



Goytre Fawr Primary School - Covid-19 Risk Assessment.



Date: 20th September 2021.

Covid-19 is still an ongoing threat to the health of all members of our school community. Whilst we recognise the positive impact of the double vaccination and boosters that ~~all~~ many staff have now had, we still need to be alert to the dangers that are inherent in a global pandemic where a variant has emerged.

The following Risk Assessment has been completed from information issued in a framework that WG issued on 27.9.21. and updated in line with the Schools Infection Control Decision Framework (updated on 31.12.2021) and the Schools Operations: Checklist for January Planning Days.

[Local COVID-19 infection control decision framework for schools from autumn 2021 | GOV.WALES](#)

“Guiding Principles

In recognising the balance of benefits and harms to learners and staff our guiding principles are to:

- enable schools to operate as ‘business as usual’ as far as possible including the provision ... after school clubs, extra-curricular activities and practical subjects
- secure the best outcomes for all learners by considering both their educational needs and wellbeing
- manage ongoing risks of COVID-19 as safely as possible as for other infections and ensure clarity of actions required if there is a case in a school.”

The Framework also states, “In July 2021 the First Minister published the updated Coronavirus Control Plan for Wales, which sets out arrangements to move to ‘alert level zero’ – a new phase which is designed to ensure a proportionate approach to COVID-19, reflecting the impact of vaccination and the balance of risks and harms. The control plan signals the expectation that schools should operate as normally as possible at alert level zero. Baseline measures including risk assessments, improved hygiene and ventilation, and preventing attendance by individuals with COVID-19 symptoms will continue to be in place, but other measures are being relaxed as part of a proportionate system of controls.”

At Alert Level Zero.

The fundamental principle remains that the most effective way to prevent transmission of COVID-19 in our schools is to stop infection being brought into the school. The best way to manage personal risks is to take up the offer of vaccination, and we encourage those eligible for vaccination to take up this offer.

- If anyone tests positive for COVID-19 they must self-isolate and not attend school.
- At alert level zero contacts of a proven case of COVID-19 who are under the age of 18 or those who are fully vaccinated do not have to self-isolate unless they themselves start to show symptoms of COVID-19. *A list of the exemptions is available.*
- TTP (Test, Trace, Protect) contact tracers will contact the proxy (positive case) and get in touch with identified close contacts and offer them PCR testing on day 2 (or as soon as possible once identified as a contact) and day 8.
- TTP will also advise them on the most appropriate actions for their circumstances and for some, this will include advising to self-isolate.
- The majority of learners in a class/year group are unlikely to be identified as close contacts. However, schools may be advised to take a warn and inform approach to update parents and staff on the situation and what they need to do, based on TTP advice.

rates across Wales, and how they relate to hospital admissions, the success of our vaccine programme gives us cause to be optimistic about the future. As restrictions are eased across wider society, so too should educational settings see a similar pattern...Three main changes are being proposed to bring some normality back to education ahead of the new autumn term. They are:

- Face coverings will no longer be routinely recommended in classrooms
- Contact groups will no longer be required for school pupils or full-time learners in colleges.
- We will use our TTP system in order to identify close contacts of learners who have tested positive.
- Normal session times will resume.”

This risk assessment also takes in to account all relevant Welsh Government & local authority advice and guidance but is developed around the unique needs of our school.

Our school is now recognised at being categorised at “Very High Risk” in WG’s Schools Infection Control Decision Framework. The Appendix A shows our checklist, for how we have responded to this and adjusted our risk mitigation processes accordingly.

<u>Identified Risk</u>	<u>Person at Risk.</u>	<u>Risk Mitigation/Control Measures.</u>
<p>1. Identified Risk Levels being adhered to. An accurate flow of evidence and communication to inform policy and practice.</p>	<p>Pupils, staff & school community.</p>	<p>a. School to be constantly aware of the alert level currently in place (low/medium/high/very high) and to liaise with all LA and wider regional and national bodies to ensure that GFPS are following framework guidance and protocols at the appropriate levels. https://gov.wales/sites/default/files/pdf-versions/2021/8/5/1630058044/local-covid-19-infection-control-decision-framework-schools-autumn-2021.pdf</p> <p>b. GFPS to cooperate fully and use all available evidence to implement any appropriate measures suggested by the framework: <i>‘The following bullet points illustrate the flow of information and how this informs decisions on local interventions. It should be viewed as a cyclical flow of information rather than a start and end:</i></p> <ul style="list-style-type: none"> ○ Welsh Government decides on the national risk level, based on local and national intelligence. ○ Welsh Government informs IMTs (Local Authority Incident Management Teams) /TTP (Test, Trace, Protect) leads, of the national risk level. ○ IMTs/TTP leads inform local authorities and schools of national risk level and identify any schools, areas or regions where the risk may differ ○ Schools implement the appropriate variable measures for that risk level, or identify which variable measures may need to be introduced if risk differs from national rating. ○ IMTs/TTP leads discuss any key points with the school. ○ IMTs/TTP leads share intelligence with Welsh Government to inform decision on national risk rating.’

