



# **GILWERN PRIMARY SCHOOL**

## ***NURTURE – EMPOWER – ACHIEVE***

**COVID-19 - Risk Assessment Primary Schools - September 2020/  
Reviewed 07.09.2020 / 25.09.2020 / 10.11.2020/16.12.20 /4.1.21/ 7.1.21 /9.2.21/20.2.21**

The risk assessment attempts to track rate of risk against local context. The two variables which will influence the rate of community spread are the infection rate per 100,000 residents and the number of people on a particular site. To attempt to track risk these two numbers associated with the context of the school are multiplied.

**Sept 20 Rate of Infection  $50/100,000 \times (220 \text{ pupils} + 30 \text{ staff}) = 12,500$**

**Dec 20 Rate of Infection  $300/100,000 \times (220 \text{ pupils} + 30) = 75,000$**

**January 21 Rate of infection  $500/100,000 \times (35 \text{ pupils} + 15 \text{ staff}) = 25,000$  ( Key Worker Vulnerable only)**

**February 21 Rate of Infection  $80/100,000 \times (100 \text{ FP pupils} + 25 \text{ Hub} + 20 \text{ staff}) = 11,600$  ( FP + Hub only) -**

Gilwern Primary School is presently working with staff, governors and wider stakeholders to plan a risk assessed reopening of the school following closure due to the Covid 19 Pandemic. (23/2/21) Iteration 9

- **The risk assessment will be reviewed regularly and is context specific to the rate of risk of transmission of the disease at any point in time. Welsh Government indicate that of 22/2/21 the R rate is below 1. The number of new cases in Monmouthshire are dropping. The death rate has also fallen within the region. The headteacher's and Governors role is to monitor the implementation of the risk assessment on an ongoing basis**

The school will operate the return for Foundation Phase pupils from Monday 22nd February with one preparatory day whereby risks assessments and operation logistics will be discussed and confirmed with all stakeholders. Pupils will return on a phased timetable from Tuesday 23<sup>rd</sup> February.

When the school re-opens a set of proportional restrictions and procedures will be in place to reduce the risk of spreading the virus should any pupil or member of staff attend school in a potentially infectious phase of the illness. The school will follow the guidance from Public Health Wales when dealing with suspected cases. This guidance has been shared with all stakeholders.

### **Pupil Wellbeing/ Safeguarding**

The expectation is that foundation learners will return to school full time from Tuesday 23<sup>rd</sup> February. If the situation occurs, whereby families do not want to send their children back to school, the school will support the family and refer to the Education Welfare Officer. Options will be discussed with parents to support educational options. The school's focus in the return to full capacity will be learner wellbeing with opportunities for all children to understand the current situation and best practice in reducing risk and practice of reducing the risk of Covid-19.

### **Parental Communication**

Many parents will have a number of questions and queries regarding operational procedures. The school will collate concerns to compose an information sheet which will be communication through online platforms. Queries will be answered using operational guidance from Welsh Government.

### **Social Distancing**

Many of the restrictions and guidelines produced by Welsh Government adhere to core principles of mitigating risk through social distancing and contact. The school will limit contact across pods to limit cross contamination.

Gilwern School will operate initially based on the following principles:-

- Initially children will work within their own year groups.
- Where possible resources and shared learning spaces will not be rotated between pods.

### **Cleaning and Hygiene**

A second principle to enable the safe operation of schools is for enhanced cleaning and regular handwashing and sanitisation, on the premise that Covid 19 can be transmitted from a surface following contamination for up to 72 hours. Scientific evidence suggests this risk is reduced in the outdoor environment.

The school will operate a significantly increased routine of cleaning and sanitisation of fixtures and fittings through the caretaker and designated cleaner. Communal toilets within the site have been identified as a risk and will receive regular sanitisation along with facilities to self-sanitise.

Regular cleaning of apparatus used communally by children and adults will occur and be the responsibility of staff using the apparatus for provision. These actions will reduce risk significantly although not negate it; the balance being that if all equipment is removed then appropriate learning would be impossible.

The school will adopt a policy of working outdoors wherever possible using the classroom as a base, operating and learning in zoned areas within the school grounds.

