


## Appendix 1 – Risk Assessment Form

<b>HEALTH AND SAFETY RISK ASSESSMENT FORM</b>		
<b>RISK ASSESSMENT FOR:</b> 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.	<b>ASSESSMENT UNDERTAKEN BY:</b> Garnteg Primary Staff	
<b>DATE OF ASSESSMENT:</b> updated 7 Sept 20 /August, 2020	<b>REVIEW DATE:</b> October half term, 2020 or sooner if circumstances with COVID 19 change, or circumstances at the School change	

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

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

<p>Garnteg 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><b>Arriving at School Staff</b></p> <p>Pupils travelling to and from school on home to school transport</p>		<p>Signage has been displayed on the gates and entrances to the classrooms to encourage people to maintain a 2m or 1 m distance from each other at all times All staff to be in School by 8.30 Staff must ensure they socially distance from other staff when they are arriving and parking their vehicles. Anyone who is late will have to park outside the school.</p> <p>Some pupils will arrive at School by “home to school” transport. These pupils will not be in their normal “bubbles” when they are travelling on transport arranged by the LA, other LA’s or privately. It is likely, though</p>	<p>The caretakers to regularly check signage and replace where needed.</p> <p>Bins in drop off area for bus pupils to dispose of disposable masks as soon as they are off bus. Sanitising station.</p>	<p>All Garnteg Primary School Staff</p> <p>All Garnteg Primary School Staff</p>	<p>Return of school pupils and regular monitor</p>	

<p>Pupils walking to school</p>		<p>not confirmed, that the majority of these pupils will have to wear face coverings when travelling on transport (Other arrangements will have to be made for children with special needs where wearing a face covering is not going to be suitable) Children travelling on home to school transport will be wherever possible at a social distance – and give direction/instruction about taking off their facial coverings and disposing of them appropriately if they are the disposable type or storing them appropriately if they are washable. (Ideally, the pupil shouldn't wear the same facial covering when they are going home from school)</p> <p>Pupils will need to wash/sanitise their hands as soon as they have taken off their facial coverings and proceed to their classroom bubble</p> <p>When the School day has finished the children travelling home on home to school transport will have to wash/sanitise their hands before putting on (donning) their facial covering before they leave their bubble classroom.</p> <p>Pupils in Key Stage 2 that walk to school will use the entrance (left hand main gate) signed Key stage 2. They have been advised that they need to arrive at their given time allocated. Pupils will be met by and asked to wash/sanitise their hands at the gate.</p> <p>The current procedures will continue: Bottom Gate</p>	<p>Staff to supervise pupils putting on facial masks at end of day before they get onto the bus</p>	<p>All Garnteg Primary School Staff</p>		
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<p>Pupils travelling to school in parents/carers car</p>		<p>for Nursery and Reception children with No siblings. Top Gate Right hand entrance all Foundation Pupils and Flying Start pupils. Top Gate Left hand entrance Key Stage 2 pupils.</p> <p>Late arrivals will need to be kept to a minimum and be met at the top gate and brought down. Parents will not be allowed to congregate or drive onto the school site at any time the exception will be disabled drivers</p> <p>Pupils travelling to and from school by parents or carers in vehicles will drop of and pick up their child/children at their allocated times and walk their children to the school gates.</p> <p>Parents have been notified of these arrangements Children already informed of their entry point into the bubble/classroom and encouraged to wash/sanitise their hands on entry.</p> <p>Limit the number of people congregating at one time by staggering the times of arrival between 8.40 and 9.10 and at the end of the day 3:00 to 3:30.</p>				
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<p>Arrival in the classroom. Arrangements in place in the Classroom Setting</p>	<p>Pupils, staff and parents may come into contact with someone who is infected with COVID 19</p>	<p>On arrival in the classroom children will wash their hands for 20 seconds.</p> <p>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/1m from each other and from the children where possible.</p> <p>Anti bac gel and handwashing facilities are available at all times and children will be encouraged to wash their hands thoroughly after each activity, before and after eating and drinking and after they cough or sneeze.</p> <p>The yard will be cordoned off to allow class bubbles to play in one area away from other bubbles. There will be less class bubbles on the yard at any one time. This will be their class or contact group (adjoining class). Playtimes and lunchtimes to be staggered to accommodate this.</p> <p>Children will have their own set of resources that they will solely use. Shared resources will be kept to the class bubble wherever possible. Staff to make sure that resources are sanitised before and after use.</p> <p>Teachers will explain the rules around social distancing, handwashing, the layout of the</p>	<p>Site manager/caretaker to regularly check routes into school, signage, anti bacterial stations and replenish stock and supplies of PPE and antibacterial products in classes daily and all areas of school.</p>	<p>All Garnteg Primary School Staff</p>	<p>Return of school pupils and regular monitor</p>	