<p>2. Routes Around and Access to School Sites</p>	<p>Staff, pupils & community.</p>	<ul style="list-style-type: none"> a) Outside doors used for entry and exit to classrooms wherever possible. b) External class doors only to be used to access play times and outdoor learning. c) Letters of information sent out, clearly indicating changes in staggered times and reaffirming the positions of access and entry to parents/carers (Main/FP Gates from 8.50 a.m. with 9 p.m. start and 3.30 p.m. end time for all except Reception in first week). See Appendix A. Exits now staggered by 5 minutes at end of day. d) Fire assembly points for FP (FP Yard) and KS2 (KS2 Yard) clearly indicated to all staff & children and marked maps provided of routes to be taken and assembly points. e) Clear, concise, operational notes issued to staff (See Appendix A). f) Internal and external doors to be open at all times where temperatures allow them to be. Ongoing dynamic risk assessment made by head and staff, to balance work comfort, internal temperature and risk mitigation. All staff are to judge the temperature in their room and ask for guidance if unsure. The children should be comfortable to work, but the maximum amount of ventilation should always be ensured. Purge ventilation is the responsibility of all staff members whenever the learning area is vacated by pupils. Let as much air to circulate as possible when children are not in the room. g) At all temperatures, classrooms should be ventilated using open bottom and top windows wherever possible. h) All KS2 teachers need to continue to ventilate their rooms using their doors and windows to allow maximum airflow. i) When children are not in the classroom, it is the duty of all staff to purge ventilate; to ventilate our school as much as possible by using all doors and windows for the maximum amount of time feasible before, during and after the school day. j) Doors and windows are to remain open as often as it is assessed to be safe, to avoid contamination and to allow for ventilation. CO2 Monitors installed in all classrooms (see Appendix A). Protocols in place for any ppm readings of +800. k) Outside and internal gates protecting our children’s walkways, are to be opened to all pupils at 8.50 a.m. and closed at 9 a.m. and re-opened at 3.30 p.m. by the caretaker or school staff. l) Social distancing is encouraged between staff and pupils. When parents/carers are on site, they are also encouraged to socially distance. m) Expectation is that all children are dropped off & met unless parent/carer directly states otherwise. n) Toilets are to be monitored and x1 pupil of any one gender at a time are to use them. A centrally placed coloured cone system is in place to indicate occupancy. o) Hand washing and hand hygiene is to be invigilated upon re-entry to any area. p) School Lane is closed between 8.50-9.20 a.m. and from 3.10-3.40 p.m. Parents asked to remain vigilant over residents’ vehicles still accessing School Lane whilst collection and drop off is taking place. q) Signage to make clear that we request all adult visitors to site to wear face coverings. Visitors also to have LFD results as negative before entering building. See Appendix A. r) Parents and carers asked to phone the office with any matters that need attending to, wherever possible. s) Governors to adhere to all requests for safe behaviours, when on our school site. t) Governors attendance at the school site is limited to times outside of when children are learning, wherever possible. u) Governors are to use a mix of remote and face-to-face formats when planning FGB and subcommittee meetings. v) Any meeting of governors that is designated to be held on site, is to take place in a space where social distancing and ventilation can be ensured.
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<p>3. Medical Considerations</p>	<p>Staff, & pupils.</p>	<p>a) Individual Health and Care Plans reviewed regularly to assess adjustments and mitigation of risks. Home included in their construction and Goytre Fawr Primary School – Covid-19 Risk Assessment. 20.09.21 04.01.2022</p> <p>b) Children with identified medical conditions will need to attend with their dedicated medication in place where required. This will need to be negotiated with home and packaged in washable, suitable containers.</p> <p>c) Medical & dietary needs of children are to regularly updated. We are, from 02.9.21, a Nut Free School.</p> <p>d) Parents to ensure that their personal medical equipment (e.g. asthma pump) is always kept with their child. No other child to handle it and adult handling limited.</p> <p>e) Children requiring other, non-prescribed medication (e.g. paracetamol, antibiotics), will have to inform us prior to entry. Permission forms will have to be completed in advance by parents/carers.</p> <p>f) Unless a child is fully fit they will not be permitted to attend school. Parents will be asked to be honest on this, especially around even the mildest Covid-19 symptoms.</p> <p>g) If a child develops Covid-19 symptoms during the school day, they are to be immediately sent home. They are to wait for collection, in an area away from other pupils and staff.</p> <p>h) Children regularly reminded of their obligation to always observe excellent respiratory etiquette and to “Catch it, Bin it, Kill it” if they sneeze or cough.</p> <p>i) Bins emptied daily by cleaning staff.</p> <p>j) All staff can voluntarily wear face coverings at any time in classrooms. Outside of classrooms, mask wearing is mandatory in communal areas (see Appendix A). This applies to outdoor spaces as well as internal public spaces at Goytre Fawr Primary School.</p> <p>k) Any staff working 1-to-1 with children who find awareness of 2 m distancing difficult, are to have masks and/or full PPE available, should they choose.</p> <p>l) Where a student and/or member of staff lives in a household with someone who has tested positive using a PCR test and is therefore isolating, TTP will advise school at the earliest opportunity. The pupil or staff member, even if taking precautionary tests at Day 2 6 and 7 7, should continue to regularly attend school until they:</p> <ol style="list-style-type: none"> I. Develop symptoms. II. Test positive during PCR regular LFD testing (see Appendix A). <p>m) Under no circumstances should symptomatic pupils or adults come on to school site.</p> <p>n) If a member of staff displays symptoms of COVID-19. They will report to Headteacher and follow advice given.</p> <p>o) If a member of staff or child receives a positive test for COVID-19, the Test Trace and Protect Team will be in touch and will inform next steps. A warn and inform note will be sent home to the team concerned</p> <p>p) Contacts of the pupil or staff member who has tested positive for Covid-19, will receive a letter advising them of such, at the earliest opportunity.</p> <p>q) 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 guidance in relation to ‘stay at home’.</p> <p>r) Any pupil who displays signs of being unwell is immediately referred to the Headteacher or designated member of staff. While waiting to be collected, the child will be supervised.</p> <p>s) 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.</p> <p>t) The relevant member of staff calls for emergency assistance immediately if the student’s symptoms worsen.</p> <p>u) School will actively engage with Test Trace and Protect - all visitors to register contact details which are saved for 21 days before destroying.</p> <p>v) The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff and asked to collect them immediately.</p> <p>w) Any medication given to ease the unwell individual’s symptoms is administered in accordance with the school’s policy.</p>
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<p>4. On-Site Contracted Work and Other Visitors.</p>	<p>Staff pupils & contractors</p>	<ul style="list-style-type: none"> a) Barriers and cones to be spaced around the site of any major construction, ensuring appropriate distancing. b) Company risk assessment of their workforce interrogated before any work begins (including Covid-19 sections). c) Staff informed of times and dates contractors are on site. d) Mon CC property services asked to circulate that we require 24 hours' notice for any works carried out on site, by contractors they broker and that a negative LFD will be demanded that morning, prior to any site admittance. e) Staff directed to ensure cones and barriers are observed and adhered to by children. f) Contractors informed of children's break times and asked to use those pinch points as times for their own breaks. g) Contractors asked to access site for entry and exit at times that are clearly outside the movement of our children on and off site. h) Contractors encouraged to work in the a.m. and p.m. windows outside the time of children occupying site (7-8.45 a.m. and 3.45-6 p.m.) wherever possible. i) Cleaning of their work area is the responsibility of contractors, in line with our procedures. Caretaker to supervise follow-up cleaning, to ensure safety and cleanliness. j) All site visitors are to wear face coverings in all areas of school communal areas at all times that they are on site (e.g. Foyer and toilet areas). k) All spaces where visitors are working or meeting, should be as well ventilated as possible. l) Parents and other guests are to be limited to onsite contact only for the most essential of face-to-face meetings (at a safe distance) that couldn't otherwise be conducted on TEAMS and/or phone. m) Visitor records must be kept just in case we need to Track and Trace – name and telephone numbers and contact groups -kept for 21 days and then destroyed - this is separate from the signing in process.
<p>5. Collection & Drop Off Routines</p>	<p>Staff, pupils & community.</p>	<ul style="list-style-type: none"> a) Children to access allocated gates (FP at FP Entrance/Upper & Lower KS2 at right and left sides of Mina Gates respectively) between 8.50 a.m. and 9 a.m. b) Staff to greet children in class from 8.50 a.m. onwards, other than Reception staff who will greet their children on the gate at 9 a.m. and walk them in, for the first 2 weeks of term. c) Parents are to come to the agreed collection points (the same as entry points) at 3.30 p.m. and 3.25 p.m. (see Appendix A) d) Children will be directly led to parent/carer at their respective gates (including GASC after school provision) and handed over directly into their care, unless they have had direct permission to walk home at the end of school. e) Parents are to be encouraged not to come past the gates and to only come one at a time, where possible, wearing a face covering. Staff will wear face masks at drop-off and collection points until otherwise advised.

