COVID-19 - PREPARATION TO RE-OPEN SCHOOLS - PRIMARY SCHOOL RISK ASSESSMENT												
Grouping	Area of Concern	Existing Measures	Likelihood	Severity	Score	Additional Controls	Likelihood	Severity	Score	Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
Logistics	Accommodation	*All larger classrooms and the infant school hall have been identified for use based on their size, location near to toilets, accessibility to the outdoors and for easier drop off and collection of children.	5	4	20	*Classrooms have been selected with easiest access to the outdoors, accessibility for parents' pick up and drop off, size of rooms and availability of toilets. *All classrooms have been cleared of excess furniture. *Furniture has been arranged to provide as much workspace as possible for each child with sufficient walking space around the classroom. * Only one classroom is being shared by a year group contact group. Others are class contact groups. *Some shared toilet facilities due to available facilities on site	3	4	12	• WG guidance recognises that it is not practicable to expect learners 11 years and under to maintain social distancing of 2 metres within contact groups however all members of staff will seek to ensure distancing between contact groups	SMT	YES
Logistics	Accommodation Function	• All usual Health and safety checks as per fire Risk assessments and H & S policy have been undertaken by the catertaker during lockdown and whilst KW children have been on site. *Revised cleaning measures have been in place since the outbreak of the Coronavirus related to school classroom and use of space within the school. *Designated toilets have been used by the KW children. *Catering service have provided school meals for the KW children. Lunches have been brought to the children to minimise movement around the school.	4	4	16	• A full review of the school site has been undertaken to include revised, scheduled cleaning measures in all areas, one way systems for parent drop off and collection, designated work areas for each class/ contact group in the indoors and outdoors (Also used for break and lunch), designated playtime spaces, designated areas for staff to work and have breaks/ lunch, designated toilets for children's and staff use, including handwashing, designated entrance/ exits to the school and classrooms, sanitising areas outside each classroom/ entrance. * All areas in use have been de-cluttered to ensure that there are less surfaces to clean and limited resources for shared use. *Given the limited number of pupils currently accessing 'Face to Face' provision during the current lockdown (January/February 2021) (Keyworker/Critical worker), the school is able to increase the social distancing of pupils by reducing the number of pupils required to be located within each classroom base. The ability to utilise a number of classrooms with fewer pupils ensures we are able to adhere (where feasible) to the 2 metre social distancing recommendations in Key stage 2. Staff are wearing face coverings when moving around the school and when working in critical worker provision *Classrooms have been reporganised again to ensure maximum space. No longer feasible to maintain 2 m social distancing in classrooms. children encouraged to keep distance, where possible.	2	4	8	• All the necessary health and safety checks have been undertaken after period of closedown such as Legionnaires' disease, sprinkler and fire alarm testing, dust extraction, etc. • Caretaker instructed to leave records for LA inspection.		

