

Appendix 1 – Risk Assessment Form

HEALTH AND SAFETY RISK ASSESSMENT FORM

TORFAEN
COUNTY
BOROUGH



BWRDEISTREF
SIROL
TORFAEN

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

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.

ASSESSMENT UNDERTAKEN BY: Greg Price (Corporate Health and Safety Team) and Sarah Truelove (Head Teacher) and Jeff Manning (Site Manager)

DATE OF ASSESSMENT: September 2nd 2020

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

This RA is subject to change as it is monitored daily.

This risk assessment needs to be read in conjunction with the COVID 19 risk assessment that was issued to schools in June, 2020

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
<p>Following the lockdown due to COVID 19, Welsh Government announced that all pupils are to return to School in September, 2020.</p> <p>The LA, Schools and Governing Bodies have to ensure measures 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</p>	<p>Pupils Staff Parents Visitors Contractors</p>	<p>Previous RA has been updated in line with all pupils returning to school in September 2020.</p>	<p>Monitoring</p>	<p>ST, JJ, JM, LT</p>	<p>September 2020</p>	

<p>below outlines the additional measures that Cwmffrwdroer Primary school is taking in readiness to open its doors to all pupils in September, 2020, with the emphasis on younger learners being kept in separate groupings, and 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>Arriving at School Staff</p>		<ul style="list-style-type: none"> • Signage has been displayed on the gates and entrances to the classrooms to encourage people to maintain a 2m distance from each other at all times. • If it is absolutely necessary to be less than 2m, this must be for NO longer than 15 mins. • Staff must ensure they socially distance from other staff when they are arriving and parking their vehicles. • Teachers to be in class between 8:30am and 3:30pm. • LSAs to be in class at agreed times; either when pupils start or at 3:30pm. Finishing times will be in accordance with start times. 	<p>Monitoring by staff daily</p>	<p>JM/ST</p>	<p>1st September 2020</p>	

<p>Pupils travelling on home to school transport</p> <p>Pupils walking to school</p> <p>Pupils travelling to school in parents/carers car</p>		<p>Some pupils will arrive on LA transport. These pupils will not be in their normal “bubbles” when they are travelling on transport arranged by the LA.</p> <ul style="list-style-type: none"> On arrival in school a member of staff (SC/JM) will collect the pupils from the bus bay; they will endeavour to maintain a social distance. Pupils will need to wash/sanitise their hands as soon as they get into school.. When the school day has finished, the children travelling home on school transport will have to wash/sanitise their hands before leaving their classroom. Parents have been notified of these arrangements <p>All pupils walking to school or arriving by car will enter through the pedestrian gates – the original gate being for FP pupils and the new gate for KS2 pupils.</p> <ul style="list-style-type: none"> FP pupils will go down path towards FP yard to their classrooms. KS2 pupils will enter through side hall doors. The internal one way system will not be in use for entrance into school in mornings. Children enter through the specific entry point for their bubble/classroom and encouraged to wash/sanitise their hands on entry. There are separate entrances/exit paths out of school for FP classes and KS2 classes. KS2 pupils will enter through hall at different times. <p>If a child is late, parents/carers MUST NOT send the child onto school grounds alone. They should telephone the office and wait for a member of staff to collect child.</p>		JM/SCh		
<p>Arrival in the classroom.</p> <p>Arrangements in place in the classroom setting</p>	<p>Pupils, staff and parents may come into contact with someone who is infected</p>	<ul style="list-style-type: none"> On arrival in school children will be encouraged to wash their hands or use handgel. Children will be in bubbles of approximately 30 and have limited contact with other bubbles. Children will be allowed to interact with one another in their bubble and social distancing won't be expected for children with other children in their class bubble. Staff to be encouraged to remain 2m from each 	Monitoring by staff	All staff	1 st September 2020	