<p>6. Awareness of Procedures & Risk</p>	<p>Staff, pupils & community.</p>	<p>a) Staff to be made aware of the school’s infection control procedures in relation to coronavirus Covid-19, via rolling agenda items in weekly meetings and other more immediate communication methods. b) The school keeps up-to-date with advice issued by local authority and Welsh Government. c) Parents informed of the procedures put in place to help keep the children safe in school, via regular e-mailed letters, Class Dojo information and website updates. d) Students made aware of rules for staying safe in school and what to do if they feel unwell. e) Any cases of illness, including COVID-19, are to be treated with confidentiality. f) All visiting staff advised on our approaches via Operational Guidance, issued upon entry.</p>
<p>7. Child Protection & Safeguarding</p>	<p>Staff & children</p>	<p>a) Staff reminded that the same safeguarding and child protection disclosure processes are in place with regards to potential abuse disclosures. Notices updated in line with new personnel. b) Locked external and internal gates during times when children are on site. c) Appropriate security arrangements on-site. d) Staff rota and levels to take account for security arrangements. e) Ensure students are not allowed out of the school during their sessions. f) All staff to have valid DBS clearance. g) CP and Safeguarding Policy reviewed by governors. h) Absences monitored daily with vulnerable children receiving regular wellbeing contact if absent.</p>
<p>8. Implementing Social Distancing.</p>	<p>Staff, pupils & community.</p>	<p>a) Classrooms and other learning environments (e.g. hall) are organised to maintain as much space as possible between pupils. b) Staffroom distance maintained as far as is reasonably possible. c) Pupils organised into Foundation Phase, Lower Key Stage 2 and Upper Key Stage 2 groupings for yard and dinner hall considerations. Staggered play and lunchtimes in KS2 to accommodate this. Children to be further split into class groups in the main hall at lunch times, with a 2 m corridor between them. d) Year group contact bubbles now longer in place, but contact between FP/LKS2 and UKS2 to be limited. e) Unnecessary items are removed from classrooms and other learning environments where there is space to store them elsewhere. f) Staff to rationalise equipment and to clean equipment as appropriate, if being shared during the course of the day, using anti-bac’ sprays. g) Staff movement between FP/KS2 to be limited to that which is appropriate and necessary (e.g. PPA or other cover, or for the collection of essential resources). h) Mixing between staff and groups of children in school is minimised by: <ul style="list-style-type: none"> o Y4/6 Upper KS2 accessing rooms directly from outside walkways, especially upon entry and exit. o Y3/5 Lower KS2 accessing their classes via internal walkways, where possible. o The number of students using the toilet at any one time is limited to one of each gender, using our cones system from Rec-Y5 and a separate toilet for Y6 pupils. </p>

