



COVID-19 Risk Assessment & Recommended Controls (February 2021)

Name of Assessor: Laurence Dawkins - MCC Health & Safety Lead (Before)

Steve King - Headteacher (After)

Date of Assessment (last updated): **22/2/21**

Original version was:	Date	Agreed
Shared with governors	1 Sept 20	1 Sept 20
Shared with staff	16 th July 2020 & 4 Sept 2020	
Shared with LA	21 Aug 20	25 Aug 20
Available on the school website from	2 Sept 20	-

- To be updated as necessary
- This document should be read in conjunction with the School Reopening Plan

Updated	Reason
18/9/20	Following initial 3 week review
15/10/20	Following half term review, change in isolation rules
17/11/20	Updated ventilation guidance from LA
8/1/21	Updated for new extended closure, KW provision & new strain
22/2/21	Updated guidance on Limited Reopening of Schools
26/2/21	Updated guidance on PPA and Lateral Flow Testing for Staff

Risk Assessment Factor

To determine the risk factor for each hazard, multiply the severity number by the likelihood number. This produces a number on a scale of 1 to 25. The numbers provide only an indication of priority and extent of risk, the higher the number the greater the priority and risk and therefore the more resources which may be necessary to control the risk.

The following is **only guidance**. The key principle to work to is identifying risks and calculating the 'Risk Factor' (BEFORE), identifying and implementing measures to reduce these risks, then reassessing the risk factor (AFTER) before deciding whether the level of risk is acceptable.

IMPORTANT

This method only provides an indication of risk and is based upon subjective judgement therefore; employers must ensure to their satisfaction that the risk assessment and the actions taken to remove or avert the hazards identified are adequate.

Likelihood	Severity					Risk Factor	Suggested timescales
	1 Discomfort or None	2 Pain or Minor Injury	3 Incapacity or Moderate Injury	4 Major Injury	5 Death or Disablement		
1 Very Unlikely or Rare	1	2	3	4	5	1-5 May be considered as low risk; however actions should still be taken to attempt to reduce these risks further to an acceptable level if possible.	No Immediate Action
2 Unlikely	2	4	6	8	10	6-11 May be considered as significant risk and will require an appropriate level of resources.	Action prior to further implementation
3 Likely	3	6	9	12	15	12-25 May be considered as high risk and may require provision of considerable resources. This could involve training, appropriate equipment, high levels of supervision, and consideration of the most effective methods of eliminating or controlling hazards.	Urgent Action
4 Very Likely	4	8	12	16	20		
5 Certain, imminent or Frequent	5	10	15	20	25		

Identified risk	Person(s) at risk	Risk Level Before Control 1- 5 (Before)			Control measures	Risk Level After Control 1-5 (After)			Responsibility & Date
		Severity	Likelihood	Total		Severity	Likelihood	Total	
Awareness to procedures and risk	Staff and pupils	4	4	16	<ul style="list-style-type: none"> Each updated risk assessment will be shared with staff (presentation &/or email), governing (meeting &/or email) and parents (website). Safeguarding and health and safety procedures have been reviewed and updated where needed in light of the <u>COVID-19 advice</u>. Updated procedures have been shared with relevant staff; This RA and Reopening Plan were first sent to all staff on 16th July. Staff to receive further on-site guidance on actions to help minimise the spread of infection before reopening on 1 September and in further written communications; Staff to be made aware of the school's infection control procedures in relation to coronavirus; The school keeps up-to-date with advice issued by local authority and Welsh Government; Parents informed of the procedures put in place to help keep the children safe in school – overview 15th July, further guidance and pupil level details sent 1st & 4th September. Parents to be asked to take their child's temperature prior to school if they are concerned about symptoms of COVID-19 and not send them to school if they have a temperature or any other symptoms. Pupils made aware of rules for staying safe in school and what to do if they feel unwell. Letter to all pupils from HT 7th Sept; Any cases of illness, including COVID-19 are to be treated with confidentiality. The headteacher's role is to monitor the implementation of the risk assessment on an ongoing basis. 	4	2	8	Headteacher / All Staff
<u>Welsh Government Key Principle 1</u> Contact with individuals who are unwell	Staff and pupils	4	4	16	<ul style="list-style-type: none"> Under no circumstances should learners or staff attend schools/setting if they: <ul style="list-style-type: none"> a. feel unwell, have any of the four identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 10 days b. live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days. Those showing symptoms should be kept separate in the Rainforest Room until they can be collected and taken home. Clinical advice is available online at 111 Wales (or by calling 111). 	4	2	8	Headteacher / All Staff

