**Henllys Church in Wales School**

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| **HEALTH AND SAFETY RISK ASSESSMENT FORM** |  |
| **RISK ASSESSMENT FOR: The Return of All Pupils to School in January, 2022, whilst complying with national guidelines to minimise exposure to the coronavirus**  **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 try to prevent the spread of COVID -19 and to ensure that staff, pupils, parents and visitors to the site are kept as safe as possible.** | **ASSESSMENT UNDERTAKEN BY: Corporate Health and Safety Team and Head Teacher and Chair of Governors.** |
| **DATE OF ASSESSMENT: January, 2022** | **REVIEW DATE: February half term, 2022 or sooner if circumstances with COVID 19 change, or circumstances at the School/ Torfaen change** |

**This risk assessment needs to be read in conjunction with the COVID 19 risk assessment written and implemented from September 2021.**

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| **HAZARDS** | **WHO COULD BE HARMED AND HOW?** | **WHAT ARE YOU DOING ALREADY?** | **WHAT FURTHER ACTION IS NECESSARY?** | **BY WHOM** | **BY WHEN** | **COMPLETED**  **(DATE)** |
| As a result of the emergence of the Omicron COVID variant in Britain at the end of 2021, Welsh Government have advised that schools need to implement further precautionary measures to supplement the existing actions they already have in place to mitigate against the risk of COVID spreading in the school and wider community until such time as the science behind the prevalence and severity of the new strain of COVID is known  Until more is known about the virulence of the Omicron variant, Welsh Government have advised schools to plan mitigations for the return of pupils in January, 2022, based on “**very high**” risk level set out in the “Local Infection Control Framework”, and to continue to use the Framework to guide their operational arrangements  The risk assessment below outlines the measures that will be in place at Henllys Church in Wales School when the pupils return for the start of the Spring Term year in January 2022. |  |  |  |  |  |  |
| **New mitigations that will be implemented when pupils return to school in January, 2022 to try to prevent the spread of and minimise exposure to COVID-19**  **Staff**  **Primary Pupils**  **Remote Learning** | Pupils, staff and parents may come into contact with someone who is infected with COVID 19.  Pupils could have COVID (whether asymptomatic or symptomatic) and could pass it on to other pupils or members of staff. | All staff have been given the opportunity to have two vaccinations, to provide some immunity to COVID -19. All staff have taken up this opportunity.  A further booster vaccination is now available for adults over 18 years of age.  All staff are strongly encouraged to carry out Lateral Flow tests three times a week (Monday, Wednesday and Friday) to check to see if they are asymptomatic.  Staff are aware of the need to report the results on the NHS app and to the School.  Staff are aware that they should not attend school if they have any of the recognised symptoms of COVID – which are:-   * a continuous cough * a high temperature * a loss or difference in taste and smell   and need to take a PCR test and isolate until the results are known.  If a member of staff continues to display a high temperature after their isolation period has been completed, they will be advised to remain in isolation as per guidance.  If a staff member is asymptomatic and tests positive using a lateral flow test, they no longer need to take a follow -up PCR test. They just need to self isolate from the positive LFT date.  There are some exceptions to this.  Staff should take a PCR test if you have been advised to do so because you are in a clinically vulnerable group, or as part of a research or surveillance programme.  Self-isolate if you do test positive for COVID-19, to make sure you do not spread the virus.  In cases where vaccinated members of staff have been identified as being close contacts of a positive case of COVID, they will be encouraged to participate in “Daily Contact Testing” – i.e they will take a Lateral Flow test every day for 7 days from the day that they came into contact with the person with COVID.  Unvaccinated adults identified as being a contact of a positive COVID-19 case will need to isolate for 7 days.  In cases where vaccinated members of staff have been identified as being a close contact of someone who has tested positive for COVID and who work with pupils that are deemed to be extremely clinically vulnerable, where ever possible, arrangements will be made for that member of staff to work with children that are less vulnerable.  Staff should not use PCR tests if they have been confirmed positive via a PCR test in the last 90 days. Staff have been advised, however, that they should still continue to carry out the daily Lateral Flow tests for 7 days.  