<p>9. Emergency Procedures.</p>	<p>Staff & pupils</p>	<ul style="list-style-type: none"> a) Arrangements in place at all times for first aid support and availability. b) Full availability of trained first aiders or emergency personnel considered in all out-of-class activities. c) Medical and PPE provisions are to be fully stocked and monitored. d) Accident forms completed where required and home informed. e) If a member of staff has Covid-19 symptoms, they are to immediately contact NHS and organise a PCR test ASAP. f) All students' emergency contact details are up-to-date, including alternative emergency contact details, where required. g) Students' parents/carers are contacted as soon as practicable in the event of an emergency. h) Students' alternative contacts are called where their primary emergency contact cannot be contacted. i) Environmental Health/TTP to contact HT or senior leader in the event of any staff or pupil testing positive for Covid-19 positive tests or contacts. j) Template letters sent to identified groups who have had contact with the positive Covid-19 case that Environmental Health/TTP identifies.
<p>10. Property and Building Maintenance.</p>	<p>Staff, Contractors & pupils</p>	<ul style="list-style-type: none"> a) All outdoor building maintenance to be coordinated with the Headteacher, caretaker so that segregation from students and staff can be ensured (e.g. grass cutting). b) All contractors to report to reception prior to the start of any work and signed in. c) Face coverings are requested from all contractors on site, whilst in any communal school areas. d) All contractors to fill out form providing details in case any future contact is necessary. e) All contractors provided with protocols sheet/operational guidance from office before proceeding. f) Property Services reminded of our request for a minimum of 24 hours' notice on all site work and negative LFD evidence requirements.
<p>11. Parental Engagement.</p>	<p>Staff, pupils & community.</p>	<ul style="list-style-type: none"> a) School to regularly update parents/carers through letters/email and Dojo. b) School to communicate that all parent/carers should avoid entrance to site unless it is absolutely necessary. c) Communication with staff and head and office to be undertaken remotely using tech' applications, wherever possible. d) Where possible, only one parent/carer should be present at drop off/collection point; e) Parents are informed of their allocated drop off/collection points and the process for doing so, including protocols for minimising adult to adult contact (for example, which gate entrance to use). f) Parents are informed that they cannot gather at entrance gates and/or doors or enter the site. g) Weekly e-surveys of hub need undertaken as part of a weekly update letter. h) School devices (to enable pupils to access learning at home) to be handled with gloves, wiped with anti-bac cleaner and sent home in plastic wallet with advice about leaving 72 hours before opening and accessing.