					<ul style="list-style-type: none"> Surfaces that learners or staff with symptoms have come into contact with should be carefully and thoroughly cleaned. Anyone displaying symptoms of COVID-19 should stay at home and begin to self-isolate for 10 days while arranging to be tested. If the test result is negative, the individual with symptoms may return to school if feeling well. Anyone who lives with someone displaying COVID-19 symptoms, or is in an extended household arrangement with someone displaying symptoms must stay at home for 14 days from the day the first person became ill or until the outcome of the COVID-19 test is known. Any pupil or member of staff advised to get a COVID test may not return to school until the school has had sight of their negative test result. Staff should of course be vigilant for changes to learners' temperatures and signs of fever. Reminders sent to all parents & carers about key messages and importance of child not entering school if symptomatic in Monthly News, regular texts & emails. All staff working on-site will have access to lateral flow tests that will be distributed and should be carried out by staff at home on a Sunday and Wednesday evening. Participation is voluntary and any member of staff receiving a positive result must isolate and book a full COVID test ASAP. Incidents of positive will be treated the same as a full COVID positive test. All staff will report each result to the NHS website and the headteacher within 24 hours. Any staff receiving a positive result will contact the headteacher immediately and book a full PCR Covid test and all school contacts within the previous 48 hours will be identified and advised to isolate pending the result of the PCR test. The headteacher will work with the Monmouthshire Test & Trace team. Lateral Flow Tests will be provided by the school to all persons working on the site but the school will only be responsible for monitoring and recording results of employees. Non-employees will report their results to the NHS website and their own line management who will work with the school in the event of a a positive result. 				
Welsh Government Key Principle 2 Clean hands thoroughly more often than usual.	Staff and pupils	4	4	16	<ul style="list-style-type: none"> COVID-19 is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Children must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Handwashing facilities are available and allocated to each class. Handwashing is promoted above using sanitiser. Handwashing signage is provided adjacent to each basin; Week 1 learning includes explicit messages and practices. Hand sanitiser (that contains no less than 60 percent alcohol) is available at school front door (contents are checked daily), as well as on playgrounds to use by all on entering and leaving the site. All adults and pupils are expected to: 	4	2	8	Headteacher / All Staff

					<ul style="list-style-type: none"> • frequently wash their hands with soap and water for 20 seconds and dry thoroughly; • clean their hands on arrival at school, before and after eating, and after sneezing or coughing; • avoid touching their mouth, eyes and nose • Ensure support is available for children who have trouble cleaning their hands independently e.g. Foundation Phase and ALN pupils; • Pupils are encouraged to learn and practise these habits through activity and repetition; • Pupils 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; • Children will sanitise their hands on entering the toilet. • To maximise learning time while ensuring safe handwashing practices, children will have water sprayed on their hands, have a drop of soap dropped on their hands then wring them for 20 seconds before rinsing them briefly for 3-4 seconds in the sink. This will reduce whole class washing times from 10 to 3 minutes. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary; • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and handwashing areas; • Bar soap is not used – liquid soap dispensers are used instead to avoid touch; • Posters are displayed throughout the school reminding pupils and staff to wash their hands, e.g. before entering and leaving the school; 				
Welsh Government Key Principle 3 Ensure good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach.	Staff and pupils	4	4	16	<ul style="list-style-type: none"> • The 'catch it, bin it, kill it' approach continues to be very important. • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units; • Pupils must wash their hands after they have coughed or sneezed; • 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); • Bins for tissues are emptied throughout the day, and at the end of every day when they are isolated for 72 hours before being moved into the main waste. 	4	2	8	Headteacher / All Staff
Welsh Government Key Principle 4 Increased cleaning, including cleaning frequently touched surfaces often using standard products,	Staff and pupils	4	4	16	<ul style="list-style-type: none"> • Classroom tables will be cleaned each lunchtime (after children have eaten) by catering staff. • Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance; • COSHH assessments for all additional substances to be in place; • Cleaning materials in each classroom to be stored of reach of pupils when not locked in cleaning cupboard. 	4	2	8	Headteacher / All Staff

