



ALL SAINTS C/W PRIMARY SCHOOL RISK ASSESSMENT - COVID 19.



Location/Premises/School: All Saints C/W Primary School	Date: Thursday 6 th January 2022
Completed by: Mr A. R. Williams	Review date: as and when required e.g., issues identified, changes in Welsh Government / Public Health advice etc
<p>Activity/Description/Area:</p> <p style="text-align: center;"><u>COVID-19: Operational Risk Assessment for School</u></p> <p>This risk assessment has been drafted taking into account the Welsh Government coronavirus guidance [effective from 6th January 2022]:</p> <p style="text-align: center;"><u>School operations: coronavirus GOV.WALES</u></p> <p>This review of operational arrangements is based on the variable measures for the 'Very High' level as set out in the Local Infection Control Decision Framework for Schools. The approach set out in the Framework is effective from 6th January 2022.</p> <p>Risk Assessment Updates [6th January 2022]</p> <p>Arrangements on self-isolation have changed. All over 18s who are fully vaccinated (having received two full doses of an approved vaccine) and children aged 5 to 17 are now asked to take lateral flow tests (LFTs) every day for 7 days if they are identified as a contact of a positive COVID-19 case. This is known as 'Daily Contact Testing'. Please note that contacts of a positive case are unlikely to equate to an entire class.</p> <p>We recommend those undertaking Daily Contact Testing take their test before they arrive at school each day. These individuals do not need to self-isolate for that day unless they have a positive lateral flow test or develop symptoms. In either of these cases, they should book a PCR test as soon as possible.</p> <p>Unvaccinated adults identified as a contact of a positive COVID-19 case must isolate for 10 days.</p> <p>Children under 5 years old are not required to self-isolate or test as contacts.</p> <p>Anyone identified as a contact, who is fully vaccinated or aged 5 to 17 can access daily contact testing instead of self-isolation, regardless of whether they are a household or close contact.</p> <p>If any member of a household has tested positive for COVID-19, we also recommend that children 5 and over should take a daily lateral flow test every day for seven days. This should start on the day a member of your household is confirmed positive from a lateral flow or PCR test result.</p> <p>Anyone with a positive test result should follow the rules set out at <u>https://gov.wales/self-isolation</u> If the test is negative, a child can return to school as soon as they feel better.</p>	

Staff should be strongly encouraged to undertake an LFD test before they attend school on a Monday/Wednesday/Friday and record their results. Do not attend work if the result is positive or if they have any COVID-19 symptoms.

Staff should continue to take up the offer of vaccination/booster if/when the offer available.

During any period of remote learning for all/some classes/year groups consideration must be given to workers and vulnerable learners onsite provision continuing for children of critical workers and vulnerable learners. These arrangements will be clearly communicated to families.

Contact Tracing

'Warn and Inform' letter templates have been updated to reflect the latest advice. If there is one isolated confirmed case of Covid-19 in a class in any school, this is not evidence of transmission within a class, particularly when community transmission is very high.

When a single case is identified the school should issue an inform letter.

If there are two or more cases within 7 days in a class, the school will issue a warn and inform letter stating that there are two or more cases in a class and advising parents/carers that it would be prudent for the class to undertake LFD tests for 7 days to try and prevent coronavirus spreading more widely in the school.

If a warn and inform letter has been issued during the past 7 days, Welsh Government do not advise issuing a further warn and inform letter to the same group of parents and should instead continue to monitor the situation.

This guidance should be read in close conjunction with:

- **Alert level 2: 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
- the local COVID-19 intervention action card for schools
- any **additional support material** provided to schools by Welsh Government.

Children will be in two year group contact groups internally, at break times and at lunch times.

The children will be eating their lunches in the hall in their contact groups at staggered times during the lunch break, with the Reception children eating their lunch in their classroom. This will help to minimise interaction between contact groups.

The school will continue to maintain the one-way system in and out of the school site to prevent congestion at the school gates.

To avoid congestion, please adhere to the established timings at the end of the day.