	with COVID 19	<p>other and from the children where possible.</p> <ul style="list-style-type: none"> • 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. • There is a rota in place for use of the two yards to allow class bubbles to play in an area away from other bubbles. This will ensure that class bubbles will not be together at one time. • Children will have their own set of resources that they will solely use. Shared resources will be kept to the class bubble wherever possible. • Teachers will explain the rules around social distancing, handwashing, the layout of the classroom and the use of resources to the children. • Children should be encouraged to socially distance from adults where possible. • Teachers will also explain the guidance around coughing into your elbow and Catch it, Bin it, Kill it. <p>Each class will be provided with wipes and cleaning sprays for resources. Antibacterial wipes for felt pens and alcohol wipes for electronic equipment will be in every class.</p> <p>These will be in a blue bucket and supplies must be kept in these so they can be replenished daily if needed by JM.</p> <p>Work can be marked by teachers in the bubble and hands washed immediately after. Books are not to be taken home to mark.</p> <p>Activities to be taken outside as much as possible and windows and doors to be opened whenever possible to allow fresh air to come into classes.</p>				
Breakfast Club		<p>Breakfast Club will start on 21st September:</p> <ul style="list-style-type: none"> • 2 sittings will take place at 8:20am and 8:40am. • Parents/carers must bring children 10 minutes earlier than class start time. 	Monitored by staff	Torfaen Catering/canteen staff ST/JJ/JM	21 st September 2020	

		<ul style="list-style-type: none"> • Parents/carers will bring children to side entrance to hall (next to loading bay) • Doors will be locked 10 mins after start time (8:30am and 8:50am). No latecomers will be allowed to come in. • Canteen and school staff will meet children at door to escort children in and directed to class tables which will be labelled. • Registers will be taken when children are at seats. • Coats/bags will be put under tables NOT at sides of hall as previously. • There will be tables for each year group. • All tables will be back to back with other class tables minimising risks. • There will be no direct serving from counter, reduced choices will be available on counter. • Tape line will show where children must stand to queue. Children step forward to take food (cook stands back). • Adults cannot assist children with trays. • One LSA from each class will collect children from hall to take to class (the teacher will collect the rest of class from gate). • The usual one way system will not be in place for children leaving breakfast club to allow KS2 pupils to go directly to their classes. • Children arriving by bus children will be accommodated in both sittings. 				
Toilets	Whilst using the toilet pupils and staff may come into contact with someone who is infected with COVID 19	<p>Some bubbles will have their own toilets. Where this is not possible, toilets will be shared between as few bubbles as possible.</p> <ul style="list-style-type: none"> • Children will be encouraged to wash their hands after using the toilets and use handgel on return to classroom. • In shared toilets, cubicles and sinks will be allocated to class bubbles where possible. • Pupils with toileting needs will be supervised using the KS2 disabled toilet with shower facilities (Y1 pupil) • Staff must use wipes etc to clean area after use. 	Monitored by staff	All staff	1 st September 2020	

		<ul style="list-style-type: none"> FP staff will use foyer toilet. Y1/Y2/Y3 staff will use the disabled toilet by JM office. Y4-6 staff will use disabled toilet in new block. Staff will be encouraged to use the same toilet each time and not go between toilets to minimise contamination. Paper towels to be used instead of hand driers until further notice. 				
Break times		<ul style="list-style-type: none"> Arrangements have been made to stagger the break times. The yards have been split into two sections to allow for distance between two classes using the yards at break times – section 1 and section 2. 	Reviewed weekly	All staff	1 st September 2020	
Snack Time		<p>Snacks</p> <ul style="list-style-type: none"> No snacks are provided by school. Children can bring in a snack from home. All children will be encouraged to wash their hands before and after eating and drinking. Table surfaces will be cleaned after eating and drinking. No shared cutlery or cups for staff and children. 		All staff	1 st September 2020	
Lunch times		<p>Until the 14th September, packed lunches provided by home and canteen will be eaten in classrooms.</p> <ul style="list-style-type: none"> From 14th September, there will be 3 sittings for lunch starting at 11:30am, 12:25pm and 12:50pm. A maximum of 3 classes will use the hall at each setting with distance between classes. All children will sit with classes in hall and eat dinners/packed lunches. Breaktimes will take place either before or after lunch according to rota below. Marking tape on floor to show where 3 separate class bubbles can go. Line marked for pupils queuing to get food to keep 2m away from server. When pupils step forward for food, server can step back to keep 2m distance. All children to enter hall through doors by 	Reviewed weekly	ST JJ/LT/JM Staff in hall All staff Canteen Staff Catering dept	14 th September 2020	