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Logistics	Transport, Access to Site and Car Park	• Most staff travel in own car to work *A few members of staff walk to work *Most families travel by car from within an 8 mile radius *Some families walk to school and access the site from either Lea Road, Tenter's Lane or Pentrefelin *6 buses transport around 37 children to school SLT are on duty from 8:30amto 9:00am to receive children and from 3:15-3:40 to dismiss children onto school buses *In the mornings, children walk independently to the FP hall (Staff on duty) and junor yard (Staff on duty) Children are supervised.	3	4	12	• Employees should attend the workplace on foot or by using personal mode of transport in preference to public transport. • Employees should not car share (unless in same household). • Physical distancing must be observed in the car park with adequate space between vehicles therefore likely reduced car park capacity. • Learners and parents / carers should attend the school on foot or by using personal mode of transport in preference to public transport. • Learners and parents / carers should not car share with other families. • Physical distancing must be observed in the car park / drop off & collection points with adequate space between other people / vehicles. *Wherever capacity allows, social distancing should be implemented between learners or groups of learners, and between drivers/ passenger assistants.	2	4	8	• Gates for staggered entry will be clearly identified and locked after use. • Designated staff on gate *Learners under 11 are not expected to wear face coverings on school transport	SMT	YES
Learners & Staff	Identification of learners to reintegrate	*Currently 27 KW children are attending childcare provision around their parents' working hours. *Currently 3 identified vulnerable children are attending childcare provision *Since announcement reopening school, increased requests from parents to access KW provision- up to 29 children have requested provision in KW bubbles.	5	4	20	• All children are expected to return to school *Staggered return over first two weeks has been communicated to parents. All children to attend by Friday 11th September. • Bubbles have been increased as per WG guidance to 'Contact groups/ class - maximum 30 children in each contact group except for the EY unit in the mornings until 11:30 am where the contact group size is 49 (am) 43 (pm) *This is unavoidable due to the nature of the buildings/ site • Individual risk assessments will be conducted for any learners with care plans. ALNCo to liaise with classteachers and HT. *Critical worker provision-3 bubbles have been created based on the number of eligible families requesting provision and staff resources- FP, Y3/4 and Y5/6 *Strict control measures in placeto minimise number of pupils attending each day ensuring parents only use provision around their shift patterns *Return to September class bubbles as above . Reception bubble is only year group bubble. Limited mixing of year group bubbles in toilets due to available facilities on site.	3	4	12	*Each contact group has been split into two groups Group A & B. Group A attending 3rd, 4th, 7th Sept. Group B 8th, 9th, 10th. All classes/ contact groups attending from Fri 11th Sept. • Children from the same household will be able to attend at the same time.	SMT	YES

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Learners & Staff	Clarifying purpose of educational attendance on school sites	•Currently only keyworkers children and vulnerable children are attending KW childcare provision in school *Daily attendance returns are kept and forwarded to MIS. SIMs attendance registers are also maintained for KW/ vulnerable children attending. *All children are being provided with distance / home learning opportunities while school remains closed. *Parents have all been advised of the re-opening of school from 29th June.	3	4	12	• Revised WG operational guidance has been shared with parents on 17th July and revised version issued on 27th August in regards to return to school including compulsory attendance. *School will continue to maintain attendance registers of children attending school as per guidance from LA. *Guidance re attendance for vulnerable/ extremely vulnerable children will be followed. Those with shielding letters may now attend school. School to liaise closely with families and support concerns about a safe return to school. Communication has been shared with parents to advise school of any concerns. *HT in liaison with classteachers and Admin staff will monitor non-attendance of all children due to attend each day including any identified vulnerable learners. *Any attendance concerns will be followed up directly with families and consultation with ESW will take place if every attempt to engage the family has been unsuccessful. *Learners who are unable to attend school due to isolation. remote learning will be provided by class teachers and regular communication maintained *January 2021-Critical worker provision in school - supervised on-line learning. * Shielding letters have now been reissued by WG. No staff are in receipt of shielding letters. 2 Nursery pupils are in receipt of shielding letters. *No staff or children in recept of shielding letters. *All children returned to face to face teaching FP from 26.2.21 KS 2 from 15th March	1	4	4	• No-one with Covid-19 symptoms must attend a setting for any reason. • All children have been advised that it is compulsory to attend school, unless they are self-isolating. • Where appropriate, school will continue to inform social workers where children with a social worker do not attend	SMT	YES