Please note **ALL** parents will need to socially distance themselves on the school yard at the start and finish times. Parents should **NOT** congregate at the school entrances and all parents and pupils should leave the site immediately once the children have been dropped or collected.

Face coverings are to be worn on site unless exempt.

Breakfast club will resume from Thursday 6th January. Children attending breakfast club will be in their contact groups.

Access to the school office will be restricted. Please try to communicate any queries in the first instance by telephone [01446745726] or by email allsaintsps@valeofglamorgan.gov.uk. If you do need to access the office, please press the intercom in the entrance and a member of the Admin Team will then advise you on when to enter the school.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Spread of Coronavirus	Staff & pupils Not following Welsh Government guidance	Anybody unwell with symptoms of COVID-19 will stay at home: <ul style="list-style-type: none">• New continuous cough;• High temperature;• Loss of/change in taste or smell No pupils/staff to attend school if they: <ul style="list-style-type: none">• Feel unwell, have any of the above symptoms or have tested positive to COVID-19 in the past 10 days;• Have been contacted by Test Trace Protect and asked to self-isolate.• If a member of the immediate household test positive for Covid 19 a PCR test should be undertaken and then only self-isolate if the test is positive but staff/pupil will take a cautious approach and be mindful of any potential symptoms. People who are un-vaccinated contacts of positive cases and are self-isolating for 10 days should now take a lateral flow test on day two and day eight instead of a PCR test. This will help to increase PCR testing capacity	Ongoing monitoring School newsletters to remind parents/carers of self-isolating and testing if developing symptoms. Staff to continue to carry out Lateral Flow Testing – 3 times a week.	All Staff ARW All	Ongoing Weekly Monday / Weds / Fri	Ongoing Weekly Ongoing

	<p>If a person showing no symptoms has a positive lateral flow test they will no longer be advised to have a follow-up PCR test to confirm the result, unless they are in a clinically vulnerable group, which may need early access to treatment or have been advised to do so as part of a research or surveillance programme.</p> <p>Anybody who has symptoms of COVID-19, should self-isolate and take a PCR test as soon as possible. If they have tested positive for COVID-19 they must self-isolate and follow the guidance below.</p> <p>They can leave self-isolation after 7 full days (on day 8 of their self-isolation period). They should take a lateral flow test (LFT) on day 6 of their self-isolation period and another lateral flow test 24 hours later. This is to check if they remain infectious and could pass COVID-19 on to others.</p> <p>They should not take a LFT before the sixth day of their self-isolation period because the risks of remaining infectious and the chances of passing it on to others before this period is significantly higher.</p> <p>Anyone (staff or pupils) who have any of the wider symptoms of COVID-19 (fatigue, myalgia, sore throat, headache, sneezing, loss of appetite, nausea, vomiting and diarrhoea) should seek a PCR test.</p> <p>Robust hand and respiratory hygiene including ventilation.</p> <p>Those eligible will be double vaccinated.</p>	<p>Weekly staff meetings and RA briefings undertaken to disseminate updates to RA and procedures.</p> <p>Teaching team organise regular handwashing for class.</p>	<p>ARW / SMT</p> <p>Teachers /LSAs</p>	<p>Weekly</p> <p>Ongoing</p>	<p>Weekly</p> <p>Ongoing</p>
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		<p>Continue with the regular cleaning arrangements during the day and at the end of the school day.</p> <p>Active engagement with Test, Trace, Protect.</p> <p>Consideration how to maximise distancing between those in school wherever possible and minimise potential for contamination.</p> <p>Encourage the use of outdoor learning spaces.</p> <p>Visitors to the school - records kept of who has visited and when.</p> <p>All permitted visitors including parents who access the school site will be requested to wear a face covering.</p>	<p>Cleaning staff still undertaking appropriate cleaning (A&R Cleaning)</p> <p>As and when required. HT liaising with staff if tested positive.</p> <p>Staff to remain 2m distanced/wearing of masks in communal areas.</p> <p>Outdoor spaces timetabled to maximise use.</p> <p>All visitors sign in using Sign In App. Admin officer confirmed health check to enter building.</p> <p>Parents/carers politely reminded to wear masks when on school grounds.</p> <p>Reminders – through newsletters.</p>	<p>ARW</p> <p>ARW</p> <p>All</p> <p>SMT</p> <p>ARW / AG</p> <p>ARW / GD</p> <p>ARW</p>	<p>Ongoing</p> <p>When required</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>When required</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Prevention of Coronavirus	Staff & Pupils	<p>Regular communication with staff, parents, guardians.</p> <p>Staff allocated to a designated two class group contact group.</p> <p>Minimise contact between individuals as reasonably practicable:</p>	Newsletters	ARW / GD	Weekly / fortnightly	Weekly / fortnightly