### **Contextual Considerations to be Regularly Reviewed**

The context of this assessment is that the school is returning in a comparatively low risk period in the cycle of this pandemic. One of the key health and safety objectives will be to teach pupils, staff and other stakeholders a new set of norms and operating procedures.

Should infection rates within Monmouthshire increase this risk assessment would be reconsidered utilising advice from Welsh Government, Public Health Wales and Local Authority.

The following Risk Assessment is based on a template provided by Monmouthshire County Council.

All staff and Governors have been given opportunity to read and contribute to the compilation of this risk assessment recognising that the document is meaningless without operational ownership of those on site at any time.

The risk assessment was reviewed by Monmouthshire County Council and with Governors on February 2021. Staff and Governors will regularly review its appropriateness thereafter. The Headteacher will keep in contact with the Chair of Governors at a minimum time period of once per week.

*(NB) The purpose of the Risk Assessment is to identify risk and outline how the school will manage the identified risk. The regular review process is logged in the Governors working group document.*

Identified risk	Person(s) at risk	Risk Level Before Control 1- 10			Control measures	Risk Level After Control 1-10	
		<u>Likely hood</u>	<u>Seve rity</u>	<u>Total</u>		<u>Likely hood</u>	
Routes to the outdoors To reduce cross contamination		3	4	12	Doors to access learning – hub use door outside year 3 classroom	1	
Entry and Exit	All Staff and Pupils	3	4	12	Reception and year 1 use playground door and year 2 use main entrance door Expectation that all FP children are met and exit the building at the allotted time  Collection of pupils at the end of the school day – staggered drop off and collection times Family and organisational units to pick up youngest child first, then proceed to older siblings reducing time and adult interaction on school site. When parents enter the school ground, learners will be notified to avoid congregation of parents/carers. School gates will be opened at 8am and closed at 9:30am. Gates will be reopened at 2:55pm and closed 4pm. Learners who depart via school transport will be collected from classrooms together and taken to the bus. Staff children will remain in their classrooms until all learners have left site.	1	
Ventilation		5	4	20	Window to be opened to maximise ventilation. Lessons to be conducted outside where possible  Wherever possible single direction flow e.g. single flow in corridors Different classes wait until flow has gone. Some areas unable to create a one way flow especially around access, exit and toilets	2	

<p style="text-align: center;"><b>Social Distancing</b></p>			5	4	20	<p style="text-align: center;"><b>Signage to be placed around school to reinforce changes in procedure allocated by LA</b></p> <p style="text-align: center;">.</p> <p><b>All staff and children to be reminded at the start of each day of the processes and procedures we need to follow to promote safe attendance.</b></p> <p><b>Multiple first Aid boxes - FP to avoid cross contamination.</b></p> <p><b>All rooms to have suitable supply of wipes to disinfect equipment</b></p> <p><b>Following WG guidance masks should be worn in classrooms unless greater than 2 metre distance can be maintained. Staff to manage own risk.</b></p> <p><b>Hub parents are to collect at main entrance and are not prohibited to enter school building.</b></p> <p><b>Learners to bring all belongings in one school bag which will be kept in school locker during the school day.</b></p> <p><b>All classes will be supplied with cleaning materials to ensure cleanliness within each class pod.</b></p> <p><b>Learners to be encourage to wear clothing suitable for outdoor learning and physical activity. School uniform is to be worn where applicable.</b></p> <p><b>External agencies – school to minimize direct contact with staff providing external support to learning. Where necessary External agent to work with identified child in suitable learning area which will be cleaned thereafter.</b></p> <p><b>Reading books to be sent home and quarantine for a period of 72 hours upon return.</b></p> <p><b>Staggered morning entry and afternoon exit is undertaken with wellbeing time e.g. Meditation Monday, Thinking Tuesday, Wellbeing Wednesday, Thinking Thursday and Fresh Air Friday.</b></p>	3	
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						<p><b>Staff will need to be flexible with ways of working and observant to personal circumstances of themselves.</b></p> <p><b>Staff to assigned a allocated wok and communal area.</b></p>		
<b>Awareness to procedures and risk</b>		Staff and students	5	4	20	<p>Staff and Governors</p> <ul style="list-style-type: none"> <li>• Safeguarding and health and safety policies have been reviewed and updated where needed in light of the <u>COVID-19 advice</u>. Updated policies have been shared with relevant staff;</li> <li>• Staff to receive guidance on actions to help minimise the spread of infection;</li> <li>• Staff to be made aware of the school's infection control procedures in relation to coronavirus</li> <li>• The school keeps up-to-date with advice issued by local authority and Welsh Government;</li> <li>• Parents informed of the procedures put in place to help keep the children safe in school. Stay at home <u>guidance</u> is made available for parents and staff to refer to and accessible on school's website;</li> <li>• Students made aware of rules for staying safe in school and what to do if they feel unwell;</li> <li>• Any cases of illness, including COVID-19 are to be treated with appropriate confidentiality.</li> <li>• A minority of parents may be in denial that covid is a threat to public health and ignore guidance and advice.</li> </ul>		3
<b>Implementing 'social distancing'</b>		Staff and students	10	4	40	<ul style="list-style-type: none"> <li>• The latest <u>guidance</u> on implementing protective measures in educational settings is made available to staff so that it is followed at all times;</li> <li>• Class groups, are organised as described in the 'class or group sizes' in line with published Welsh Government guidelines;</li> <li>• Classrooms and other learning environments are organised to maintain space between seats and desks where possible;</li> <li>• The timetable is revised to implement where possible <ul style="list-style-type: none"> <li>a) Plan for lessons or activities which limit movement between areas eg. extended lessons and/or staff rotations as opposed to students;</li> <li>b) Socially distancing of children through class pods. Provide provisions that allow children to socially distance.</li> <li>c) Maximum number of students within a class adhered</li> </ul> </li> </ul>		7