Learners & Staff	Staff Availability	• Due to rota system, staff availability is currently very good. 30/35 staff available. • Around 11.5% are shielding and 1 teacher 2.9% unavailable for work for other reasons. Living with elderly parent in the extremely vulnerable category • 11 teachers 4 TAs have school aged children. *3 Cleaners/ 1 caretaker available for work	3	3	9	• As contact with more learners increases so the risk of staff requiring self-isolation increases. *All staff have been fully briefed of the measures in place within the guidance to keep themselves and others safe by adhering to social distancing & hygiene and handwashing measures. •A number of staff are feeling anxious about returning to work and are needing reassurances about safety measures in place to safeguard themselves and others. • Provison for learners in school and at home will be the same. Shared year group planning topic based/ challenge planning linked to picture books across the school. e.g. pick and mix of creative, exploratory, physical thematic learning experiences shared electronically via Seesaw. • Staff to work in year group teams to plan and respond to learners' tasks. *All school based employees are required to return to the workplace unless they are self-isolating due to Covid 19 or are 28+ weeks pregnant. *Those who have been working from home or are classed as vulnerable i.e. pregnant will have an individual return to work interview to asses any individual risks and support safe and reassuring return to work. *All except one member of staff is available to work in the in-school provision on a rota basis. *All except one member of staff has returned to school. * Lateral Flow Testiing implemented from Feb on voluntary basis. Separate LA RA	2	3	6	• Guidance for schools on teacher / learner ratios - particularly in the Foundation Phase are being adhered to. *Clear expectations about attendance have been communicated to all parents in July and again in August. *Close working with class teachers, the HT and ALNCo to monitor and support families who may be reluctant or anxious about returning to school (Letter issued 27.8.20 also) *Liaise with relevant Social Workers if necessary.	HT & staff	yes

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Grouping	Area of Concern	Existing Measures	Likelihood	Severity	Score	Additional Controls	Likelihood	Severity	Score	Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
Learners & Staff	Risk assessing vulnerable staff and learners (vulnerable to catching Covid-19 and/or due to lack of school contact)	• 3 members of staff have XXXX *One teacher recovered from XXXX *School has a list of 'vulnerable' learners with pre-existing medical conditions. * WG guidance regarding shielding vulnerable children/parents has been provided. *The HT, ALNCo & class teachers are aware of any vulnerable learners who are not attending school and have been in regular phone/ email contact.	2	4	8	• A register of staff and learners who are defined as 'vulnerable' is in place and will be updated as necessary. * Staff who have been working from home have had approval from their GP to return to work. *Staff responsibility to maintain social distancing to protect themselves and the learners, especially vulnerable staff and learners. *Vulnerable staff have undertaken individual ALL WALES COVID 19 Workforce RA tool with Ht and discussed all measures to keep themselves safe. * School are aware of the children with pre-existing medical conditions who are returning to school. *Work in partnership with parents and medical professionals regarding bespoke risk assessments for vulnerable/ learners. ALNCo has coordinated this. • Asthma inhalers, Epipens and other medication e.g. epilepsy medication will continue to be left in school and not sent home to avoid possible contamination.	2	4	8	* Ensure school has received approval from medical professionals for vulnerable children to return to school *Shielding has now been ceased	SMT & STAFF	YES