<p>12. Site cleanliness-virus transmission</p>	<p>Staff, pupils & community.</p>	<ul style="list-style-type: none"> a) Stocks of hygiene/PPE equipment constantly monitored by HZ/MG. b) All people entering building to sanitise before entry. c) Hand washing facilities flagged up to children and staff at start of each session. Washing upon entry and exit to their areas, still to be imparted to all children and staff as being crucial for good hand hygiene. d) Consistent and ongoing cleaning regime in place. e) Staff asked to clean within class if equipment is shared and stocks of anti-bac' wipes and gloves provided to facilitate. f) All solid surfaces to be cleanable with anti-bac' wipes/spray. g) Play times at different times for upper and lower KS2. h) Outside areas and learning to be encouraged and used as much as possible. i) Hand sanitiser dispensers to remain in existing, designated areas. j) Any staff who administer first aid or direct contact with students must immediately wash hands and avoid contact with their face until hand hygiene practices have been observed. k) All tissues and wipes used are to be disposed of in the appropriate way, as in normal practice (with all contents of especially provided bins disposed regularly at the of day). l) All class and internal doors should be kept open wherever possible and where temperature permits. m) Sufficient handwashing facilities are available. Where a sink is not nearby, we provide hand sanitisers in classrooms, other learning environments and fixed wall hand sanitisers in communal areas (which are checked daily for supply). n) All adults and students are expected to: <ul style="list-style-type: none"> o frequently wash their hands with soap and water for 20 seconds and dry thoroughly or sanitise their hands when soap and water is not available. o clean their hands upon arrival at school, before and after eating, and after sneezing or coughing (“Catch it,Bin it, Kill it.) message reinforced regularly. o use of a tissue or elbow to cough or sneeze into 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 and ALN children. o) Students are encouraged to learn and practise these habits through activity and repetition. p) Bins for tissues are emptied at the end of every day. q) All spaces are well ventilated using natural ventilation (opening windows) where possible. r) Purge ventilation is encouraged from all caretaking, cleaning and teaching staff, where temperature allows. s) Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), in order to limit the use of door handles and aid ventilation. t) Additional alcohol-based sanitiser (that contains no less than 70 percent alcohol) is provided for use where necessary. u) Enough soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and other areas. v) Bar soap is not used – liquid soap dispensers are installed and used instead. w) Wherever necessary, pupils are supervised by staff when washing their hands to ensure it is done correctly. x) Cleaners carry out daily, thorough cleaning that follows national guidance.
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13. Virus transmission and response to outbreaks.	Staff/ pupils/ community	<ul style="list-style-type: none"> a) Staff room used again, but social distance observed wherever possible. b) Photocopier-use will be limited and safe. Regularly cleaned after use by all staff. One in the room at a time. c) Where possible, staff kept with same groups of learners. d) Staff movement between groups and areas limited as far as possible within the context of the maintenance of high standards of teaching and learning. e) Masks to be worn by all members of the public, in all school communal spaces. f) Staff to voluntarily wear face coverings and other PPE at their discretion in classrooms and directed to wear at all other times on school site.
14. Home circumstances and staff availability.	Staff	<ul style="list-style-type: none"> a) Staff dependants are noted in our own health check documentation. b) Rotas and duties to be built with staff home circumstances in mind. We will balance staff need with contracted school obligations and be aware of, and empathetic to, each individual circumstance. c) Regular wellbeing checks undertaken by SLT to ensure all staff are safe and healthy and that home circumstances are manageable. Negotiated wherever instances of need occur. d) HR advice and union consultation sought wherever appropriate.
15. Transmission of virus-classroom environment cleanliness	Staff, pupils & community.	<ul style="list-style-type: none"> a) Cleaning regimes considered and communal equipment to be wiped regularly throughout the day by all staff. b) Unused classrooms or intervention areas closed and locked to avoid accidental transmission & reduce cleaning area (but purge ventilated in advance of any further use). c) Communal, shared computer keyboards wiped with anti-bac wipes prior to other children and staff using them. d) One computer per staff member allocated.
16. Cleanliness of Equipment	Pupils & staff.	<ul style="list-style-type: none"> a) Individual equipment used and maintained wherever possible. Shared equipment should be limited, within reasonable contexts. b) Communal equipment to be cleansed before use with other classes' children e.g. PE mats and benches to be cleaned by staff after use. c) Pupil water bottles and lunch bags to be clearly marked with child's name and touched by only the owner, as far as is reasonably possible. d) Children's outdoor equipment (wellies, waterproofs and PE kits) to be labelled and used only by that pupil. e) Staff to take responsibility for cleaning communal food and drink prep' areas after use. f) Staff to take responsibility for levels of cleanliness in communal areas, such as the staff room & staff toilets. g) All staff to continue to maintaining cleanliness between dinner time sittings in the main hall.