such as detergents and bleach.				<ul style="list-style-type: none"> The cleaning of non-healthcare settings <u>guidance</u> is understood by relevant staff and followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE (e.g. vinyl or nitrile gloves); staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes; Children must not use virucidal sprays and these must be kept in a locked place and used with blue towels. <p>Additional Midday Cleaning WHERE? Classrooms & adjacent areas / Offices WHO? Teachers / Administrators WHAT?</p> <ul style="list-style-type: none"> Door and window handles Remote controls Light switches Sink taps, soap and hand towel dispensers Computer equipment (including keyboards and mouse devices) that have been used Classroom resources, such as books and games that have been used Telephones that have been used NOT TABLES – these will be cleaned by kitchen staff <p>WHEN? Between 11am-12 noon (kitchen staff). Then again between 12-1pm (HT) WITH WHAT? Use Virusafe Cleaner (BA053-75) & blue towel on roll/dispenser. Use gloves (office) Disposal: black bin. DURATION? It is anticipated that this would take max 5 mins per classroom.</p> <p style="text-align: center;">* * * *</p> <p>WHERE? Shared Areas (Corridors, staffrooms, toilets, foyer, hall) WHO? Headteacher WHAT?</p> <ul style="list-style-type: none"> Door and window handles Banisters Work surfaces (including desks and tables) Staff & pupil toilet (Seat, flush, handles, soap dispenser) Furniture (hard seat backs & touch points) Light switches Reception tables Telephones 'Exit' buttons <p>WHEN? Sometime during the lunch period (12-1pm)</p>				
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					<p>WITH WHAT? Use the pink Virucidal Cleaner (BA053-75) & blue towel on roll/dispenser. Use gloves (office) Disposal: black bin.</p> <p>DURATION? It is anticipated that this would take approx. 20 mins</p> <p>All staff completing additional midday cleaning duties will record this on their relevant Record Sheet</p>				
<p>Welsh Government Key Principle 5</p> <p>Minimise contact between individuals and maintain social distancing wherever possible.</p>	Staff and pupils	4	4	16	<ul style="list-style-type: none"> The latest <u>guidance</u> on implementing protective measures in educational settings is made available to staff so that it is followed at all times; Children will not socially distance between each other but must maintain the nationally recommended distance with adults. Pupils will be contact groups in usual class groups of 30 with exceptions being two classes with 31 pupils. KS2 Key Worker provision will continue during the FP full return, only children of key workers will be able to attend school. They will be accommodated in three contact groups of max.15, they will use separate toilets, exits and areas of playgrounds and each group will be led by a teacher on a rota basis. The school day will run from 9am-3.30pm with a staggered entry between 9-9.15am. Class groups will not mix indoors or outdoors. Classrooms and other learning environments are organised as they were before the school closure and will be in table groups. It is not practical or possible for pupils to sit in rows or individual desks while allowing their teacher space to socially distance and circulate around the room. We have based this decision on: <ul style="list-style-type: none"> a) WG guidance that 2m social distancing is not necessary in primary school b) we do not want 30 children facing and breathing on one teacher (more vulnerable than children) at the front of the class c) tables in rows are not conducive to learning and pedagogy in school. d) MCC guidance is that schools can decide how tables should be grouped and they would support tables groups or rows. Staff will plan and undertake more learning outdoor where possible and practical. Morning breaktime will be informal and taken at the classteacher's discretion within the timetabled slot. Classteachers will supervise children at this time. Lunchbreak will be staggered with classes remaining separate from year group peers on the playgrounds or field in good weather. Lunch break will be 60 minutes split into two equal parts (30 mins activity outside, 30 mins eating lunch & classroom based activity) - see Plan. a) Drop-off and collection times are staggered to support limited numbers of pupils coming into contact with each other; see Plan b) Parents/carers' drop-off and pick-up protocols are planned so that they minimise adult to adult contact; see Plan. 	4	2	8	Headteacher / All Staff

