

# Y Pant School

# Risk Assessment

# COVID - 19

**Please read this document in conjunction with the Staff Handbook and Remobilisation Checklist. *The remobilisation checklist is purely for school use and provides the senior team with an overview on what has been done and by whom. It is a google document which tracks changes and enables us to see that all our intentions have been undertaken.***

## 1. Introduction

Welsh Government's Framework 'The Local COVID-19 Infection Control Decision Framework' was published at the start of the autumn term and most recently updated on the 11<sup>th</sup> of February 2022. The framework is to enable schools to tailor some of the interventions to reflect the level of risk identified locally. Schools will continue to be supported by public health officials and the local authority to ensure measures are appropriate to their circumstances.

The approach set out in Welsh Government's Framework document is based on schools operating as normally as possible following the Welsh Government's move to alert level zero but in doing so, schools must also consider and balance the harms for learners, ensuring that decisions on school operations take account of learners' individual overall wellbeing as well as public health measures.

There is still a need to do everything reasonably practicable to ensure health, safety and welfare of individuals, hence, baseline measures including risk assessments, hygiene, ventilation and preventing attendance by individuals with COVID symptoms must continue to be in place regardless of Alert Level.

The following three key points are central to the approach in schools at all Alert Levels:

- The fundamental principle remains that the most effective way to prevent transmission of COVID-19 in our schools is to stop infection being brought into the school.
- The best way to manage personal risks is to take up the offer of vaccination, and Welsh Government encourage those eligible for vaccination to take up this offer.
- If anyone tests positive for COVID-19 they must self-isolate and not attend school.

But other measures will reflect the situation at a point in time, as part of a proportionate system of controls. For schools, this allows some flexibility for local decision-making and tailored interventions, supported by local authorities, Incident Management Teams (IMTs) and public health.

Interventions which can be tailored to reflect the level of risk identified locally are to:-

- Reducing close interactions between learners;
- Physical distancing;
- Use of face coverings by secondary learners; and
- Use of face coverings by staff and visitors.

The First Minister announced on the 29<sup>th</sup> of October 2021 that headteachers would be given extra support to quickly put measures in place in their schools if case rates are high locally and on the 4<sup>th</sup> of November 2021, Welsh Government's 'Local COVID-19 escalation and de-escalation toolkit for schools' and accompanying flowchart for schools was published (<https://gov.wales/school-operations-coronavirus>). This sits alongside the Local Infection Control Decision Framework and should be read alongside it. These documents aim to help schools to decide when to consider introducing different interventions.

This guidance document aims to support schools to develop and maintain 'reasonable measures' to keep learners and staff safe. Underpinning this guidance is the expectation

that schools work in partnership with the local authority and parents and carers to ensure that approaches are adopted to ensure that the school learning environment continues to be a safe one.

There is an expectation that schools operate within the parameters of the guidance documents provided by the local authority, although there is recognition that headteachers, in partnership with their governing bodies, need to make strategic and operational judgements based on their individual contexts and the presenting challenges faced on a daily basis.

This guidance should be read in close conjunction with:-

- [Alert level 0: guidance for employers, businesses and organisations](#) which outlines fundamental advice on how COVID-19 is spread and what reasonable measures employers should take in reducing the risk in their setting.
- Any [additional support material](#) provided to schools by Welsh Government.

2.

- We now strongly encourage staff and secondary-aged learners to use LFD tests twice a week. This advice does not impact on arrangements for those identified as contacts of positive cases (who we advise to use LFTs each day for 7 days) or those who have symptoms (who should self-isolate and arrange a PCR test as soon as possible).
- As part of the cautious approach to easing restrictions, all schools should implement the advice on use of face coverings for the 'High' risk level as a minimum. This means that face coverings will no longer be routinely recommended in classrooms. Face coverings should however be worn by secondary aged learners, staff and visitors in all schools when moving around indoor communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained. Schools who, based on their local context and advice need to operate at the 'Very High' risk level, can continue to recommend that face coverings are used in classrooms by staff and secondary aged learners.
- The latest temporary disapplication of the school session time's requirements will end on 18 February. This means that those schools who have temporarily made changes to their session times at the start of the January term must return to their usual arrangements after the half term break.
- All schools should continue to ensure core interventions remain in place. These include:
  - reminding all staff and learners to follow self-isolation guidance. reminding staff and learners to not attend school if they have any COVID-19 symptoms.
  - regular handwashing and respiratory etiquette to prevent spread and manage cases, incidents & outbreaks.
  - ensuring adequate ventilation.
  - maintaining appropriate levels of cleaning.

Our advice will remain under regular review based on the latest evidence. We will inform you of any further changes to our guidance. We continue to focus on enabling schools to offer as wide a range of support and experiences as possible, securing the best outcomes for all learners and managing ongoing risks of COVID-19 as safely as possible. I know that the past few weeks have posed challenges to many schools as a result of staffing absences in particular. The progress you and your teams continue to make in achieving these aims is testament to your commitment to maximising learning and minimising disruption.

### 3. Guide to the document

This document has been produced to assist School Management with the development of a risk assessment and the introduction of proportionate controls to prevent the spread of COVID 19 in Educational settings. It is important that Headteachers/Managers go through and adapt the risk assessment for their own school or setting, having due regard to the current 'overall risk level' for Wales and locally.

You will be familiar with the template risk assessment (which reflects the controls likely in the **high-risk** scenario. The template should be amended accordingly where the level of risk is advised to be low, moderate or high.) **Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate and adding any school specific controls.** The hazard and controls listed are not an exhaustive list and can be amended to suit the individual circumstances within the setting.

### 4. Further Support

Further advice and support in the preparation of the risk assessment can be obtained from the Council's Corporate Health and Safety Team:  
 Healthandsafetyteam@rctcbc.gov.uk

The Council has also produced a number of documents that have been previously circulated and can be accessed via the Source. These include:

- Operational Guidance for Schools – September 2021;
- Manager's Guide to reoccupy buildings - Version 1 – May 2020 – Produced by Corporate Estates;  
 Advice and guidance regarding the management of COVID-19 is changing rapidly and it is essential that the most up to date guidance is followed. Welsh Government Operational Guidance can be found at:  
<https://gov.wales/coronavirus>
- <https://gov.wales/operational-guidance-schools-and-settings>

Subject specific COVID 19 risk assessment guidance, e.g. D&T, Science and PE can also be accessed using the links provided below. Department Heads will be familiar with the various resources:

- <http://www.cleapss.org.uk/> - CLEAPSS Site (Username: **moon** password: **nasa21**)
- <http://science.cleapss.org.uk/> - CLEAPSS Science Site
- <http://dt.cleapss.org.uk/> - CLEAPSS Design and Technology Site

- [https://www.afpe.org.uk/physical-education/new-support-document-COVID-19-interpreting-the-government-guidance\\_-](https://www.afpe.org.uk/physical-education/new-support-document-COVID-19-interpreting-the-government-guidance_-) Association for Physical Education

### School Premises Risk Assessment

#### Multiply Likelihood with Severity to get Risk Rating

<b>Assessment of Risk For All Areas</b>		<b>Assessment Date</b> 15/02/22	<b>Likelihood</b> 1 = Very unlikely 2 = Unlikely 3 = May Happen 4 = Likely 5 = Certain	<b>Severity</b> 1 = First aid injury/illness 2 = Minor injury/illness-up to 3 days away 3 = 3(+) days injury/illness 4 = Major injury/illness 5 = Fatal or disabling injury/illness	<b>Risk Rating</b> 01 – 06 = Low 08 – 15 = Medium 16 – 25 = High		<b>Result</b> Low Medium High			
<b>Activity/Visit Risk Banding</b>  Low    Medium <b>High</b>		<b>Assessed By</b>  M Finch								
HAZARDS		PERSONS AT RISK	CONTROLS/ ACTIONS TO REDUCE RISK		Additional Comments/Control Measures – School Specific		L	S	RISK RATING	RESULT
1	School drop off/Pick up – Infection control	All Persons	<ul style="list-style-type: none"> <li>Parent/carer pick up and drop off protocols have been developed to minimise adult to adult contact and avoid gatherings (signs and floor markings made available from RCT)</li> </ul>		<ul style="list-style-type: none"> <li>Pupils and parents advised that wherever possible pupils should walk or cycle safely to school, adhering to social distancing. When using local transport all WG and transport company guidance should be followed and pupils should always follow instructions from transport staff.</li> <li>Parents to be advised they must not get out of their cars whilst dropping of in the morning.</li> </ul>		3	5	15	M

				<ul style="list-style-type: none"> <li>• Pupils to wear a facial covering whilst using contracted school transport and school minibuses, they are to use sanitiser on entering and exiting the bus (avoid touching face)</li> <li>• Students using 6<sup>th</sup> form Porth bus and consortium bus should wear face coverings on the bus and should sanitise upon entering and exiting.</li> <li>• Bus to be cleaned between journeys by the driver</li> <li>• The school Transport plan will return to its original format where 2 lanes will be opened at the entrance of the site. This will allow for more vehicles to access the site, Estates Staff to control.</li> <li>• Drop and pick up for pupils with additional needs remain unchanged and parents/carers who need to assist young</li> </ul>				
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			<ul style="list-style-type: none"> <li>• All parents/visitors advised to wear face coverings when on site</li> <li>• Stagger drop off times and entrances for pupils– the school will continue to request this for the Health and Safety of our pupils at what is a very busy junction with the main road.</li> <li>• Arrangements in place to supervise pupils arriving/leaving on contracted transport to ensure social distancing at all times.</li> </ul>	<p>people to exit or enter their taxi/car are permitted to do so. They are to wear a facemask if they exit the vehicle.</p> <ul style="list-style-type: none"> <li>• The school will discourage visitors to the school during core hours. Irrespective of time they will be required to wear a face covering.</li> <li>• Parents and pupils have been advised to stagger their entry to school as such: Buses arrive up until 8:10 Pupils by car 8:10-20 Pupils on foot /bike from 8:20.</li> <li>• A Staff member will meet pupils off the bus and direct them up the drive. From there a series of support staff will guide them to their entrance for their respective floor/classroom. End</li> </ul>				
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			<ul style="list-style-type: none"> <li>• Floor markings provided to assist with social distancing. – will remain in place and be called upon as a reminder to pupils to try and socially distance in line with WG guidance</li> <li>• Arrangements in place to identify possible contacts on home to school transport provision for Track and Trace purposes.</li> <li>• Additional entrances used to reduce gatherings at peak times where possible.</li> </ul>	<p>of day arrangements outlined above.</p> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> form Porth &amp; Consortium bus passengers will be dropped off at reception and enter via the door for their lesson (before 8:30am) or via reception (at other times of day)</li> <li>• Floor markings outside the school are annotated by a Y Pant Shield Logo (2m apart). Pupils, where possible, in line with WG guidance will be encouraged to socially distance.</li> <li>• Bus lists are held centrally by the school. There is also CCTV on most buses.</li> <li>• All pupils will enter via the South Road Gate. The school will have different access and egress points and pupils will be directed towards their entrance by staff. They are not</li> </ul>				
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			<ul style="list-style-type: none"> <li>• Parents / carers instructed not to attend school if symptomatic</li> <li>• Pupils and staff to use facial coverings when in the communal areas of the school, unless seated to eat.</li> </ul>	<p>permitted to use any other access/egress point other than the ones via the one-way system.</p> <ul style="list-style-type: none"> <li>• Regular reminders to pupils and parents about school attendance and maintaining a safe, healthy school environment.</li> <li>• We are asking all pupils and staff to wear face coverings in communal areas. Where the class size is small enough social distancing of 2 metres is encouraged. Pupils are to take responsibility for their own face coverings and take them home in a plastic bag, if they are disposable – they should be placed in the lidded bins.</li> <li>• The impact of wearing a face covering for a deaf learner or learners with any level of hearing loss should be carefully considered, as</li> </ul>				
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			<ul style="list-style-type: none"> <li>• Handwashing/hand sanitiser available at all entrances.</li> </ul>	<p>communication for many deaf people relies in part on being able to see someone's face clearly. Communication tips which staff may find useful:<a href="https://www.ndcs.org.uk/blog/the-impact-of-face-masks-on-deaf-children">https://www.ndcs.org.uk/blog/the-impact-of-face-masks-on-deaf-children</a>.</p> <ul style="list-style-type: none"> <li>• Hand Sanitiser will be located at each entrance, on the entrance to each classroom, at entrances to toilets and at key points around the school.</li> </ul>				
2	Circulation Routes – Infection control	All Persons	<ul style="list-style-type: none"> <li>• Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible.</li> <li>• Floor markings and signage is provided to assist with social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>• A one-way system is in operation within the school. This is to be adhered to unless instructed by staff.</li> <li>• Signage is positioned throughout the school and students and staff will be issued with their entrance and exits.</li> </ul>	3	5	15	M

			<ul style="list-style-type: none"> <li>• Doors kept open to encourage ventilation and to reduce physical contact. (Where safe to do so and not compromising fire safety, you may need to check the fire risk assessment to identify doors that can remain open.)</li> <li>• Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.</li> </ul>	<ul style="list-style-type: none"> <li>• Door wedges will be made available for all classrooms to mitigate the use of touching door handles.</li> <li>• The teacher has the option to close the door but must sanitise after doing so. If the Fire Alarm initiates all Door wedges are to be removed immediately.</li> <li>• All internal doors are held open by the hold/open devices. If the fire alarm is activated the doors will automatically close. The Estates staff will open the doors and re set them if this happens.</li> <li>• All classrooms will be provided with a fan which should be used to encourage air circulation out through the open windows. Staff should not use the fan unless the windows are open.</li> <li>• Pupils will move from their designated classroom on the</li> </ul>					
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			<ul style="list-style-type: none"> <li>Class times have been staggered to prevent large numbers moving around the premises at the same time.</li> </ul>	<p>initiation of the school buzzer. Teachers will lead their students into the corridor and then monitor pupil movement to the next lesson.</p> <ul style="list-style-type: none"> <li>Break and lunch times have been staggered to minimise numbers moving around the premises at the same time and congregating in the canteen.</li> <li>Staff will monitor corridors throughout the day and at pinch points during the day to supervise the one-way and encourage social distancing, where practical, of pupils.</li> </ul>				
3	Classroom/Teaching Environment – Infection control	All Persons	<ul style="list-style-type: none"> <li><b>For Welsh Government Guidance on control measures within the classroom for the various settings, use the link below:</b> <a href="https://gov.wales/operational-guidance-schools-and-settings">https://gov.wales/operational-guidance-schools-and-settings</a></li> <li>Decide, as part of the risk assessment process, whether the use of face coverings for staff or secondary learners is appropriate based on a school's own circumstances, supported by public</li> </ul>	<ul style="list-style-type: none"> <li>There is no requirement for pupils or staff to wear face coverings in the</li> </ul>	3	5	15	M

			<p>health officials, and in discussion with local authorities.</p> <ul style="list-style-type: none"> <li>• The use of outdoor space is utilised wherever possible.</li> <li>• Rooms have been organised to encourage social distancing, tables and chairs arranged to enable sitting side to side facing forward. Where class sizes and/or rooms permit pupils will be encouraged to socially distance.</li> </ul>	<p>classroom but they will be required in communal areas. The only exception to this is if staff and learners are exempt from wearing masks.</p> <ul style="list-style-type: none"> <li>• Due to the requirement for specialist teaching rooms the opportunity in secondary are limited. However, staff are encouraging to explore outdoor learning where pertinent.</li> <li>• Where possible rooms have been set up to ensure all pupils are sat facing forward. However, pupils can now work in groups to facilitate the learning.</li> <li>• Where class sizes and/or rooms permit pupils are encouraged to be socially distanced.</li> <li>• Where practical marker tape has been</li> </ul>				
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			<ul style="list-style-type: none"> <li>Where possible pupils use the same desk and resources in each classroom each day. Each table will be marked up with a table and seat number. Each pupil is to be given a specific table and seat number and they should use this in each classroom they use.</li> </ul>	<p>placed at least 2 metres from the teachers' desk to the front row of the pupils' desks. Teachers are to ensure that the pupils' front row desks are in line with the 2 metre marker before each lesson.</p> <ul style="list-style-type: none"> <li>If the teacher needs to utilise their touch screen or move to the front of the classroom they are advised to stay within the designated box. This is identified by marker tape on the floor. This box is 2 metres away from the nearest pupil.</li> <li>Teachers may need to interact more closely with pupils; if this is the case they should try and avoid face to face contact within 2 metres or wear a mask.</li> <li>Pupils will have a designated chair and desk (per teacher). A detailed seating plan is kept.</li> </ul>				
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			<ul style="list-style-type: none"> <li>All practical subject areas have their own separate risk assessment to enable KS4 and 5 teaching to be undertaken.</li> </ul>	<ul style="list-style-type: none"> <li>Bryn Celynnog 6<sup>th</sup> form students will sit at the back of classrooms and remain on a separate row from Y Pant students where possible. The same will apply for Y Pant students in Bryn Celynnog</li> <li>Pupils with a medical need will be identified and placed at the required place in the classroom.</li> <li>All pupils should have their own Art.</li> <li>PE should take place outdoors wherever possible. If lessons take place indoors then the area should be well ventilated, cleaned regularly and thoroughly and staff must minimise contact groups between pupils OR ensure physical distancing.</li> </ul>				
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			<ul style="list-style-type: none"> <li>Resources which are not easily washable/wipeable have been removed.</li> <li>Unnecessary items have been removed from learning environments where there is space to store elsewhere.</li> <li>Arrangements in place for the use of the playground, including equipment.</li> </ul>	<ul style="list-style-type: none"> <li>All items have been stored which are not required.</li> <li>All excess chairs and furniture have been removed and stored away.</li> <li>Any outdoor equipment used will be sanitised before and after each session.</li> <li>If using the sports hall or gym all equipment used is to be sanitised before and after use.</li> <li>Work and Prep rooms are open but should be only used if absolutely necessary. They will operate a one in, one out system. Staff will need to sanitise the work area prior to using it.</li> </ul>				
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			<ul style="list-style-type: none"> <li>• Arrangements are also in place for social distancing in staff rooms, work rooms and prep rooms.</li> </ul>	<ul style="list-style-type: none"> <li>• Staffrooms areas have been organised to allow social distancing and excess furniture removed. Staff must maintain a 2 metre social distance from one another and pupils, at ALL times - even when wearing a face covering.</li> <li>• Excess furniture removed, remaining furniture turned to face the same way and screens put up across computer desks. Students instructed not to move furniture.</li> <li>• Sixth formers are encouraged to leave the site when they do not have lessons.</li> </ul>				
			<ul style="list-style-type: none"> <li>• Arrangements are also in place for social distancing in 6<sup>th</sup> form study areas.</li> </ul>					

				<ul style="list-style-type: none"> <li>Year 12 to use the LRC and area outside and year 13 to use the 6<sup>th</sup> form area</li> <li>Bryn Celynnog students who need to have study time at Y Pant between lessons to use the LRC or 6<sup>th</sup> form area as appropriate.</li> </ul>				
4	Pupil and Staff Toileting – Infection control	All Persons	<ul style="list-style-type: none"> <li>Consider the increased handwashing times that have been introduced.</li> <li>Where possible, provide separate toilets for different contact groups. Where this isn't possible use <del>sanitiser</del>sanitiser before and upon leaving the toilet, and ensure toilets are cleaned regularly.</li> </ul>	<ul style="list-style-type: none"> <li>Breaks will be staggered, and a member of staff will monitor the toilets during break times.</li> <li>Hand sanitiser points are located at each toilet and pupils are encouraged to use them.</li> <li>Unless there is an emergency or a known medical condition, pupils will only be allowed to use the toilet during lesson time in extenuating circumstances.</li> <li>The school cannot accommodate the notion of designated toilets. As such we have a cleaning</li> </ul>	3	5	15	M

			<ul style="list-style-type: none"> <li>• Signage is in place in each toilet to encourage adequate hand washing takes place.</li> <li>• Similar arrangements are also in place for staff toilets.</li> <li>• Automated soap dispensers should be used where possible and hands should be thoroughly dried, preferably using paper towels. Hand dryers should be avoided where possible. Paper towels should be disposed of in a lidded bin and not allowed to overflow. Bins should be emptied daily.</li> </ul>	<p>programme of all toilets and sanitiser stations at the entrance to each toilet.</p> <ul style="list-style-type: none"> <li>• Floor markings are positioned at each Toilet facility.</li> <li>• Signs are positioned in each toilet area on hand washing procedures.</li> <li>• Video (accompanied by posters) promotes good hand hygiene and is played each morning in class and on the screens around the school.</li> <li>• Staff are issued with a hygiene rota and guidance sheet.</li> <li>• Staff toilets are individual, and an antibacterial spray is in each toilet for staff to use.</li> <li>• Automated soap dispensers are fitted to all communal toilets.</li> <li>• Paper towel stations are positioned at the end of each sink block.</li> </ul>				
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				<ul style="list-style-type: none"> <li>All hand dryers are switched off in communal areas.</li> <li>Paper towels are to be placed in the pedal bins provided. These will be emptied regularly.</li> </ul>				
5	<p><b>Spread of COVID - 19/Social Distancing</b> Infection Control (General)</p>	All Persons	<ul style="list-style-type: none"> <li>All staff and pupils over 16 should make use of the NHS COVID app.</li> <li>All staff and learners of Year 7 upwards are encouraged to undertake the Lateral Flow Test twice a week.</li> </ul>	<ul style="list-style-type: none"> <li>All staff and pupils over 16 should download and use the app. If an alert comes up staff should immediately advise the Head and pupils should advise the nearest teacher. That teacher should then send the pupils directly to reception where a request will be made for parental collection.</li> <li>All staff and pupils will be provided with the Lateral flow tests.</li> <li>Whilst these are optional all are encouraged to partake.</li> <li>Tests should be taken on a Monday and Wednesday prior to</li> </ul>	3	5	15	M

			<ul style="list-style-type: none"> <li>Staff, parents and pupils are aware not to attend school if they or anyone they live with has symptoms. (People who are doubly vaccinated or under 18 do not need to isolate if they live with someone who has symptoms or who tests positive.)</li> </ul>	<p>school and the instructions followed as to reporting the results</p> <ul style="list-style-type: none"> <li>Should the test be positive staff and pupils inform school and should stay at home and follow Welsh Government Guidelines <a href="https://gov.wales/operational-guidance-schools-and-settings">https://gov.wales/operational-guidance-schools-and-settings</a>. If you have any symptoms you are to book a PCR test immediately.</li> <li>Letters have been sent to parents advising them on when they should and shouldn't attend school.</li> <li>Staff have been briefed that they should not attend if they have symptoms or if a member of their household has symptoms and they have not been doubly vaccinated.</li> </ul>				
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			<ul style="list-style-type: none"> <li>• Clear hygiene procedures set out by the school for arrival, throughout the day and at the end of the day</li> <li>• All are to cough / sneeze into their arm and place tissues in the pedal bin provided.</li> <li>• Windows and doors are open to increase ventilation (where safe to do so)</li> <li>• Where necessary, Corporate Estates have been consulted regarding safe use of mechanical ventilation systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Clear procedures are in place should a colleague or pupil develop symptoms in school. If there are multiple Covid cases the Headteacher with assistance from SLT will act as the liaison between the school and the Incident Management Team.</li> <li>• If a child who has used transport becomes symptomatic, we will inform transport.</li> <li>• Clear procedures and videos provided to staff and pupils on hygiene.</li> <li>• Pedal bins are provided and emptied daily.</li> <li>• All pupils encouraged to bring in their own tissues, santiser and must bring their own face covering.</li> <li>• Staff and pupils follow strict guide on hand and surface cleaning.</li> </ul>				
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			<ul style="list-style-type: none"> <li>Decide, as part of the risk assessment process, whether the use of face coverings for staff or secondary learners is appropriate based on a school's own circumstances, supported by public health officials, and in discussion with local authorities</li> <li>An adequate supply of lidded bins are available for the safe disposal of single use face coverings.</li> <li>Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this.</li> <li>Appropriate signage is in place throughout the setting.</li> </ul>	<ul style="list-style-type: none"> <li>Windows will be opened at the start of the day to allow for enough ventilation.</li> <li>All classrooms are being provided with fans to assist in air circulation. Fans should only be used when windows are open.</li> <li>School has worked with LA to maximise ventilation</li> <li>See above.</li> <li>These are in all classrooms and also in communal areas, including toilets.</li> <li>See above</li> <li>Sufficient signage is displayed throughout the buildings.</li> </ul>				
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			<ul style="list-style-type: none"> <li>• Arrangements are in place to manage break times including staggered times, alternative entrances, demarcation.</li> <li>• All staff should adhere to the social/physical distancing measures as far as possible with younger learners, but should also adhere to those measures in their interactions with older learners, other staff members and visitors to the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional 'wear a face covering' signage is displayed around the school.</li> <li>• All breaks are staggered into contact groups. The areas will be cleaned before the next contact group uses the area.</li> <li>• Plans are in place to support social distancing if practical.</li> <li>• Clear behaviour expectations communicated to pupils and staff</li> <li>• Clear routines communicated to staff and pupils</li> <li>• Staff have been briefed and measures put in place, listed in this RA, to facilitate this.</li> </ul>				
6	Staffing	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• All staff have received a HR risk assessment and been requested to complete it and advise HR if they fall into the red or amber categories.</li> <li>• Staff who are clinically vulnerable have been assessed and suitable measures have been put in</li> </ul>	<ul style="list-style-type: none"> <li>• Staff in the red / amber zone will discuss concerns with line manager</li> <li>• Where pertinent a risk assessment is</li> </ul>	3	5	15	M

			<p>place to manage the risk e.g. ensure extra care is taken in observing social distancing. Refer to the Council guidance 'Update for Chairs of Governors, Headteachers, Managers &amp; Staff – Shielding and Childcare Responsibilities' &amp; Staff COVID19 Risk Assessment Tool.</p> <ul style="list-style-type: none"> <li>The use of shared staff spaces and staff rooms is minimised.</li> </ul>	<p>completed with individual staff. Where relevant Occupational Health will be consulted. Pregnant colleagues will work from home at 28 weeks or earlier should they have an underlying medical condition. Duties will be agreed with the line manager.</p> <ul style="list-style-type: none"> <li>All staff aware of the support systems / contacts available nationally, locally and within school during the return to work. Taking care of teachers is a website containing numerous tools, resources and information on school staff mental health and wellbeing  <a href="https://www.education-support.org.uk/helping-your-staff/wellbeing-wales/taking-care-teachers">https://www.education-support.org.uk/helping-your-staff/wellbeing-wales/taking-care-teachers</a></li> <li>Staff can utilise the staffroom for tea /</li> </ul>					
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			<ul style="list-style-type: none"> <li>Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management.</li> </ul>	<p>coffee and sit on designated seating but must be 2 metres apart and unless eating, should wear a face covering. Staff are not to share crockery or tea making equipment, not to make refreshments for anyone other than themselves, they must wipe down taps and any touch points after each use and clean microwaves after each use.</p> <ul style="list-style-type: none"> <li>The school will operate staff attendance in the normal manner but Rhys Evans will continue to monitor any COVID suspect / related illness and the subsequent testing.</li> </ul>				
7	Catering/Lunchtime Arrangements – Infection control	All Persons	<ul style="list-style-type: none"> <li>Different groups mixing together is avoided through staggered times with 3 sittings and/or use of additional areas to help reduce queues.</li> <li>Hand sanitiser gel is provided for pupils and staff to use immediately before collecting their lunch.</li> </ul>	<ul style="list-style-type: none"> <li>The Ty Bwyta and covered courtyard areas are being utilised.</li> <li>There are sanitising stations en-route to exits and entry to Ty Bwyta.</li> </ul>	3	5	15	M

			<ul style="list-style-type: none"> <li>• Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff.</li> <li>• Additional meal collection points have been put in place to reduce queuing where necessary.</li> <li>• Alternative payment methods will be used to eliminate cash handling.</li> <li>• A different entry and exit route are being used at dinner times where more than one door is available.</li> <li>• Time/resource provision for cleaning surfaces between groups in the dining hall.</li> </ul>	<ul style="list-style-type: none"> <li>• Chairs have been strategically placed with surplus chairs removed to avoid confusion. Floor markers support social distancing at meal collections.</li> <li>• Given the reduced numbers accessing breaks the school does not feel it needs to introduce this measure at present.</li> <li>• The school will not be accepting cash. Parents and pupils have been advised to charge their accounts online. Where this is not possible pupils should bring in a cheque.</li> <li>• The entrance to the Ty Bwyta is via a one-way system. There is also a one-way system within the Ty Bwyta, this is annotated by markings on the floor.</li> <li>• Canteen staff will wipe down the tables and chairs at the end of each break.</li> </ul>				
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				<ul style="list-style-type: none"> <li>6<sup>th</sup> form students cannot purchase food and drinks in Ty Bwyta or Y Pantri but can order hot food from Caffi Bach</li> <li>Year 13 can go into the 6<sup>th</sup> form area to purchase food and drink in Caffi Bach but need to take it upstairs to consume.</li> </ul>				
8	Pupils/Staff displaying symptoms whilst at school	All Persons	<ul style="list-style-type: none"> <li>Arrangements in place to deal with pupil/staff who develop symptoms whilst at the setting – Follow the WG guidance: <a href="https://gov.wales/operational-guidance-schools-and-settings">https://gov.wales/operational-guidance-schools-and-settings</a> and the relevant section of the RCT Coronavirus (COVID-19): Guidance for the safe re-opening of schools.</li> <li>An isolation room is available for pupils/staff.</li> </ul>	<ul style="list-style-type: none"> <li>The conference room has been designated as a place for those who develop one of the three classic Covid 19 signs and symptoms. The room is well ventilated and close to the medical room. For those who show the wider symptoms of Covid 19 they are placed in the MI room and parents/carers are informed and a</li> </ul>	3	5	15	M

			<ul style="list-style-type: none"> <li>If a learner develops one of the three classic Covid 19 symptoms whilst at school/setting, they should be sent home. However, they must not travel home on dedicated school transport.</li> </ul>	<p>guidance slip is provided.</p> <ul style="list-style-type: none"> <li>Relevant staff will have a briefing about attending to pupils with symptoms and about how to clean the area the potentially infected person has used.</li> <li>Staff will have a PPE pack for undertaking such a task.</li> <li>The pupils parent/carer will be called to pick the pupil up.</li> </ul>				
9	Cleaning/Waste Disposal		<ul style="list-style-type: none"> <li>All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment.</li> <li>Enhanced cleaning regime in place across the setting.</li> </ul>	<ul style="list-style-type: none"> <li>Our cleaning supplier – Cleaning direct will need to address this due to additional cleaning provision being taken out of schools.</li> <li>Please see above</li> <li>All pupils will wipe down their desks and chairs before and after each lesson and during their breaks. Staff will spray the</li> </ul>				

				<p>chair and desk and pupils will wipe it off using blue roll. If any of the spray comes into contact with the skin it is to be washed off immediately. The teacher is to monitor this closely</p> <ul style="list-style-type: none"> <li>All staff to wipe down their workstations prior to use, using the 'comfort pack' to mitigate risk. They are to spray the Antibacterial spray directly onto some blue roll and then wipe all areas on their desks, as per the guide, paying particular attention to the keyboard. The Teacher is to spray the pupil's desk with antibacterial spray and the pupils are to wipe down the desk using the blue roll provided. The blue roll is to be placed in the black, general waste bin provided.</li> <li>Pedal bins will be placed in each</li> </ul>				
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			<ul style="list-style-type: none"> <li>• Tissues and face coverings should be placed in a separate waste bin and disposed of safely. All rubbish should be removed daily.</li> <li>• Adequate cleaning supplies and facilities around the school are in place.</li> <li>• A Clear desk policy in place for all pupils and staff.</li> </ul> <p><u><i>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 s secure place for 72 hours and then disposed of as other waste is.</i></u></p>	<p>classroom and around the school for the disposal of tissues and face coverings.</p> <ul style="list-style-type: none"> <li>• The school has good systems for auditing supplies and has a full stock.</li> <li>• All staff will be reminded that surfaces and floors need to be easily accessible for cleaning. This will be monitored by the estates team.</li> </ul>				
10	Personal Protective Equipment (PPE)/Lateral Flow Tests		<ul style="list-style-type: none"> <li>• The school encourages all staff and pupils (upwards of Year 7) to undertake the lateral flow tests at home twice a week.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff who wish to opt out of this will need to notify Mrs Karen Cater of this intention.</li> <li>• Tests should be taken on Monday and Wednesday prior to attending school</li> <li>• Staff and pupils should follow the LFTs instructions on reporting.</li> </ul>				

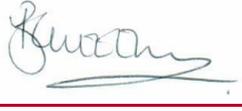
			<ul style="list-style-type: none"> <li>PPE is required for routine class activities and staff must socially distance where possible.</li> <li>PPE may be required when carrying out intimate care, dealing with body fluids or a suspected case of COVID 19. For further guidance on PPE requirements refer to the <b>RCT Schools COVID 19 PPE Guidance Matrix</b>.</li> </ul>	<ul style="list-style-type: none"> <li>If a result is positive, they must not attend school but should report their result to school.</li> <li>Face coverings are not required in classrooms for staff or pupils but should be worn in communal areas at all times.</li> <li>All first aid personnel will be issued with individual first aid packs with the relevant PPE inside.</li> <li>All relevant staff (First Aiders / LSAs) will be issued with guidance on how to manage pupil's intimate care or pupils who are unwell.</li> </ul>					
11	Visitors and Deliveries to the school		<b><i>All visitors to the school over the coming months will be discouraged. Meetings will be held virtually or in alternative venues wherever possible.</i></b>	<ul style="list-style-type: none"> <li>All visitors must (if possible) attend school after school core hours. A record of</li> </ul>	3	5	15	M	

			<ul style="list-style-type: none"> <li>• Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms.</li> <li>• All visitors should wear a face covering</li> <li>• Handwashing/hand sanitiser available at all entrances.</li> <li>• Reception areas have been reviewed to take account of infection control and allow social distancing including floor markings/barriers/reception screens.</li> <li>• Where possible, reception staff sign in visitors. If this is not possible visitors are directed to sanitise before and after using the pen / touch screen.</li> </ul>	<p>all visitors must be kept by reception.</p> <ul style="list-style-type: none"> <li>• Annual reviews, social services meetings and all other such activities must take place virtually or after school core hours.</li> <li>• A notice board will be placed in reception with all relevant information and procedures.</li> <li>• Communicated with parents and highlighted in reception</li> <li>• Sanitisers are in reception for visitor use.</li> <li>• Screens are already in situ and an extra screen has been installed.</li> <li>• Staff will sign visitors in.</li> <li>• Only visitors servicing the site will be permitted onto the site. All others must stay in reception.</li> </ul>				
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			<ul style="list-style-type: none"> <li>A record is kept of all visitors as this may be needed at a future point to assist the Welsh Government's Test, Trace, Protect strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing floor markers are on the reception area floor</li> <li>Main reception will hold this information and retain for future reference.</li> </ul>				
	Fire Safety		<ul style="list-style-type: none"> <li>Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff.</li> <li>Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff).</li> </ul>	<ul style="list-style-type: none"> <li>We will revert back to the original fire safety plan (pre-COVID plan please see Instructions found in classrooms) with caveats for staff to ensure orderly and social distanced exit and entrance arrangements. Pupils will be arranged by staff in lines at the assembly point.</li> <li>Staff debriefed and handbook covers fire procedures and new pupils will be taken through the 'drill' upon full return.</li> <li>Sanitiser point to be used on re-entry to the building.</li> </ul>				
12	Training		<ul style="list-style-type: none"> <li>Staff have been instructed on the nature of COVID-19 and its transmission.</li> </ul>	<ul style="list-style-type: none"> <li>All staff have been briefed by SLT and Heads of Department and information is also</li> </ul>				

			<ul style="list-style-type: none"> <li>• The risk assessment together with any COVID 19 control measures have been brought to the attention of all teaching staff.</li> <li>• Any staff briefings are also conducted with social distancing considerations</li> </ul>	<p>contained in the 'Covid-19 and Staff Handbook.'</p> <ul style="list-style-type: none"> <li>• The risk assessment is shared with staff and disseminated when amendments are made. Governors will re-sign the risk assessment when amendments are made.</li> <li>• All future staff meetings will take account of the most recent alert level guidance.</li> </ul>				
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This document will be reviewed regularly at the Senior Leadership Team Meeting.

Position	Name	Signature	Date
Headteacher	<b>Mrs. B. Cheetham</b>		<b>15/02/22</b>
Chair of Governors	<b>Mrs. S. Bolton</b>		<b>15/02/21</b>