

Portfolio	Education and Youth	Activity (Brief Description)	COVID-19 – INFECTION CONTROL MEASURES SCHOOL IN OPERATION		
Service	Schools	People at Risk	Staff, Pupils, Visitors, Volunteers		
Location / School	Hawarden High School	Date	3 <sup>rd</sup> December 2020	Review Date	As required
Assessor	Simon Budgen	Issue Number	6 (Amendments from Issue 5 in red)		

Grouping	Risk	Who will be harmed & effects	Likelihood	Severity	Rating	Control Measures	Likelihood	Severity	Rating	Responsibility
	Spread of COVID-19	The control measures required for COVID-19 are as per standard hygiene practices with enhanced attention such as frequency and in line with published guidance  Risk assessment excludes those people who are shielding (should not be attending) and potential for infection occurring outside the school				Public Health Wales guidance must be followed at all times				
Learners and staff	Symptomatic pupils and staff Entering into the School	<b>Pupils and Staff</b> If there are not arrangements to ensure symptomatic children and staff do not get admitted to the school, then there is a risk of the virus spreading to those in attendance.	4	4	16	<ul style="list-style-type: none"> <li>All children (via parents) to be screened prior to arrival at the school;</li> <li>Parents reminded of their responsibility to abide by current PHW guidelines;</li> <li>Parents reminded to check children for symptoms prior to attending school;</li> <li>Staff to report symptoms and to self-isolate if symptomatic or family member symptomatic in line with PHW guidelines;</li> <li>Housekeeping messages, including method self-diagnosis discussed with pupils by Form Tutor at first session.</li> <li>Virtual staff meeting prior to school reopening issues guidance to all staff.</li> <li>Engagement with test, trace and protect program, as required.</li> </ul>	2	4	8	SPB
Learners and staff	Persons becoming symptomatic whilst in attendance at School	<b>Pupils and Staff</b> If arrangements are not made swiftly once a child or member of staff displays symptoms at the school, then this could result in the virus spreading to all those in attendance.	4	4	16	<p>If anyone becomes symptomatic (see NHS guidance for symptoms for COVID-19):</p> <ul style="list-style-type: none"> <li>a new, continuous cough</li> <li>a high temperature</li> <li>a loss or change to your sense of smell or taste</li> <li>any person displays the above symptoms of COVID-19 the latest PHW guidance for educational settings <a href="https://gov.wales/education-coronavirus">https://gov.wales/education-coronavirus</a> should be followed;</li> <li>Pupils at school that feel unwell or who may become symptomatic of COVID-19 (as outlined above) are to be isolated into a separate room in line with current guidance: <a href="https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19">https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19</a> (see school map for isolation room): <ul style="list-style-type: none"> <li>Parent/carer must be contacted using the emergency contact numbers;</li> <li>Arrangements must be made for the child to be collected and taken home and to follow PHW guidance of booking a COVID-19 test and the</li> </ul> </li> </ul>	2	4	8	SPB

					<ul style="list-style-type: none"> <li>required self-isolation;</li> <li>Parents should be reminded to follow current PHW guidance for self-isolation;</li> <li>The pupil will not be permitted to attend school until a negative test result has been received or the period of self-isolation completed;</li> <li>Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell;</li> <li>Staff developing symptoms in school must go directly home and follow the Council's Key Worker Testing protocol and PHW guidance for self-isolation;</li> <li>Rooms used by any person who has been symptomatic and confirmed via track and trace are to be deep cleaned;</li> <li>Staff will not be permitted to attend school unless a negative test result has been received and the period of self-isolation has been completed;</li> <li>Any equipment used by a symptomatic person must be removed from use immediately and thoroughly cleaned and disinfected;</li> <li>When a person becomes symptomatic after arrival and has used home-to-school transport, the FCC Integrated Transport Unit (01352 704531) must also be informed and they will liaise with the contractor</li> <li>Students and staff encouraged to bring own personal alcohol based sanitiser for use in school</li> <li>Staff encouraged to ventilate their classrooms through keeping windows open</li> <li>In the event of an outbreak follow guidance from PHW/LA/NHS.</li> <li>School to engage with the Test, Trace, Protect strategy in the event of any infection;</li> <li>Confirmed cases of Covid-19 among the school community will be managed by following local health protection team advice.</li> <li>Forward facing desks in all classrooms, insofar as possible.</li> <li>Avoiding contact between contact groups, insofar as possible.</li> <li>Grouping learners together as identified below.</li> <li>Staff remaining socially distant as possible.</li> <li>Staff provided with face visors to wear in school in areas where they feel they are at risk to infection.</li> <li>In line with Welsh Government advice pupils recommended to wear face masks in corridors and communal areas. This has been communicated with parents together with the requirements of donning and doffing and the use of separate bag for carrying face masks when not worn.</li> <li>Waste Bins with lids provided in every classroom for tissues which are emptied daily.</li> </ul>				
<b>Learners &amp; staff</b>	<b>Identification of learners</b>	<b>Pupils and staff</b>	4	3	12	<ul style="list-style-type: none"> <li>Pupils arranged into contact groups based on years for KS4 and KS5 (Max 195) and mixed ability 'learning groups' (Max 30) for KS3;</li> <li>Phased start for Year 7 and Year 12 pupils for first week of September to assist with orientation with all pupils commencing 7<sup>th</sup> September 2020, which</li> </ul>	2	3	6