					<ul style="list-style-type: none"> • Unnecessary items are removed from classrooms and other learning environments where there is space to store them elsewhere (use of changing rooms, cloakrooms); • Signage will refocus on: <ul style="list-style-type: none"> a) staying within class group and b) personal hygiene. <p>As distancing is not required for children, we do not want children to learn that they can ignore social distancing signage that they see in other public places where they are required to distance.</p> • Movement of pupils around school is minimised with pinch-points and bottlenecks identified and appropriately controlled; • The same teacher/s and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days; • Pupils use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day. Pupils are seated at the same desk; • Mixing between staff and groups of children in school is minimised by: <ul style="list-style-type: none"> a) accessing rooms directly from outside, where possible; b) where possible, one-way circulation, c) staggering break and lunch times and pupils clean their hands beforehand and after; pupils bring in their own lunch/ refreshments and eat in their classrooms at their desks which will be wiped before and afterwards; pupils have full water bottles from home each day – water fountains out of use; d) Toilet access will be based on a clock at certain times of the day. <ul style="list-style-type: none"> • Boys may use urinals. • Boys and girls will use only the cubicle allocated to their year group. • More than one child may enter the toilet room at a time. Queueing system outside. <p><u>Foundation Phase</u></p> <ul style="list-style-type: none"> • Rec pupils – as required • Y1 00-30 • Y2 30-00 <p><u>Key Stage 2</u></p> <p>Morning toilet access: Pupils use toilet during their playtime slot. Each class queues separately, no sharing.</p> <p>At lunchtime until end of day:</p> <ul style="list-style-type: none"> • Y3 45-00 • Y4 00-15 • Y5 15-30 				
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					<ul style="list-style-type: none"> Y6 30-45 <p>e) Each cubicle will be allocated to a year group; pupils must only use their year group's cubicle.</p> <ul style="list-style-type: none"> Staff will not work in more than one contact group on any given day. To facilitate PPA (Teachers' statutory 10% non-contact time), PPA providers will cover a class for a full afternoon and the two classes in each year group will rotate each week (eg: one week whole afternoon of PE, following week, whole afternoon of classroom based learning – rather than our usual mid-afternoon switch over). During break and lunchtimes, children wash their hands in allocated class sink immediately after using toilet. Children only allowed to bring one water bottle. Toilet during lessons is discouraged but always facilitated in emergency. The staffroom will be open for Key Stage 2 staff and the Learning Zone will be used for Foundation Phase staff. Access will be restricted and limited to lunchtime rota that will minimise staff mixing and over capacity. Staff will use the Learning Zone as a staffroom and meet in groups of no more than 4, maintaining 2m minimum distance and ensure the room is ventilated. Natural ventilation will be in place and midday cleaning will include high touch points & surfaces in these areas. Staff will be advised that they must not car share. 				
Hygiene Practices - Other	Staff and pupils	4	4	16	<ul style="list-style-type: none"> The amount of resources that are taken and brought in from home is limited; All spaces are well-ventilated using natural ventilation (opening windows). 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; Pupils do not share cutlery, cups or food; Pupils bring in full water bottles every day; 	4	2	8	Headteachers / All staff / Caretaker / Cleaning staff
Ill Health	Staff and pupils	4	4	16	<ul style="list-style-type: none"> Staff, pupils, parents/carers to be informed of the symptoms of possible coronavirus infection, e.g. a new dry continuous cough, difficulty in breathing, high temperature, loss of taste/smell and are kept up-to-date with national guidance about the symptoms and <u>guidance</u> in relation to 'stay at home'; Any pupil who displays signs of being unwell is immediately referred to the Headteacher or designated member of staff. While waiting to be collected, children will be supervised in the designated quarantine room (Rainforest Room) which is opposite the office to ensure 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 pupil's symptoms worsen; The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff and asked to collect them immediately and, if 	4	2	8	All Staff