		<p>classroom and the use of resources to the children. Children should be encouraged to socially distance from adults where possible.</p> <p>Teachers will also explain the guidance around coughing into your elbow and Catch it, Bin it, Kill it.</p> <p>Each class will be provided with Washing up liquid and hot water will be used for colouring pencils etc, Antibacterial wipes for felt pens and alcohol wipes for electronic equipment.</p> <p>Passing things back and for between pupils and staff should be kept to a minimum. For this reason teachers will have flexibility and in some cases give verbal feedback or allow a child to get a sticker for their work. Work can be done electronically or in books this will not be possible with such high numbers.</p> <p>Hand washing both before and after handling a set of books is key and should be completed by teachers and support staff</p> <p>Activities to be taken outside as much as possible and windows and doors to be opened to allow fresh air to come into classes.</p>				
Breakfast Club		<p>The breakfast club will commence on September 14<sup>th</sup>. and will need to be extended from 8.20 to 9pm to allow for staggered entry.</p> <p>Tables will be assigned to classes so pupils sit in their bubbles.2 HALLS will be used: KS2 small hall and FP main hall. Supervising and controlling the entry of the other</p>	<p>Meet with Breakfast Club first week in September to discuss procedures and risk assessment.</p>	<p>Breakfast Club staff</p> <p>All Garnteg Primary School Staff</p>	<p>Return of school pupils and regular monitor</p>	

		<p>children into their classroom/bubble/contact group on tables currently being provided. Pupils to sanitise their hands before entering and when leaving Breakfast club.</p> <p>There are 2 sittings for Breakfast Club – siblings will arrive together but will sit at different tables in class bubbles</p> <p><b>8.20am – 8.40am (cut-off time 8:30am)</b> for pupils with 8:40 or 8:50 timings.</p> <p><b>8.45 – 9.05am (cut-off time 8:55am)</b> for pupils with 9:00 or 9:10 timings.</p> <p>*Pupils will not be permitted onsite before their time unless attending Breakfast Club.</p> <p><b>Further detail available in Breakfast Club Risk Assessment</b></p>				
Toilets	<p>Whilst using the toilet pupils and staff may come into contact with someone who is infected with COVID 19</p>	<p>Some bubbles will have their own toilets. Where this is not possible, toilets will be shared between as few bubbles as possible and there will be extra cleaning.</p> <p>Children will be encouraged to wash their hands after using the toilets for 20 seconds.</p> <p>In shared toilets, cubicles and sinks will be allocated to class bubbles where possible.</p> <p>Staff will be encouraged to use the same toilet each time and not go</p>	<p>Maintain high standards of cleaning and regular checks of toilets throughout the day by all staff.</p>	<p>Cleaning staff</p> <p>All Garnteg Primary School Staff</p>	<p>Return of school pupils and regular monitor</p>	