		<ul style="list-style-type: none"> No larger group indoor activities eg live assemblies/concerts for the short term; Minimal movement around the school – traffic routes will stay in place. Transient contact is not such an issue; Slightly staggered approach to lunchtimes. 	<p>Whole school assemblies / worship is conducted through Teams every Tuesday & Friday</p> <p>Staff to use routes around the school to access yards. Children are dropped off and picked up from classroom external doors with parents following a one-way system around school</p> <p>Lunchtimes slightly staggered. The school now operated with smaller groups. KS2 & Foundation phase entering the dining hall at different times.</p>	ARW / SMT	Weekly	Weekly
				All staff	Ongoing	Ongoing
				All staff	Ongoing	Ongoing
		<p>Process in place for removing face coverings by those that use them when they arrive at school – don't touch the front of the mask, place mask in covered bin (reusable masks into a plastic bag that can be taken home with them), wash hands.</p> <p>Staff will be able to undertake three times weekly lateral flow testing and communicate results to HT/Admin prior to attending school.</p> <p>Cleaning hands thoroughly more often than usual with soap & water/hand gel – on arrival at school, returning from breaks, toilet visits and before/after eating.</p>	<p>School team will agree when and where face coverings/FRSM will be worn. This will be dependent on the level of risk, and this will be regularly reviewed.</p> <p>Ensure sufficient hand washing / hand gel 'stations'</p>	ARW	Ongoing	Ongoing
				ARW	Ongoing	Ongoing
				SP / AG	Ongoing	Ongoing

		<p>Good respiratory hygiene by promoting 'catch it, bin it, kill it'.</p>	<p>Supplies of tissues & closed lid pedal bins available in all classes</p>	SP / AG	Ongoing	Ongoing
		<p>Continuing with enhanced cleaning, but this will now be incorporated in the daily clean. Frequently touched surfaces & outside equipment will need to be cleaned</p>	<p>Toilets will be shared by different groups however, children will wash hands prior to entering the toilet and when leaving the toilet & ensure toilets will be cleaned regularly throughout the day.</p>			
		<p>Wearing appropriate PPE (see below).</p>	<p>Class LSAs clean equipment throughout the day.</p>	LSAs	Ongoing	Ongoing
		<p>Ensure appropriate ventilation.</p>				
		<p>Within classroom:</p> <ul style="list-style-type: none"> • Make small adaptations to the classroom to support minimal face-to-face contact where possible. • Move unnecessary furniture out of classrooms to give more space; • Maintain a distance & reduce the amount of time they are in face-to-face contact • Ideally, adults to maintain social distance from each other and from pupils; 	<p>Storage facility available</p>	Staff	Ongoing	Ongoing
			<p>Resources that are shared between groups such as sports, art and science equipment should be cleaned frequently</p>	Teaching team	Ongoing	Ongoing

		<ul style="list-style-type: none"> Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone. <p>Elsewhere:</p> <ul style="list-style-type: none"> Avoid large gatherings indoors such as assemblies or collective worship with more than one group; Movement around the school to be at a minimum. Avoid creating busy corridors, entrances and exits; Additional staff spaces set up to avoid using small communal areas e.g. social distancing will be maintained in staff rooms. <p>Reading books can be taken home, but unnecessary sharing should be avoided; they should be cleaned and rotated.</p> <p>Staff and pupils should have their own individual and very frequently used equipment such as pens and pencils that are not shared.</p> <p>Classroom-based resources such as books and games can be used and shared within a contact group but they should be cleaned regularly.</p> <p>Shared learning areas such as sandpits and playdough will be limited to small groups.</p>	<p>Assemblies organised via Teams</p> <p>Timetabled breaktimes/lunchtimes</p> <p>Staff have two areas to have lunch. Staff clean area after use.</p> <p>Additional stationery ordered to facilitate individual use</p> <p>Resources that are shared between groups such as sports, art and science equipment should be cleaned frequently.</p>	<p>ARW</p> <p>ARW / SMT</p> <p>All staff</p> <p>AG/ Teachers</p> <p>Teaching Team</p>	<p>Weekly</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Weekly</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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Asymptomatic staff /pupils at the school	All staff	<p>Lateral flow tests available to all staff working in primary setting/schools, from February 2021.The only exception is staff who have tested positive for Covid 19 will not be able to take a lateral flow test for 90 days from their positive result.</p> <p>Lateral flow test kits will be offered to all schools and settings in order for staff to take three times weekly tests. Testing is voluntary, but staff are encouraged to participate to further reduce the risk of asymptomatic transmission within the workplace. Testing is recommended on a Sunday evening and a Wednesday.</p> <p>Anyone who tests <u>positive</u> using a Lateral Flow Test (LFT):</p> <ul style="list-style-type: none"> • will not attend setting or school and will inform the school immediately so that all contacts can be warned and informed. • Will log the result via the on-line form • A follow up PCR test will be booked • if the result of the PCR is positive the school will complete the Initial assessment form which will be sent to SuperTracers@cardiff.gov.uk <p>ttpcvschools@cardiff.gov.uk and COVID-19Enquiries@valeofglamorgan.gov.uk</p>	School SLT will continue to monitor the process and will support any staff with queries.	All staff	Ongoing	Ongoing
Incorrect Use of PPE and face coverings i.e. exposure to the virus inadvertently	Staff & pupils	<p>Social/physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus.</p> <p>Staff can choose to use (surgical face masks) when undertaking routine education activities in the classroom/school setting if social distancing cannot be guaranteed.</p>	<p>Staff to continue to ensure social distancing and wear masks in communal areas</p> <p>Decision when and where to use face coverings routinely at the school will be a decision of the staff team</p>	<p>All Staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>

		<p>If a pupil becomes unwell with symptoms of COVID-19 and needs direct personal care, staff will wear disposable gloves, apron and fluid-resistant (type IIR) surgical mask; eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes from coughing, spitting or vomiting; gloves and aprons to be worn when cleaning areas where a symptomatic person has been.</p>	<p>It is recommended that staff wear face coverings in communal areas such as corridors and the hall where social distancing is not guaranteed. PPE available throughout the school</p>	All staff	Ongoing	Ongoing
		<p>All the above PPE to be worn if providing intimate care.</p>		ARW/AG	Ongoing	Ongoing
		<p>School environment to be organised so they operate with social distancing maintained throughout a routine day.</p>	<p>Use of outdoor areas support social distancing.</p>	All staff	Ongoing	Ongoing
		<p>Any visitor to the school will wear a face covering and sign the visitor register in line with school policy.</p>	<p>Administrator explains expectations – also copy of RA available.</p>	AG	Ongoing	Ongoing
		<p>Parents will be asked to wear a face covering when on the school site.</p>	<p>Regular updates</p>	ARW	Ongoing	Ongoing
		<p>Staff can choose to wear surgical mask face coverings when dealing with upset children at the beginning of the day as staff might need to get close to parents/carers in this instance.</p>		All staff	Ongoing	Ongoing
		<p>Face coverings should be worn by staff and visitors in all indoor areas of all educational settings listed in the overview section, including classrooms, where physical distance cannot be maintained.</p>				

People at school who are unwell	Staff & pupils possibly visitors	Pupils who develop Covid symptoms are to be placed in a separate room until they are collected, supervised at a distance of 2 metres where possible. If this is not possible, disposable gloves, apron, disposable mask type IIR & visor to be worn.	Ensure surfaces that symptomatic pupils / staff have come into contact with are carefully and thoroughly cleaned.	All Staff	Ongoing	Ongoing
		Anybody with the three main Covid symptoms to stay at home, begin to self-isolate for 7 - 10 days depending on vaccination status and make arrangements to be tested ASAP (including pupils).	If test is negative, they can return to school when they feel well enough to do so	Staff / pupils	Ongoing	Ongoing
		Engage with the Test, Trace, Protect strategy.	Advise H&S Team as soon as anybody in the school tests positive	ARW / GD	Ongoing	Ongoing
		All staff will be able to undertake three weekly 'lateral flow tests', communicating results to HT/Admin Staff prior to attending school.	Including supply staff attending the school	ARW/AG	Ongoing	Ongoing
		Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following local health protection team advice.	ARW to liaise with TTP/H&S team	ARW / GD	When required	When required
		Thoroughly clean the areas used by the unwell child/staff member.	Cleaners/staff	Cleaners / staff	When required	When required
Engage with the Test, Trace, Protect (TTP) Strategy to avoid the spread of the virus	Staff & pupils	School will remind everybody who is showing symptoms to self-isolate and book a test. Those living with someone showing symptoms will also self-isolate, get a test and then will take a cautious approach if negative The Test Track Protect team will work with the school to identify which pupils will need to be tested or may need to be warned and informed following a positive case linked to the school	School will be contacted by the TTP team to assist in tracing contacts	ARW / GD	When required	When required

Pupils & staff with underlying health conditions	Staff & pupils	<p>Staff and pupil well-being is a primary concern for the school.</p> <p>Support mechanisms for staff include:</p> <ul style="list-style-type: none"> - Talking to line manager; - Completing the All Wales Covid-19 workforce assessment tool; - Employee Assistance Programme (Care First) available 24/7 on 0800 174 319; - Occupational Health Service can be contacted on https://staffnet.valeofglamorgan.gov.uk/Staff-Central/Human-Resources/Occupational-Health/Referring-to-Occupational-Health.aspx <p>Staff to be alert to identify and support learners who exhibit signs of distress.</p>	<p>Monitor Welsh Government advice for any additional action to be taken in relation to those that were shielding.</p> <p>Support can be obtained from the H&S Team and / or the OH Service</p> <p>Staff to use the COVID-19 Workforce Risk Assessment (self-assessment) to consider their own health and well-being status to see if they are at higher risk of developing more serious symptoms if they come into contact with the COVID-19 virus – result will be either low, high or very high. Result to be discussed with the line manager.</p> <p>Well-being action plan for any staff who require reasonable adjustments</p> <p>All Saints C/W Primary supporting pupils through the Thrive programme.</p>	<p>ARW</p> <p>Any staff that choose to.</p> <p>RR / KB</p>	<p>Ongoing</p> <p>When required</p>	<p>Ongoing</p> <p>When required</p>
Transport – spread of the virus during commuting to school	Staff & pupils	<p>Face coverings to be worn on public transport.</p> <p>If staff are sharing a vehicle, they will take reasonable precautions i.e. socially distance, use of face covering and ventilation.</p> <p>Face coverings will be worn on all school transport and the risk assessment provided will</p>	<p>School only uses transport for educational visit. Separate Covid RA for the trip undertaken and included on Evolve system.</p>	<p>ARW / LM / Teachers</p>	<p>When required</p>	<p>When required</p>