<p>17. Breaktime 18. & Lunch 19. Distancing & Equipment</p>	<p>Staff, pupils & community.</p>	<p>a) FP to use their playground/field areas between 10.30 - 10.45 a.m. and 10.45-11 a.m. and the main lunch hall between 12 - 12.30 p.m. and their playground/field areas and canopy between 12.30 - 1.15 p.m. b) Lower KS2 to use their playground/field areas between 10.30 - 10.45 a.m. and the main lunch hall between 12.30 - 1.00 p.m. and their playground/field areas between 1.00 - 1.30 p.m. c) Upper Key Stage 2 to use their playground/field areas between 10.45 – 11.00 a.m. and their playground/field areas between 12.30 - 1.00 p.m. and the main lunch hall between 1 - 1.30 p.m. d) Yard to be split into year group usage by barriers. e) Children who bring their own fruit snack and/or packed lunch to be kept in their labelled bag until lunchtimes. f) Any communal equipment used, to be cleansed afterwards wherever appropriate, by staff from the class who used it. g) Thorough hand washing supervised by staff at one sink area where taps can be wiped down. h) Before and after food and entry-exit, hand hygiene routines insisted upon. i) Negotiate with canteen and catering to accommodate sittings without placing undue pressure on any kitchen or school staff.</p>
<p>20. Transport</p>	<p>Staff, pupils & community.</p>	<p>a) Provided by contractor to Mon CC - face masks on Mon CC transport encouraged for over-11's but voluntary in under 11's. b) School Lane to remain shut and volunteers to continue to supervise between 8.50-9.20 a.m. and 3.20-3.50 p.m. c) Parents, children and young people are encouraged to walk or cycle to school from home or a parking spot in the village, wherever possible. d) Parking on School Lane prior to the road closure times, to be discouraged in correspondence. e) Respectful parking in the village requested in correspondence with parents and carers.</p>
<p>21. Collection & drop off virus transmission</p>	<p>Staff, pupils & community.</p>	<p>a) Foundation Phase Children to enter and exit site at FP Gates between 8.50 - 9 a.m. and 3.25 - 3.30 p.m. b) Children in lower KS2 to enter and exit from the left-hand side of our main office gates and then internally, between 8.50-9 a.m. and at 3.25 - 3.30 p.m. c) Children in Upper KS2 to enter and exit from the right-hand side of our main office gates, then externally to their classes' outside doors, between 8.50-9 a.m. and 3.25 - 3.30 p.m. d) Parents encouraged to remain apart whilst waiting for our children. e) Parents/carers asked to contact us by phone or email wherever possible, but to wear face coverings if they need to access our foyer/reception area in person. f) One household member per family encouraged at drop-off/collection times.</p>

<p>22. Staffroom transmission of virus</p>	<p>Staff & dependents</p>	<ul style="list-style-type: none"> a) Staff encouraged to maintain social distancing within staffroom and to remain respectful of all staff member’s anxieties around this issue. b) Staff break times staggered. c) Staff directed to maintain high standards of ventilation and hand/surface hygiene whilst using the staffroom. d) Unnecessary clutter and food to be limited. e) Face coverings worn at the prerogative of the staff. f) Lateral Flow Tests are requested of all staff on Sunday evenings and Wednesday evenings. Results to be reported to NHS site. Any unclear or positive tests to be reported immediately to the head. <p style="color: red;">Staff food prep’ and consumption to be moved to separate KS2-FP areas for the short term (see Appendix A).</p>
<p>23. Educational visits</p>		<ul style="list-style-type: none"> a) Risk assessment processes followed as normal. Risk assessment to include arrangements for what will happen if a member of the group (a learner or staff member) develops COVID-19 symptoms during the visit. b) Insurance considerations discussed with LA rep’s. c) EVOLVE system and direct contact with LA officers over suitability and safety of visits and risk assessment quality assured by LA before proceeding. d) Trips to be managed by staff only. Parent volunteers not to be used. e) Risk assessment from organisations where proposed visit is destined for, requested by school and scrutinised prior to visit, alongside LA. f) Transport RA incorporated, using company’s RA wherever appropriate.
<p>24. Supported SEN children.</p>	<p>Staff, pupils & community.</p>	<ul style="list-style-type: none"> a) PPE made available for relevant staff. b) Limiting staff involvement in routines of any ALN child requiring allocated 1-to-1 support. c) Purge-ventilate any area that might need to be secure for privacy and CP reasons e.g. The Medical room. Involve caretaker in discussions around safe, daily routines before and after school. d) Amend individual routines, health/care plans and risk assessments to factor in Covid-19 risk mitigation. e) Home-school communications around behaviours/routines and possible symptoms at home, to be a constant focus for staff. f) Restraint only used in the last resort and if a real threat of harm to pupil, peers or staff would otherwise result. De-escalation techniques exhaustively attempted before any interventions and re-calibration time in ‘The Cwtch’ or ‘The Snug’ to be offered repeatedly to any child in crisis. g) Individual, dynamic risk assessments continually undertaken by all relevant staff of high-risk pupils, based on previous Team Teach interventions or knowledge of likelihood of flight. h) Behaviour expectations made explicit to all staff, learners and their families. i) Positive handling only to be undertaken by trained staff. Only to be undertaken as a last resort.

Additional Notes:

- To be reviewed through ongoing business, staff and senior leaders meetings as a rolling agenda item.
- This RA is a working document. After initial governor approval, additional measures may be added in red font.
- After governor approval, all staff are to be shown RA and asked for comments. A summary of the day-to-day implications for our staff (operational guidance) is to be issued and will be regularly discussed and updated.

