able to move between classes and groups of children if necessary. <p>Where possible, schools should consider: +avoiding multiple groups of learners sharing the same space without cleaning. +avoiding multiple groups of learners from interacting or having the opportunity to mix.</p>	JTH Staff for following systems and policies	YES

"The School Day"	Foundation Phase (FP)	<ul style="list-style-type: none"> Previously, classes set up for small groups of children only. 	5	4	20	<ul style="list-style-type: none"> Timetables will be available for outdoor play/learning, for toilet breaks and for lunch times (to ensure sinks are available). Sitting time to be kept to a minimum. Availability of additional staff to deal with toileting, hygiene of equipment and personal hygiene throughout the school day/session in accordance with WG guidance. Large equipment e.g. bikes, scooters, cars, to be sanitised after use. Forest School activities to resume. Parents contacted to provide appropriate clothing. Classes to play in the areas identified (zones) for their play times (to prevent cross over of bubbles). More time to be spent on Outdoor Learning as this is good for the children's well-being and will reduce any possible spread of the virus. More formal learning e.g. Read, Write, Inc to start the week beginning 14/09/20. 	3	3	9	<ul style="list-style-type: none"> Consideration on classroom activities to be in place to take into consideration the learner:adult ratio. 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. Classes in Y Canol to reintroduce tactile activities (e.g. foam, paint, dough). Resources to be individualised or cleaned prior to sharing with others. 	SLT to devise plans and share with staff. Additional staff to help with cleaning toys & resources	YES
"The School Day"	Break Times	<ul style="list-style-type: none"> Break times are currently as and when needed, with fruit snacks for children in common shared areas or classrooms. 	4	4	16	<ul style="list-style-type: none"> Staggered break and lunch times to be introduced. Half an hour for lunch and staff finishing half an hour earlier at the end of the day. Staff to make use of outside class doors to minimise travel around school. There will be appropriate levels of staff supervision at all times including break times. Children to bring in their drinks and packed lunch if required. The school canteen will be open. All learners to wash hands on return from break. The current arrangements for break times are flexible. Teachers are able to adapt plans as required and additional breaks can be taken if required. 	2	3	6	<ul style="list-style-type: none"> SLT to ensure TAs are fully aware of their important role. Limited menu provided by the school canteen. Breakfast Club will be open at a later date. Ensure that learners who understand social distancing but choose not to follow are reminded of what is required. Parents may be asked to help with talking about this at home. See non-compliance section. 	SLT to organise times for breaks/ accessing the outdoors etc.	YES
"The School Day"	Lunch Time	<ul style="list-style-type: none"> Lunch time previously around midday with one/ two sittings. This limits social distancing. 	3	4	12	<ul style="list-style-type: none"> Children will eat their lunch at their designated table. Some learners will bring in their own packed lunch and eat in their classroom. Parents will be asked to send items that the children can open independently. Cutlery will have to be provided from home (if required). Tables to be wiped down prior to lunchtime. All children and staff to wash their hands prior to eating. The playground will be marked/zoned to ensure social distancing. Children to have 30-40 minutes for lunch with added breaks during the school day. Staff to have a 30 minute break for lunch. All staff encouraged to go home soon after the bell (directed time is flexible at the moment). 	2	3	6	<ul style="list-style-type: none"> Staff have agreed to have a shorter lunchtime (½ hour) and for directed time to finish ½ hour earlier. SLT to ensure TAs are fully aware of their important role. 	NM to oversee lunch time rota for staff and to help organise.	YES

"The School Day"	Use of Staff Room	<ul style="list-style-type: none"> • Current practice in staff rooms will vary depending on how many staff are present. • Social distancing practice already in place in most cases. 	2	4	8	<ul style="list-style-type: none"> • The Staff Room will only be available for a maximum of five members of staff at any one time. • Social distancing to be adhered to at all times. • Posters in Staff Room to remind staff of numbers of staff in kitchen area/social distancing etc. • One person to access food/drinks area at a time. • Drinks only to be prepared by individuals for own consumption. • No shared cutlery/crockery to be used. Individuals to wash/store own materials. Any touch points on shared kitchen equipment to be cleaned before and after use. • Use of open waste bins/recycling containers only. • School hall to be used if Staff Room is full – tables are available and the door can be left open for ventilation. • One-way system established in the Staff Room. 	1	3	3	<ul style="list-style-type: none"> • Staff Room to be used for reflection time or if staff feel anxious. • There will only be limited use of the Staff Room as the day will be shorter. • Staff must not congregate in the Staff Room before school starts or at the end of the day. 	JTH to ensure all staff are aware of details.	YES
Domestic Arrangements	Catering	<ul style="list-style-type: none"> • Learners able to receive meals at lunch time in school. 	3	4	12	<ul style="list-style-type: none"> • Learners will eat in their own classes. • Lunch and break times will be staggered to support social distancing. • Learners will be required to bring in their drinks and packed lunch (if required). School meals are available. • Breakfast Club open from 14/09. Children to enter school via the top gate. Hand sanitiser to be used on entry to school. Once in the hall, children will sit at a table in their usual class bubble. As we only have limited space, we will review and adjust Breakfast Club as required. Toast/water or milk to be supplied for children. • There is access to tissues, hand sanitiser, aprons, gloves etc. if required in Breakfast Club. • If a child presents as ill in Breakfast Club, the usual procedures will be followed: child to sit in the 'quad' area and parent contacted. • Staff to remain a distance of 2m from each other and from the children whenever possible. 	1	3	3	<ul style="list-style-type: none"> • Permitting the children to eat in their classrooms minimises the risk of transmission of infection. • The classes will be cleaned according to guidelines before/after eating. • Staff will ensure that social distancing is maintained at mealtimes (between children and staff). • In this case, tables should be removed of clutter, disinfected, and visually clean before providing the meal/snack. • If there are any concerns, school will seek the advice of their local Environmental Health team. • Learners/staff should wash their hands before and after eating. • Food and drinks must not be shared. 	SLT to organise staggered break and lunch times.	YES
Domestic Arrangements	Catching/ Spreading. Unable to maintain social distancing whilst carrying out personal care.	<ul style="list-style-type: none"> • Schools are currently following Public Health Wales (PHW) guidance around gloves and aprons. • Face masks may also be available for staff. 	3	4	12	<ul style="list-style-type: none"> • Guidance re PPE, including facemasks, aprons and gloves to be followed. See above • Double bagging for waste. • Ensure that waste bins are emptied daily by caretaker. • Separate lidded bins for tissues will be available. • Usual procedures for cleaning to be followed by all staff in Y Canol and Resourced Provision (e.g. use of blue roll for lining beds/cleaning). There are comprehensive systems already in place. • See section regarding PPE above for further details. • The present advice is that it is not necessary to screen temperatures. This will be kept under review. Staff should of course be vigilant for changes to children's temperatures and signs of fever. 	2	3	6	<ul style="list-style-type: none"> • No learner with symptoms should be sent to school at all and it is vital that parents/ carers adhere to this. • Once someone suspected, confirmed or with symptoms has been identified, all areas where this person has been must be identified and kept clear. A clean down prior to reoccupation will take place following the Covid-19: cleaning in non-healthcare settings guidance. 	JTH	YES

Domestic Arrangements	Visitors at School	<ul style="list-style-type: none"> Only essential visitors present at main reception and wait for staff to meet them. No visitors allowed in school unless pre-arranged. 	2	4	8	<ul style="list-style-type: none"> All visitors will be pre-arranged. Hand sanitizer and guidance protocol on school procedures available to all visitors. Post left at reception. Minimise contact during delivery/exchange of documentation and use electronic signatures/payments where possible. Post/parcels collected by nominated person and wiped with sanitiser. 	1	3	3	<ul style="list-style-type: none"> LA support to manage external agencies and parental expectations of schools running 'as normal' immediately. Visitors to Y Canol to resume e.g. SALT, physio, OT etc. Parents are still not permitted to enter the school grounds/building. Supply teachers/TAs, peripatetic teachers, dance teacher etc. can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff and learners. 	ET to collect post and to sanitise.	YES
Domestic Arrangements	Cleaning Routines	<ul style="list-style-type: none"> Cleaning routines changed to focus on surfaces, doors and communal areas. All staff requested to be mindful of supporting cleaning routines. 	2	4	8	<ul style="list-style-type: none"> Increase hours of cleaning until further notice with focus on surfaces, doors and communal areas. Additional cleaning at 11:00 am and 1:00 pm. Increase cleaning hours to ensure that all surfaces are cleaned at the end of the day/shift. This means increase in caretaking time. Latest guidance re: cleaning (provided by the LA) to be shared with the Caretaker/cleaners and to be adhered to. Key pads (at the following entrances: Y Canol/Resourced Provision and main entrance) to be regularly sanitised. 	1	3	3	<ul style="list-style-type: none"> Associated costs due to risk assessment response to be costed out and approved by the Governing Body. Caretaker to ensure cleaners have sufficient cleaning equipment and resources. 	GB CP to monitor cleaners and cleaning. TAs/SLT to help with cleaning during the school day.	YES
Guidance & Docs	Review of Key Policies	<ul style="list-style-type: none"> Evaluate current policies to ensure that they will stand up to scrutiny under the current demands. 	2	2	4	<ul style="list-style-type: none"> Continue to use a policy review structure to ensure scrutiny and approval by Governing Body. Maintain building security/safety/safeguarding will be taken into account when deciding which doors and windows can be open. 	1	3	3	<ul style="list-style-type: none"> Liaise with LA to share best practice and compliance. 	JTH	YES
Guidance & Docs	Create New School Guidance	<ul style="list-style-type: none"> The current working practices have evolved during the school re-purposing period. 	2	2	4	<ul style="list-style-type: none"> Develop a set of expectations and guidance principles for all school stakeholders. 	1	3	3	<ul style="list-style-type: none"> Check with HR that any revised guidance complies with agreements reached with Unions and Associations. School may wish to consider developing a handbook (hard copy and/or online) to act as an easy reference point for the new operating procedures. 	JTH	YES

Guidance & Docs	Fire Alarm / Fire Evacuation	<ul style="list-style-type: none"> It is possible that no fire drills, alarm tests, etc have been held during lockdown period. Usual school measures could not be appropriate during this period due to social distancing and possible changes to corridors/ routes out of school building. 	3	4	12	<ul style="list-style-type: none"> Review Fire Risk Assessment. Weekly fire alarm tests as normal. Fire evacuation drills suspended (review situation every 6 weeks). Staff to remain 2m apart during evacuation or face masks to be worn. 	1	3	3	<ul style="list-style-type: none"> Information re: Fire Alarm/Evacuation included in protocol for visitors. 	SLT	YES
Continuity of Learning	Review distance learning approach to include more learners having school contact	<ul style="list-style-type: none"> Distance learning established for most learners - mixture of web based, menu based, thematic tasks and routines. 	2	4	8	<ul style="list-style-type: none"> Current DL provision may need to continue for learners in and out of school (in the future). Staff to work in teams (if necessary) to deliver this provision. Good practice identified and established during DL will be built upon. One main focus of current DL was wellbeing - this needs to continue and possibly be enhanced as learners return to the 'new normal'. However, this need to be balanced with a range of 'academic' tasks to bring about some form of normality and education for learners. This will ensure equity of provision for all learners. Building on current provision will ensure consistency and equity for all learners, ease pressures of workload and assist with learners' independence and social distancing. Possible difference will be a more structured routine/ timetable for learners attending school. This part of the Risk Assessment will be added to as necessary: if Distance Learning/Home Learning resumes in the future (due to an increase in cases in the locality or within Wrexham). 	1	3	3	<ul style="list-style-type: none"> Provision will be developed and revised as learner numbers increase over time - models developed to reflect various options. <p>THIS ASPECT OF THE RISK ASSESSMENT WILL ONLY BE ACTIVE IN THE EVENT OF PARTIAL OR FULL SCHOOL CLOSURE.</p>		

Continuity of Learning	Induction day for staff to new processes	<ul style="list-style-type: none"> School has good systems to communicate with staff. 	2	4	8	<ul style="list-style-type: none"> 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. Reassurance of staff to reduce anxiety and stress that return to work may induce. Review staffroom practice to ensure adherence with social distancing and hygiene procedures. Understand the profile of the staffing able to return to school to work and curriculum on offer to support any staff presenting anxieties of return. Consider staff induction as a priority and reviewing of staff handbook to offer guidance and expectations for this next phase. Maintain clear communication with all staff, enabling peer support and partnership with Unions and opportunity to ask questions. Support from HR for staff working conditions. Copy of this Risk Assessment to be available for staff. Risk Assessment to be agreed with Governing Body, member of SLT/teaching staff/TA (on behalf of all staff). Headteacher has completed online learning: <ol style="list-style-type: none"> Psychological First Aid (COVID-19) Prevention of COVID-19 	1	3	3	<ul style="list-style-type: none"> Support in place for all staff with wellbeing and safety as priority throughout all phases to include staff PPE. See section above on wellbeing. Regular communication and contact to identify coaching and/or counselling for those identified. Regular review points built in for ensuring staff wellbeing - use of newsletters/intranet/ What's App group to ensure all are kept up to date. Opportunities for staff to work collaboratively within school and within phases/clusters to consider support for distance learning/developing curriculum offer. Professional learning on how to support learners on return with potential increased anxieties/trauma and continued ICT skills as part of distance learning. <p>UPDATES: Non overnight domestic educational visits can resume in the Autumn Term (see guidance). Special attention will be given to protective measures (COVID secure), Risk Assessments and Contingency Plans.</p>	LM to be named point of contact for staff if support required. JTH & KJ also available to support.	YES
Continuity of Learning	Learner Welfare	<ul style="list-style-type: none"> Schools have a range of support available to learners 	3	4	12	<ul style="list-style-type: none"> Once schools restart, learners will work alongside their usual class teacher (where possible). Keeping social distancing, etc. will be easier for learners in familiar setting with familiar staff. <p>LA support and welfare services will liaise with schools to help with 'trauma' related guidance and, where necessary, bereavement services.</p> <p>We will:</p> <ul style="list-style-type: none"> consider the learners' mental health and wellbeing and identify any learner who may need additional support so they are ready to learn; assess where learners are in their learning, and agree what adjustments may be needed to the school curriculum over the coming weeks; identify and plan how best to support the education of high needs groups, including disadvantaged learners, ALN and vulnerable learners. 	1	3	3	<ul style="list-style-type: none"> Ensure school has effective systems for exchanging knowledge between staff - identification of learners who could now be vulnerable post lockdown and Covid-19. Lesley Morris/Kathy Jones trained in bereavement support. Consideration of organising small groups of children for TAs who are working from home to support (via email/telephone etc.). nb: ONLY APPROPRIATE IN THE EVENT OF PARTIAL OR FULL SCHOOL CLOSURE. 	Class teachers	YES

Continuity of Learning	Physical Activity	<ul style="list-style-type: none"> Formal PE lessons will be part of learning offer - field area and play surfaces/ outside area to be used to support exercise and well-being. 	3	4	12	<ul style="list-style-type: none"> As per continuation of learning offer, all PE lessons re-evaluated and any field/outside area used to support exercise. Consideration of resources to support learner wellbeing and role of physical activity in supporting health e.g. Joe Wicks, cosmic yoga. All sports equipment to be wiped down after use. Outside keep fit sessions offered if weather permits. Forest School to be reopened- Timetables to show when classes are indoors and outdoors (to ensure numbers are kept low). Adult support to be shared between classes, ensuring that ratios are appropriate to need. 	1	3	3	<ul style="list-style-type: none"> The MUGA will be open for pupils in their class bubbles. Staff must be vigilant to ensure that 2m social distancing is maintained outdoors for staff (as much as possible). Risk Assessment for Forest School to be revisited to ensure that it complies with WAG guidance. <p><u>The WAG Keep Education Safe: Operational guidance for schools and settings (COVID-19) states:</u></p> <ul style="list-style-type: none"> Learners should be given as much opportunity as possible to learn and have breaks outdoors. 	SLT to devise a timetable for each class to show times indoors and outdoors.	YES
Continuity of Learning	Equipment for learners with special needs	<ul style="list-style-type: none"> Many learners will use the same equipment at school and also at home. 	3	4	12	<ul style="list-style-type: none"> Co-ordinate with Health Board to evaluate what is possible in terms of having extra equipment to be kept at school. All specialist equipment for children in Y Canol/ Resourced Provision to be kept on site. Specialist equipment is not shared between children. 	1	3	3	<ul style="list-style-type: none"> There is a need to consider the risk of cross infection. Transport arrangements also need to be considered in this, as taxi drivers, etc. also need to touch the equipment. 	KJ	YES
Continuity of Learning	Transition to school - New Learners	<ul style="list-style-type: none"> Previously, Transition Policy in Place. 	2	4	8	<ul style="list-style-type: none"> 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. At least two new children will be joining Y Canol. There will be close working with the child's previous school and parents. All individual Risk Assessments will be completed prior to any child joining the provision. Any new children may need a reduced, phased induction. 	1	3	3	<ul style="list-style-type: none"> Transition of new pupils to Y Canol/ Resourced provision is likely to be needed. 	KJ	YES
Ensuring Expectations	Non-compliance with Rules	<ul style="list-style-type: none"> Site rules are communicated to all school employees, learners, parents/ carers through informal discussions, letters, emails, etc. Staff monitor site rules as and when needed. 	2	4	8	<ul style="list-style-type: none"> Site rules to be communicated to all school employees, learners, and parents/carers. Signage displayed to reinforce site rules and Covid-19 guidance. Head Teacher/nominated Teachers will monitor and enforce site rules and social distancing requirements. Disciplinary actions will be taken against individuals who repeatedly/wilfully fail to follow any site/LA rules. 	1	3	3	<ul style="list-style-type: none"> Use of school app/website to share site rules with parents/carers. Class teachers to ensure 2m social distancing is adhered to by staff (where possible). 	JTH	YES

Ensuring Expectations	Communication with parents/carers	<ul style="list-style-type: none"> It is recognised that maintaining effective, positive home-school relationships is critical and as part of this, schools are currently using a range of methods for communicating with parents/carers to include phone calls, use of social media, email, text, use of Hwb and engaging with partners to support families with resources. 	3	4	12	<ul style="list-style-type: none"> Clear rationale of purpose of schools opening helps offer parents/carers transparency and information on which learners are prioritised and why. School supported with models/templates of what to include in communication with parents / carers to clarify the roles and expectations that they, learners and school will have in this next phase of returning to school. 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. Parents are encouraged to access the school app or website regularly. Parents are encouraged to telephone or email school with any concerns or queries (rather than chatting at the drop off points). Parent/carer contact with staff at the drop/collection points must be kept to a minimum. Nursery provision will resume from 14th September on a phased basis. The Nursery teachers will communicate directly with parents. Plans for visits will be COVID-secure e.g. outside on the school yard (in small groups) and a walk through the classroom (no children present). Information regarding immunisations during COVID 19 will be shared with parents on the App/website. Parents will be strongly encouraged to maintain immunisations at this time. 	1	3	3	<ul style="list-style-type: none"> School will provide clear communications to ensure parents/carers understand expectations. This will include: <ul style="list-style-type: none"> Advise parents to declare that their children haven't shown symptoms of Covid-19. Clarity on transport arrangements to and from school site, this will also include drop off and pick up. Timing of school day – particularly if school is staggering start times. School entrance and exit points – this may be different to “normal” arrangements. Eating arrangements and hygiene policy Procedures if child falls ill during time in school. Arrangements for groups of learners throughout the school day. Clear protocols for healthy children only to be returning to school, understanding of what happens during the day if child turns unwell. School to consider approach to support whole families with more than one child returning at the same time. School to consider how parents can feedback to school - questionnaire on views on returning, feedback on distance learning and support needed by children. Consideration of how school will communicate with parents of new learners at key transition points e.g. Nursery/Yr 2/ Yr 6. 	JTH	YES
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This Risk Assessment has been agreed by:

The Headteacher

Members of the Governing Body (any feedback provided has been acted upon).

A representative of our TA staff.

A representative of our teaching staff.



Updates (following feedback from Wrexham LA) 04/09/2020

Transport: masks are optional for the children but encouraged for those over eleven years of age. The wearing of face coverings is only required on school transport in Wrexham for children over 11 years. Therefore, it is not expected that primary aged children need to wear a mask whilst travelling on a school bus or in a taxi.

Where parents choose for their child to wear a face covering/ face mask, the following guidance will need to be followed to ensure that masks are handled, worn and stored appropriately.

- Wash/ sanitise hands before putting mask on (please provide own sanitiser in child's bag)
- Child should not touch/ handle mask whilst wearing it, where possible
- Wash/ sanitise hands before removing mask
- Place mask in a small, clean plastic bag and put it in school bag where it will be stored until needed for return journey
- Repeat process before getting on bus.



Updates (following reference to COVID-19 cleaning in non-healthcare settings outside the home) 15/09/2020

If there is a suspected case of COVID-19:

1. Use disposable cloths/paper role to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. Think one site, one wipe, one direction: this will be completed by the Headteacher if a child/member of staff displays one or more symptoms of COVID-19 in school.
2. School cleaners to deep clean after school.
3. Headteacher/other staff to wear PPE – mask, apron, gloves.
4. Double bag waste and store until test results are known (for at least 72 hours). If there is a negative result, dispose with normal waste.
5. Waste bag needs to be marked for storage until the individual's test results are known (or until it has been kept for 72 hours).