						<ul style="list-style-type: none"> <li>includes time spent with Tutor to discuss school operations;</li> <li>Reinforcement of school operations w.c. 9/11/20.</li> <li>A separate specific risk assessment is required to be completed by the responsible member of staff prior to learners attending any alternative settings to ensure satisfactory controls are in place.</li> <li>Contact made with staff and pupils who have previously been shielding to alleviate anxiety of returning to school addressing any concerns which they may have;</li> <li>Enhanced regular contact from Assistant Head of House for students unable to attend. Students informed how to access work remotely whilst not in attendance.</li> </ul>				
<b>Learners &amp; staff</b>	<b>Risk Assessing Vulnerable staff and learners</b>	<b>Pupils and staff</b>	4	4	16	<ul style="list-style-type: none"> <li>Continued communication from school to parents advising parents to use most up to date PHW guidance on vulnerable and shielding persons to make a decision on whether their child should return to school.</li> <li>Whole school adjustment should ensure safety of all pupils however the school will stringently monitor those pupils on individual health care plans and these will be highlighted to form tutors and all staff.</li> <li>Using the information completed previously via the staff health questionnaire which was reviewed by DHT and Business Manager and signed off by HT and the most up to date PHW guidance on vulnerable people staff individual risk assessments compiled as necessary to facilitate specific requirements and assist with the decision as to whether safe for return.</li> <li>Register of staff and pupils who are defined as vulnerable to be maintained.</li> <li>Staff provided with face visors to wear in school in areas where they feel they are at risk to infection.</li> <li>In line with Welsh Government advice pupils recommended to wear face masks in corridors and communal areas. This has been communicated with parents together with the requirements of donning and doffing and the use of separate bag for carrying face masks when not worn.</li> <li>Waste Bins with lids provided in every classroom for tissues which are emptied daily.</li> </ul>	2	4	8	
<b>Learners &amp; staff</b>	<b>Attendance of pupils</b>	<b>Pupils</b>	4	3	12	<ul style="list-style-type: none"> <li>School to encourage parents, where possible, through communication channels to alleviate any anxiety about returning to school.</li> <li>All registers will be taken, as per normal school operation and any non-attendance will be followed up by the house teams on the day.</li> <li>House teams to contact those pupils who are not attending to promote return to school and assist with wellbeing;</li> <li>Communications to parents of clear and consistent expectation around attendance</li> </ul>	2	3	8	SPB
<b>Learners &amp; Staff</b>	<b>First aid</b>	<b>Pupils and staff</b> First Aiders might be at	3	4	12	<ul style="list-style-type: none"> <li>All first aid staff to have read guidance for PPE requirements and appropriate fitting;</li> <li>First aid staff to wear appropriate PPE which is available in the main office</li> </ul>	2	4	8	SS

		increased risk when treating pupils.				<ul style="list-style-type: none"> <li>• prior to providing any first aid;</li> <li>• First aid provisions available in main office and adequately stocked and monitored by first aid staff;</li> <li>• School first aid policy to apply;</li> <li>• First Aid Risk Assessment has been provided to all staff identified as requiring same.</li> </ul>				
Learners & staff	School Uniform	Pupils	3	3	9	<ul style="list-style-type: none"> <li>• Pupils to wear full uniform, guidance provided to parents re accessibility and washing, PDG Access promoted via communications;</li> <li>• Message will be continually communicated with parents via letters and website.</li> </ul>	3	3	9	SPB
Learners & staff	Staff Dress Code	Staff	4	3	12	<ul style="list-style-type: none"> <li>• Advice given to staff regarding appropriateness of dress. Amendments to staff dress code which facilitate less clothes being worn and removal of unnecessary items.</li> <li>• Staff provided with face visors to wear in school in areas where they feel they are at risk to infection.</li> </ul>	1	3	3	SPB
Learners & staff	Injury to learners on site	Pupils & Staff Increased risk of when treating injured person	2	4	8	<ul style="list-style-type: none"> <li>• First Aid routines have been established with use of PPE.</li> <li>• First Aid Policy applies</li> <li>• The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> <li>• In the event of a serious incident, parent/carer contacted along with emergency services, as appropriate.</li> <li>• All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>• The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> <li>• Only in exceptional circumstances will a member of staff take symptomatic students home themselves. In this very rare case, one of the following steps will be taken <ul style="list-style-type: none"> <li>a) Use of a vehicle with a bulkhead (ie. the driver is in a separate compartment to any passengers); or</li> <li>b) The driver and passenger will be able to maintain a 2m distance from each other; or</li> <li>c) The driver will use PPE (as described when supervising a symptomatic student, as explained above), which includes the student also wearing a face-mask.</li> </ul> </li> </ul>	1	4	4	SPB
Learners & staff	Collaborative	Pupils and Staff	4	4	16	<ul style="list-style-type: none"> <li>• Collaboration provision to provide satisfactory risk assessment to school.</li> </ul>	2	4	8	