Appendix A

Goytre Fawr Response to WG Operational Checklist. 7.1.22 Onwards.

This checklist response is designed to guide the school through until 31.1.22 when we will re-assess.

We may also re-assess earlier, if the we are advised that the level of risk is reduced in Welsh Government's Local Infection Control Decision Framework for Schools from "Very High" to a lower description.

This document is an addendum to our Risk Assessment. Our full risk assessment from January 2022 onwards can be found on our school's website.

Staffing capacity.

- ✓ All staff (including midday supervisors and canteen staff) and volunteers are requested to record & report results of thrice weekly LFD testing (<https://www.gov.uk/report-covid19-result>).

- ✓ In the event of a positive LFT test, all staff and/or volunteers should get a PCR test immediately.
- ✓ If their PCR tests is positive, they should follow guidance and isolate for x7 days. Staff should then take an LFT test on Day 6 and 7 and if they are negative, return to work on Day 8.



- ✓ Rodney Parade (Rodney Rd, Newport, NP19 0UU) is open for PCR tests for frontline workers. This means all GFPS staff & our household members. No appointment is necessary.
- ✓ A voluntary list for vaccine status is with the GFPS office. All staff and volunteers are currently double vaccinated. All staff and volunteers are encouraged to take up their vaccine and booster opportunities.
- ✓ Contingency plans for class closures will be considered by SLT daily, based upon the availability of teaching staff, supply staff, HLTAs and TA's who have teaching or HLTA qualifications.
- ✓ GFPS will prioritise the continuation of on-site learning in Rec/Y1/2/5. Staff may have to be flexible in moving classes to ensure this.
- ✓ Movement of staff within KS2 and FP will be kept to a minimum.
- ✓ Cluster arrangements for caretaking support (in the event of an absence due to Covid-19) will be volunteered.
- ✓ Our contractor has provided cover arrangements in preparation for any caretaking/cleaning eventualities.
- ✓ Cleaning and caretaking staff are to work in hours outside those when children are on site. They are to be provided with LFD tests when required and will minimise contact with staff whilst on site and abide by risk mitigation measures (2m distance/Hand sanitising and respiratory etiquette/masks in all areas/maintenance of ventilation routines).

Remote learning.

- ✓ Remote learning will be robustly planned for (see Blended Learning Policy).
- ✓ We will endeavour to keep remote learning to an absolute minimum. We will strive to keep our school open for live learning wherever possible.
- ✓ Remote learning-available equipment, parental expertise and internet access will be surveyed. Any resulting identified need will be addressed as far as we possibly can.

- ✓ Where necessary, and only as a last resort where all staffing avenues have been exhausted, we will prioritise maintenance of on-site learning in Reception/Year 1/Year 2/Year 5.
- ✓ Staff will be encouraged to use their first contact days in January 2022 to trial any access to remote learning avenues that may be necessary (e.g. ensuring that passwords and access to Hwb/Google Classroom/Dojo are all accessible by children and parents in their class).
- ✓ Staff will also be directed to ensure that cloud platforms (Letterjoin/Bug Club/Mathletics) can be accessed easily by all learners and that passwords and login details are shared with home.

Provision for critical/key workers & vulnerable.

- ✓ Local Authority lists of “vulnerable” children will be provided under their criteria. GFPS staff will also identify any children we may add to our own “vulnerable” list, as part of our own criteria (e.g. ever-LAC/ASD/SpLD/IDP’s or statements/medical conditions that don’t fall under the “clinically extremely vulnerable” label /home issues supported by agencies other than SSD).
- ✓ In the event of us having to close and move to remote learning, vulnerable children and the children of key/critical workers will be offered support on our school site rather than in any central cluster hubs.
- ✓ As a school, we may have to close other year groups, in order to staff any hub provision that may result from another class having to close. This will be considered on an ongoing, daily basis, according to staff availability.
- ✓ We currently have only a very few children who are identified as being “clinically extremely vulnerable.” We will work with families to ensure their safety on site. Remote learning will be offered, should the family and school feel that risk mitigation measures are insufficient to maintain a reasonable level of safety for them.

Operational Arrangements

- ✓ KS2 children will be encouraged to retain their usual seats throughout the course of the day, facing forward where appropriate.
- ✓ Ventilation of all rooms and internal spaces remains a key risk mitigation factor. Windows and doors are to be opened at all times, where staff judge that it is possible to work at a comfortable temperature.
- ✓ Creating an airflow through working areas will be given top priority. Top and bottom windows open, will be a key mitigation in this regard.
- ✓ Staff and learners are to be asked to wear suitably robust, warm clothing to school, to counteract the effects of the ventilation measures.