Learners & Staff	Display of symptoms in school – Employees, Learners, Parents / Carers	• Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend / visit school.	2	4	8	• Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend / visit school. • If anyone becomes unwell when in school they must leave school as soon as practicable and follow self-isolation guidelines and arrange for a Covid 19 test . Should self isolate whilst waiting for result. This includes under 5s. • Those showing symptoms should be kept separate until they can be collected and taken home. Ideally, this should be in a separate room, supervised at a distance of two metres. This may be more difficult for younger learners. *In the event that a child/ staff member becomes unwell in school with COVID 19 symptoms, staff would wear apron, gloves and a fluid resistant mask. *If there is a risk to splashing to eyes from coughing, vomiting, spitting, then eye protection will be worn e.g visor. *Where COVID 19 sympomatic person has been working/ treated, gloves and apron should be worn to clean this area. *Staff will be vigilant of changes to children's temperatures and signs of fever and will alert SMT to arrange for children to be taken to the 'designated' quarantine area ready to be collected. • School to monitor sickness absence of learners and report any suspected incidence of Covid-19 symptoms to LA.	2	4	8	* Current PHW guidance regarding isolation will be clearly communicated to all staff and parents. • Anyone displaying symptoms should self isolate & arrange for a Covid 19 test • Anyone who lives with someone or is in an extended household arrangement with someone displaying symptoms must also self isolate at home for required period *WG-People are considered potential contacts if they were in contact with the person testing positive during a period beginning up to two days before symptom onset and ending when the case entered home isolation. *Contacts are defined as some one who has had close contact during this period:- within 1 metre of the positive person and has been coughed on, had face to face conversation, skin to skin physical contact or other forms of contact within 1 metre for 1 minute or longer. *within 2 metres of the person testing positive for more than 15 mins having travelled in a vehicle with the person who has tested positive Where staff have maintained social distancing rules, adhered to hygiene measures during work and used PPE as appropriate, they would not be regarded as part of a contact tracing exercise for these purposes. * WG to provide schools with a supply of home testing kits to provide to staff/ families who are unable to access tests	HT staff parents	yes

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Learners & Staff	Injury to learners on site	• Most members staff are trained in Paediatric First Aid (1 day/ St John's update training) *If learner is injured in school, staff attend to injury or arrange for learner to see doctor or visit hospital.	2	4	8	•Clear WG guidance regarding the use of PPE to attend to first aid will be communicated to all members of staff * If attending to any wounds, injuries, first aid, all school staff to use Personal Protective Equipment (PPE) at all times. *Each Class/ contact group will have own designated First aid and PPE box containing aprons, gloves, masks and visors as per guidance. • Guidance will be communicated clearly to parents regarding the school's use of PPE to attend to First Aid (handbook) *Parents / carers' permission will be sought for learners to attend doctor's surgery or hospital during pandemic. • If in any doubt (or if not able to contact parent / carer) contact NHS Direct / Emergency Services for advice. *Within the Parents' information handbook, ensure parents are aware that in an emergency situation, school would call an ambulance as per normal procedures to safeguard all learners.	2	4	8	*If a learner was seriously injured or someone with a medical condition needed to be admitted to hospital, the emergency services would be called and parents informed. • HT / SMis willing to go to hospital to meet parent if parent / carer could not collect the learner	SMT & STAFF	YES
Learners & Staff	Access to Personal Protective Equipment (PPE)	•Very limited PPE equipment available in school i.e. gloves	5	4	20	*PPE to be used by all members of staff in line with WG guidance regarding non-routine activities i.e administering First aid, intimate care including changing/ handling clothes of a child who has wet/ soiled, dealing with learner displaying symptoms of Covid 19. *All classes/ contact groups will have a designated PPE storage box containing a stock of gloves, aprons, surgical masks and visors *School secretaries to hold stock of PPE which will be used to re-stock each class/ contact group's supplies as they are used and re-order as necessary. *While schools await updated WG operational guidance, following advice fromLA, staff advised to wear face-coverings (own/ provided by school) when walking around school/ providing support in critical worker provison. School secretaries to maintain stocks/ order wekkly through LA *In line with updated guidance, all staff wearing masks in classes where 2m social distancing cannot be maintained., and whilst moving around school, drop off and collection times etc.	2	4	8	• Based on the needs of learners currently in school, PPE will be required to administer First aid, for dealing with sick children, Covid 19 symptomatic learners/ staff and dealing with toileting incidents/ accidents. *All staff have received a training video on how to put on and take off PPE after administering first aid, providing intimate care, dealing with a sick child or a child/ member of staff symptomatic of Covid 19 *Staff will email the HT when they have watched the video, prior to the re-opening, sttting that they understand how to put on and take off PPE safely. *Any anxious staff have been advised that they may wear a mask/ visor in school, if they wish (See Workforce RA)	HT , ADMIN & staff	YES