Risk assessments and protective measures put in place for members of staff:-   * From black, Asian and minority ethnic backgrounds * Who are pregnant * Who have health issues and underlying health conditions. * Who may suffer more serious consequences if they were catch COVID 19   All staff are to use face coverings in communal areas, classrooms and other areas of the school where physical distancing cannot be maintained.  The parents of primary aged pupils are reminded on a regular basis that they should not send their child/children to school if they have any of the recognised symptoms of COVID – which are:-   * a continuous cough * a high temperature * a loss or difference in taste and smell.   Parents of children aged 5 and over have been advised that they need to take their child for a PCR test if they develop any of these symptoms and arrange for the child to isolate if the PCR test result is positive (it has been deemed inappropriate and stressful for children under 5 years of age to undergo PCR tests – the only exceptions to this is if the child’s GP directs that the test is necessary or the parents/carers believe that a test is in the best interests of the child)  If a pupil continues to display a high temperature after their isolation period has been completed, they will be advised to remain in isolation as per guidance  Parents of primary aged pupils over the age of 5 will be encouraged to carry out Lateral Flow tests three times a week (Monday, Wednesday and Friday) on their child before sending them to school. They have been advised to report the test results via the NHS app and to the School.  The parents of primary aged pupils aged 5 and over have been  advised that if their child is asymptomatic and tests positive in a Lateral Flow test they do not need to have a PCR test but should not attend school and self-isolate for the necessary period from the positive LFT.  (Pupils should not have PCR tests if they have been confirmed positive via a PCR test in the last 90 days. Parents of pupils have been advised, however, that they should still continue to carry out the daily Lateral Flow tests for 7 days even if they have previously had COVID in the last 90 days)  In cases where pupils aged 5 and over have been identified as being close contacts of a positive case of COVID, their parents will be encouraged to participate in “Daily Contact Testing” to enable their child to be able to continue to attend school – i.e they will arrange for their child to have a Lateral Flow test every day for 7 days from the day that they came into contact with the person with COVID. The child can remain in school as long as the Lateral Flow test results are negative  The school will send out “inform” letters and “warn and inform” letters to parents and carers as appropriate whenever there is a case or cases of confirmed COVID in the class that their child attends.  Where possible primary aged pupils will be encouraged to maintain physical distance from members of staff – though it is recognised in a primary setting, this will not always be possible.  Where parents have elected for their child to wear face coverings when travelling on home to school transport, and/or when they are in school, the pupils have been reminded of the arrangements for 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)  Pupils wash/sanitise their hands as soon as they have taken off their facial coverings and proceed to their classroom.  When the school day has finished the pupils who wear face coverings when travelling home on home to school transport wash/sanitise their hands before putting on (donning) their facial covering before they leave their classroom.  Robust plans are in place to move to remote learning for individual classes/year groups or the whole school should the situation with COVID worsen and circumstances dictate. Remote learning will only be implemented after discussions with the Education Senior Management team.  The school has drawn up plans for running on site child care for vulnerable children and children of critical workers should the situation with COVID worsen and dictate the need for remote learning to be implemented.  Plans are in place to run the provision for vulnerable children and children of critical workers in circumstances where there was:   * A closure of one class * A situation where there are inadequate staff available to run the provision * Closure of multiple classes, whole school, lock or national lockdowns.   Pupils in the provision will do work digitally – like their peers who will be working remotely at home. |  | HT  All staff, parents and pupils. | January 2022 |  |
| **Existing Mitigations that will continue to be in place when pupils return in January, 2022** |  |  |  | HT | January 2022 |  |