					<p>displaying one or more COVID symptoms, will be advised to book a COVID test (available on school website);</p> <ul style="list-style-type: none"> • 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 visitors' toilet in the main entrance foyer - this will not then be used by any other child until deep cleaned once pupil has left the school building; • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the school's policy; • If a member of staff displays symptoms of COVID-19. They will report to Headteacher and follow <u>advice</u> given; • If a member of staff or child receives a positive test for COVID-19, the TTP team will be in touch to determine who is a contact and needs to self-isolate – it may not be the whole class. • Parents and carers must be available for collecting poorly pupils and contact information must be kept up to date; • Where pupils require first aid or intimate care, staff members must wear appropriate personal protective equipment (gloves; facemask; face-shield) whilst administering treatment. This equipment is stored in the main school office as well as FP 7 KS2 'Wet Areas'. • Any staff who administer first aid or direct contact with pupils must immediately wash hands and avoid contact with face until hygiene practices have been observed; 				
Spread of infection	Staff and pupils	4	4	16	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance; staff use PPE as appropriate. Waste bag will be isolated for 72 hours before being disposed of with usual waste. • Parents are made aware not to bring their children to school or onto the school premises if they show signs of being unwell or believe they have been exposed to coronavirus; • Children who have displayed symptoms of coronavirus AND have tested positive must self-isolate for 14 days before returning to school once they have been tested for COVID-19. Children or staff who have tested negative may return to school immediately if they are well. • Parents will be given a specific time to drop off and pick up, timings staggered in the morning and afternoon (see Plan); • Social distancing must be maintained by adults when entering or exiting the school site. Parents must be instructed to maintain social distance while waiting to drop off or collect children from school. • The school office will open to parents and visitors from 24th February but: <ul style="list-style-type: none"> a) Visitors should phone or email instead if possible b) 2m distancing must be observed (accompanying children can attend) 	4	2	8	All Staff

					<p>c) A face covering must be worn.</p> <ul style="list-style-type: none"> No more than one person will work in the office at a time. Staff and pupils will not enter the office routinely. Assemblies will continue but only as virtual meetings. Concerts (Christmas) & similar gatherings will not take place and this situation will be reviewed alongside evolving guidance as the term progresses. The outdoor classroom will be timetabled for use by each year in KS2. Each year group will have a week, one class will use Mon/Tues, the other Thurs/Fri. The classroom will be cleaned on a Wednesday. Staff will only meet virtually via MS Teams. We have written to parents (& sent reminders) about no other items coming in to school with their child except those specified. Staff have been reminded that only essential items should be sent home. Parents & staff advised that, wherever possible, any items coming to/from home should be isolated for 72 hours before contact. Updated guidance for February 2021 reopening states that teachers and staff should wear a three-layer face covering. These will be provided centrally by MCC and until then, or if a member of staff wishes to use their own, they should provide their own three-layer face covering. Updated guidance for February 2021 reopening states that teachers and staff working with children should wear a mask when teaching in the classroom. In line with schools across Monmouthshire, staff have been advised that in circumstances involving direct teaching, teachers will not be required to wear masks. However, staff who wish to wear a mask may do so. 				
Management of infectious diseases	Staff and pupils	4	4	16	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with Public Health Wales guidelines; Children will wear school uniform and parents have been asked to clean it as often as they are able to. PPE will be available in the FP & KS2 'wet areas' where first aiders routinely treat minor bumps and scrapes. Staff are vigilant and report concerns about a pupil's symptoms to the Headteacher, where appropriate equipment, such as digital thermometers are available to assess; Staff apply consistency in its approach to the management of suspected and confirmed cases of coronavirus; The timetable is adapted to stagger break and lunch times (as above); The Headteacher monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus; Previously Shielding and Extremely Vulnerable Staff - Staff who were previously shielding will be able to return to work or school in the spring term if the environments are risk assessed to be "COVID secure" (has taken reasonable measures to minimise risk to employees and learners) although adults are advised 	4	2	8	All Staff