						<p>to cohort size</p> <p>d) Maximise number of lessons or classroom activities which could take place outdoors;</p> <p>e) Break and lunch times staggered so that all students are not moving around the school at the same time (Identified groups at a time, within 30 minute intervals); in the event of wet play will stagger outdoor play and learning;</p> <p>f) Adults toilets to be designated to phases. Pupil toilets to be monitored during breaktimes to minimise cross contamination between pods. School to evaluate whether additional toilets are needed on school site to maintain social distancing.</p> <p>g) Drop-off and collection times are staggered to support limited numbers of students coming into contact with each other;</p> <p>h) Parents'/carers' drop-off and pick-up protocols are planned so that they minimise adult to adult contact;</p> <p>i) Class pods are together throughout the day and avoid social mixing with larger groups of children.</p> <ul style="list-style-type: none"> <li>• Unnecessary items are removed from classrooms and other learning environments where there is space to store them elsewhere;</li> <li>• Floor markings to be added to key areas to support 'social distancing' e.g. entrance; main hall; communal areas and corridors;</li> <li>• Teachers to look at equipment and only use equipment that can be appropriately cleaned regularly.</li> <li>• Cohorts are kept together where possible and pupils remain in the same small groups at all times each day, and different groups are not mixed during the day.</li> <li>• The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days;</li> <li>• Students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Within class if movement of groups between areas is required each area should be sanitised before use by teaching staff or cleaner.</li> <li>• Mixing between staff and groups of children in school is minimised by <ul style="list-style-type: none"> <li>a) accessing rooms directly from outside, where possible;</li> </ul> </li> </ul>		
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						<ul style="list-style-type: none"> <li>b) where possible, considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors;</li> <li>c) staggering break and lunch times and students clean their hands beforehand and enter in the groups they are already in or students are brought their lunch/refreshments in their classrooms;</li> <li>d) The number of students using the toilet at any one time is limited;</li> <li>e) The use of shared space such as halls is limited and there is cleaning between use by different groups;</li> <li>f) The use of staff rooms and/or departmental workrooms are staggered to limit occupancy, or where possible, other rooms in school are utilised as break rooms for staff.</li> <li>g) A minority of parents and children ignore the risk and guidance provided.</li> </ul>		
<b>Hygiene Practices</b>		Staff and students	9	4	36	<ul style="list-style-type: none"> <li>• Lateral flow tests will be administered twice weekly</li> <li>• The cleaning of non-healthcare settings <u>guidance</u> is understood by relevant staff and followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE; staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes;</li> <li>• Where students require first aid, staff members must wear appropriate personal protective equipment (gloves; face mask; goggles and/or face-shield) whilst administering treatment;</li> <li>• Any staff who administer first aid or direct contact with students must immediately wash hands and avoid contact with face until hygiene practices have been observed;</li> <li>• All tissues and wipes used are to be disposed of in the appropriate way, as per normal practice (with all contents of bins disposed regularly throughout the day);</li> <li>• All classroom doors which are in use should be kept open to reduce the need to touch regularly;</li> <li>• Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms, other learning environments and fixed wall hand sanitisers in communal areas (which are checked daily for supply);</li> <li>• Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light-switches are cleaned more regularly than normal;</li> </ul>	3	