		<p>staffroom. FP classes to walk around the one way system to get to hall.</p> <table border="1"> <thead> <tr> <th>Lunchtime & location</th> </tr> </thead> <tbody> <tr> <td>RECEPTION - 11:30 - 12:15 - FP yard (section 1)</td> </tr> <tr> <td>YEAR 1 - 11:30 - 12:15 - FP yard (section 2)</td> </tr> <tr> <td>YEAR 2 - 11:30 - 12:15 - FP yard 12:30 (section 1)</td> </tr> <tr> <td>YEAR 3 - 12:25 - 12:45 - Ks2 12:00 (section 2)</td> </tr> <tr> <td>YEAR 4 - 12:25 - 12:45 - KS2 yard 12:00 (section 1)</td> </tr> <tr> <td>YEAR 4/5 - 12:50 - 1:05 - KS2 yard 12:25 (section 2)</td> </tr> <tr> <td>YEAR 5/6 - 12:50 - 1:05 - KS2 yard 1:05 (section 1)</td> </tr> <tr> <td>YEAR 6 - 12:50 - 1:05 - KS2 yard 1:05 (section 2)</td> </tr> <tr> <td></td> </tr> </tbody> </table>	Lunchtime & location	RECEPTION - 11:30 - 12:15 - FP yard (section 1)	YEAR 1 - 11:30 - 12:15 - FP yard (section 2)	YEAR 2 - 11:30 - 12:15 - FP yard 12:30 (section 1)	YEAR 3 - 12:25 - 12:45 - Ks2 12:00 (section 2)	YEAR 4 - 12:25 - 12:45 - KS2 yard 12:00 (section 1)	YEAR 4/5 - 12:50 - 1:05 - KS2 yard 12:25 (section 2)	YEAR 5/6 - 12:50 - 1:05 - KS2 yard 1:05 (section 1)	YEAR 6 - 12:50 - 1:05 - KS2 yard 1:05 (section 2)					
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P.E.		<p>Outdoor physical activities will be encouraged as much as possible, they are considered to aid pupils health and wellbeing.</p> <ul style="list-style-type: none"> All classes will have two timetables sessions for PE weekly. Parents have been informed of these days for each class. Children will wear PE kits to school on day of PE. This will include weather appropriate clothing. There will be no changing in school. Equipment will be wiped down after each class use. Pupils will remain in their class bubbles for all PE lessons outside. 	Monitored on an ongoing basis.	Teachers	14 th September											
Outdoor Play Equipment		<ul style="list-style-type: none"> Arrangements will be made to clean the outdoor play equipment regularly and in between bubbles. Playground equipment will be kept separate for 		All staff	1 st September 2020											