		<p>between toilets to minimise contamination.</p> <p>Paper towels to be used instead of hand driers.</p>				
Break times		<p>Arrangements have been made to stagger the break times:</p> <p>Rec classes: 10.25am Y1/2 classes:10.40am Y2 classes:10.55am</p> <p>Y3 classes: 10.25am Y4 classes: 10:45am Y5/6 classes: 10.35am Y5/6 classes: 11.00am</p> <p>Staff to ensure pupils wash their hands before going onto yard and on return to classroom.</p>	SLT to monitor procedures on return.	All Garnteg Primary School Staff	Return of school pupils and regular monitor	
Snack Time		<p><b>Snacks</b> No snacks are provided by school. Children can bring in a snack from home. Children to take their rubbish home (including lunch time)</p> <p>All children will wash their hands for 20 seconds before and after eating and drinking.</p> <p>Nursery children will bring their own snack and not eat lunch on site.</p> <p>Table surfaces will be cleaned after eating and drinking.</p> <p>No shared cutlery or cups for staff and children.</p>	Maintain safety procedures at all times	All Garnteg Primary School Staff	Return of school pupils and regular monitor	
Lunch times	All staff 2 halls	<p>Arrangements have been made to stagger the lunch times for the different contact groups. It is advisable for staff within the contact groups eat in the same space and times. If the area is</p>	SLT to monitor daily/adjust where needed	All Garnteg Primary School Staff	Return of school pupils and regular monitor	



		<p>different then a thorough clean of all surfaces is essential. All pupils will wash hands before entering hall for lunch.</p> <p>Reception x2 – 12:30am until 12.50pm (Hall) 11:50 until 12.15pm (Yard)</p> <p>Reception/Year 1 x2 - 12.05pm until 12.25pm (Hall) 12.25 until 12.45pm (Yard)</p> <p>Year1/2 x2 - 11.40pm until 12.00pm (Hall) 12.00pm to 12.25pm (Yard)</p> <p>Year 3 – 12.40pm until 1.00pm (Hall) 12.10pm to 12.30pm (Yard)</p> <p>Year 4 – 12.05pm to 12.20pm (Hall) 12.20pm to 12.40pm (Yard)</p> <p>Year 5/6 – 11:45 to 12.00 (Hall) 12.00pm to 12.25pm (Yard)</p> <p>Year 5/6 - 12.25 to 12.40 (Hall) 12.40pm to 1.00pm (Yard)</p> <p>Lunch (Sandwiches and School Dinners) Pupils will sit together in class bubbles and with contact groups. There will be a space between sandwiches and school lunch pupils on tables. Pupis will sanatise hands when leaving hall. Foundation Phase – Main Hall KS2 – Small Hall</p>				
Class changes		Year 5/6 to use exit doors leading to Upper KS2 yard by climbing wall at		All Garnteg Primary	Return of school	

		<p>all times to avoid congestion/large group of pupils.</p> <p>Y4 to use exit doors by main KS2 entrance at all times to avoid congestion Y3 to use the entrance by the Thrive rooms at all times.</p> <p>All class teachers to escort their classes to lunch. All staff to make sure they check corridors and supervise when any pupils leave classrooms.</p> <p>For specialist subjects, such as PE, Science, DT and ICT:</p> <p>Shared resources will be kept to the class bubble wherever possible. Staff to make sure that resources are sanitised before and after use.</p> <p>Team contact sports can be used to develop skills and drills but social distancing rules should still be used (Individual work only)</p> <p>PE kits will need to be worn into school on class PE days.</p>		School Staff	pupils and regular monitor	
Outdoor Play Equipment		<p>Arrangements will be made to clean the outdoor play equipment regularly. Playground equipment that is difficult to clean will be taped off to discourage pupils from using it. Play will be supervised</p>	Maintain safety procedures	All Garnteg Primary School Staff	Return of school pupils and regular monitor	
Use of School Halls,		<p>School halls will be used for Breakfast club and lunch times. There will be no assemblies assemblies will take place daily in classes.</p>				