						<ul style="list-style-type: none"> <li>• All adults and students are expected to             <ul style="list-style-type: none"> <li>a) frequently wash their hands with soap and water for 20 seconds and dry thoroughly;</li> <li>b) clean their hands on arrival at school, before and after eating, and after sneezing or coughing;</li> <li>c) avoid touching their mouth, eyes and nose</li> <li>d) use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</li> </ul> </li> </ul> <p>Anti-bacterial/virus hand wash to be placed throughout the school. At any time wherever in school/individual should be in eyesight of container. All encouraged to use regularly.</p> <ul style="list-style-type: none"> <li>•</li> <li>• Ensure support is available for children who have trouble cleaning their hands independently e.g. Foundation Phase</li> <li>• Students are encouraged to learn and practise these habits through activity and repetition;</li> <li>• Bins for tissues are emptied throughout the day, and at the end of every day;</li> <li>• Play equipment is cleaned between uses and not used simultaneously by different groups;</li> <li>• The amount of shared resources that are taken and brought in from home is limited;</li> <li>• All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible;</li> <li>• Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;</li> <li>• Posters are displayed throughout the school and on plasma screens reminding students and staff to wash their hands, e.g. before entering and leaving the school;</li> <li>• Students wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed in posters for display and spreading infection guidance;</li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to;</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 kitchen areas;</li> <li>• Bar soap is not used – liquid soap dispensers are installed and used instead;</li> <li>• All students are directed to wash their hands and modelled</li> </ul>		
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						<p>the correct hygiene practice when necessary;</p> <ul style="list-style-type: none"> <li>• Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance;</li> <li>• Headteacher/Administrators arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies should contact the local authority.</li> <li>• Quarantine period of books over weekend. 16/12/20</li> <li>• Learners encouraged to sanitise products and equipment before using</li> </ul>		
<b>Ill Health</b>		Staff and students	10	4	40	<ul style="list-style-type: none"> <li>• The likelihood that children will become ill and display the symptoms of Covid 19 is high and the school will strictly adhere to guidance from Welsh Government and Public Health Wales</li> <li>• Staff, students, parents/carers to be informed of the symptoms of possible coronavirus infection, eg. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the symptoms and <u>guidance</u> in relation to 'stay at home';</li> <li>• Any student who displays signs of being unwell is immediately referred to the Headteacher or designated member of staff. While waiting to be collected, children will be supervised in the Green room to ensure social distancing is maintained;</li> <li>• Students displaying symptoms of coronavirus do not come in to contact with other students and as few staff as possible, whilst still ensuring the student is safe;</li> <li>• The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen;</li> <li>• The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff;</li> <li>• Areas used by unwell students who need to go home are thoroughly cleaned once vacated;</li> <li>• If unwell students are waiting to go home, they are instructed to use the disabled toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be cleaned immediately after use and all staff are communicated to.</li> <li>• If a member of staff displays symptoms of COVID-19. They will report to Headteacher and follow <u>advice</u> given;</li> </ul>	6	

						<ul style="list-style-type: none"> <li>• If a member of staff or child receives a positive test for COVID-19, the Headteacher will refer to guidance from Track and Trace and follow guidance.</li> <li>• Children with identified medical conditions will need to attend with their dedicated medication.</li> <li>• Children requiring medication for acute conditions, for example paracetamol, antibiotics during the day will not be able to attend. Unless your child is fully fit they will not be attending school.</li> </ul> <p>(The school will try to accommodate the opportunity for ill pupils to visit proportionately more often when they are fit and healthy )</p>		
<b>Spread of infection</b>		Staff and students	10	4	40	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance;</li> <li>• Students are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units;</li> <li>• Students must wash their hands after they have coughed or sneezed;</li> <li>• Parents are made aware not to bring their children to school or onto the school premises if they show signs of being unwell or believe they have been exposed to coronavirus;</li> <li>• Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school once they have been tested for COVID-19;</li> </ul>	6	
<b>Management of infectious diseases</b>		Staff and students	10	4	40	<ul style="list-style-type: none"> <li>• Infection control <u>procedures</u> are adhered to as much as possible in accordance with Public Health Wales guidelines;</li> <li>• Staff are vigilant and report concerns about a student's symptoms to the Headteacher.</li> <li>• Staff apply consistency in its approach to the management of suspected and confirmed cases of coronavirus;</li> <li>• 'Social distancing' measures are implemented as so far as is possible and practicable;</li> <li>• There are plans in place for the movement of children around the school (as above);</li> <li>• The timetable is adapted to stagger break and lunch times (as above);</li> <li>• The Headteacher monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus;</li> <li>• Students and/or staff who have been classed as 'shielding'</li> </ul>	3	

						owing to pre-existing medical conditions and have been advised, in writing, to undertake specific 'shielding' measures. These individuals should not attend school/work.		
<b>Parental engagement</b>		Staff and students	5	4	20	<ul style="list-style-type: none"> <li>School to communicate that all parent/carer meetings should only take place virtually (following published 'Virtual Meeting' guidance) unless this is not possible. In these cases, parents are aware that only one parent can attend to minimise transmission and the meeting takes place in an environment where strict social distancing measures can be maintained;</li> <li>Where possible only one parent/carer should be present at collection point;</li> <li>Parents are informed their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use);</li> <li>Parents are informed that they cannot gather at entrance gates and/or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</li> </ul>	2	
<b>Building and property maintenance</b>		Staff and students	6	4	24	<ul style="list-style-type: none"> <li>Headteacher /Site Manager/ Caretaker undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest <u>guidance</u>;</li> <li>Any areas presenting increased risk to students and/or staff to be isolated e.g. the hall will only be accessible for year 2 staff/learners due to the building work.</li> <li>Furniture removed from individual classrooms to enable social distancing to be stored in a central space and/or located in unused classrooms (within close proximity to minimise need for lifting);</li> <li>Floor marking used to define transit routes and no-go spaces within identified classrooms and/or areas;</li> <li>Lock all required doors including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms isolated;</li> <li>All outdoor building maintenance to be coordinated with the Headteacher, administrator, caretaker so that segregation from students and staff can be ensured (e.g. grass cutting);</li> <li>All contractors to report to reception prior to the start of any work, which is separate to student entrance.</li> </ul>	2	
<b>Communication</b>		Staff and students	6	4	24	<ul style="list-style-type: none"> <li>students, staff, parents/carers or any visitors to the school site are told not to enter the school if they are displaying any <u>symptoms</u> of coronavirus;</li> <li>The relevant member of staff reports immediately to the</li> </ul>	2	

						<p>Headteacher about any cases of suspected coronavirus, even if they are unsure; updated about any changes to infection control procedures as necessary;</p> <ul style="list-style-type: none"> <li>• There is early communication with contractors and suppliers that will need to prepare to support plans for opening. For example, cleaning; catering; food supplies; hygiene suppliers;</li> <li>• Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.</li> <li>• Staff and Governors to review the risk assessment regularly by the Governors Task and Finish Group (minutes)</li> </ul>		
<b>In the event of partial school closure</b>		Staff and students	4	4	16	<ul style="list-style-type: none"> <li>• The school communicates with parents via txt and class dojo regarding any updates to school procedures which are affected by the coronavirus pandemic;</li> <li>• Students working from home are assigned work to complete to a timeframe set by their teacher;</li> <li>• Headteacher maintains plan for students' continued education during partial school closure to ensure there is minimal disruption to students' learning – this includes their plan to monitor students' learning while not in school;</li> <li>• Clear reinforced messages about student behaviour expectations are made visible and adhered to at all times, even while working remotely;</li> <li>• Headteacher / class teacher ensures all students have access to schoolwork and the necessary reading materials at home;</li> <li>• Headteacher / class teacher to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required.</li> </ul>	2	
<b>Emergencies</b>		Staff and students	5	8	40	<ul style="list-style-type: none"> <li>• Ensuring arrangements are in place for first aid support and availability;</li> <li>• Account for availability of trained first aiders or emergency personnel;</li> <li>• Provisions should be fully stocked and monitored. Accident forms completed where required;</li> <li>• If a member of staff is diagnosed with COVID 19 as a result of being exposed during the work place this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents</li> </ul>	2	

						<ul style="list-style-type: none"> <li>All students' emergency contact details are up-to-date, including alternative emergency contact details, where required;</li> <li>Students' parents/carers are contacted as soon as practicable in the event of an emergency;</li> <li>Students' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>Staff having to self-isolate creates significant strain on provision if the pupils are still on site. Which may lead to partial closure.</li> </ul>		
<b>Safeguarding</b>		Staff and students	5	4	20	<ul style="list-style-type: none"> <li>Standard procedures are reinforced to all staff prior to increased operations and all staff are expected to observe these;</li> <li>Appropriate security arrangements on-site;</li> <li>Staff rota and levels to take account for security arrangements;</li> <li>Ensure risk assessment is undertaken when participating in off-site learning experiences;</li> <li>All staff/volunteers/supervisors to have valid DBS clearance.</li> </ul>	2	
<b>Poor Behaviour</b>		Staff and students	4	4	16	<ul style="list-style-type: none"> <li>School to consider the impact of poor behaviour; 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>Pupils who do not follow procedure and maintain good discipline will be asked to leave school. Parents will be called to collect their child. The LA will be informed of pupils declined opportunity to attend school because of behaviour.</li> <li>Standard procedures to be observed;</li> <li>Adequate supervision levels in place to support staff;</li> <li>Groups organised so that staff familiar with students where possible to minimise incidents of poor behaviour;</li> <li>Consideration of appropriate placement of student for their care, or to meet their needs.</li> </ul>	3	
<b>Distance Learning</b>		Staff and students	3	2	6	<ul style="list-style-type: none"> <li>School to publish Distance Learning guidance to all staff and governors;</li> <li>School to work towards all teaching and relevant support staff have a school-issued device to support distance learning</li> <li>Leaders to review the school Professional Learning Plan to include suitable training opportunities to support staff in preparing distance learning opportunities for pupils;</li> <li>Leaders and staff to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning;</li> <li>Leaders to ensure that all staff communicating with pupils</li> </ul>	1	

						<ul style="list-style-type: none"> <li>and parents have a school or hwb email accounts</li> <li>• Leaders to set and implement clear expectations around the protocols for asynchronous and synchronous learning procedures. Ensure that all staff understand that they are expected to follow these for their own safeguarding;</li> <li>• Ensure Staff working remotely have the necessary equipment and work environment to deliver distance learning;</li> <li>• Line managers to maintain regular contact with staff who are working remotely;</li> <li>• Schools to ensure that all pupils have access to equipment and resources necessary to engage in learning opportunities;</li> <li>• School to maintain contact with parents to provide help and support so that they can support children with distance learning activities.</li> </ul>		
<b>Managing school transport</b>		Staff and students	3	4	12	<ul style="list-style-type: none"> <li>• Parents, children and young people are encouraged to walk or cycle to their education setting where possible;</li> <li>• Where possible parents should be encouraged to transport their own children to and from school</li> <li>• School liaise with the local authority to ensure transport arrangements are organised to cater for any changes to start and finish times;</li> <li>• Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus (if/where applicable);</li> <li>• Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers (if/where applicable).</li> <li>• Bus driver to contact school and remain on vehicle whilst waiting for pupils</li> </ul>	2	

Total- 447 Prior to Risk assessment Procedures

**Note 3 Feb 2021 - the risk assessment identifies that partial opening is now deemed acceptable. Opening is for all Foundation Phase Pupils and ks2 Hub children. The school will be operating at approximately 66% capacity max (Staff and Pupils). Infections are presently at early October 2020 rates and falling. Clear guidance is still required or criteria for closing if the rate increases.**

Signed by:

Headteacher *RMT Guy*

Date 10/02/2021

22/02/2021

R Guy

Deputy Headteacher *S Marles*

Date 10/02/2021

22/02/2021

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S Marles  
Chair of Governors *TBD Davies.*  
B Davies

Date 10/02/2021

22/02/2021

Health and Safety Co-ordinator *S Beynon*  
S Beynon

Date 10/02/2021

22/02/2021