		<p>class bubbles/sections of yards.</p> <ul style="list-style-type: none"> • Play will be supervised by adults at all times. 				
Use of School Halls,		<ul style="list-style-type: none"> • The hall will not be used for large groups of pupils to use at one time e.g. assemblies or PE • Staff meetings will be held in the hall to allow 2m distance between staff. • Staff meetings will also continue to take place on Teams. • The hall will be used for breakfast club and lunchtimes although class bubbles will still be at a 2m distance from other class bubbles. 	Monitored by teachers	All staff	1 st September 2020	
Isolation Rooms		<p>The office next to the staff toilet will be used if needed as an isolation and deep cleaned 72 hours after.</p> <ul style="list-style-type: none"> • Any pupil who develops symptoms of COVID 19 whilst at school will be kept isolated until a parent collects him/her. • If necessary Dosbarth Amroth will be used as a second isolation room. 		All staff	1 st September 2020	
Reception/Office Area/Visitors to School	The office staff could be exposed to the virus	<ul style="list-style-type: none"> • The office tables are at least 2 metres apart. • There is a screen across the office that separates the staff from people standing in the Reception area. • Visitors to Reception will be kept to an absolute minimum – all contractors have to arrange an appointment with the office. • Parents will be encouraged to ‘meet’ teachers via telephone or electronically. • Wherever possible, office staff can work from home if it means that social distancing cannot be adhered to. • Arrangements have been made to separate two school clerks in working areas. • The HT and DHT will work from home once a week when DHT has non-contact time. • There will be clear signage that encourages people not to enter the reception area unless told to do so and only one person at a time and by appointment only. • Regular cleaning of all contact points by cleaners Staff are encouraged to wipe areas after their own use.. 	monitored	ST/JJ/LT/Sch JM	1 st September 2020	

		<ul style="list-style-type: none"> • Visitors are encouraged to use the alcohol sanitiser before signing the electronic sign in system. • The sign in system has been updated to require phone numbers of visitors. • All visitors who are authorised to enter the building MUST provide personal details for Track, Trace, Protect. • School Clerks have responsibility for keeping details for Track, Trace and Protect for 21 days. • Deliveries MUST NOT come into main building. Staff must tell drivers to leave deliveries in outer foyer. If they do need to come into building, personal details need to be recorded for Track and Trace. • JM will undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance; • Any areas presenting increased risk to students and/or staff to be isolated; • All outdoor building maintenance to be coordinated with the Headteacher, caretaker so that segregation from students and staff can be ensured (e.g. grass cutting) 				
Staffroom	A communal area could be a cause of spreading the virus	<p>Staff will be encouraged to eat their lunch in their bubble classroom while the children are having lunch.</p> <ul style="list-style-type: none"> • If staff need to use the staffroom then the staffroom is set out to provide 2m distancing between the chairs. One area will be set out in the staff room and the intervention rooms may also be used by staff. • Staff will manage their own breaks in staff room/intervention rooms as there are two staff in each class. Areas wiped down by staff after use at lunchtime. • Staff must not share cups or cutlery and should try to bring their own or wash up the utensils in hot soapy water as soon as they have been used rather than use the dishwasher. • Dishes must not be left on draining board – they 		All staff	1 st September 2020	

		<ul style="list-style-type: none"> must be cleared away. Staff need to make sure that they clean all contact points after use and use a paper towel or wipe to touch contact points where possible. Contact points in the staffroom will be regularly cleaned twice a day by cleaning staff. Handwashing and antibacterial soap will be available at all times in the staffroom. 				
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> <ul style="list-style-type: none"> If it is unavoidable and contractors need to be on site they must make an appointment prior to the visit, use hand sanitiser as soon as they enter and follow the 2m social distancing rule. Trace and Track details for contractors will be provided on their 'permit to work'. 		ST/JM/LT	1 st September 2020	
Legitimate visitors to site –(e.g. Educational Psychologists, Education Welfare Officers		<ul style="list-style-type: none"> Visitor contact details need to be taken for Trace and Track All legitimate visitors must make an appointment prior to the visit, use hand sanitiser as soon as they enter and follow the 2m social distancing rule. All visitors need to be agreed with the Headteacher. 		ST/LT	1 st September 2020	
Children with specific medical needs		<ul style="list-style-type: none"> Where there is a need for close contact with a pupil for personal care and or specific medical needs PPE will be available for staff to use Staff training will be arranged if needed for any new pupils with medical conditions 	1:1 risk assessments	JJ All staff	1 st September 2020	
Children with physical difficulties		LA 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	1:1 risk assessments	LA	1 st September 2020	
Children demonstrating Challenging Behaviour	Having close contact with a pupil could cause the	<p>Physical restraint will only be used as a last resort in line with the School's current positive handling policy and individual positive handling plans.</p> <ul style="list-style-type: none"> 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 	1:1 risk assessments	All staff	1 st September 2020	