Learners & Staff	School Uniform	• Learners wear school uniform during normal school day.	3	3	9	• Children will return to wearing full school uniform • Advice is that they should wear clean clothes every day, where possible *Children accessing critical worker provision in school not required to wear school uniform *From return of FP children 26.2, all children to wear school uniform. PE kit worn to school on PE days	3	3	9		HT, STAFF, PARENTS	YES
Learners & Staff	Staff Dress Code	• High standard of dress code expected of all members of staff	4	3	12	• Staff will return to maintaining usual professional dress code • Clothes should not be worn for consecutive days unless washed. *There has been some discussion that staff should consider washing their clothes at the end of every day to reduce the potential for transfer of infection. *Staff can wear less formal dress code *Staff will return to maintaining usual professional dress code	3	3	9	Staff should change in school for PE sessions	HT STAFF	YES

COVID-19 - PREPARATION TO RE-OPEN SCHOOLS - PRIMARY SCHOOL RISK ASSESSMENT

Grouping	Area of Concern	Existing Measures	Likelihood	Severity	Score	Additional Controls	Likelihood	Severity	Score	Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
"The School Day"	Arrival at School	• All transport (public and private) arrive at school and park in car park or on main road. • Cars may use drop off for older learners. • Nearly all learners are brought into school by parents / carers. *Some learners are dropped off at each entrance and they walk into the school site independently. SLT are on duty from 8:30 amto 9:00am to receive children and from 3:15-3:40 to dismiss children onto school buses *Children walk independently to the FP hall (Staff on duty) and junor yard (Staff on duty) in morningsbefore school	3	4	12	Gates • One way systems are in place for entry into and exit from the school site-signage denotes routes • Designated gates for year groups will be clearly labelled and communicated to parents. • Designated staff including HT will be on duty at gates to guide parents and children. • Markers will be placed on floor to denote 2m distance • Signage is in place to help remind parents and children of social distancing expectations. • Staff will be on duty around the school grounds at drop off and pick up times to remind parents and children of school expectations. • Only one adult with each family will be admitted onto the school site in order to limit the number of people on the school site at any one time. • Staggered entry of parents onto the site to reinforce social distancing rules Children Arriving at School • Children are expected to follow social distancing rules once they are on school premises – i.e. from the gates onwards until they get into their own class contact group. They should not mix with children from other contact groups, wherever possible (other than those attending Wrap around care, arriving on school buses, arriving with childcare providers etc) * Wrap around Care staff to deliver children to classes before 8:45am and designated staff to collect from class and take to Teatime club after school. • Children and parents will follow designated route and all children will be dropped off, at staggered times, at their designated drop off point (as per timetable). Parents should continue to walk via the one way system straight out of the designated exit gate. i.e. In through TOP BLOCK gate and out via DRIVE gate OR in through LEA ROAD gate and out via BUS GATE. • Before entering the school building, all children should wash/ sanitise hands • All doors (apart from fire, toilet and security doors) to be kept open to minimise contamination, wherever possible. • If parents wish to speak to staff member they should do so via telephone, email or via Seesaw • Parents should not enter school building. • Staff to remind parents of expectations and that they are in place to keep everyone, including themselves, safe.	3	4	12	*Drive gate will not be in use for vehicle access from 8:40- 9:15 and from 2:55-3:30 pm- caretaker to cone off access *Admin staff to advise deliveries that there is no vehicluar access between these times • Clear guidance for all on required social distancing on school premises. • Available staff on rota to remind parents about social distancing and identify the one way system *All revised procedures will be clearly communicated in revised Staff, parent/ child handbook * Separate transport RA for school buses has been communicated to parents by LA. Children under 11 not required to wear face coverings/ masks.	SMT, LA, PARENST, STAFF, BUS COMPANIES	YES
