

Summary of risk assessment

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of learners and families.

Accommodation

Strategies to reduce school contacts include:

- grouping learners together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible.

School has planned a model using the advice on social distancing measures and the scientific advice within the operational guidance from WG. The overarching principle of reducing the number of contacts between learners and staff has been applied. This has been achieved through keeping contact groups separate and through maintaining distance between individuals, where possible. Year 7, 8 and 9 students will be taught in consistent teaching groups of 30. Years 10-13 will be in contact groups of year groups. All lunchtimes and break times have been staggered to minimise contact between year groups and to enable better social distancing in the canteen and in outdoor seating areas. The school has 97 teaching rooms of which 39 are specialist teaching rooms. The school has modelled the curriculum delivery and analysed the number of classes each lesson (approx 80) and hence planned that pupils will move to teaching rooms. A one-way system has been implemented to prevent passing in the corridor and minimise possibility of contact between groups. Maintaining a distance between people whilst inside by marking corridor floors to ensure social distancing and reducing the amount of time they are in face to face contact will lower the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their learners, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from learners. All teachers are being supported to make small adaptations to the classroom to support distancing where possible. This will include seating learners side by side and facing forwards, rather than face to face or side on, and will include moving unnecessary furniture out of classrooms to make more space.

This advice has been shared with staff in a document of guidance and will be shared with staff again during the 2 preparation days in September. Students and staff have been advised to wear face masks in corridors and communal areas.

Accommodation function

School has conducted an audit of controls related to cleaning, hand washing, toilets, catering and social space usage. School has ensured that all the necessary health and safety checks have been undertaken after the period of closedown such as Legionnaires' disease, sprinkler and fire alarm testing, dust extraction, etc.

The site manager has undertaken a check of all necessary health and safety checks and planned a work schedule for caretakers during the summer holiday. Hand dryers have been switched off and hand towel dispensers purchased. Hand sanitisers have been put in every classroom and around the school. Water fountains are switched off. Floor markings and wall markings display social distancing and one-way system. Indoor benches in social spaces have been marked closed. 5 cleaners have

been allocated to clean hot-spots such as door handles, toilets and canteen and dining room as well as computer keyboards during the school day. There is also a comprehensive cleaning programme at the end of the day.

Transport and access to school

The school has liaised with LA over transport related to revised school day and volume required. It is important to recognise that some direct or indirect mixing between children in different contact groups will be unavoidable, such as on transport, receiving specialist teaching or due to staffing constraints. Where mixing cannot be avoided, school has minimised the risk of transmission using the hierarchy of risk controls. This includes advising wearing face masks on transport and in corridors. All gates other than front gate will be closed. Yellow dots have been marked to encourage socially distanced queuing. Students have been advised to arrive between 8.40 am and 9.05 am. Students will be guided to sanitise hands and then to go straight to classrooms where staff will supervise behaviours to ensure safe practices.

SLT and teachers not supervising staggered arrival into classrooms will supervise in the car park to let buses and taxis in and out and to guide cars to the safe drop off point.

As buses arrive between 8.35 and 8.50 am children will be guided into a rolling queue for safe access to school.

Drop off zones have been created in a designated section of car park with an in-out system enforced by duty staff. The school day has been amended to 8.40 am- 2.50 pm.

WG transport guidance has been shared with students.

Consideration will be given to the latest transport guidance. Where possible, parents and carers should travel with their children to and from school, ideally on foot, or by bike, scooter or any other means of active travel. Social distancing should be maintained on the journey to and from school. People of more than two households should only travel together if social distancing is possible.

Identification of learners to integrate

School has planned a phased return starting with Year groups 7, 11 and 13 for the first two days. All learners must attend school. School is aware of potential concerns of pupils, parents/carers who may be reluctant or anxious about returning and put the right support in place to address this. This may include learners who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. A letter has been sent to parents giving outline plans for September and to manage parental expectations.

The expectation for students to implement stringent social distancing has been shared with students. Staged intervention strategy for students who fail to adhere to school expectations has been planned. Students who, despite intervention, cannot adhere to social distancing will not be allowed to attend. They will be supported to learn or work at home.

The full curriculum will be implemented for all year groups but teaching and learning strategies will be amended to ensure social distancing. More direct teaching will be used.

Induction days for year 7, year 12 and year 13, who will be unfamiliar with the new school lay out and one-way system, have been planned.