| **Signage**  **Arriving at school**  **Staff**  **Pupils walking to school or travelling to school in parents/carers car.** |  | Signage has been displayed on the gates and entrances to the classrooms to remind adults (e.g parents/staff/visitors) and older pupils to maintain a 2m distance from each other at all times.  All staff to be in school by 8:30 a.m.  Staff must ensure they adhere to the physical distancing requirements from other staff when they are arriving and parking their vehicles.  Pupils will use the nearest gate and then the designated entrance to access their classroom/hall (breakfast club). The Early Bird and Breakfast club will start at 8:00 a.m. and 8:30 a.m. respectively and pupils will use the main reception entrance. All pupils will need to be accompanied by an adult into the Early Bird session and all FP parents will need to accompany pupils to Breakfast Club. Parents are encouraged to wear face masks on site.  FP pupils will be met by their class teachers on the FP yard at 8:50 a.m. Reception pupils will line up outside the Reception outdoor area at 8:50 a.m. The staggered start times that were in place last year will no longer apply from 1st September, 2021.  All KS2 pupils will walk onto site unaccompanied and wait on the KS2 yard until the external doors to the classrooms open at 8:50 a.m. Year 3 pupils can be accompanied by an adult for the first half term (until they are confident to enter the site on their own). Pupils will be encouraged to wash/sanitise their hands when they arrive in the classroom/hall.  Late pupils will be met at the gate and escorted to their classrooms.  Children encouraged to wash/sanitise their hands on entry to the hall/classroom. |  | All staff and pupils | January 2022 |  |
| **Arrival in the classroom.**  **Arrangements in place in the classroom setting.** | Pupils, staff and parents may come into contact with someone who is infected with COVID 19. | On arrival in the classroom children will wash their hands for 20 seconds.  Staff to be encouraged to remain 2m from each other.  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, and after going to the toilet.  Wherever possible the pupils will have their own set of resources that they will solely use. Shared resources will be kept to the class grouping 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.  Each class will be provided with antibacterial wipes for shared resources and for electronic equipment.  Activities to be taken outside as much as possible and windows and doors to be opened to allow fresh air to come into classes. |  | All staff and pupils | January 2022 |  |
| **Ventilation**  **There is evidence to suggest that COVID transmits more widely in poorly ventilated areas** | Staff and pupils are more at risk of catching COVID in poorly ventilated areas | Every effort has been made to maximise the flow of fresh air into all rooms as far as is practical. This has been achieved through means of:-   * Natural ventilation   The school continues to follow the advice provided by the LA and the Health and Safety Executive on ventilation.  Carbon dioxide monitors have been provided in all classrooms to monitor the air quality in the rooms which gives an indication of whether the room is adequately ventilated or not. Where the monitors indicate that the air quality in the room is poor measures will be taken to improve ventilation.  A “how to use guide” was issued when the carbon dioxide monitors were delivered as a further aid to help manage ventilation in education settings  During the winter months the ventilation in the rooms will be tempered with comfortable thermal temperatures to ensure pupils and staff are comfortable when they are working |  | All staff and pupils | January 2022 |  |
| **Early Bird Sessions and Breakfast Club** | Pupils and staff may come into contact with someone who is infected with COVID 19. | All pupils will sit on year group tables and are not permitted to mix. Individual classes are sent up to collect the breakfast and to clear away to avoid mixing. |  | Torfaen Play workers and Torfaen catering | January 2022 |  |
| **Toilets** | Whilst using the toilet pupils and staff may come into contact with someone who is infected with COVOD 19 | Where possible the windows in the toilet areas will be opened to allow ventilation to flow through  The toilet facilities will be regularly cleaned.    Paper towels or electric hand driers can be used. |  | All staff and pupils | January 2022 |  |
| **Break times** |  | In January, 2022, the break times will be staggered and areas of the yard cordoned off to prevent pupils mixing with pupils in other classes.  10:15 to 10:30 R, Y1, Y3 and Y4  10:45 to 11:00 Y2, Y5 and Y6  **Snacks**  No snacks are provided by school. Children can bring in a snack from home. |  | All staff and pupils | January 2022 |  |
| **Lunch times** |  | In January, 2022, lunch times will be staggered and areas of the yard cordoned off to prevent pupils mixing with pupils in other classes.  12:15 to 12:45 R, Y1, Y3 and Y4 in hall and Y2, Y5 and Y6 on yard.  12:45 to 1:15 Y2. Y5 and Y6 in hall and Y1, Y3 and Y4 on yard. |  | All staff and pupils | January 2022 |  |