- ✓ All staff are urged to purge ventilate as soon as possible after they come on to site. They will also do so at intervals throughout the day, and as late as possible after children have left site.
- ✓ All x7 classrooms have CO2 monitors. When the CO2 monitor reading within a classroom is between 800-1500 ppm, staff should further ventilate their learning space.
- ✓ If any daily CO2 monitors averages exceeds 800 ppm, then GFPS leaders will review the ventilation arrangements, alongside Monmouthshire CC personnel.
- ✓ We will endeavour to keep our children in Foundation Phase/Lower KS2 /Upper KS2 groups separate at all times.
- ✓ FP & KS2 will operate split play times and lunchtimes.

FOUNDATION PHASE	Playground.	Dinner Hall (2m corridor)	Upper Canopy Area.
10.30-10.45 a.m.	Reception /Year 1		
10.45-11 a.m.	Year 2		
12-12.30 p.m.		Rec' (1 st) /Year 1/Year 2	
12.30-1.15 p.m.	Year 1/Year 2		Reception

KEY STAGE 2	Playground.	Dinner Hall (2m corridor)	Canopy Area.
10.30-10.45 a.m.	Year 3/4		
10.45-11 a.m.	Year 5/6		
12.30-1 p.m.	Year 5/6	Year 3/4	Year 3/4
1 p.m. – 1.30 p.m.	Year 3/4	Year 5/6	Year 5/6

- ✓ We will retain hall dinner times in FP/LKS2/UKS2 groups, but there will be corridors between each year groups and children are to eat and socialise at dinner time, on year group/class tables.
- ✓ FP staff will use the FP Craft Area for eating and drinking (at a safe distance) at break and lunch times.
- ✓ KS2 staff are to use the staff room for food and drink preparation & consumption but they must be at safe distance from colleagues at all times.
- ✓ The photocopying room is a risk area. IT IS ONLY TO BE USED BY x1 PERSON AT A TIME. The person using the photocopying room should use anti-bac' spray to clean any surfaces they have touched, after use. Masks are compulsory.
- ✓ Masks are to be worn at all times in all communal areas by all people who are on our site.
- ✓ In classrooms, mask wearing is voluntary. It is advised that staff consider the outside infection rates when making their decisions.
- ✓ Staff are asked to wear masks as they collect or hand-over children to their families or carers at the end of the school day. We will also politely request that parents/carers masks at drop-off and collection points.
- ✓ All staff and business meetings are now to be conducted remotely, via TEAMS, until the Schools' Intervention Framework risk reduces from the "Very High" position it currently occupies.

- ✓ Toileting procedures will be maintained. Only x1 pupil per year group is to be in the toilets at any one time. The children in Y6 will use the unisex disabled toilets outside their classroom.
- ✓ Extra-curricular clubs are to be postponed until the end of January 2022, when we will re-assess.
- ✓ Current entry times will be maintained in all year groups and a rolling entry between 8.50-9 a.m. is to be continued.
- ✓ Children are to enter KS2 on opposite sides of the main office gates (Year 4/6 externally enter & exit using the west side & Year 3/5 internally enter & exit using the east side).
- ✓ We will advise Year 1 and Year 2 parents that rolling access is to be maintained between 8.50-9 a.m. and that Reception Class will be collected by staff at 9 a.m.
- ✓ We will stagger our END OF DAY procedures only. They will be staggered by 5 minutes and in the following ways, with no knock-on effect to transport considerations:

Year Group	Time Collected	Exit Point
Reception	3.25 p.m.	Foundation Phase Gates
Year 1/Year 2	3.30 p.m.	Foundation Phase Gates
Year 3/4	3.25 p.m.	KS2 Main Office gates
Year 5/6	3.30 p.m.	KS2 Main Office gates

- ✓ All staff will wipe down surfaces in any shared spaces (e.g. PE mats) if they are aware of another class using that space after them on that day. Older children could be allocated monitoring roles to do this.
- ✓ We will continue to limit the number of contractors and site visitors. We will request that as much site work as possible is done outside of the hours that children are on site.
- ✓ All persons who are visiting site be required to take an LFT (which we will provide). If/when that shows a negative result, they will be allowed access to site. If a person entering site already has an NHS notification for that day, showing a negative result that morning, then they can proceed on to site without testing, after showing us evidence of their negative result.
- ✓ Current subscribed ICT platforms (Letterjoin/Matheltics/Bug Club/Dojo) can be used to support any learners isolating (but who are asymptomatic and able to complete work - see Blended Learning Policy).

LFT Supplies.

- ✓ WG supplies of LFTs will initially be provided to school via the local authority. Thereafter, WG will supply LTFs to schools directly.
- ✓ School supplies of LFTs will be ordered weekly (prior to 5 p.m. on Tuesdays).
- ✓ Staff, volunteers, parents and carers will be encouraged to supplement school stocks by ordering their own supplies via this portal: [Order coronavirus \(COVID-19\) rapid lateral flow tests - GOV.UK \(www.gov.uk\)](#)
- ✓ Head and admin will regularly assess stock of LFTs and assess need on an ongoing basis.

Shared with staff on 06.01.2022.