School has sent a letter to parents outlining the expectation that all students attend school unless there is a health reason for non-attendance. Supportive intervention will be used for students who do not attend and Breathing Space will provide support for students with anxiety. Work will be provided for students unable to attend school due to health reasons.

The school will keep accurate attendance records using SIMS to ensure safeguarding.

Clarifying purpose of educational attendance on school sites

School will liaise with the LA to determine the guidance and expectations to be shared with parents / carers and to create the checking and follow-up procedures if they feel that learners are falling outside of these expectations.

School will work with parents/carers to secure regular school attendance from the start of term as this will be essential to help pupils catch up on missed education, make progress and promote their wellbeing and wider development. Any revised guidance will be shared well in advance with all stakeholders to ensure consistency of expectation and the right to ask school and LA to consider individual circumstances. This will be a process of encouragement rather than enforcement, unless it falls under a safeguarding concern. No-one with symptoms should attend school for any reason. This has been clearly communicated to parents in a letter that has been emailed home, displayed on the school website and shared via Instagram and Twitter.

Eligible children – including priority groups - will be strongly encouraged to attend school, unless they are self-isolating or they are vulnerable (in which case they should follow medical advice). If someone in their household is vulnerable, they will be advised that they must implement stringent social distancing within school.

Families should notify school as normal if their child is unable to attend so that the attendance officer and pastoral staff can explore the reason with them and address barriers together.

The school will make it clear that parents will not be fined for non-attendance at this time, and the school understands that it will not be held to account for attendance levels. This information will be shared with school governors. School will continue to inform social workers where children with a social worker do not attend.

Staff Availability

As shielding in Wales was paused on 16th August school will liaise with staff and students who are shielding to plan for their safe reintegration into school. School will plan that all staff will be working in school wherever possible.

School has given consideration to the deployment of staff; staff with capacity in their timetable will be deployed to supervise staggered lunch times.

Reduced numbers of teaching groups have been implemented in KS3 to ensure consistent contact groups of students and to provide staffing capacity to supervise staggered arrival and staggered lunchtime.

A provision for testing for Covid-19 will be shared and commonly understood by all stakeholders.

The governing body and senior staff in school are conscious of the wellbeing of all staff. A range of support strategies have been put in place including access to mental health on-line resources.

School is planning to:

- communicate clear and consistent expectations around attendance to parents/carers throughout the summer ahead of the new school year via school website and social media as well as letters.
- identify learners who are reluctant or anxious about returning or who are at risk of disengagement. Pastoral leaders are developing plans for re-engaging them. This will include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic.

Data will be supplied to pastoral leaders in weekly meetings by the school attendance officer and intervention strategies will be discussed.

Risk assessing vulnerable staff and learners

School will plan that all staff will be working in school wherever possible. This will be done in partnership with the LA to ensure consistency and appropriate consultation with all stakeholders. The rapid deployment of testing will be made available to support outbreaks in school by the NHS Wales TTP Programme and Local Health Boards will facilitate PCR antigen testing for everybody in the school contact groups that are affected by the outbreak and everyone in the school if it has been established that the setting has not followed Welsh Government guidelines for schools and/or Infection Prevention and Control measures.

The method for delivery and sampling of rapid antigen tests can be executed in a range of ways such as the deployment of Mobile Testing Units (MTUs), temporary testing satellites and drop off and collection routes. The most appropriate testing channel will be discussed and agreed between all stakeholders. Governing body and senior staff in school are conscious of the wellbeing of all staff. A range of support strategies have been put in place including access to mental health on-line resources.

Display of symptoms in school – Employees, Learners, Parents / Carers

The Latest WG guidance will be implemented. The essential measures in the guidance include:

- a requirement that people who are ill stay at home (guidance shared with students, parents and staff)
- robust hand and respiratory hygiene (hand sanitiser stations in place and reminders will be given)
- enhanced cleaning arrangements (5 additional cleaners will work throughout the day)
- active engagement with Test Trace Protect (in place)
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable (plan for contact groups of 30 in KS3 and whole year contact groups in years 9-13. Contact between groups will be minimised through staggered arrival times, staggered breaks and lunchtime and one-way system around school.)

Contact will be reduced as much as possible by:

- grouping learners together at KS3 and in year groups at all ages
- avoiding contact between groups by using one-way system and staggered breaks and lunchtimes
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible.