Isolation Rooms		The provision of 1 isolation room - staff/pupils uses Intervention Room at KS2 in new teaching block. These will still be used in case a pupil develops symptoms of COVID 19 whilst at school and needs to be kept isolated until a parent collects him/her.	(Designated first aid staff) Staff to check that First Aid/PPE equipment is available in these rooms at all times and replenish when required.	All Garnteg Primary School Staff	Return of school pupils and regular monitor	
Reception/Office Area/Visitors to School	The office staff could be exposed to the virus	<p>The office tables are at least 2 metres apart.</p> <p>There is a screen across the office that separates the staff from people standing in the Reception area.</p> <p>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 conduct their business over the telephone or electronically.</p> <p>Wherever possible, office staff can work from home.</p> <p>There will be clear signage that encourages people not to enter the reception area unless told to do so.</p> <p>One person at a time and by appointment only.</p> <p>Regular cleaning of all contact points by cleaners and caretaker.</p> <p>Visitors encourages to use the alcohol sanitiser before signing anything.</p> <p>Site manager/caretaker to undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance;</p> <ul style="list-style-type: none"> <li>•Any areas presenting increased risk to students and/or staff to be isolated;</li> <li>•All outdoor building maintenance to be coordinated with the Headteacher, caretaker so that segregation from students and staff can be ensured (eg. grass cutting);</li> <li>•All contractors to report to reception prior to the start of any work, which is separate to student entrance.</li> </ul>		Office Staff  Site manager/caretaker	Return of school pupils and regular monitor	

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. If this is not possible and staff need to use the staffroom then the staffroom will be set out to provide 2m/1m distancing where possible between the chairs.</p> <p>Nursery to Y1 – to use kitchen and area outside of kitchen in Nursery area. This will be used by staff only – not for use by pupils  Y2 to Y4 – to use normal staff room  Y5 to Y6 – to use end classroom (in new block)</p> <p>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.</p> <p>Staff must not make food or drinks for other staff.</p> <p>Staff need to make sure that they clean all contact points after use and use a paper towel or wipe to touch contact points where possible.</p> <p>Contact points in the staffroom will be regularly cleaned.  Handwashing and antibacterial soap needs to be available at all times in the staffroom.</p>	Maintain safety procedures	All Garnteg Primary School Staff	Return of school	
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. Visitors will need to make an appointment through the office manager/ site manager. All visitors to follow school protocol with regards to PPE sanitising hands on arrival, wearing visors.  All track and trace information needs to be completed at the school in the</p>	Safety procedures to be followed. Site manager/caretaker to know where this information is stored and how to access it either side of the school day.			

		main school reception areas and information and agreed protocol accepted.				
Legitimate visitors to site –(eg Educational Psychologists, Education Welfare Officers		Appointments will need to be made prior to visit and authorised by the Headteacher/Deputy. Visitors will need to part outside of the school gates and go to reception for entry to school. Follow school procedures for Covid-19, Visitors will need to wear a visor at all times while at the school. Visors to be provided by identified office staff in school. NO impromptu visitors	Visors will need to be cleaned by visitors before leaving school	All Garnteg Primary School Staff	On going throughout COVID period	
Children with specific medical needs		Inevitably there will be some children in your school with specific medical needs where there is a need for close contact from a member of staff.  There may be requirement for staff training – details of how this will be achieved are yet to be determined  Arrangements for administering the spray to immunise against the flu OCTOBER 5 <sup>TH</sup> SEE SEPARATE NHS risk assessments etc NO design to smile sessions will take place in the autumn term.	Maintain safety procedures	All Garnteg Primary School Staff	Return of school pupils and regular monitor	
Children with physical difficulties		We were unable to provide Moving and Handling training the Summer Term of 2020 because of lockdown – further information will be provided on this in due course				
Children demonstrating Challenging Behaviour	Having close contact with a pupil could cause the virus to spread	Physical restraint will only be used as a last resort inline with the School's current positive handling policy and individual positive handling plans.  Where restraint has to be carried out with a non-symptomatic child, staff will need to wear their usual PPE according to the risk	Maintain safety procedures		Return of school pupils and regular monitor	