		be followed				
Lack of First Aid provision or transmission of the virus via the application of first aid	All staff & Pupils	<p>Low risk environment.</p> <p>Supervision ratios to be adhered to (minimum of emergency first aid staff on site at all times).</p> <p>First aid equipment available and adequately stocked. Hygiene will be maintained throughout the first aid process</p> <p>Corporate accident / incident form to be completed where appropriate.</p>	Specific staff first aid trained staff will keep up to date with latest government guidance on first aid.	SMT	Ongoing	Ongoing
<p>Administering prescription medication</p> <p>Incorrect medication or dosage given; medication not available</p>	Pupils	Usual school policy / procedures to be followed by staff hygiene and PPE worn as required.	Completion of medicine proformas.	Teachers	Ongoing	Ongoing
Fire breaking out	<p>All staff & pupils</p> <p>Burns, smoke inhalation, asphyxiation</p>	<p>Fire alarm checks to be carried out as normal</p> <p>Fire doors should not be wedged open unless done so with an appropriate hold open device that is connected to the fire alarm system.</p> <p>Head Teacher will ensure fire risk assessment is up-to-date and any outstanding work undertaken</p> <p>Fire evacuation procedures and drills undertaken</p>	Support can be obtained from Fire Safety Officer on 01446 709150	ARW / SP	Ongoing	Ongoing

Safeguarding issues due to the Covid 19 situation	Pupils	<p>All staff aware of their safeguarding duties.</p> <p>All staff and pupils should know how to contact the Designated Safeguarding Person (DSP) and consider how pupils can talk privately.</p> <p>Standard procedures to be observed including consideration of older age groups.</p> <p>Appropriate site security arrangements in place.</p>	<p>School follow's Vale Safeguarding policy.</p> <p>Staff trained annually</p> <p>Incident/disclosure logged on My Concern</p>	ARW / SMT / All staff	Ongoing	Ongoing
Breaches of Building & property maintenance	<p>All staff & pupils</p> <p>Legionella, defects in property, faults, electric shock etc.</p>	<p>All routine inspections & tests must be maintained e.g., legionella water monitoring, hand wash water temperatures.</p> <p>Statutory inspections & servicing to continue.</p> <p>Defects to be reported for remedial action.</p> <p>All doors to chemical / cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked.</p> <p>Good housekeeping to be maintained.</p> <p>All outdoor building maintenance must be coordinated with the Head Teacher to ensure segregation from pupils and staff e.g., grass cutting.</p>	<p>Steve Perrett continues to undertake inspections, liaises with agencies and ensures compliance.</p> <p>Staff to report concerns on Steve's safety/log sheet.</p> <p>Separate room – locked</p> <p>All staff – any broken items/fixes required to be reported and actioned by Steve Perrett</p> <p>ARW liaising with Vale Building team and SP</p> <p>Ideally contractors on site outside school daily hours for</p>	<p>SP</p> <p>All staff / SP</p> <p>SP</p> <p>All staff / SP</p> <p>ARW / SP</p> <p>ARW</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

		All contractors report to reception prior to the start of any work and will follow the school procedures.	pupils. ARW to check credentials and supervise when on site during school day.			
Cleaning so that the virus does not spread	All staff & pupils	<p>Maintain robust cleaning at all times.</p> <p>Wash hands following any cleaning activity.</p> <p>Cleaners to wear appropriate PPE in line with current arrangements e.g., gloves, apron etc.</p> <p>Wear goggles if decanting chemicals where there is a risk of splashing in the eyes.</p> <p>Staff to assist with cleaning where appropriate.</p> <p>COSHH information on cleaning products.</p> <p>COSHH slide deck for staff.</p>	The school will be aware of the provision for cleaning supplies from the Vale and the removal of additional funding so will manage cleaning resources to ensure that a robust approach is followed.	Cleaners /All staff	Ongoing	Ongoing