	<b>Provision</b>	Off site collaboration provision person to person transmission				<ul style="list-style-type: none"> <li>• Risk assessment received to be shared with all staff involved.</li> <li>• Staff involved to ensure all controls on the risk assessment provided by the provision are adhered to and report any concerns immediately to the Headteacher / SLT.</li> <li>• Risk assessment for the transporting of pupils to venues to be obtained from operator and shared with staff involved, where applicable.</li> </ul>				
<b>Domestic arrangements</b>	<b>Person-to-person transmission whilst in school</b>	<b>Pupils and Staff</b> If care is not taken to reduce the impact or likelihood of person to person transmission, then the virus could spread to others	4	4	16	<p>As above plus:</p> <ul style="list-style-type: none"> <li>• Pupils and staff on arrival to be reminded to maintain social distancing, where possible;</li> <li>• One way system in operation throughout the school to maintain appropriate social distancing where possible (as indicated on school map);</li> <li>• Staff and pupils to adhere to 2m distancing where possible i.e. queueing for entry into school;</li> <li>• Activities developed and coordinated to minimise close contact and following Welsh Government Operational guidance for schools and settings from the autumn term in Coronavirus (COVID-19): implementing social distancing in education and childcare;</li> <li>• Social hygiene skills (e.g. using/disposal of tissues and face touching) to be reinforced throughout the day;</li> <li>• Tissues to be disposed of in the bins provided which will be emptied each day;</li> <li>• Handwashing facilities provided in external areas as indicated on school map;</li> <li>• Allocated 'contact groups' to have no interaction with other 'contact groups' insofar as possible and students within contact groups to also remain distant where possible;</li> <li>• Tape marked up throughout building at various locations to demonstrate 2m distance and at entry point to school to ensure children are socially distancing when queued.</li> <li>• Activities should all take place regarding social distancing where possible;</li> <li>• All staff, pupils and visitors to hand sanitise upon entry, regularly throughout the day and advised to follow good hygiene practices when not in the school;</li> <li>• Liquid soap and water is the preferred means of washing but hand sanitiser is also provided at various locations throughout the school (as indicated on school map);</li> <li>• All staff and pupils to enter via main reception using the designated entry door only;</li> <li>• Pupil contact groups to have staggered start times;</li> <li>• Pupil contact groups to have staggered break and lunch times;</li> <li>• Only front main school gates will be open to access the school and all other gates will be locked so access cannot be made into school other than via</li> </ul>	2	4	8	SPB

- main reception;
- Staff 'Re-establishing Hawarden High School' guidance document distributed to all staff prior to September;
- Each room in use to have antibacterial wipes and staff advised to wipe down areas and equipment used as necessary during the day. Staff to notify site staff for required replenishment of stock;
- All doors except fire doors to be left open to ensure limited contact with handles etc. staff responsible to ensure that doors are closed in the event of fire evacuation and end of day;
- Door handles, doors and 'touch points' to be wiped down with suitable cleaning products by cleaning staff periodically throughout the day;
- Toilets to be cleaned and checked for soap etc. throughout the day;
- Posters displayed around school with advice;
- Pupils advised on requirement of uniform and advice given as to washing and removal of clothing on arrival home;
- Staff instructed to be good role models of social distancing and demonstrate good practice through their own behaviour.
- Staff and pupils should wash their hands or hand sanitise thoroughly for 20 seconds after any accidental contact;
- Staff to be encouraged to park appropriately with social distancing in mind
- Social spaces to be used in line with guidelines and appropriate capacity of area taking into account of social distancing at all times;
- Advice offered to parents regarding school transport – avoidance of buses where possible.
- Hand sanitiser available in all classrooms where hand washing facilities are not present.
- Staff must not share lifts unless they live in the same house
- Staff should avoid public transport where possible
- Staff to assist with pupil arrival, egress from transport and welcoming into school.
- Staff assistance at end of school day.
- Where a member of staff or child receives a positive test for COVID-19, PHW guidelines to be followed with regards to self-isolation of contact groups etc.
- Staggered lunch and break times for contact groups;
- Each contact group to be allocated to a zone during break and lunch time;
- Each zone will comprise of toilet area, outdoor space, indoor space and food outlet;
- Food outlets to be run in line with NEWydd's own risk assessment;
- In line with Welsh Government advice pupils recommended to wear face masks in corridors and communal areas. This has been communicated with parents together with the requirements of donning and doffing and the use of separate bag for carrying face masks when not worn.