		<p>assessment for that child. With a symptomatic child PPE should be worn as appropriate. Care must be taken not to frighten the child and to explain why PPE is being worn. Parents of children with PHPs must be advised of the fact that PPE will be worn while restraining if that has been assessed as necessary.</p> <p>PPE available: gloves, masks, aprons, visors. Staff to decide what to wear when according to the child and risk. N.B. staff should receive training on how to put on and take off PPE and posters should be displayed as reminders.</p> <p>Parents and children to be given a debrief when appropriate following the restraint. Handwashing is important after each restraint. Staff not to touch their faces until they have washed their hands.</p>				
Meeting the Personal Care needs of Pupils. Dealing with toileting Accidents	Having close contact with a pupil could cause the virus to spread	<p>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.</p> <p>Regular cleaning of changing area.</p> <p>Handwashing and anti bac products to be available at all times. Handwashing is important after each procedure. Staff not to touch their faces until they have washed their hands.</p>	Maintain safety procedures		Return of school pupils and regular monitor	
<b>Cleaning Arrangements</b>		<b>Specific arrangements below</b>				
Hygiene	Surfaces could be a cause of spreading the virus	<ul style="list-style-type: none"> <li>Each class will have cleaning materials that can be used to clean tables, chairs and resources where necessary.</li> <li>A cleaner will clean all communal contact points at approximately 12-1.30 pm cleaners will be employed in the middle of the day for a total of 60 mins to clean shared toilets</li> </ul>	Maintain safety procedures	Cleaning staff  All Garnteg Primary School Staff	Return of school pupils and regular monitor	

		<p>and communal contact points throughout the school and in the nursery.</p> <ul style="list-style-type: none"><li>• The caretaker will be responsible for cleaning the touch points in the hall and the hall floors.</li><li>• Staff will vacate the premises as soon as possible at the end of the day to allow for a thorough daily clean.</li><li>• Cleaners will have received training on what chemicals to use, what and how to clean.</li><li>• 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;</li><li>• 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);</li><li>• All classroom doors which are in use should be kept open to reduce the need to touch regularly;</li><li>• Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms, other learning environments and fixed wall hand sanitisers in communal areas (which are checked daily for supply);</li><li>• Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks,</li></ul>				
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		<p>toilets, light-switches, bannisters are cleaned more regularly than normal;</p> <ul style="list-style-type: none"><li>• All adults and students are expected to<ul style="list-style-type: none"><li>a) frequently wash their hands with soap and water for 20 seconds and dry thoroughly;</li><li>b) clean their hands on arrival at school, before and after eating, and after sneezing or coughing;</li><li>c) avoid touching their mouth, eyes and nose</li><li>d) use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</li></ul></li><li>• Ensure support is available for children who have trouble cleaning their hands independently eg. Foundation Phase, Specialist Resource Base (this may require staff to wear PPE); N.B. staff should receive training on how to put on and take off PPE and posters should be displayed as reminders.</li><li>• Students are encouraged to learn and practise these habits through activity and repetition;</li><li>• Bins for tissues are emptied throughout the day, and at the end of every day;</li><li>• 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;</li><li>• The amount of shared resources that are taken and brought in from home is limited;</li><li>• All spaces are well ventilated using natural ventilation (opening</li></ul>				
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		<p>windows) or ventilation units where possible;</p> <ul style="list-style-type: none"> <li>• Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;</li> <li>• Posters are displayed throughout the school and on plasma screens reminding students and staff to wash their hands, eg. before entering and leaving the school;</li> <li>• Students wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed in posters for display and spreading infection guidance;</li> <li>• Additional alcohol-based sanitiser (that contains no less than 70% alcohol) is provided for use where social distancing cannot be adhered to;</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas;</li> <li>• Bar soap is not used – liquid soap dispensers are installed and used instead;</li> <li>• Students are supervised by staff when washing their hands to ensure it is done correctly, where necessary;</li> <li>• Students and staff do not share cutlery, cups or food;</li> <li>• All utensils are thoroughly cleaned before and after use;</li> <li>• Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance;</li> <li>• Headteacher / Administrator arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product</li> </ul>				
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		supplies should contact the local authority.				
Books/Marking/Resources	Handling of Resources could lead to the virus spreading in the School	<p>The children will have a set of resources for their own personal use. Shared resources will be kept to that class bubble.</p> <p>Where this is not possible eg. In the nursery, there will be extra cleaning in the middle of the day.</p> <p>Keep resources to a minimum to reduce the need for cleaning difficult items.  <b>HAND WASH EITHER SIDE OF MARKING A SET OF BOOKS.</b></p> <p>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.</p>	Maintain safety procedures	All Garnteg Primary School Staff	Return of school pupils and regular monitor	
End of School Day	The end of the school day needs to be managed to ensure social distancing	<p>Nursery FP KS2 children will leave from their classroom door.</p> <p>Bubbles will have staggered leaving times and children will be let out one at a time.</p> <p>FP children will be taken out to the circles on the yard at their staggered time and handed to parents.</p> <p>The finish times have been condensed so that parents do not have to wait too long for siblings.</p>	Maintain safety procedures	All Garnteg Primary School Staff	Return of school pupils and regular monitor	
Wrap around clubs		No wrap around/after-school clubs will be provided in the autumn term.				