Injury to learners on site

If a learner was seriously injured or someone with a medical condition needed to be admitted to hospital parents will be contacted and an ambulance called. First aid staff will be provided with the necessary PPE equipment.

School Uniform

All learners will be expected to wear uniform. This message has been shared with all parents in a letter. Where parents are struggling financially, then school will try to provide the uniform for the child/ren.

Staff Dress Code

Usual standards of dress for staff will be expected.

Arrival at School

Parent / carer contact will still be done remotely as much as possible. If necessary socially distanced meetings in large meeting rooms will be scheduled.

School has planned a staggered start with students advised to arrive between 8.40 and 9.05 am. The amount of overall teaching time has not been reduced. Lunchtime has been reduced to 30 minutes to allow for a staggered lunchtime so the school day will finish at 2.50 pm. All parents have been sent a letter advising them of the change to the school day.

School will implement a process for removing face coverings when learners and staff who use them arrive at school and will communicate it clearly to them. Learners will be instructed not to touch the front of their face covering during use or when removing them. They will be told to wash their hands immediately on arrival (as is the case for all learners), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then sanitise their hands again before heading to their classroom.

Arrival in Class

There are sufficient toilets / washing facilities in the school. Additional hand sanitisers have been placed within school to supplement hand washing facilities. A one-way system inside and outside school has been implemented. Doors (apart from fire doors) left open so no need to touch handles, etc. This does not impact on safeguarding policy. Students will be advised to wear face masks in corridors.

Collective Worship and Assemblies

Contact groups will be kept apart where possible. The school will avoid large gatherings such as assemblies or collective worship with more than one group. Teams will be used to enable senior staff to present to multiple groups remotely.

Break Times / Lunch Times

A one-way system inside and outside school has been implemented. Lunchtimes and break times have been staggered to maintain social distancing and reduce contact between groups. Outside furniture has been rearranged to enable learners to maintain social distance. Staff timetables have been amended to deploy staff to supervise students and ensure social distancing.

Movement around the school site has been reduced by scheduling tutor time in the classroom used for lesson 1 and by removing afternoon tutor time. While passing briefly in the corridor or playground is low risk, school will try to avoid creating busy corridors, entrances and exits. This has been done by implementing a one-way system. School has implemented staggered break times and lunch times (a cleaner has been delegated to clean surfaces in the dining hall between groups).

Catering

Food will be served in the canteen. The area will be cleaned according to guidelines between groups. Learners will be told to wash/sanitise their hands before and after eating. The headteacher will work with Newydd to ensure the utmost rigour in hygiene, including preparation, consumption and disposal.

Students will be told that food must not be shared. Extra supervision will monitor this.

Lunch and break times will be staggered to support social distancing.

Catching / Spreading. Unable to remain social distancing whilst carrying out first aid.

Staff will follow guidance re PPE, including face masks, aprons and gloves and double bagging for waste.

Waste bins are emptied daily by caretaking team.

Increased cleaning hours ensure that all surfaces are deep cleaned at the end of the day / shift.

Gloves and aprons will be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding. Fluid-resistant surgical masks and eye protection will also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting. Gloves, fluid repellent gowns, FFP3 masks and eye protection are indicated when undertaking aerosol generating procedures such as suction. Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.

Cleaning hours / routines have been reviewed to build public confidence. Strategy is in place for any member of the school exhibiting Covid-19 symptoms.

Policy is in place for informing school community of any confirmed cases and the ability to track, where reasonable, others who may have come into contact with the confirmed case.

The present advice is that it is not necessary to screen temperatures. The learner's parents / carers will be able to check their temperature. In any case, screening will not identify all cases of Covid-19 and the means of checking temperature may put staff at greater risk of transmission. This will be kept under review. Staff should of course be vigilant for changes to children's temperatures and signs of fever.

No learner with symptoms should be sent to school at all and parents / carers are encouraged to act accordingly.

For the vast majority of learners, Covid-19 is a mild illness. Learners who have been classed as shielding due to pre-existing medical conditions have been advised to undertake specific 'shielding' measures. These learners have serious underlying health conditions which put them at very high risk of severe illness from Covid-19 and are advised to rigorously follow shielding measures in order to keep themselves safe. School will liaise with parents about attendance of these learners while shielding is paused.

Once someone suspected, confirmed or with symptoms has been identified, all areas where this person has been will be identified and kept clear. Management of the area will be physical where possible i.e. barriers with suitable signage or behind locked doors. A clean down prior to reoccupation will take place following the Covid-19: cleaning in non-healthcare settings guidance.

Other clinically vulnerable children and young people (who are not shielding) will need to be considered case by case. We will work with parents to ensure that the learner feels safe.

There is risk of learners (and staff) being upset on return to school. Breathing Space will be available to provide support.

Visitors at School

All visitors will be pre-arranged. There will be no external visitors other than key visitors e.g. school nurse, child protection social workers. All non-statutory visits / contact to be cancelled or done through virtual meetings. LA support to manage external agencies and parental expectations of schools running 'as normal' immediately. No unnecessary visits or meetings - can be via telephone or Teams, etc.

A balance has to be maintained between site security and the policy of all doors apart from fire doors and toilet doors to be kept open.

School will consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors.

Cleaning Routines

School is following the latest guidance for cleaning. 5 additional cleaners have been deployed throughout the school day to follow the guidance.

Review of Key Policies

A policy review structure to ensure scrutiny and approval of Governing body is planned.

Create New School Guidance

School has checked with HR that any revised guidance complies with agreements reached with Unions and Associations.

School has provided a summary to act as an easy reference point for the new operating procedures. A power-point summarising guidance was shared with staff in September.

The airflow and ventilation will be increased where possible using natural ventilation such as opening doors and windows.

Fire Alarm / Fire Evacuation

School has maintained its weekly fire alarm tests and the fire alarms system has been updated during the lockdown period. Fire alarm drills will be suspended. Fire safety evacuation procedures were included in the teachers'/students' PowerPoint at the start of term. Social distancing will be maintained during evacuation where practicable. Fire Risk Assessment has been reviewed.

Review distance learning approach to include more learners having school contact

All pupils will be in school with effect from 7th September. Controls have been put in place to ensure pupil and staff safety.

Induction day for staff to new processes

School has planned training to ensure the appropriate social distancing guidance.

Learner Induction Programme

Consideration has been given to an induction programme that allows learners to explore their feelings and emotions and signposts the support services that are available in school. LA support and welfare services will liaise with school to help with 'trauma' related guidance and, where necessary, bereavement services.

School will be teaching the national curriculum.

School leaders will consider:

- their learners' mental health and wellbeing and identify any learner who may need additional support so they are ready to learn;
- assess where learners are in their learning, and agree what adjustments may be needed to the school curriculum over the coming weeks;
- identify and plan how best to support the education of high needs groups, including disadvantaged learners, and SEND and vulnerable learners;
- support learners transition to Year 7. (Extra days have been included at the start of term for 7 and sixth formers).

School will use best endeavours to support learners attend school. The school will use its breathing space provision. The pastoral staff will liaise with staff from Breathing Space ensuring the most vulnerable students receive extra support and guidance. Well-being activities will be included in PSE sessions and staff have been encouraged to include similar activities during lesson time.

Non-compliance with Rules

Site rules to be communicated to all school employees, learners, and parents / carers.

Signage is displayed to reinforce site rules and Covid-19 guidance.

Head Teacher / nominated Teachers will monitor and enforce site rules and social distancing

requirements.

Disciplinary actions will be taken against individuals who repeatedly / wilfully fail to follow any site rules. All teachers and staff will receive clear expectation guidance during the first days. Signage has been displayed clearly around school with regards the Covid rules. All staff will need to take responsibility in the enforcement of these rules.

Communication with parents / carers

Explanations and models of the school day have been shared, as with understanding of social distancing within the school building. School will provide clear communications to ensure parents / carers understand expectations. This will include:

- Clarity on transport arrangements to and from schools site, this will also include drop off and pick up.
- Timing of school day – particularly as school is staggering start times.
- School entrance and exit points – this will be different to “normal” arrangements.
- Eating arrangements and hygiene policy .
- Procedures if child falls ill during time in school.
- Arrangements for groups of learners throughout the school day.
- Clear protocols for healthy children only to be returning to school, understanding of what happens during the day if child turns unwell.

School has sent a letter home to parents outlining arrangements for September which highlights the changes that have been made and the rationale for doing so. Expectations have also been clearly explained.