	virus to spread	<p>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> <ul style="list-style-type: none"> • 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. • 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. • Staff member for 1:1 child in Y1 advised to wear a visor when needed and full PPE when changing nappies. The disabled toilet in KS2 block with shower facilities. 				
Meeting the Personal Care needs of Pupils. Dealing with toileting Accidents	Having close contact with a pupil could cause the virus to spread	<ul style="list-style-type: none"> • PPE to be made available to staff. • With non-symptomatic children gloves to be worn as a 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. • Regular cleaning of changing area. • 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. 	Personal care plans	All staff	1 st September 2020	
Cleaning Arrangements		Specific arrangements with LA to be confirmed.	Monitored by school	LA ST	1 st September 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. • A cleaner will clean all communal contact points at approximately 11.00am – 1pm – an additional 	Monitored	All staff	1 st September 2020	

		<p>cleaner starts on 3rd September to clean shared toilets and communal contact points throughout the school and in the nursery.</p> <ul style="list-style-type: none"> • Staff will vacate the premises as soon as possible at the end of the day to allow for a thorough daily clean (by 3:30pm or 30 minutes after children have left class). • Nursery staff to vacate room by 3:15pm. • Cleaners will have received training on what chemicals to use, what and how to clean. • Where non-symptomatic students require first aid, staff members must wear their usual appropriate personal protective equipment (gloves; plastic apron) whilst administering treatment; Ice packs must be disinfected between uses by the member of staff who uses them. • Each class to have their own First Aid kit; 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); • All classroom doors which are in use should be kept open to reduce the need to touch regularly; • Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms, other learning environments and fixed wall hand sanitisers in communal areas (which are checked daily for supply); • Surfaces that children and young people are touching, such as toys, books, 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. b) clean their hands on arrival at school, before 				
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		<p>and after eating, and after sneezing or coughing;</p> <p>c) avoid touching their mouth, eyes and nose</p> <p>d) use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, and kill it').</p> <ul style="list-style-type: none"> • Ensure support is available for children who have trouble cleaning their hands independently. • 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; • No pencil cases or resources to be brought into school. • 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 and on plasma screens reminding students and staff to wash their hands, e.g. before entering and leaving the school; • Students will be encouraged to wash their hands with soap 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; 				
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		<ul style="list-style-type: none"> • Students are supervised by staff when washing their hands to ensure it is done correctly, where necessary; • Students and staff do not share cutlery, cups or food; • All utensils are thoroughly cleaned before and after use; • Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance; • Headteacher / Administrator arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. 				
Books/Marking/Resources	Handling of Resources could lead to the virus spreading in the School	<ul style="list-style-type: none"> • The children will have a set of resources for their own personal use. • Shared resources will be kept to that class bubble. • No pencil cases to be brought into school. • Keep resources to a minimum to reduce the need for cleaning difficult items. The virus lives for 72 hours on surfaces. Resources could be on a rota every 72 hours which would negate the need for cleaning. • Consideration needs to be given to how the children are going to complete work – electronically/ in one book. Passing objects between pupils and between staff should be kept to a minimum. Hand washing will be key when handling books and resources. 			1 st September 2020	
End of School Day	The end of the school day needs to be managed to ensure social distancing	<ul style="list-style-type: none"> • KS2 children will leave from their allocated door at the back of hall. • Class bubbles will have staggered leaving times and classes will be let out one at a time. • FP children will be taken out to the gate at their staggered time and handed to parents. • Arrangements can be made for parents of siblings to collect all children at a given time. Parents/carers must contact the HT. 		All staff	1 st September 2020	
Case of COVID 19	Any case of COVID	<ul style="list-style-type: none"> • Staff, pupils, parents/carers to be informed of the symptoms of possible coronavirus infection, e.g. a cough, 		All staff	1 st September	