Lack of staff, reduction in supervision	<p>Staff & pupils</p> <p>Lack of supervision, increase in accidents, increase contact</p>	<p>Maintain supervision levels as far as practicable at all times.</p> <p>Identify back-up staff from both within school and a supply agency.</p> <p>Utilise rotas to cover access times including break and lunch times. Consider redeploying staff where necessary.</p>	Head Teacher, SLT, Admin To be continually monitored.	ARW / SMT	Ongoing	Ongoing
Staff and Parent Meetings	Staff & parents	<p>Meetings should be kept to a minimum and, where possible, undertaken online.</p> <p>All meetings to be arranged in advance with clear guidance on the method of communication that will be used.</p> <p>Social distancing must be followed at all meetings, so a suitable location should be found. For example, staff meetings could take place in the Y5 classroom rather than in the staffroom.</p> <p>Staggered arrival times along with meeting invites to limit the number of attendees arriving at any given time.</p> <p>Meetings with parents should be conducted remotely either over the phone or using conferencing tools such as Microsoft Teams.</p>	To be continually monitored.	Staff	Ongoing	

Catering – spread of the virus during mealtimes	Staff and pupils	<p>Kitchens will be fully open.</p> <p>Pupils will eat school dinners in the Hall or in classroom (Reception) sat in class groups on table. Only designated contact groups to be in the hall at the same time.</p> <p>Tables and points of contact will be cleaned between sittings.</p> <p>There will be good ventilation.</p> <p>Staff will socially distance</p>	<p>Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises</p> <p>The use of face coverings by staff will be a decision for the school team.</p>	ARW / Teaching Team	When required	When required
Spread of the virus during educational visits	Pupils/ staff	<p>Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: https://oeapng.info/.</p> <p>Specific risk assessment will take Covid 19 into account especially if visits involve transport when precautions will be undertaken.</p>	<p>ARW & EVC Coordinator will review Risk assessments according to Evolve system. Covid RA to be undertaken (including Covid19 RA from provider).</p> <p>School Emergency Covid back packs taken – included emergency phone numbers/PPE etc.</p> <p>ARW to liaise with CSC Co-ordinator if residentials are planned.</p>	ARW / LM / GD	When required.	When required.

School uniform		<p>All pupils to wear school uniforms upon return to school.</p> <p>PE kit to be worn on days when they have PE lessons.</p>	<p>Monitor the appropriateness of the PE Kits worn.</p> <p>Inform parents when PE Kits to be worn via class teacher and newsletters.</p>	<p>Teaching Team</p> <p>Teaching Team</p> <p>ARW / Teachers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Breakfast Clubs & after school provision		<p>Breakfast club open week commencing Thursday 6th January 2022– 8am – 8:45am.</p> <p>Online booking system established.</p> <p>Children spread around the school I their contact groups whilst eating breakfast.</p> <p>Tables and points of contact will be cleaned.</p> <p>There will be good ventilation.</p> <p>Staff will socially distance</p>	<p>ARW & Breakfast Club staff to monitor numbers.</p> <p>The use of face coverings by staff will be a decision for the school team.</p>	ARW / Breakfast club staff	Ongoing	Ongoing
Contingency planning	Staff and pupils	Put plan in place for the possibility of a further lockdown.	Welsh Government will work closely with Public Health Wales and Councils, in the case of potential localised outbreaks	SLT Staff	Ongoing	Ongoing
Handling cash	<p>Staff, PTA volunteers</p> <p>Spread of Covid19</p> <p>Cross-contamination</p> <p>Lack of understanding</p>	<p>Disposable gloves will be available for handling cash if/when needed. After handling cash, staff will be expected to wash their hands.</p> <p>Clean down work surfaces using sanitiser spray after contact with cash. Encourage the use of envelopes when cash is brought into school. Provide adequate PPE for staff and volunteers.</p> <p>Nominated responsibility for cash handling limiting contact with cash. Use the minimum number of staff and volunteers to operate safely.</p>	<p>Ensure sufficient hand washing / hand gel / PPE gloves / Sanitiser spray for surfaces</p> <p>Staff to remain alert for symptoms in others</p>	Staff PFA	Ongoing	

		<p>Stay in designated work areas when handling cash</p> <p>Guidance states that handwashing after handling items will help prevent spread of Covid-19.</p>				
Policies and Key Documents		<p>Apply for a Test</p> <p>https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19</p> <p>https://gov.wales/guidance-learning-schools-and-settings-autumn-term-covid-19</p>				