"The School Day"	Arrival in Class	• Children have been organised into bubbles - ranging between 4 learners and 9 learners *Each group will be attending school for 3 sessions over 4 weeks	5	4	20	• All learners to sanitise prior to entering the classroom. * Staff will ensure that regular hand washing throughout the day in designated toilet facilities is undertaken. • Staff will support all learners by reminding then that they should wash hands with soap and water for at least 20 seconds. Signage araound the school and shared with parents. • Desks / furniture to be moved to ensure social distancing. • Learner to have a designated workspace / area/ carpet marker • Each classroom to sufficient space around tables to move around the room. *KS 2 coats will be placed on each child's designated chair and lunchbag placed under their designated table/ desk. FP- contact group pegs in use • Limited sharing of resources acceptable within contact group/ class. Should be regularly sanitised. *Y3-Y6Learners should bring their own stationery resources in a plastic wipeable pencil case/ wallet. * Stationery resources will be provided for each FP child each day and cleaned after each use. *A set of resources will be available for any learners who do not bring their own • Toilet breaks to be monitored to minimise the risk of contact groups mixing when sharing toilet facilities. • Regular reminders of rules / guidelines throughout the day. *Each class should have a visitor's signing in sheet to 'log' anyone visiting a class from the 'outside'.	2	4	8	• Regular handwashing poster identifies when handwashing will be undertaken. This will include: - on arrival at and when leaving the school or setting - before and after handling food - before and after handling objects and equipment that may have been used by others - where there has been any physical contact - after people blow their nose, sneeze or cough.	SMT, STAFF, PARENTS,	YES

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"The School Day"	Collective Worship and Assemblies	• Daily collective worship in all classes Weekly KS assemblies Daily class meditation Weekly whole school assembly *Criw Cymraeg Assembly once a week	4	4	16	• No whole school / key stage collective worship or assemblies. • Collective worship to held in individual classes. *Whole School Teams Assembly via Teams will be trialled to provide an opportunity for whole school to gather to pray and celebrate whole school achievements, attendance and good news.	1	4	4	*Teacher/ children may to set up prayer focus in own classes *Limit sharing of CW resources/ clean periodically	ALL STAFF	YES
"The School Day"	Travel around School	• KW & vulnerable children accessing KW provision are supervised at all times when moving around the school. *All learners are supported by adults and reminded of social distancing expectations. • Travel around the school is restricted to the playgrounds, main reception area and Y3/4 classes & toilets, junior hall & staffroom/ staff toilets, HT office only.	4	3	12	• All children are expected to return to school in September • Social distancing will be clearly mapped and marked around all areas of the school including posters on entry to the site. • Posters reminding of social distancing evident for all. •Travel around the school will be minimal as all staff and all contact groups will be staying in the same classroom throughout the day. Limited other movement around school only when absolutely necessary due to split site. *PPA staff, lunchtime supervisors,admin staff, HT will need move around the school and will adhere to social distancing measures/ guidance *Contact between blocks should be via mobiles to reduce cross contamination using telephone system. *In an emergency, staff to use mobile phones to alert member of SMT/ Admin staff. • Designated toilets for each year group to minimise need to travel around the school. *Staff to use staff toilets in each block where possible to minimise travel. *Toilet breaks will be taken before and after outdoor sessions to avoid children having to use other toilets on the yard where possible. • All doors apart from fire, toilet and security doors to be kept open to minimise touching surfaces and improve ventilation in different areas around the school. • Some one way systems are in place for entrance and exit to school and within blocks. External entry to toilets is in place , where possible. * Corridors will be clearly marked for left side walking only. *Designated staircases for specific contact groups/ classes will be in place to minimise mixing with other contact groups • All public areas including the main entrance are as clear and free from restrictions as possible i.e seating removed • If weather is bad, reduce travel to classroom based activities only, unless toilet breaks needed. • All doors / surfaces to be wiped regularly in line with revised cleaning schedule.	2	3	6	• Follow WG operational guidance on social distancing requirements. *Staff should not use mobile phones during working hours other than for school communication/ school purposes.	SMT, STAFF	YES