	<p>19 needs to be dealt with safely</p>	<p>difficulty in breathing and high temperature, changes or loss of taste and 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 pupil who displays signs of being unwell is immediately referred to the Headteacher/Deputy Headteacher. While waiting to be collected, children will be supervised outside under the canopy if weather permits or in the isolation room – use outside access and ensure social distancing is maintained; • 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 Head/ office • Areas used by unwell students who need to go home are thoroughly cleaned once vacated; • If unwell students are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be cleaned immediately after use; • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the school's policy; <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 7 days is up. once they have been tested for COVID 19.</p> <p>School has testing kits for staff and parents only to be handed out in exceptional circumstances ie if they can't get to a testing point. This needs to be agreed with the HT.</p> <ul style="list-style-type: none"> • If a member of staff or child receives a positive test for COVID-19, all children and members of staff in that group may need to self-isolate for 14 days. 			2020	
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		<ul style="list-style-type: none"> Ensuring arrangements are in place for first aid support and availability; Account for availability of trained first aiders or emergency personnel; Provisions should be 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. 				
Communication with Parents		<p>Newsletters and reminders to be sent to parents to inform 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 is available on the Torfan website.</p> <p>Letters will also include reminders about social distancing and handwashing.</p>		ST LT	1 st September 2020	
Management of infectious Diseases	Vulnerable Groups	<ul style="list-style-type: none"> Pupils and/or staff who live with someone who is clinically vulnerable including those who are pregnant, they should attend school. Where a pupil 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 understand and follow those instructions. 			1 st September 2020	
Distance Learning		<ul style="list-style-type: none"> School to publish Distance Learning guidance to all staff and governors by end of September. School to update Homeworking Policy (staff) where applicable for all staff, especially those who are working remotely. 		ST JJ SLT All teachers	1 st September 2020	

		<ul style="list-style-type: none"> • All homework for children to be set on Microsoft Teams. • School to ensure that all teaching and relevant support staff have a school-issued device to support distance learning (or home device with security). • 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. 				
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APPENDIX 2 - Risk Matrix

Likelihood

Taking into account the controls in place and their adequacy, how likely is it that such an incident could occur? Apply a score according to the following scale:

Level	Descriptor	Description
5	Almost Certain	Likely to occur on many occasions, a persistent issue (will occur on a daily basis).
4	Likely	Will probably occur but it is not a persistent issue (will occur on a monthly basis).
3	Possible	May occur occasionally (possibly on an annual basis).
2	Unlikely	Do not expect it to happen but it is possible (unlikely to occur over a shorter time scale 1-2 years, possibly over longer time scales).
1	Rare	Doubtful if it will ever occur (unlikely to occur even over a longer time scale).

Severity

Taking into account the controls in place and their adequacy, how severe would the consequences be of such an incident? Apply a score according to the following scale.

Level	Descriptor	Actual or Potential Impact on Individual(s)	Actual or Potential Impact on Authority
5	Catastrophic	Death or Permanent damage	HSE Investigation Litigation expected/certain
4	Major	Permanent injury or illness e.g. RIDDOR reportable injury/ill health retirement/redeployment	RIDDOR reportable Long term sickness Litigation expected/certain
3	Moderate	Semi permanent injury/damage or illness e.g. injury that takes up to 6-12 months to resolve or requires Occupational Health involvement/rehabilitation	RIDDOR reportable, Long term sickness, Litigation possible but not certain, High potential for complaint
2	Minor	Short-term injury/damage or illness e.g. injury or illness that has been resolved within one month	Minimal risk to the Council, Short term sickness, Litigation unlikely, Complaint possible
1	Insignificant	No injury or adverse outcome	No risk to the Council, Unlikely to cause complaint, Litigation risk remote

Risk Score/Action to be taken

LIKELIHOOD	SEVERITY					ACTION
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	
1 – Rare	1	2	3	4	5	No immediate
2 – Unlikely	2	4	6	8	10	Action within 3-6 months
3 – Possible	3	6	9	12	15	Urgent action
4 – Likely	4	8	12	16	20	
5 – Almost Certain		10	15	20	25	