<p><b>Domestic arrangements</b></p>	<p><b>Transmission via inanimate objects</b></p>	<p><b>Pupils and Staff</b> Items brought between home and school should be limited to those that are absolutely necessary. Avoidance of clothing which might harbor virus</p>	<p>4</p>	<p>4</p>	<p>16</p>	<ul style="list-style-type: none"> <li>• Waste Bins with lids provided in every classroom for tissues which are emptied daily.</li> <li>• Sharing of objects or resources within contact groups is permitted but objects or resources must be wiped down after use. Where resources are used between contact groups care must be taken to clean items meticulously and regularly;</li> <li>• Specific guidance has been provided to specialist subjects Science to follow the latest CLEAPPS guidance. Art, Technology, Music and PE (see attached subject specific guidance). Headteacher and Business manager have met with Subject leaders to discuss and agree.</li> <li>• At the beginning of each lesson the teacher should ensure that all desks are wiped down;</li> <li>• Pupils should only bring items into school which are required for the day and are advised of this.</li> <li>• Surfaces to be cleaned using standard cleaning methods on a more frequent basis;</li> <li>• Antiviral/antibacterial wipes provided in rooms being used for staff to wipe down areas and equipment as required;</li> <li>• Specific areas/equipment used by persons due to being symptomatic must be deep cleaned before re-use;</li> <li>• High touch areas and surfaces to be cleaned on a frequent basis throughout the day;</li> <li>• Uniform to be worn by pupils in order that children are not wearing usual casual wear worn at home in school and are encouraged to change out of uniform when arriving back home.</li> <li>• Staff advice provided regarding appropriateness of dress and minimising contamination in school or at home.</li> <li>• School water fountains to remain switched off – staff and pupils encouraged to bring own water and bottle for own use (safer than providing water)</li> <li>• Latest guidance for school ventilation to be followed, where safe to do so (bearing in mind fire safety and safeguarding). Latest guidance issued to all staff 27.11.20.</li> <li>• Posters are displayed throughout the school reminding students and staff to wash their hands, eg. before entering and leaving the school;</li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use around the school and in classrooms where no hand washing facilities are present;</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and handwashing areas. Bar soap is not used – liquid soap dispensers are installed and used instead;</li> <li>• Tissues should be placed in a separate waste bin and disposed of safely.</li> </ul>	<p>2</p>	<p>4</p>	<p>8</p>	<p>SPB</p>
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						<p>School will double-bag all waste in line with latest guidance and ensure it is removed daily. If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of;</p> <ul style="list-style-type: none"> <li>• Spillages of bodily fluids, eg. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance;</li> <li>• All areas of the school will be cleaned thoroughly at the end of the day;</li> <li>• If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</li> <li>• A programme of fogging to be in place throughout the week.</li> </ul>				
<b>Domestic arrangements</b>	<b>Cleaning and sanitising activities</b>	<b>All users</b> If areas are not regularly cleaned and sanitised, then there is a risk of the virus spreading	3	4	12	<ul style="list-style-type: none"> <li>• Cleaning to be maintained by NEWydd Cleaning Contract on a tailored basis to suit the school usage times;</li> <li>• Cleaning of premises to be carried out in line with the Welsh Government Operational guidance for schools and settings from the autumn term.</li> <li>• Enhanced cleaning of high touch areas to be carried out throughout the day;</li> <li>• Frequent cleaning of toilet facilities to be carried out;</li> <li>• Cleaning staff to maintain 2m social distancing at all times;</li> <li>• Additional deep cleaning of areas used to be carried out weekly including use of fogger;</li> <li>• NEWydd Cleaning to maintain own risk assessments for their staff to follow with regards to cleaning and use of cleaning materials;</li> <li>• All classrooms to have supply of surface wipes to enable areas to be wiped down after each lesson.</li> </ul>	2	4	8	SS
<b>Domestic arrangements</b>	<b>Poor Hygiene Practices</b>	<b>Staff and Pupils</b> Stakeholders not reminded of requirements risk infection control procedures	3	4	12	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.</li> <li>• Pupils wash their hands with soap and water after throughout their time at school.</li> <li>• Alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied</li> <li>• Bar soap is not used – liquid soap dispensers are installed and used instead.</li> <li>• Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the Hygiene and the Health and Safety Policy. Training is provided by NEWydd.</li> <li>• School Business Manager arranges enhanced ‘deep cleaning’ weekly.</li> <li>• Toilets undergo hourly cleaning schedule.</li> </ul>	2	4	8	SS
<b>Domestic arrangements</b>	<b>PPE</b>	<b>Staff and Pupils</b> Inappropriate use	2	3	6	<ul style="list-style-type: none"> <li>• PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place. PPE advice</li> </ul>	1	3	3	SS



						distributed to staff in 'masterplan' document.				
						<ul style="list-style-type: none"> <li>• Pupils and staff advised regarding use of face coverings.</li> <li>• Staff provided with face visors to wear in school in areas where they feel they are at risk to infection.</li> </ul>				
<b>Domestic arrangements</b>	<b>Emergencies</b>	<b>Staff and Pupils</b> Emergencies require planning for in any event	3	4	12	<ul style="list-style-type: none"> <li>• First Aid routines have been established with use of PPE.</li> <li>• First Aid Policy applies</li> <li>• The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> <li>• In the event of a serious incident, parent/carer contacted along with emergency services, as appropriate.</li> <li>• All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>• Fire assembly points have been marked-up in contact groups outside premises and will be demonstrated via video assemblies to pupils during their form session in school.</li> <li>• In the event of a fire, pupils instructed to vacate building via nearest fire exits and one way system ceases</li> </ul>	2	4	8	SPB
<b>Domestic arrangements</b>	<b>Catering</b>	<b>Pupils</b>	3	4	12	<ul style="list-style-type: none"> <li>• Food outlets to be run in line with NEWydd's own risk assessment;</li> <li>• Communication and monitoring of Newydd Catering hygiene procedures;</li> <li>• Contact groups to remain in zones during staggered break and lunch times and access to food outlets which will be within each zone;</li> <li>• Contact groups to have staggered break and lunchtimes;</li> <li>• Pupils to eat food purchased in zone areas;</li> <li>• Indoor zone areas high touch surfaces to be wiped down after use;</li> <li>• Lunchtime duty staff to supervise zone areas maintaining social distancing where possible;</li> <li>• Pupils encouraged not to share food items;</li> <li>• Pupils reminded to wash hands before and after eating;</li> <li>• Cashless catering system to be promoted and parents advised that only online payments are permitted to purchase food items;</li> <li>• Breakfast Club will not be permitted during the period of re-opening;</li> </ul>	1	4	4	SPB
<b>Domestic arrangements</b>	<b>Cleaning</b>	<b>All Users</b>	4	3	12	<ul style="list-style-type: none"> <li>• Cleaning to be maintained by NEWydd Cleaning Contract on a tailored basis to suit the school usage times;</li> <li>• Cleaning of premises to be carried out in line with the Welsh Government Operational guidance for schools and settings from the autumn term.</li> <li>• Enhanced cleaning of high touch areas to be carried out throughout the</li> </ul>	1	3	3	SPB

						<ul style="list-style-type: none"> <li>day;</li> <li>Hourly cleaning of toilet facilities to be carried out;</li> <li>Cleaning staff to maintain 2m social distancing at all times;</li> <li>Additional deep cleaning of areas used to be carried out weekly including use of fogger;</li> <li>NEWydd Cleaning to maintain own risk assessments for their staff to follow with regards to cleaning and use of cleaning materials;</li> <li>All classrooms to have supply of surface wipes to enable areas to be wiped down throughout the session</li> </ul>				
<b>Logistics</b>	<b>Building and property maintenance</b>	<b>All users</b> If regular building inspection, maintenance, servicing and testing does not continue, then there are a number of risks posed to health and safety of children and staff e.g. legionella, burns, defects in property, faults and electric shock	3	5	15	<ul style="list-style-type: none"> <li>All routine inspections maintained;</li> <li>Statutory inspections and servicing to continue;</li> <li>Defects to be reported to the Business Manager for remedial action;</li> <li>Good housekeeping to be maintained;</li> <li>All outdoor essential building maintenance must be coordinated with the Business Manager to ensure segregation from pupils and staff;</li> <li>Any contractors visiting the school must make prior arrangements with the business manager to ensure that correct working within Covid-19 guidelines;</li> <li>Contractors who are required to visit site should attend before or after school, where possible;</li> <li>All contractors to report to main reception prior to the start of any work and must adhere to the 2m social distance guidance;</li> <li>In the event of a fire all doors to be closed on evacuation;</li> <li>Fire assembly points to be amended from policy to reflect nature of contact groups but distancing to apply at all times, where possible;</li> <li>Fire evacuation drills to be suspended and this will be reviewed every 6 weeks;</li> <li>Weekly Fire Drill test as per normal school operating procedures</li> </ul>	1	5	5	SS
<b>Logistics</b>	<b>Lack of available staff</b>	<b>Pupils</b> Staff rota requires generous staffing so that pupil/ratio can be as small as possible	2	3	6	<ul style="list-style-type: none"> <li>Approach to staff absence reporting and recording in place. All staff aware.</li> <li>Communication arrangements are in place for all staff according to their role and individual circumstances in continuing to support the working of the school.</li> <li>Plans to respond to increased sickness levels are in place. Cover arrangements determined as per normal school working;</li> <li>Agency staff not to be employed for short term cover. Cover staff to be used to cover absences.</li> <li>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</li> <li>Previously completed staff questionnaire determined availability of staff and each individual case will be looked at in line with up to date guidance;</li> </ul>	1	3	3	AB
<b>Logistics</b>	<b>School Closure</b>	<b>Staff and Pupils</b>	2	4	8	<ul style="list-style-type: none"> <li>School has established command structure below the SLT in the event they</li> </ul>	1	4	4	SPB

		Lack of staff, including key staff could result in school being required to close				<ul style="list-style-type: none"> <li>are incapacitated through infection or self-isolation.</li> <li>The SLT in its entirety will continue to meet virtually rather than collectively.</li> <li>In the event of school closure required Head/Deputy Head coordinate in usual way</li> </ul>				
<b>Logistics</b>	<b>School Capacity</b>	<b>Pupils and Staff</b>	4	3	12	<ul style="list-style-type: none"> <li>Using school CAD drawings the area of each office identified taking into account specific layouts</li> <li>Signage has been erected on each office door and staff area to highlight the maximum capacity allowed in each room</li> </ul>	1	3	3	SPB
<b>Logistics</b>	<b>Accommodation Function</b>	<b>Pupils and Staff</b>	4	4	16	<ul style="list-style-type: none"> <li>All necessary health and safety checks carried out</li> <li>In office spaces signage has been used to signpost where desks cannot be used where they are situated less than 2m apart</li> <li>All staffrooms and social spaces used must take account of maximum capacity and social distancing at all times;</li> <li>Staff toilets areas limited to use of cubicles and sinks to accommodate distancing in these areas</li> <li>Handwashing routines have been published</li> <li>Additional hand washing facilities installed in outside areas with hand soap</li> <li>Catering facilities in use will be operated in line with Newydd own risk assessments.</li> <li>Where possible all classrooms to be laid out so that all pupils are sat side by side and facing the front.</li> <li>Adults, where possible should maintain 2m distance from each other, and from pupils.</li> </ul>	1	4	4	SPB
<b>Logistics</b>	<b>Transport</b>	<b>Pupils</b>	3	4	12	<ul style="list-style-type: none"> <li>All vehicular gates other than front gates will be closed as per normal school operation</li> <li>Buses and taxis to use school entry and exit as per school transport plan</li> <li>SLT and senior staff to have a presence at front of school to ensure arrival of buses/taxis/cars is safe</li> <li>Parents/Pupils advised of the preference that public/school transport should be avoided where possible</li> <li>Transport Unit advised of any change of times which will affect school buses;</li> <li>Communication with parents of Transport Unit requirements when travelling on school transport;</li> <li>Students benefit from staggered arrival as to minimise potential contact with one another and easier for staff to coordinate access into the building.</li> </ul>	1	4	4	SPB
<b>Logistics</b>	<b>Visitors</b>	<b>All users</b>	3	3	9	<ul style="list-style-type: none"> <li>No visitors in school without pre-arranged appointment. This has been communicated to parents via letter and signage at front of school indicates this.</li> <li>Staff encouraged to engage with non-school personnel via telephone or virtually</li> </ul>	1	3	3	SPB

						<ul style="list-style-type: none"> <li>Only essential face to face meetings should be carried out with the approval of the Headteacher/Deputy and to take place in a socially distance environment and out of school hours where possible.</li> </ul>				
<b>Ensuring expectations / Guidance and documents</b>	<b>Awareness of Policies and Procedures / Review of Key Policies / Staff Inductions</b>	<b>Staff and Pupils</b> Covid specific amendments to policies required which, without communication, would lead to lack of awareness and poor practices.	4	4	16	<ul style="list-style-type: none"> <li>All staff and pupils are aware of all relevant policies and procedures including, but not limited to, the following: - Health and Safety Policy - Hygiene Policy - First Aid Policy.</li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: Welsh Government Operational guidance for schools and settings from the autumn term and Guidance on learning in schools and settings from the autumn term.</li> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus via 'guidance' document'.</li> <li>Virtual Staff Meeting to be held on 1st September</li> <li>Training day for all staff on 2nd September</li> <li>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and regular updates to school website – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>Clear rationale of purpose of schools opening communicated with parents/carers, staff and pupils.</li> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly video/or Form Tutor and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>The school to consider the impact of poor behaviour, including failing to follow safe practices eg. social distancing etc; bullying, or abuse of another child or a member of staff, and are clear with parents/carers on action to take in response to this</li> <li>Revision of school behaviour policy to consider impact of COVID-19 on management of misbehaviour and/or serious misbehaviour</li> <li>Standard procedures to be observed during lessons – routines published to staff</li> <li>Clear classroom expectations shared with students, staff, parents/carers around the safe practices and consequences of failure to adhere to these.</li> <li>The school will provide refresher training in relation to standard safeguarding procedures prior to increased operations. All staff will be expected to observe these;</li> <li>The school will make appropriate security arrangements on-site;</li> <li>Staff break and lunch time rotas take account for security arrangements;</li> <li>Normal school rules apply whereby students are not allowed out of school during the day;</li> </ul>	2	4	8	SPB

						<ul style="list-style-type: none"> <li>All staff/volunteers/supervisors to have valid DBS clearance.</li> <li>Disciplinary action will be taken against individuals who repeatedly/ wilfully fail to follow any site rules.</li> <li>All staff to monitor, model and enforce site rules and social distancing requirements.</li> <li>Signage displayed to reinforce site rules and Covid-19 guidance;</li> </ul>				
<b>Continuity of learning</b>	<b>Activities and Continuity of Learning / Distance Learning</b>	<b>Pupils and staff</b> Pupils' learning within this phase must focus upon Check-In, catch up and prepare' ensuring that pupils are as set up for September as possible	3	4	12	<ul style="list-style-type: none"> <li>The avoidance of sharing equipment should be priority but where equipment is shared teaching staff must ensure that it is wiped down after use.</li> <li>Activities and sports are permitted taking into account Welsh Government Guidance on learning in schools and settings from the autumn term and operation guidance for schools and settings from the autumn term documentation.</li> <li>Social distancing guidelines should tried to be observed where possible;</li> <li>Current learning plans, revised expectations and required adjustments have been considered.</li> <li>Blended learning models adopted to support face-to-face contact and home (distance) learning</li> <li>Continuity of learning plan developed and activated to support learners. Plan outlines expectation of both staff and students for self isolation eventualities.</li> <li>Whole school approach to adapting curriculum (S/M/L term), including: - Wellbeing curriculum -recognising 'non-curriculum' learning that has been done -capturing pupil achievements/ outcomes</li> <li>The school to produce and publish Distance Learning guidance to all staff, which applies latest Welsh Government guidance</li> <li>The school to update home working guidance to all staff, especially those who are working remotely</li> <li>The school to ensure that all teaching staff have a school-issued device to support distance learning</li> <li>Allocated training provided to support staff in preparation and delivery of (asynchronous and synchronous) distance learning;</li> <li>Clear expectations are established for asynchronous and synchronous learning and all staff are expected to follow these for their own safeguarding, including adherence to latest WG guidance</li> <li>Staff working remotely will play a greater role in the delivery of distance learning to ensure equity in delivery of learning in the short-to-medium term</li> <li>Line managers to ensure regular contact with staff who are working remotely to support wellbeing and management of work streams.</li> </ul>	1	4	4	AB
<b>Continuity of</b>	<b>Pupil Re-</b>	<b>Pupils</b>	3	3	9	<ul style="list-style-type: none"> <li>Approach and expectations around school uniform determined and</li> </ul>	2	3	6	SPB

learning	orientation / Learner Induction	Anxiety related to coming back into school after a period of closure/ being at home and Fire Break				<ul style="list-style-type: none"> <li>communicated with parents. To be reinforced w.c. 9/11/20</li> <li>Changes to the school day shared with parents in advance.</li> <li>All students instructed to bring a water bottle each day. Water fountains not in use.</li> <li>Personal hand sanitiser in use</li> <li>Share re-establishing HHS document – student friendly version</li> <li>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</li> <li>Induction programme via PSE to be established for pupils to explore their feelings and emotions and signposts the support services that are available in the school;</li> <li>Consideration of the impact of COVID19 on families and whether any additional support may be required: - Financial -Increased FSM eligibility - Referrals to CS and other support -vulnerable groups</li> </ul>				
Continuity of learning	Induction day for staff to new process	Staff Anxiety related to returning into school after period of closure	3	3	9	<ul style="list-style-type: none"> <li>Virtual Staff Meeting to be held on 1<sup>st</sup> September.</li> <li>Preparation day for all staff to be held on 2<sup>nd</sup> September.</li> </ul>	1	3	4	SPB
The School Day	Arrival and Departure from School / Class	Pupils	3	3	9	<ul style="list-style-type: none"> <li>Staggered arrival times at main entrance for each Contact Group facilitates managing groups into the building and reduces potential for cross contamination owing to separation of pupils;</li> <li>School day timings adjusted to accommodate contact groups, parents/carers informed of adjustments;</li> <li>Additional outdoor handwashing facilities installed</li> <li>Introduction of one way system around school where corridors do not allow for 2m social distancing (as indicated on school map)</li> <li>All doors with exception of fire doors left open to avoid touching of handles etc.</li> <li>Pupils clearly instructed not to wait for friends and to remain socially distant to and from school</li> <li>Hand sanitiser station in entrance foyer and all users advised to hand sanitise on entry to the building</li> <li>Staggered lunch and break times for contact groups;</li> <li>Each contact group to be allocated to a zone during break and lunch time;</li> <li>Each zone will comprise of toilet area, outdoor space, indoor space and food outlet;</li> <li>Pupils to leave the site at the end of the school day, no extra curricular activities will be permitted;</li> <li>Staff to supervise entry of pupils on arrival and departure of school;</li> <li>Communication to staff and pupils regarding safe removal of face coverings, removal in designated zone placed in closed lid bin or placed in a ziplock bag for reusable masks – hand sanitizing before and after removal</li> </ul>	1	3	3	SPB