"The School Day"	Foundation Phase (FP)	•12 FP learners have accessed some Key worker provision in school 1 vulnerable learner has accessed provision in school Potentially some • Distance Learning (DL) currently in place for all FP learners. *Overall DL engagement levels have been very good i.e. N/R- approx. 60-70% Y1 – 70% Y2-85-90%	5	4	20	*FP support staff ratios in place • Staff are therefore available to support with any toileting, personal hygiene needs throughout the school day / session in accordance with WG guidance. * Staff within each class/ contact group will be responsible for cleansing/ sanitising resources throughout the school day. *Each class will be provided with a small selection of personal equipment, toys and a selection of resources for shared use in practical experiential learning activities. All items to be sanitised after use or quarantined for up to 72hrs • Large equipment e.g. bikes, scooters, cars, blocks to be sanitised after use. •Sand will not be provided due to the volume of children requiring access and the difficulty of changing sand/playdough between uses. *Anti-Bacterial soap will be used in the water tray to allow access to this area of CP *Any recyclable materials that are donated will be quarantined for 72hours before use *Soft furnishings/dressing up clothes will not be used unless they can be washed/cleaned regularly and between contact groups *Wicker baskets will be removed from continuous provision and replaced with plastic, wipeable containers *Playdough will be provided for groups, regularly changed, handwashing in place	3	4	12	• Clearly communicated handover procedures to FP parents regarding the start and end of school day and the implication for children who may find separation from parents difficult. • WG guidance recognises that it is not practicable to expect learners 11 years and under to maintain social distancing of 2 metres within contact groups however all members of staff will seek to ensure distancing between contact groups	ALL STAFF, PARENTS	YES

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Grouping	Area of Concern	Existing Measures	Likelihood	Severity	Score	Additional Controls	Likelihood	Severity	Score	Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
"The School Day"	Break Times	• Usual school day-Break times are currently taken at 10:30-10:45. Y1-6-Fruit snack is brought from home and eaten on the yard outside. EY snacktime taken during the morning session where snack is a shared, social occasion. *Wet breaks are taken in classrooms and snacks are consumed inside. *Key Worker provision-break time usually taken around 10:30am however many outdoor breaks taken as and when needed- very flexible and responding to needs of group.	4	4	16	•Staggered Morning breaks • Wherever possible, children should be taken out for a morning break in the outdoors. • Staff on duty with their contact groups- on rota system. • Staff will continue to ensure social distancing between contact groups whilst in the outdoors. • The playground is marked into zones for each class to access outdoor playtime and outdoor classroom/ learning space. • classes/ contact groups will stay in their designated zone/ area to avoid conflict with any other contact group. Contact groups should not mix with each other on the yard. • In the case of a wet play, classes/ contact groups will remain in their own class. • Children/ staff will exit class through doors leading directly outside/ or via designated exit route to avoid/ minimise use of corridors. • Appropriate level of staff supervision will be in place during break times. • Children should bring snack with them to eat in class so good hygiene can be monitored. EY will be provided with own fruit snack • All children to wash hands before eating snack and before entering the building on return from break. • Ensure that learners who understand social distancing but choose not to follow are reminded of what is required. See non-compliance section.	2	4	8	*Parents of all children will be advised that they will need to provide a fruit snack and water bottle for their child's snack in school. *Children's Snack to be kept in child's own bag under their designated desk. *Children's own water bottles will be kept on their own desk. * EY to be served own snack. Staff to ensure they wear gloves to prepare and serve snack. All areas to be sanitised and cleaned appropriately and in line with guidance.	STAFF	YES