					<p>to continue to work from home if possible. Staff who have been shielding should talk to their employer as early as possible about how they would be kept safe. Staff who do return to the school setting should strictly follow the social distancing measures in addition to what other safety measures are put in place for their return by their employer. There is advice on the Welsh Government website.</p> <ul style="list-style-type: none"> • Previously Shielding Pupils - Once a child is removed from the Shielding Persons List because they do not need to shield, they can behave in the same way as any other child in the school or setting. 				
Parental engagement	Staff and pupils	3	3	9	<ul style="list-style-type: none"> • School to communicate to all parents and carers regularly about arrangements, practical information and COVID-19 updates that affect the operation of the school. • Where possible only one parent / carer should be present at collection point; • Parents are informed their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use); • Parents are informed that they cannot gather at entrance gates and/or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely); • Essentially, only pupils and staff are permitted within the building. WG guidance allows for supply teachers, peripatetic and LA teachers to move between schools and these will be permitted. As the term progresses decisions on external staff and visitors will be reviewed. • Staff to continue to make contact with pupils not attending. 	3	2	6	Headteacher / Admin Team
Building and property maintenance	Staff and pupils	4	4	16	<ul style="list-style-type: none"> • Caretaker undertakes a daily checklist of supplies and site security/health and safety to ensure compliance with latest <u>guidance</u>; • Any areas presenting increased risk to pupils and/or staff to be isolated; • Floor marking used to define transit routes and no-go spaces within identified classrooms and/or areas; • Lock all unrequired doors including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms isolated; • All outdoor building maintenance to be coordinated with the Headteacher or Business Manager 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, which is separate to pupil entrance; • Continue with water testing and fire drills etc. (see H and S policy) • All visitors not engage working with children must wear a face mask when indoors at all times. 	4	2	8	Headteacher / Caretaker
Communication	Staff and pupils	4	4	16	<ul style="list-style-type: none"> • Pupils & staff told not to enter the school if they are displaying any symptoms of coronavirus; No other persons may enter the building; 	4	2	8	Headteacher / Premises Team

					<ul style="list-style-type: none"> The relevant member of staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure; updated about any changes to infection control procedures as necessary; There is early communication with contractors and suppliers that will need to prepare to support plans for opening. For example, catering; food supplies; hygiene suppliers; Cleaning staff are briefed on the additional cleaning requirements and agree additional hours to allow for this by contract manager (MCC) We have updated key messages to parents in email and external signage. While continuing to provide clarity on symptoms and distancing, we have increased signage and communication around community transmission and parents' responsibility to 'help keep Chepstow safe' We have talked to staff and parents about February 2021 being a re-start and a reboot and not a return to normal. This was communicated in signage and email communications. 				
Emergencies	Staff and pupils	4	4	16	<ul style="list-style-type: none"> Suitably trained first aiders ; Provisions are 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. 	4	2	8	Headteacher /Admin Team
Safeguarding	Staff and pupils	4	4	16	<ul style="list-style-type: none"> The school will revert to normal safeguarding procedures Class teacher must remain vigilant of safeguarding concerns for the very few pupils who might not be able to attend school due to medical conditions. SLT member on site each day trained to L2 (Designated/Deputy Designated Lead) 	4	1	4	Headteacher / Designated Senior Person (DSP) Deputy DSP
Poor Behaviour	Staff and pupils	4	4	16	<ul style="list-style-type: none"> School to consider the impact of poor behaviour; bullying, or abuse of another child or a member of staff, and are clear with parents/carers on action to take in response to this; Pupils taught and reminded about hygiene and safe distancing from staff - risk assessments will be carried out on pupils whose behaviour puts staff and other pupils at risk of COVID 19; Parents will be asked to support their pupils with behaviour expectations; Adequate supervision levels in place to support staff; 	4	2	8	Headteacher
Distance Learning	Staff and pupils	4	3	12	<ul style="list-style-type: none"> The very few pupils who are unable to return to school due to medical conditions will continue to learn from home and be supported by their class teacher. This learning should be in line with content and activities undertaken by pupils in school wherever possible. 	4	2	8	Headteacher/ Staff working from home