| **P.E**  **Inter – School Sports Fixtures** | Pupils and staff may come into contact with someone who is infected with COVID 19. | The School will continue to deliver P.E as it is considered to benefit the well-being of pupils.  Outdoor activity will be prioritised wherever possible. Where P.E lessons are held indoors, the rooms where the lessons are held and the changing rooms are well ventilated as far as possible.  Welsh Government have indicated that inter-school sports matches are able to continue taking place  The School will risk assess any inter-school sports fixtures that are planned to take place to minimise exposure to COVID.  Guidance publicised by the relevant National Governing Body for the sport in question will be consulted and complied with when considering whether the inter-school sports matches go ahead and in drawing up the relevant risk assessment |  |  |  |  |
| **Outdoor Play Equipment** |  | Where outdoor play equipment is brought back into use, arrangements will be made to clean it more frequently. Year groups will still have separate (colour coded) play resources.  Play will be supervised at all times. |  | All staff and pupils | January 2022 |  |
| **Use of school hall/Worships** |  | From January 2022, use of the hall will resume for Early Bird/Breakfast Club, PE and dining purposes.  During Worship, two year groups only will be allowed in the hall at any one time. Rev. Kerl’s whole school worship will take place virtually and other Worships will be class based.  Staff will be encouraged to socially distance from each other and from the pupils wherever possible. |  | All staff and pupils | January 2022 |  |
| **Isolation Rooms** |  | The patio area (with canopy) and disabled toilet must be used as an isolation room. (See details below about the procedure in the event of a Covid case). |  | All staff and pupils | January 2022 |  |
| **Reception/Office Area/ Visitors to School** | The office staff could be exposed to the virus | 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 a minimum – all contractors have to arrange an appointment with the office.  Parents will be encouraged to conduct their business over the telephone or electronically.  Office staff can work from home.  There will be clear signage that encourages people not to enter the Reception area unless told to do so.  Regular cleaning of all contact points by cleaners and caretaker.  Visitors encouraged to use the alcohol sanitiser before signing anything.  The caretaker/staff to undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance;  •Any areas presenting increased risk to pupils and/or staff to be isolated;  •All outdoor building maintenance to be coordinated with the Headteacher, caretaker so that segregation from pupils and staff can be ensured (e.g. grass cutting);  •All contractors to report to reception prior to the start of any work.  •All visitors and contractors will still be required to sign in and complete the Track and Trace documentation. |  | Office staff and caretaker | January 2022 |  |
| **Staffroom** | A communal area could be a cause of spreading the virus. | Staff will be encouraged to sit at distance of 2m apart in the staffroom (every other chair.)  This will be a maximum of 4 staff members sat down with two allowed to use the photocopier or to make a hot drink. Staff need to wear face masks unless they are sat down eating.  Staff must not share cups or cutlery and should try to bring their own or wash up the utensils by hand in hot soapy water, or in the dishwasher as soon as they have been used  Staff must not make food or drinks for other staff.  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.  Handwashing and antibacterial soap needs to be available at all times in the staffroom. |  | All staff | January 2022 |  |
| **Contractors** |  | 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  Contractors will continue to need to book their appointment prior to arrival  On the day of their appointment they will be required to wear a face covering when they enter the school building, sanitise their hands, sign in and complete the Track and Trace documentation  (Welsh Government guidance still says that visitors should still wear face coverings when they are visiting sites). Contractors will be reminded of the need to wear face coverings when they ring to make the initial appointment to attend the school.  If they have tested positive for COVID or display symptoms of COVID, they should not attend the school |  | HT, office staff and caretaker. | January 2022 |  |
| **Legitimate visitors to site –(eg Educational Psychologists, Education Welfare Officers** |  | Legitimate visitors need to make a prior appointment to attend the school, copying in the Headteacher  On the day of the appointment the visitor will be required to wear a face covering when they enter the School building, sanitise their hands, sign in and complete the Track and Trace documentation  (Welsh Government guidance still says that visitors should still wear face coverings when they are visiting sites). Visitors will be reminded of the need to wear face coverings when they ring to make the initial appointment to attend the school.  If they have tested positive for COVID or display symptoms of COVID, they should not attend the school. |  | HT and office staff | January 2022 |  |
| **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 in line 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 wear their usual PPE according to the risk assessment for that child. With a symptomatic child PPE will 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 have been advised of the fact that PPE will be worn while restraining if that has been assessed as necessary.  PPE available: gloves, masks, aprons, visors. Staff to decide what to wear when according to the child and risk.  Staff have received training on how to put on and take off PPE and posters have been displayed as reminders.  Parents and children are given a debrief when appropriate following the restraint.  Handwashing is important after each restraint. Staff have been advised not to touch their faces until they have washed their hands. |  | Staff | January 2022 |  |
| **Meeting the Personal Care needs of Pupils. Dealing with toileting Accidents** | Having close contact with a pupil could cause the virus to spread | 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. |  | Staff | January 2022 |  |
| **Immunisation programmes for pupils** |  | Most pupils have had their nasal flu spray. No immunisation available for pupils under the age of 12. |  |  |  |  |
| **Cleaning Arrangements/Hygiene** |  | •Each class will have cleaning materials i.e. anti-bacterial wipes that can be used to clean tables, chairs and resources where necessary.  •The caretaker/cleaners will be responsible for cleaning the all touch points and surfaces at the end of the day.  •Staff will support with the cleaning of tables and resources at the end of the day.  •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 and to aid ventilation.  •Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in key areas or other learning environments which are checked daily.  •All adults and students are expected to:  a)Frequently wash their hands with soap and water for 20 seconds and dry thoroughly;  b)Clean their hands on arrival at school, before and after eating, and after sneezing or coughing;  c)Avoid touching their mouth, eyes and nose  d)Use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’).  •Ensure support is available for children who have trouble cleaning their hands independently e.g. Foundation Phase.  •Bins for tissues are emptied 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;  •The amount of shared resources that are taken and brought in from home is limited;  •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 reminding students and staff to wash their hands, e.g. before entering and leaving the school;  •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;  •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;  •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 cleaning that follows national guidance and is compliant with the published guidance;  •Headteacher 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 supplies should contact the local authority. |  | Cleaning staff, caretaker. | January 2022 |  |
| **Hygiene** | Surfaces could be a cause of spreading the virus. | In light of increased cases of COVID in the school enhanced cleaning will be undertaken where required. |  | Staff | January 2022 |  |
| **Books/Marking/Resources** | Handling of Resources could lead to the virus spreading in the School | Wherever possible the pupils will have a set of resources for their own personal use.  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.  Passing objects between pupils and between staff should be kept to a minimum. Hand washing will be key when handling books and resources. |  | Staff | January 2022 |  |
| **End of school day** |  | The school day will end at 3:15 p.m. for all pupils. FP pupils will be met by parents on the Infant yard and KS2 pupils will leave site unaccompanied. |  | Staff, pupils and parents | January 2022 |  |
| **Extra curricular clubs** |  | These have been postponed in order to avoid pupils mixing with pupils in other classes. |  | Staff, pupils and parents | January 2022 |  |
| **Arrangements for Parent evenings and Open Evenings** |  | Whenever parent evenings or open evenings are planned, the school will carry out a risk assessment to ensure all measures to minimise the spread of COVID are taken and parents/carers, staff and learners attending the “evenings” are kept safe as far as humanly possible |  | Staff, pupils and parents | January 2022 |  |