"The School Day"	Lunch Time	• Existing Staggered FP & KS 2 Lunch time in place at 12-1pm and 12:30-1:30pm. *2 Dining rooms are currently in use for each sitting one for hot dinners and packed lunches. *In addition, classrooms are used for Y2,& Y5 & 6 children to eat their packed lunches	3	4	12	• Staggered lunchtimes in place to ensure social distancing on the yard and for access to the toilet and handwashing facilities – new timetable in place . LA has advised that School Meals Service will be providing school meals for those who wish from 1st Sept. *All children will eat lunches in own classrooms *Preordering system in place already for KS2. This to be in place for FP children as well from Sept 1st. * TA/ Lunchtime staff to wear gloves and collect/ deliver lunches to classes. *Lunch waste/ rubbish to be disposed of in bag provided by kitchen and will be collected by staff at the end of lunch time • Parents to continue to receive FREE SCHOOL MEALS payments until Fri 11th Sept • Children may also bring packed lunch and eat it in their own classroom with hot dinner children • Staggered playtime after lunch to ensure social distancing where possible. • Children will eat their lunches at their designated desks within their classroom. • Desks will be cleaned before and after lunchtime • Children will wash their hands before and after eating and place own rubbish back in their own lunchbox. • Lunchtime supervisors to supervise children to eat their lunch. • SMT and MDSAs will cover staggered lunchtime playtimes for all on the yard. Timetable in place for staggered lunch and outdoor playtimes. * First aid- PPE & First aid boxes for yard use. .	2	4	8	*Parents of all children will be advised that they will need to provide a packed lunch and water bottle in a small lunch bag containing no other personal items. *Children's own bag to be kept under their designated desk. *Children's own water bottles will be stored on their desk.	STAFF, SMT, MDSAS	YES

COVID-19 - PREPARATION TO RE-OPEN SCHOOLS - PRIMARY SCHOOL RISK ASSESSMENT												
Grouping	Area of Concern	Existing Measures	Likelihood	Severity	Score	Additional Controls	Likelihood	Severity	Score	Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
"The School Day"	Use of Staff Room	• Under normal school operations, the staffroom is used by most staff at different times of the day around usual break-times and lunchtimes *Whilst KW childcare provision has been in place, up to only 4 members of staff have used the staffroom at different times and have been practising social distancing. *There are 2 fridges within the staffroom where milk is stored and staff may refrigerate their lunch, if they wish. • Social distancing practice all ready in place in most cases.	2	4	8	• Limited staff to use staffroom *Staff to take break and lunch in own designated areas, wherever possible. * Limit number of staff in Photocopying room to two socially distanced staff at any time . *Social distancing to be practised at all times. Staff should not sit on chairs within 2 m of each other. *Most work areas have a fridge for staff to safely store their own food away from others' food. * Most shared areas have a kettle/ microwave for staff use to prevent the need to use the staffroom • One person to access food / drinks area at a time. • Reduce capacity of staff room seating to enable social distancing. • Food / drinks only to be prepared by individuals for own consumption. • No shared cutlery / crockery to be used. *Individuals to wash / store own materials. • Any touch points on shared kitchen equipment e.g. microwaves to be cleaned before and after use. (Wipes/ Anti bac spray in staffroom) • Use of open waste bins / recycling containers only.	2	4	8		STAFF	YES
Domestic Arrangements	Catering	• Learners have a choice to have hot dinners provided in school or to bring a packed lunch.	3	4	12	• LA has advised that School Meals Service will be providing school meals for those who wish from 1st Sept. *All children will eat lunches in own classrooms *Preordering system in place already for KS2. This to be in place for FP children as well from Sept 1st. * TA/ Lunchtime staff s to wear gloves and collect/ deliver lunches to classes. *Lunch waste/ rubbish to be disposed of in bag provided by kitchen and will be collected by staff at the end of lunch time • Parents to continue to receive FREE SCHOOL MEALS payments until Fri 11th Sept	3	4	12	See Lunchtimes section * FSM CHILDREN continue to be supported via payment system	LA HT	YES

COVID-19 - PREPARATION TO RE-OPEN SCHOOLS - PRIMARY SCHOOL RISK ASSESSMENT												
Grouping	Area of Concern	Existing Measures	Likelihood	Severity	Score	Additional Controls	Likelihood	Severity	Score	Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
Domestic Arrangements	Catching / Spreading. Unable to maintain social distancing whilst carrying out personal care.	• Schools are currently following Public Health Wales (PHW) guidance	3	4	12	•All staff and learners will regularly wash hands with soap and running water for at least 20 seconds (santiser if not avaialble) *Learners and staff will be reminded that they should cough or sneeze into their elbow. *Learners and staff will be encourged not to touch their face. *Learners and staff will be advised to dispose of tissues appropriately in a bin. * