

HEALTH AND SAFETY RISK ASSESSMENT FORM



RISK ASSESSMENT FOR: The Return of All Pupils to School in September, 2020, whilst complying with national guidelines to try prevent the transmission of COVID 19

ASSESSMENT UNDERTAKEN BY: Corporate Health and Safety Team and Mel Spearey (Business Manager)

N.B. Due to the nature of the virus it is impossible to eliminate all risk. This risk assessment attempts to set out the measures that have been taken to ensure that staff, pupils and parents are as safe as possible.

DATE OF ASSESSMENT: August, 2020

REVIEW DATE: October half term, 2020 or sooner if circumstances with COVID 19 change, or circumstances at the School change

This risk assessment needs to be read in conjunction with the COVID 19 risk assessment that was issued to schools in June, 2020 (document adapted by Ysgol Gyfun Gwynllyw and shared in June 2020).

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	RAG RATING AFTER ACTIONS COMPLETED	COMPLETED (DATE)
Following the lockdown due to COVID 19, Welsh Government announced that all pupils are to return to School in September, 2020. The LA, Schools and Governing Bodies have to ensure measures							

<p>are in place to keep pupils, members of staff and contractors to site as safe as possible, at the same time as trying to prevent the transmission of COVID 19 as far as is reasonably practicable</p> <p>The risk assessment below outlines the additional measures that Ysgol Gyfun Gwynllyw is taking in readiness to open its doors to all pupils in September, 2020, with the emphasis on encouraging and promoting older learners to adhere to social distancing requirements. This risk assessment should be read in conjunction with the risk assessment that was carried out in June, 2020, when the school opened and offered pupils the opportunity to “check in, catch up and prepare”</p>							
		<p>Signage has been displayed throughout the school to encourage people to maintain a 2m distance from each other at all times.</p>					

<p>Arriving at School Staff</p>		<p>All staff to be in School by 8.30am Staff must ensure they socially distance from other staff when they are arriving and parking their vehicles. If staff can see that the person in the car parked next to them are exiting their car, they will remain in the car until the other person has vacated the proximity of the vehicle before exiting themselves. Staff to park in the usual car parks. Staff are fully aware of the procedures for arriving at the school.</p> <p>If staff choose to wear a face covering they will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all learners), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Gates to school site will be locked after 8.40 – including bus bay gates. Any member of staff arriving late will have to park outside and walk into school. Gates will re-open at 15.05</p>					
<p>Pupils travelling on home to school transport</p>		<p>For all secondary pupils it will become mandatory (unless exempt on additional learning needs or medical grounds) to wear face coverings on home to school transport.</p> <p>Pupils will need to continue to wear the face covering until they are seated in their classroom where they can be removed. They will then be worn again when leaving the classroom for the buses at</p>					

<p>Pupils walking to school</p>		<p>the end of the day. Face coverings are the responsibility of the individual pupils.</p> <p>Children travelling on home to school transport will be met on the school path by the bus bays and directed to their entry point initially– wherever possible at a social distance – and given direction/instruction to keep their face coverings on until they arrive in their classroom. (Ideally, the pupil shouldn't wear the same facial covering when they are going home from school) Pupils will need to wash/sanitise their hands as soon as they have taken off their facial coverings.</p> <p>When the School day has finished all pupils will have to wash/sanitise their hands before putting on (donning) their facial covering before they leave their bubble classroom.</p> <p>All pupils that walk to school or are brought to school by a parent/guardian will use the main entrance gates of the school. They will need to wear a face mask and continue to do so until they have arrived in their classroom. Pupils will need to wash/sanitise their hands as soon as they have taken off their facial coverings. To enter the building they will use the designated entrance for their year group. Staff will advise pupils of their designated entrance upon their arrival in the school site on their initial return to school. The entrances/exits are clearly sign posted and pupils/parents/guardians will also be made aware beforehand which entrance/exit each year group</p>	<p>Confirm with</p>		<p>Before</p>		
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<p>Pupils travelling to school in parents/carers car</p> <p>Classes / Students Each year group will have an area.</p>		<p>must use. Pupils have been advised that they need to arrive at 8.30am. If pupils arrive before this time they will be instructed by a member of staff to wait in the designated area for that cohort. Pupils will be met by and encouraged to sanitise their hands using the dispensers at each entry point to the building.</p> <p>If any pupil arrives late, they must gain access to the building through their designated entry point and go straight to their classroom. The teacher will then ring the office to notify them of the late arrival</p> <p>Parents'/Guardians cars will not be allowed on site to drop off or collect pupils at the end of the day. They must remain outside the school premises and wait for their child/ren to come to them.</p> <p>Parents/Guardians have been notified of these arrangements.</p> <p>Parents/Guardians and pupils will be notified of their entry point into the building to gain access to their designated classroom prior to returning to school</p> <p>As many students travel to Ysgol Gyfun Gwynllyw using home to school transport, their arrivals will be at different times but all will arrive by the school start time of 8.40am.</p> <table border="1" data-bbox="636 1241 1220 1399"> <thead> <tr> <th>Year</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>Bottom Glyndwr</td> </tr> <tr> <td>8</td> <td>Top LMJ</td> </tr> <tr> <td>9</td> <td>Maths & Rooms 41 & 42</td> </tr> </tbody> </table>	Year	Location	7	Bottom Glyndwr	8	Top LMJ	9	Maths & Rooms 41 & 42	<p>Parents/Guardians the entry and exit points for their children.</p>	<p>Head Teacher/ SMT</p>	<p>pupils return to school.</p>		
Year	Location														
7	Bottom Glyndwr														
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		<table border="1"> <tr> <td>10</td> <td>Top Glyndwr</td> </tr> <tr> <td>11</td> <td>Bottom LMJ</td> </tr> <tr> <td>12 & 13</td> <td>Canolfan Steffan Centre</td> </tr> </table> <p>Appendix 2</p> <p>If pupils choose to wear a face covering they will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all staff), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	10	Top Glyndwr	11	Bottom LMJ	12 & 13	Canolfan Steffan Centre					
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Arrival in the classroom. Arrangements in place in the Classroom Setting	Pupils, staff and parents may come into contact with someone who is infected with COVID 19	<p>Upon entry to the building, pupils will use the sanitizer in the dispensers.</p> <p>KS3 learners will be mainly in one class bubble of approximately 30 students. Yr 10 & 11 will be in year bubbles - but Ysgol Gyfun Gwynllyw will try to minimize movement between teaching groups. Yr 12& 13 will be one bubble. Registration groups will be teaching groups and will not be the same as in previous years, nor based on the 'House' system.</p>	A soap/sanitizer dispenser will be placed at each entry and exit point throughout the school. Pupils and staff to use these upon entry and exit. Staff will	Head Teacher and all staff.	1 st September with ongoing review								

		<p>Learners will stay in their classes at the changeover of lessons and teachers will move to the learners the majority of the time. Learners will sit in class (on average around 30 pupils) without the need to be socially distanced (according to government guidelines) - but in a specific seating plan that cannot be changed.</p> <p>The desks will be front facing.</p> <p>The teacher will stand at the front of the classroom maintaining the 2 metre social distancing. Each classroom will have markings to show the designated area for the teacher, to ensure a 2m distance is implemented at all times</p> <p>Progress / SLT leaders will be on the corridors where learners receive their lessons to support behaviour and help learners adjust to the new routines.</p> <p>The revised code of conduct will continue in this next phase to ensure the health and safety of the whole school community. We will be taking a firm stance with learners and hope families will support us in this as it is for the whole school and wider community's health and safety https://sites.google.com/view/tymoryrhaf2020/home</p> <p>Anti bac gel and handwashing facilities are available at all times and children will be encouraged to wash their hands thoroughly after each activity, before and after eating and drinking and after they cough or sneeze.</p> <p>The yard will allow year group bubbles to socialise in one area away from other cohorts. There will be less class bubbles on the yard at any one time.</p> <p>Children will have their own set of resources that they will solely use. Shared resources will be kept to the class bubble wherever possible.</p>	<p>supervise to ensure this is done. There will be hand sanitizer bottles and tissues in each room.</p> <p>Floor and wall markings to be added to show the one way system. Floor markings and posters to implement social distancing. Floor markings in each room to clearly demonstrate where pupils must sit and the area for the teacher.</p>				
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		<p>Teachers will explain the rules around social distancing, handwashing, the layout of the classroom and the use of resources to the pupils. Pupils will be encouraged to socially distance from adults where possible.</p> <p>Teachers will also explain the guidance around coughing into your elbow and Catch it, Bin it, Kill it. Posters will be displayed throughout the school to encourage the guidance in place for Covid-19.</p> <p>Each class will be provided with antibacterial wipes for felt pens and alcohol wipes for electronic equipment.</p> <p>Passing things back and forth between pupils and staff should be kept to a minimum. Work will be done electronically, using whiteboards or in books. Pupils will keep their books until any work needs to be marked. Teachers will sanitize hands before marking books and will sanitize on completion.</p> <p>Activities to be taken outside as much as possible and windows and doors to be opened to allow fresh air to come into classes.</p>					
Breakfast Club		There will be no breakfast club initially as the canteen will only be open once a day, during lunchtime. This will be kept under review.	Remind parents that all information including canteen arrangements are available on the school website	SMT	Before pupils return to school		
Toilets	Whilst using the toilet pupils and staff may	<p>Most year groups will have their own toilets. Where this is not possible, extra cleaning will be provided.</p> <p>Children will be encouraged to wash their hands after using the toilets for 20 seconds. This is</p>					

	come into contact with someone who is infected with COVID 19	<p>reiterated in the posters displayed throughout the school.</p> <p>Staff will use the unisex toilets in the same corridor that they are teaching in.</p> <p>Paper towels to be used instead of hand driers.</p>					
Break times		<p>Arrangements have been made to stagger the break times.</p> <p>There will be a mid-morning break - but no food will be on sale during this time. Pupils should bring in a snack to eat at this time if they so wish. Ysgol Gyfun Gwynllyw will monitor the situation and advise parents/guardians of any changes as they happen.</p> <p>Pupils will be encouraged to clean their hands after eating and drinking.</p> <p>There will be no water fountains in use due to Covid-19. Parents/Guardians have been notified and advised to provide pupils with bottled water.</p> <p>There will be designated areas outside for each year group to use at break / lunch. Their designated classrooms will be used during bad weather.</p> <p>Learners will not be given access to any areas of the school site apart from their designated area inside and outside, and access to the canteen. This will be strictly regulated to ensure no crossing of group bubbles.</p> <p>Please see appendix 1 for the different timings for each contact group to limit contact with other pupils at the school and other members of staff.</p>	Remind parents that all information including canteen arrangements are available on the school website	SMT	Before pupils return to school		
Lunch times		<p>Pupils will sanitize their hands before wearing a face covering if they are purchasing food from the canteen. Once they have returned to class, they will remove the mask and sanitize their hands again.</p> <p>Access to the canteen will be staggered and will operate on a 'grab and go' basis. Pupils will be offered a choice of a hot meal or salad box or</p>					