| **Case of COVID 19** | Any case of COVID 19 needs to be dealt with safely | • Staff, pupils, parents/carers have been 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’;  • Any pupil 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 ensuring social distancing is maintained  • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe;  • The relevant member of staff calls for emergency assistance immediately if the pupils symptoms worsen;  • The parents of an unwell pupil are informed as soon as possible of the situation by the Head/clerk.  • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated;  • If unwell pupils are waiting to go home, they are instructed to use the disabled toilet to minimise the spread of infection. Do Not Use sign to be displayed until the toilet is thoroughly cleaned immediately after use;  • Any medication given to ease the unwell individual’s symptoms, eg. paracetamol, is administered in accordance with the school’s policy;  • If a member of staff or child displays symptoms of COVID-19 they must self- isolate for 7 days before returning to school.  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.  • If a member of staff or child receives a positive test for COVID-19, the T.T.P will determine and offer advice on whether any other members of staff or children need to isolate.  In the majority of cases staff who have been vaccinated and children will be advised to take a daily Lateral Flow test for 7 days. The child or member of staff can remain in school as long as the results remain negative. Participating in the “Daily Contact Testing” programme will reduce the numbers of children and staff that need to isolate, meaning that children will be able to remain in school and not miss any education.  In the case of primary schools, if there is just one case in a particular class, the School will send out “an inform” letter to parents and carers so that they are aware there has been a case and they can be alert should their child develop symptoms.  If there are two or more cases in the same class, the school will send “a warn and inform” letter to parents and carers. The letter will advise parents and carers to undertake a daily Lateral Flow test on their child/children for 7 days to try to prevent the coronavirus from spreading  • 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 pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required;  • Pupils’ parents/carers are contacted as soon as practicable in the event of an emergency;  • Pupils’ alternative contacts are called where their primary emergency contact cannot be contacted. |  | Staff, pupils and parents | January 2022 |  |
| **Communication with Parents** |  | Regular letters and notifications will be sent to parents to remind them that they must not send their children to school if they have symptoms of COVID 19 or if they have been told to self-isolate by TTP. If they have been in close contact with someone who has COVID, the parents/carers will strongly be encouraged to participate in the “Daily Contact Testing” where, children over the age of 5 undertake Lateral Flow tests every day for 7 days. Up to date guidance will be issued to staff and put on the school website.  The school will continue to consult with parents and carers over specific support needs that their child requires  Letters will also include reminders about physical distancing, handwashing and ask parents to ensure that they or their children avoid touching play equipment on the way into school. |  | HT | January 2022 |  |
| **Vulnerable Groups** |  | Staff (or pupils) 28 weeks pregnant and above should work from home wherever possible |  |  |  |  |
| **Distance Learning** |  | * School has published its Distance Learning guidance to all staff and governors; * School has updated its Homeworking Policy where applicable for all staff, especially those who are working remotely * School has ensured that all teaching and relevant support staff have a school-issued device to support distance learning * Leaders have reviewed the school Professional Learning Plan to include suitable training opportunities to support staff in preparing distance learning opportunities for pupils; * Leaders and staff have identified appropriate E-Learning courses and/or virtual training to support delivery of distance learning; * Leaders have ensured that all staff communicating with pupils and parents have a school or hwb email account * Leaders have determined and set clear expectations around the protocols for asynchronous and synchronous learning procedures. Staff have been informed that they are expected to follow these for their own safeguarding; * Staff working remotely have the necessary equipment and work environment to deliver distance learning; * Line managers maintain regular contact with staff who are working remotely; * School has made arrangements to ensure that all pupils have access to equipment and resources necessary to engage in learning opportunities as far as possible; * School maintains contact with parents to provide help and support so that they can support children with distance learning activities. |  |  |  |  |

**Note:**

**Staff need to be aware the situation with COVID could change quickly and unexpectedly and there may be a need to re-instate the additional COVID safety measures that were in place last year – e.g. re-introduction of virtual methods of teaching, vulnerable staff working from home etc.**

**The Headteacher will work with the LA, Public Health Wales and the Track, Trace and Protect unit to determine appropriate course of action if incidents of COVID increase significantly in the school locality, local area or nationally.**