Case of COVID 19	Any case of COVID 19 needs to be dealt with safely	<ul style="list-style-type: none"> <li>• Staff, students, parents/carers to be informed of the symptoms of possible coronavirus infection, eg. a cough, difficulty in breathing and high temperature, changes or loss of taste and smell, and are kept up-to-date with national guidance about the symptoms and guidance in relation to 'stay at home';</li> <li>• Any student who displays signs of being unwell is immediately referred to the Headteacher by telephoning. 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;</li> <li>• Students displaying symptoms of coronavirus do not come in to contact with other students and as few staff as possible, whilst still ensuring the student is safe;</li> <li>• The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen;</li> <li>• The parents of an unwell student are informed as soon as possible of the situation by the Head/office</li> <li>• Areas used by unwell students who need to go home are thoroughly cleaned once vacated;</li> <li>• If unwell students are waiting to go home, they are instructed to use 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;</li> </ul>	Maintain safety procedures	All Garnteg Primary School Staff	Return of school pupils and regular monitor	
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		<ul style="list-style-type: none"><li>• Any medication given to ease the unwell individual's symptoms, eg. paracetamol, is administered in accordance with the school's policy;</li><li>• If a member of staff or child displays symptoms of COVID-19 they must self-isolate for 7 days before returning to school.</li></ul> <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.</p> <p>once they have been tested for COVID 19.</p> <ul style="list-style-type: none"><li>• 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.</li><li>• Ensuring arrangements are in place for first aid support and availability;</li><li>• Account for availability of trained first aiders or emergency personnel;</li><li>• Provisions should be fully stocked and monitored. Accident forms completed where required;</li><li>• If a member of staff is diagnosed with COVID 19 as a result of being exposed during the work place this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents</li><li>• All students' emergency contact details are up-to-date, including alternative emergency contact details, where required;</li><li>• Students' parents/carers are contacted as soon as practicable in the event of an emergency;</li><li>• Students' alternative contacts are called where their primary emergency contact cannot be contacted.</li></ul>				
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Communication with Parents		<p>Regular letters and notifications will be sent to parents to remind them that they must not send their children to school if they or anyone in their household has had symptoms of COVID 19 or if they have been told to self-isolate or if they have been in contact with someone who has Covid 19. Up to date guidance will be issued to staff and put on the school website.</p> <p>Letters will also include reminders about social distancing, handwashing and ask parents to ensure that they or their children avoid touching play equipment on the way into school.</p>	Maintain safety procedures	All Garnteg Primary School Staff	Return of school pupils	
Management of infectious Diseases	Vulnerable Groups	<ul style="list-style-type: none"> <li>Students and/or staff who have been classed as 'shielding' owing to pre-existing medical conditions and have been advised, in writing, to undertake specific 'shielding' measures may now be able to return to School. (After August 16<sup>th</sup>)</li> <li>Students and/or staff who live with someone who is clinically vulnerable (but not shielding), including those who are pregnant, they should attend school. Where a student and/or member of staff lives in a household with someone who is 'shielding' (and have been advised, in writing, to undertake specific 'shielding' measures), they should only attend if stringent social distancing can be adhered to, and the student and/or member of staff is able to understand and follow those instructions.</li> </ul>	Maintain safety procedures			

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





## 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	