		<p>sandwiches/baguettes and these will be purchased using the cashless system. The pupils will return to their classrooms to eat their lunch and then have some time outside before the next lesson. Those pupils who bring their own lunch will also eat their food in their classroom and have some time outside before the next lesson. The menu will be restricted and this is available to view on the Ysgol Gyfun Gwynllyw website.</p> <p>There will be designated areas outside for each year group to use at break / lunch. Their designated classrooms will be used during bad weather. Learners will not be given access to any areas of the school site apart from their designated area inside and outside, and access to the canteen. This will be strictly regulated to ensure no crossing of group bubbles.</p> <p>Arrangements have been made to stagger the lunch times for the different contact groups.</p> <p>Please see Appendix 1 for the different timings for each contact group to limit contact with other pupils at the school and other members of staff</p>					
Class changes		<p>Pupils will mainly be taught in individual classrooms. The Teachers of the various subjects will go to the pupils, trying to maintain social distancing requirements at all times. For the Autumn Term 2020, Years 7, 8 and 9 pupils will mainly be taught the “theory” of the subjects negating the need for pupils to use specialist rooms like the Design and Technology workshops</p> <p>Pedestrian congestion in the corridors will be limited as cohorts will remain in the same area and classroom for lessons, the teacher will be the</p>					

		<p>person that moves between lessons mostly.</p> <p>Specialist subjects – Only KS4 will initially use the Music, Art and Design and Technology rooms. All students will have use of the IT rooms as timetabled.</p> <p>With specialist subjects such as Design and Technology, where working closely with pupils is deemed essential- pupils/staff will sanitize hands before using any equipment and after and will use sanitization wipes for any equipment used. Pupils will wear masks and disposable aprons. Teacher to wear visor and apron.</p> <p>P.E is to be taught as it is considered to aid pupils wellbeing. Only sports permitted by the Health and Safety department of the Local authority will be permitted.</p> <p>PE changing rooms will not be in use – therefore when PE is on the timetable pupils can come to school in their PE kit for that day – or wear their kit underneath their school uniform – whichever is more appropriate. This has already been communicated to parents/guardians and students before the end of the Summer term 2020. This information is also available on the schools website.</p>					
Use of School Halls,		<p>The school hall will be used for designated teaching classes such as Physical Education lessons. Whole school assemblies / gatherings will not take place. Welfare activities during class times.</p>					
Isolation Rooms		<p>The medical room will be used if a pupil develops symptoms of COVID 19 whilst at school and will be kept isolated until a parent collects him/her. The Goldfish Bowl, an admin office and a Senior Management Team members office will also be used if needed.</p> <p>The staff member who has dealt with the pupil/s is</p>	<p>First Aid guidance to be distributed to all staff so that everyone is fully aware of the procedures</p>	All staff	01/09/2020		

		<p>expected to keep an eye on them but keeps a distance of two metres.</p> <p>The unwell pupil who is located in the Medical Room can use the toilet in this room. If the other rooms are being used, the pupil will require permission from the member of staff who is looking after them or the Receptionist to use the disabled toilet to the left of the Goldfish Bowl. This is to ensure where they are and to avoid two or more children in the same area at the same time. The member of staff who is dealing with the pupil will contact the caretaker/cleaner on duty once the pupil has left to instruct any area the pupil has been in, so that a deep clean is completed.</p>	<p>and responsibilities .This will include donning and doffing of PPE. Posters to be displayed to demonstrate donning and doffing of PPE.</p> <p>PPE including visors to be made available to first aid staff. This ensures bodily fluids do not enter staff's eyes. Where a child is known to spit PPE should be worn continuously.</p>				
Reception/Office Area/ Visitors to School	The office staff could be exposed to the virus	<p>The office tables are at least 2 metres apart. There is a screen across the Reception that separates the staff from people standing in the Reception area. Visitors to Reception will be kept to an absolute minimum and will need prior permission from the Head Teacher or Site Manager – all contractors have to arrange an appointment with the Site Manager. Where possible, students will not go to the office or reception area unless absolutely necessary. Parents will not be allowed on site. Appointments</p>	Procedure to be shared with Office Staff	Business Manager	01.09.2020		

		<p>can be made to speak to the Progress Leaders, members of the Leadership team or the Head Teacher either by telephone or by video link such as Google Meet.</p> <p>Office staff are required to be at school and will be isolated from students and staff where possible.</p> <p>Regular cleaning of all contact points by cleaners.</p> <p>Visitors encourages to use the alcohol sanitiser before signing anything.</p> <p>The Business Manager/Site Manager or other designated person to undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance;</p> <ul style="list-style-type: none"> •Any areas presenting increased risk to students and/or staff to be isolated; •All outdoor building maintenance to be coordinated with the Headteacher, Site Manager so that segregation from students and staff can be ensured (eg. grass cutting); •All contractors to report to reception prior to the start of any work, which is separate to student entrance. 					
Staffroom	A communal area could be a cause of spreading the virus	<p>Staff will be eat their lunch in their bubble classroom while the children are having lunch. Students will then have 20 minutes of time outside where they will be supervised by staff . If there is bad weather staff and pupils will remain in their classroom with the management team available to release any members of staff to use the toilet etc as require.</p> <p>Staff must not share cups or cutlery and will take items home to clean if re-usable. Items will not be shared such as kettles, staff can bring a flask with them if they wish.</p> <p>Staff must not make food or drinks for other staff.</p> <p>Staff need to make sure that they clean all contact points after use by using the antibacterial wipes provided to touch contact points where possible.</p>	Re-iterate guidance to staff	Head Teacher	01/09/2020		

		<p>The staffroom will initially not be used as it normally is- this room will be used to collect post/photocopying etc from pigeon holes only initially. This room has been set out as a socially distant room and the kitchen area will not be in use. This will be reviewed as the situation develops. Contact points in the staffroom will be regularly cleaned.</p> <p>Hand sanitizer will be available at all times in the classroom and staffroom.</p> <p>The drama studio has desks for staff to use when they do not have teaching commitments if they so wish. Contact points will be cleaned regularly. These will need to be wiped down by the user after use with the antibacterial wipes provided. Hand sanitizer will be available at all times on this room.</p>					
Contractors		<p>As far as possible, contractors will be discouraged from being on site when the pupils are in the areas that the contractors/ need to visit/attend to.</p> <p>All contractors must have the agreement of the Site Manager or Head Teacher to attend and agree exact arrival dates and times before hand. Instructions have been displayed on the main gate for contractors.</p> <p>The school gates that give access to vehicles to the school site will be locked shortly after 8.40am (including the bus bay gates).</p>					
Legitimate visitors to site –(eg Educational Psychologists, Education Welfare Officers		<p>Only those visitors deemed absolutely necessary to attend the school site by the Head Teacher will be able to attend site.</p> <p>Any visit will need to be agreed and arranged prior to the visitor's arrival. Those members of staff whom the visit will benefit (for example the SENCo for any visit from the Educational Psychologist) will be fully aware of the arrangements prior to the visit, should they need to be available.</p> <p>Visitors will report to the main reception and use the hand sanitizer immediately.</p> <p>The receptionist will then notify those staff whom</p>	Procedure to be shared with Office Staff	Business Manager	01.09.2020		

		<p>the visit affects. The visitor will be escorted if required to the designated area. Social distancing of 2metres will be required for the duration of the visit where possible. The visitor will need to report to reception before their departure and use the hand sanitizer before they leave.</p>					
Children with specific medical needs		<p>Inevitably there will be some children in your school with specific medical needs where there is a need for close contact from a member of staff There may be requirement for staff training – details of how this will be achieved are yet to be determined</p>	<p>Guidance to be confirmed if required. Individual Risk Assessments to be completed as required.</p>	ALENCo	Before pupils return		
Immunisations		<p>HPV and catch up of other immunisations, year 9, 10 and 11. 21.09.20 The outstanding immunisations are a Public Health priority from Welsh Government. They want to make sure that the children and young people within ABUHB are protected and receive their outstanding immunisations. Dates provided are based on schools being booked in geographical clusters to arrange staff, pharmacy and transport etc. There will be adherence to social distancing and PPE will be worn. Sessions undertaken in schools already have provided very positive feedback, the staff are experienced in facilitating and delivering these sessions as they have been doing them throughout the latter aspect of the Covid-19 pandemic.</p> <p>Flu Nasal Spray- date TBC The Chief Medical Officer is requesting a drive to increase uptake of flu this year to avoid outbreaks of flu following the pandemic and potential further</p>					

		<p>local Covid-19 outbreaks. The only way to achieve this is via a school programme.</p> <p>All guidance will be followed on social distancing and PPE to avoid transmission of the virus.</p> <p>The immunisation team can move around the school (rather than the children) if required and children can be seen in their bubble groups.</p>					
Children with physical difficulties		Torfaen CBC were unable to provide Moving and Handling training the Summer Term of 2020 because of lockdown – further information will be provided on this in due course					
Children demonstrating Challenging Behaviour	Having close contact with a pupil could cause the virus to spread	<p>Physical restraint will only be used as a last resort inline with the School's current positive handling policy and individual positive handling plans.</p> <p>Where restraint has to be carried out with a non-symptomatic child, staff will need to wear their usual PPE according to the risk assessment for that child. With a symptomatic child PPE should be worn as appropriate. Care must be taken not to frighten the child and to explain why PPE is being worn. Parents of children with PHPs must be advised of the fact that PPE will be worn while restraining if that has been assessed as necessary.</p> <p>PPE available: gloves, masks, aprons, visors. Staff to decide what to wear when according to the child and risk. N.B. staff should receive training on how to put on and take off PPE and posters should be displayed as reminders.</p> <p>Parents and children to be given a debrief when appropriate following the restraint. Handwashing is important after each restraint. Staff not to touch their faces until they have washed their hands.</p>	ALENCo to share handling plans with those needing it.	ALENCo	Before pupils return		
Meeting the Personal Care needs of Pupils.	Having close	PPE to be made available to staff. With non-symptomatic children gloves to be worn as a	First Aid guidance to be	Business Manager	01.09.2020		