					<ul style="list-style-type: none"> Traditional & ongoing Home Learning activities will continue but pupils will not bring any items in from home; instead, they may photograph them and post/share on their SeeSaw account. KS2 children accessing KW provision in school will undertake the same Seesaw activities as classmates at home. Due to technical constraints, FP children will undertake paper-based activities prepared by their teachers each day. 				
Managing school transport	Staff and pupils	4	4	16	<ul style="list-style-type: none"> Home to school transport will operate and pupils will not be required to wear a face covering. Arrangements for receiving children from the bus and putting them onto the bus will continue as usual as staggering us not possible. Bus children will disembark the bus at 9am and go to their classrooms via their usual entry gate. Bus children will congregate and be registered in the shared area (internal) outside the Year 6 classrooms. Home to school transport will be provided to KW children who require it. 	4	0	0	Local Authority/ Headteacher.
Managing Breakfast Club	Staff and pupils	4	4	16	<ul style="list-style-type: none"> Breakfast Club will reopen to FP & KW pupils only from Weds 24th February Provision will run from 8-9am Breakfast will be served from a table in the hall, not the kitchen. BC staff will not enter the kitchen. Children will eat breakfast then go outside to play in separate year groups. <i>SEE SEPARATE BREAKFAST CLUB RISK ASSESSMENT</i> 	4	2	8	Headteacher
Managing After School Club	Staff and pupils	4	4	16	<ul style="list-style-type: none"> After School Club will reopen to FP pupils only from Weds 24th February ASC is operated by Mathern Day Nursery. The provider has produced a risk assessment that was be discussed and agreed with appropriate amendments by the school. <i>SEE SEPARATE AFTER SCHOOL CLUB RISK ASSESSMENT</i> 	4	2	8	Mathern Day Nursery Manager & Headteacher
Quarantine	Pupils and/or staff	4	4	16	<ul style="list-style-type: none"> Pupils and staff who have travelled to countries that are subject to (10-day) quarantine by the UK Government must not attend school during this period. Countries subject to a quarantine requirement will be monitored by the school. In conjunction with attendance registers, the school will actively follow up information received from pupils or others linked to possible breaches of this quarantine requirement. 	4	2	8	Headteacher All staff
Impact on Wellbeing	Pupils and staff	3	3	9	<ul style="list-style-type: none"> Normal pastoral and wellbeing support processes will return and children will be supported accordingly. Individual 1-2-1 support will be undertaken in an outdoor space initially Initial class time and learning activities will focus on wellbeing and identifying children who show distress and need additional support. The Strategic Leadership Team have developed a Catch Up & Recovery Action Plan that is incorporated as Priority 1 in the School development Plan for 2020-21. 	3	2	6	Headteacher Wellbeing team Class teachers

Climate Control	Pupils and Staff	4	4	16	<ul style="list-style-type: none"> From Monday 28th September, we have allowed our two demountable huts to be heated using air conditioning units that act as fan heaters in the colder temperature. We have done this because on 28/9/20 at 8am the temperature in the room was 5 degrees Celsius, significantly below the 16 degree C threshold for employees to work. The rationale for this decision was that the heaters, although fan heaters, only circulate air that is in the classroom already and do not send air into other rooms or draw it from spaces where other contact groups work or congregate. Normal natural ventilation continues which wastes warm air but which ensures fresh air can enter and circulate constantly. Headteacher advised LA of this decision on 28/9/20 in writing and this was acknowledged and agreed by MCC Health & Safety lead on 7/10/20. Rooms occupied by children or staff must be ventilated continuously until further notice. Advice has been received about 'purge ventilating' at times when the room is unoccupied in order to maintain a level of comfort when occupied though this advice is not comprehensive and we have taken the decision at The Dell to maintain continuous ventilation by leaving fire doors and windows open throughout the day. We have taken notice of updated guidance on ventilation and achieving a balance between ventilation and comfort and decide not to install CO2 monitors, rather to maintain steady ventilation throughout the room's use as well as purge ventilation when the room is unoccupied. We felt rooms were able to re-heat themselves quite quickly after purge ventilation. We are mindful too of the onset of spring and milder weather. 	4	2	8	Headteacher All staff
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