						<ul style="list-style-type: none"> <li>in line with guidance;</li> <li>Teachers to be present in class by 8.30am ;</li> <li>Pupils to enter room immediately and not line up outside to alleviate crowding in corridors;</li> <li>Teachers to ensure they are present in the classroom at the start of every lesson to meet pupils on their arrival and instruct on seating arrangements;</li> <li>Teachers to keep seating plans for each lesson;</li> <li>Teachers and pupils to be responsible for wiping down desks on arrival with wipes provided in each room;</li> </ul>				
The school day	Collective Worship and Assemblies	Pupils	4	4	16	<ul style="list-style-type: none"> <li>All school assemblies/collective worship to be delivered via video in classrooms according to contact groups.</li> <li>No collective assemblies</li> </ul>	1	4	4	SPB
The school day	Break and Lunchtimes	Pupils	4	3	12	<ul style="list-style-type: none"> <li>Staggered lunch and break times for contact groups;</li> <li>Each contact group to be allocated to a zone during break and lunch time;</li> <li>Each zone comprises of toilet area, outdoor space, indoor space and food outlet. Hygiene and distancing of these areas practised via supervision of each zone.</li> </ul>	1	3	3	SPB
Guidance and documents	School Guidance / Parent Comms	All users	3	3	9	<ul style="list-style-type: none"> <li>Changes to the school day/timetables shared with parents in advance.</li> <li>All students instructed to bring a water bottle each day. Water fountains not in use</li> <li>Share masterplan document with all stakeholders</li> <li>School website and twitter updated as necessary to inform stakeholders</li> <li>Approach and expectations around school uniform determined and communicated with parents.</li> <li>Changes to the school day/timetables shared with parents in advance.</li> <li>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</li> <li>Consideration of the impact of COVID19 on families and whether any additional support may be required: - Financial -Increased FSM eligibility - -- Referrals to CS and other support -vulnerable groups</li> </ul>	1	3	3	SPB
Guidance and documents	Fire Alarm / Evacuation	All users	3	4	12	<ul style="list-style-type: none"> <li>In the event of a fire all doors to be closed on evacuation;</li> <li>Automated door closure activated on sound of alarm and pressed each night when vacating building</li> <li>Fire assembly points amended from policy to contact groups but distancing to apply at all times, where practicable.</li> <li>Weekly Fire Drill test as per normal school operating procedures</li> <li>In the event of a fire, pupils instructed to vacate building via nearest fire exits and one way system ceases. Fire exit details on school map.</li> <li>Impact on fire safety arrangements have been considered and no significant changes need to be implemented and although fire drills may be suspended, fire routes and assembly points remain the same</li> </ul>	1	4	4	SPB

ADDITIONAL COMMENTS / ACTIONS	
None	



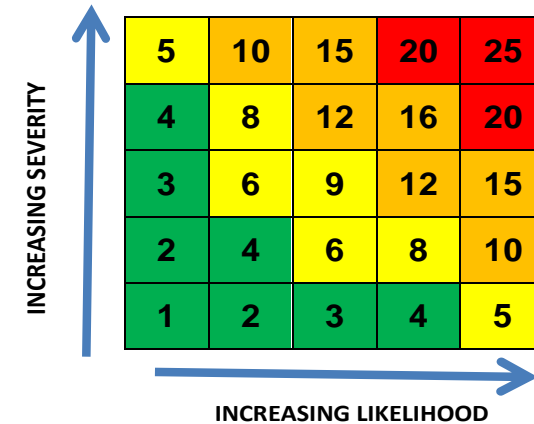
LIKELIHOOD OF INJURY/HARM

RATING	DESCRIPTION
1 VERY UNLIKELY	Highly unlikely to occur but may happen in exceptional circumstances. It could happen but probably never will.
2 UNLIKELY	Not expected but there is a slight possibility it may occur at some time.
3 POSSIBLE	The event might occur at some time as there is a history of casual occurrence.
4 LIKELY	There is a strong possibility the event will occur as there is a history of frequent occurrence.
5 VERY LIKELY	Almost certain. The event is expected to occur in most circumstances as there is a clear history of regular occurrence.

SEVERITY OF INJURY/HARM

RATING	DESCRIPTION
1 INSIGNIFICANT	Minimal financial loss. No or only minor personal injury. First aid but no days lost. Resolved by day-to-day management and negligible impact on systems or operations.
2 MINOR	Minor injury perhaps needing minor medical treatment. Some days lost but not many. Minor impact on operations overall.
3 MODERATE	Lacerations, burns, concussion, serious sprains and fractures.
4 MAJOR	Permanent disabilities or ill health.
5 SEVERE	Fatal injuries or fatal diseases/severe life-shortening diseases.

**RISK MATRIX**



**KEY**

17 - 25	<b>UNACCEPTABLE</b> - Stop activity and make <u>immediate</u> improvements
10 - 16	<b>INADEQUATE</b> - Urgent improvements within specified timescales
5 - 9	<b>ADEQUATE</b> - Aim to improve when reviewed
1 - 4	<b>ACCEPTABLE</b> - No further action but ensure controls are maintained