	<p>contact with a pupil could cause the virus to spread</p>	<p>minimum. Also available: mask, visor, apron for staff to use if necessary. N.B. staff should receive training on how to put on and take off PPE and posters should be displayed as reminders.</p> <p>Regular cleaning of changing area.</p> <p>Handwashing and anti bac products to be available at all times. Handwashing is important after each procedure. Staff not to touch their faces until they have washed their hands.</p>	<p>distributed to all staff so that everyone is fully aware of the procedures and responsibilities . This will include donning and doffing of PPE. Posters to be displayed to demonstrate donning and doffing of PPE.</p> <p>PPE including visors to be made available to first aid staff. This ensures bodily fluids do not enter staff's eyes. Where a child is known to spit PPE should be worn continuously. Individual student Risk Assessments to be shared with those working closely with said individual</p>				
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			students.				
Cleaning Arrangements		<p>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 (eg. vinyl or nitrile gloves and aprons); staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes;</p> <p>The Cleaning supervisor has provided training to include donning and doffing of PPE.</p> <p>Surfaces that children and young people are touching, such as desks, chairs, doors, sinks, toilets, light-switches, bannisters are cleaned more regularly than normal.</p> <p>Four cleaners will be on site throughout the school day, ensuring regular cleaning of 'high risk' areas. Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance.</p>	<p>First Aid guidance to be distributed to all staff so that everyone is fully aware of the procedures and responsibilities . This will include donning and doffing of PPE.</p>	Business Manager	01.09.2020		
Hygiene	Surfaces could be a cause of spreading the virus	<ul style="list-style-type: none"> • Each class will have cleaning materials that can be used to clean tables, chairs and resources where necessary. • Four cleaners will be employed to clean throughout the school day which is additional to the regular cleaning before and after school. A cleaner will clean all communal contact points every hour. • The cleaners will be responsible for cleaning the touch points in the hall and the hall floors. • Staff will vacate the premises as soon as possible at the end of the day to allow for a thorough daily clean. • Cleaners have received training on what 					

		<p>chemicals to use, what and how to clean.</p> <ul style="list-style-type: none"> • Where non-symptomatic students require first aid, staff members must wear their usual appropriate personal protective equipment (gloves; plastic apron, visor) whilst administering treatment; 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; • All tissues and wipes used are to be disposed of in the appropriate way, as per normal practise (with all contents of bins disposed regularly throughout the day); • Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding, weather), to limit use of door handles and aid ventilation. • Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms, other learning environments and fixed wall hand sanitisers at every entrance and exit point (which are checked daily for supply); • Surfaces that children and young people are touching, such as desks, chairs, doors, sinks, toilets, light-switches, bannisters are cleaned more regularly than normal. • All adults and students are expected to <ul style="list-style-type: none"> a) frequently wash their hands with soap and water for 20 seconds and dry thoroughly; b) clean their hands on arrival at school, before and after eating, and after sneezing or coughing; c) avoid touching their mouth, eyes and nose d) use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin 	<p>First Aid guidance to be distributed to all staff so that everyone is fully aware of the procedures and responsibilities . This will include donning and doffing of PPE.</p>	<p>Business Manager</p>	<p>01.09.2020</p>		
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		<p>it, kill it').</p> <ul style="list-style-type: none">• Students are encouraged to learn and practise these habits through activity and repetition;• Bins for tissues are emptied throughout the day, and at the end of every day;• The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid; Each child should have their own stationery where possible;• The amount of shared resources that are taken and brought in from home is limited;• All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible;• 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;• Posters are displayed throughout the school reminding students and staff to wash their hands, eg. before entering and leaving the school;• 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;• Additional alcohol-based sanitiser (that contains no less than 70% alcohol) is provided for use where social distancing cannot be adhered to;• 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;• Bar soap is not used – liquid soap dispensers are installed and used instead;• Students and staff do not share cutlery, cups or food;• All utensils are thoroughly cleaned before and after use;					
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		<ul style="list-style-type: none"> Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance; <p>Headteacher / Business Manager 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.</p>					
Books/Marking/Resources	Handling of Resources could lead to the virus spreading in the School	<p>Learners are expected to take responsibility for their own books and equipment. This entails bringing the appropriate exercise books to school and taking them home in the evening.</p> <p>Pupils will be expected to have the following in a pencil case:</p> <ul style="list-style-type: none"> At least two biros Pencil, sharpener & eraser Small pack of coloured pencils Ruler Pack of 3 highlighters Glue stick Scissors <p>Learners will not be allowed to share equipment with other pupils – or borrow equipment from the class teacher apart from in specialised lessons which require specialist equipment. Equipment in these lessons will be cleaned before and after pupils using them by the pupils themselves by using the antibacterial wipes provided.</p> <p>Learners are welcome to bring their own device to school but must take responsibility for that device and sign the 'Bring Your Own Device' policy that will</p>					

		<p>be shared with parents in September.</p> <p>All of the above has been communicated to parents/guardians and pupils prior to the end of the Summer term 2020. This information is also available on the schools website.</p> <p>Passing things back and forth between pupils and staff should be kept to a minimum. Work will be done electronically, using whiteboards or in books. Pupils will keep their books until any work needs to be marked. These will need to be placed on the designated shelving by the pupil in the classroom and left for 72 hours as this is when it is then deemed safe to touch and mark. Staff will need to wash/sanitize their hands before hand and once they have finished marking.</p> <p>Passing objects between pupils and between staff should be kept to a minimum. Hand washing/sanitizing will be key when handling books and resources.</p>	<p>'Bring your Own Device' policy to be shared with parents/guardians again</p> <p>Parents/Guardians to complete form electronically.</p>	<p>Head Teacher/ SMT</p>	<p>01.09.2020</p>		
End of School Day	<p>The end of the school day needs to be managed to ensure social distancing</p>	<p>The end of the day will be between 2.50 and 3.00 to ensure an orderly departure from the site</p> <p>Bubbles will have staggered leaving times and children will be let out one at a time.</p> <p>Pupils will wear face coverings as they leave the classroom.</p>					
Case of COVID 19	<p>Any case of COVID 19 needs to be</p>	<ul style="list-style-type: none"> Staff, students, parents/carers to be informed of the symptoms of possible coronavirus infection, eg. a cough, difficulty in breathing and high temperature, changes or loss of taste and 	<p>First Aid guidance to be distributed to all staff so that</p>	<p>Business Manager</p>	<p>01.09.2020</p>		

	dealt with safely	<p>smell, and are kept up-to-date with national guidance about the symptoms and guidance in relation to 'stay at home';</p> <ul style="list-style-type: none"> Any student who displays signs of being unwell is immediately referred to the Office by telephoning. While waiting to be collected, children will be supervised in the designated isolation room. 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; The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen; The parents of an unwell student are informed as soon as possible of the situation by the office or other designated staff member Areas used by unwell students who need to go home are thoroughly cleaned once vacated by the cleaners on duty; An unwell pupil waiting to go home who is located in the Medical Room can use the toilet in this room. If the other rooms are being used, the pupil will require permission from the member of staff who is looking after them or the Receptionist to use the disabled toilet to the left of the Goldfish Bowl. This is to ensure where they are and to avoid two or more children in the same area at the same time. <p>The member of staff who is dealing with the pupil will contact the caretaker/cleaner on duty once the pupil has left to instruct any area the pupil has been in, so that a deep clean is completed.</p> <ul style="list-style-type: none"> If a member of staff or child displays symptoms of COVID-19 they must self-isolate for 10 days before returning to school. <p>Testing is available for all staff and children. If the result is negative, staff and children can return to school before the 10 days is up. once they have been tested for COVID 19.</p> <ul style="list-style-type: none"> If a member of staff or child receives a 	everyone is fully aware of the procedures and responsibilities . This will include donning and doffing of PPE.				
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		<p>positive test for COVID-19, all children and members of staff in that group may need to self-isolate for 14 days.</p> <ul style="list-style-type: none"> • Arrangements are in place for first aid support and availability; • We have accounted for the availability of trained first aiders or emergency personnel; • Provisions are fully stocked and monitored. Accident forms completed where required; • 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 • All students' emergency contact details are up-to-date, including alternative emergency contact details, where required; • Students' parents/carers are contacted as soon as practicable in the event of an emergency; • Students' alternative contacts are called where their primary emergency contact cannot be contacted. <p>If a positive case of Covid-19 is identified the national "Test, Track and Trace" system will apply. We will then work closely with the NHS Test, Trace and Protect (TTP) team based in Torfaen Council to ensure all appropriate measures are in place to protect pupils, staff and the wider community.</p>					
Communication with Parents		<p>Regular letters and notifications will be sent to parents to remind them that they must not send their children to school if they or anyone in their household has had symptoms of COVID 19 or if they have been told to self-isolate or if they have been in contact with someone who has Covid 19. Up to date guidance will be issued to staff and put on the school website.</p> <p>Letters will also include reminders about social distancing, handwashing and ask parents to ensure that they or their children avoid touching play</p>	Re-iterate symptoms of possible coronavirus infection and to be included in the information on the designated area for the return to school on the	Head Teacher/ SMT	01.09.2020		

		equipment on the way into school.	school website. Re-iterate to parents 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, or if a member of the household is displaying symptoms. Via the school website in the designated area.				
Management of infectious Diseases	Vulnerable Groups	<ul style="list-style-type: none"> Students and/or staff who have been classed as 'shielding' owing to pre-existing medical conditions and have been advised, in writing, to undertake specific 'shielding' measures may now be able to return to School. (After August 16th) <p>Students and/or staff who live with someone who is clinically vulnerable (but not shielding), including those who are pregnant, they should attend school. Where a student and/or member of staff lives in a household with someone who is 'shielding' (and have been advised, in writing, to undertake specific 'shielding' measures), they should only attend if stringent social distancing can be adhered to, and the student and/or member of staff is able to</p>					

		understand and follow those instructions.					
Distance Learning		<ul style="list-style-type: none"> • School to publish Distance Learning guidance to all staff and governors; • School to update Homeworking Policy where applicable for all staff, especially those who are working remotely • School to ensure that all teaching and relevant support staff have a school-issued device to support distance learning • Leaders to review the school Professional Learning Plan to include suitable training opportunities to support staff in preparing distance learning opportunities for pupils; • Leaders and staff to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning; • Leaders to ensure that all staff communicating with pupils and parents have a school or hwb email accounts • 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; • Ensure Staff working remotely have the necessary equipment and work environment to deliver distance learning; • Line managers to maintain regular contact with staff who are working remotely; • Schools to ensure that all pupils have access to equipment and resources necessary to engage in learning opportunities; • School to maintain contact with parents to provide help and support so that they can support children with distance learning activities. 					

APPENDIX 1 – Timetables for contact groups

Overview

	BI 7	BI 8	BI 9	BI 10	BI 11			BI 12/13	
8:40-9:40	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	8:40-9:40		8:40-9:40	Lesson 1
9:40-10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2	9:40-10:40		9:40-10:40	Lesson 2
10:40-11:00	Breaktime 1	Registration	Breaktime 1	Registration	Breaktime 1	10:40-11:00		10:40-11:00	Registration
11:00-11:20	Registration	Breaktime 1	Registration	Breaktime 1	Registration	11:00-11:20		11:00-11:20	Breaktime 1
11:20-12:20	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	11:20-12:20		11:20-12:20	Lesson 3
12:20-12:40	Lesson 4 + Eating	Breaktime 2	Lesson 4 + Eating	Breaktime 2	Lesson 4 + Eating	12:20-12:40		12:20-13:20	Lesson 4
12:40-13:40		Lesson 4 + Eating		Lesson 4 + Eating		Lesson 4 + Eating	12:40-13:40		13:20-13:40
13:40-14:00	Breaktime 2	Eating	Breaktime 2	Eating	Breaktime 2	13:40-14:00		13:40-14:00	Canteen
14:00-15:00	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5	14:00-15:00		14:00-15:00	Lesson 5

Lunchtime

	7 Gwyddon	7 Carn	7 Sirhywi	7 Tyleri	7 Pencarn	7 Brynar	9 Gwyrdd	9 Melyn	Year 11
12:20-12:25	Canteen	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:25-12:30	Eating	Canteen							
12:30-12:35		Eating	Eating	Canteen	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:35-12:40	Canteen								
12:40-12:45	Lesson 4	Lesson 4	Eating	Canteen	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:45-12:50			Eating	Canteen					
12:50-12:55	Lesson 4	Lesson 4	Lesson 4	Eating	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:55-13:00				Canteen					
13:00-13:05	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
13:05-13:10									

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13:40-
13:45
13:45-
13:50
13:50-
13:55
13:55-
14:00

						Lesson 4	Lesson 4	Eating
								Lesson 4
Breaktime 2	Breaktime 2	Breaktime 2	Breaktime 2	Breaktime 2	Breaktime 2	Breaktime 2	Breaktime 2	Breaktime 2

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13:40

8 Sirhywi	8 Gwyddon	8 Tyleri	8 Brynar	8 Carn	Year 10	BI 12/13
Breaktime 2	Breaktime 2	Breaktime 2	Breaktime 2	Breaktime 2	Breaktime 2	Lesson 4
Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	
Canteen						
Eating	Canteen	Canteen				
	Eating	Eating	Canteen			
Lesson 4		Eating	Eating	Canteen		
					Breaktime 2	

12:20-
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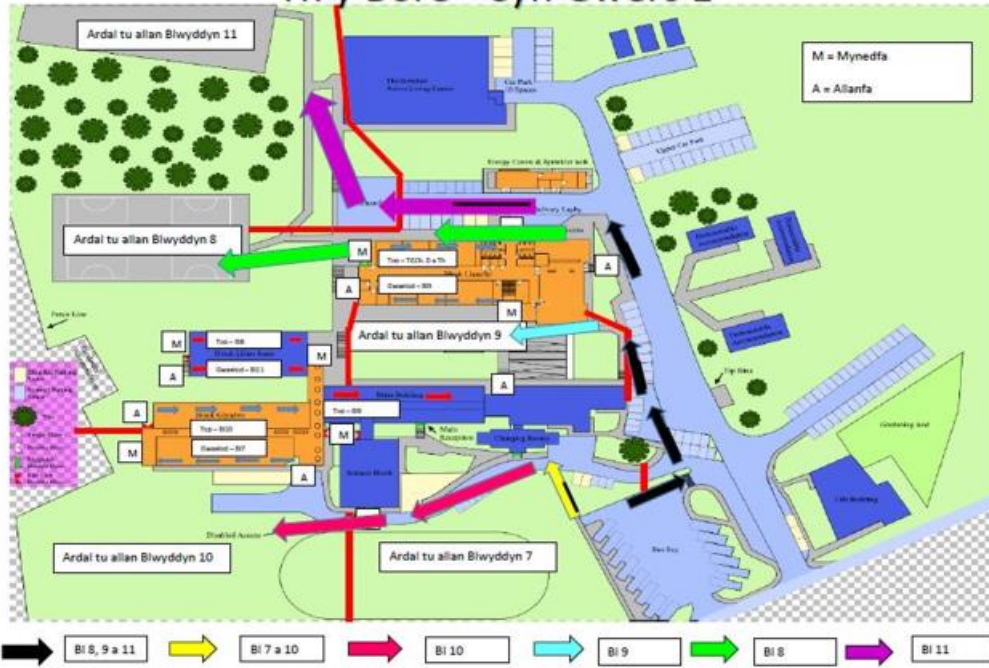
13:40-13:45						Canteen		13:40-13:45
13:45-13:50		Lesson 4			Eating			13:45-13:50
13:50-13:55			Lesson 4			Eating	Canteen	13:50-13:55
13:55-14:00				Lesson 4			Eating	13:55-14:00

Year 12/13

Canteen 12:10-12:20
 *Lost at most 10 minutes of lesson 3
 OR
 13:45-13:55

Appendix 2

Yn y Bore - Cyn Gwers 1

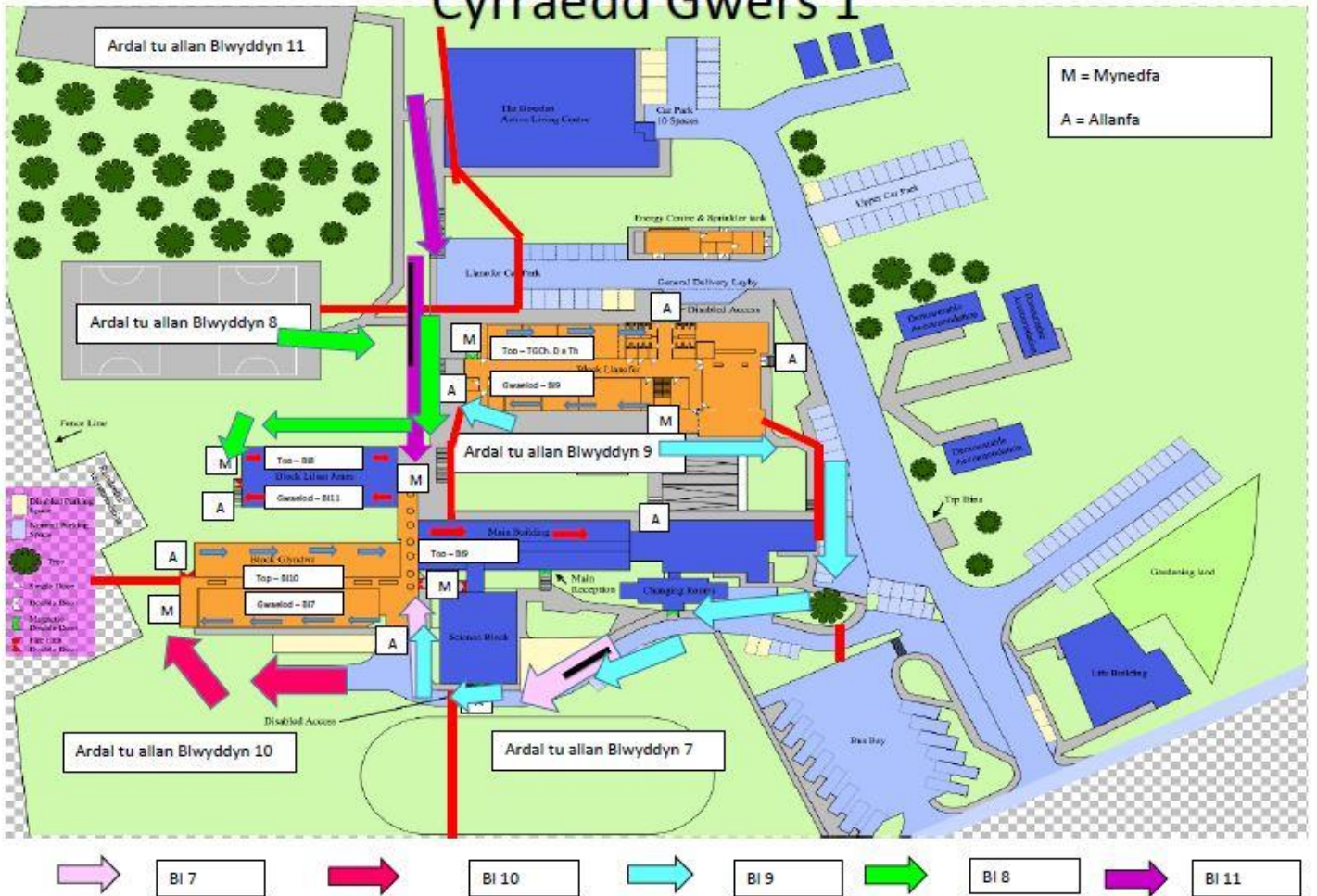


Wrth gyrraedd yr ysgol dylech chi fynd yn syth at eich ardal tu allan ac aros yno tan 8:30.

Morning Before Lesson 1

As pupils arrive at school they will go straight to the designated area and wait until 8.30am

Cyrraedd Gwers 1



Arriving at lesson 1

APPENDIX 3 - Risk Matrix

Green	Low Risk No further actions required. Reviewed in line with guidance
Amber	Medium Risk Control required to reduce the risk rating. If not possible to lower risk further, then consideration of risk versus benefit. Monitor risk assessment at this rating more regularly.
Red	High Risk This activity must not take place at all. Further controls required to reduce risk rating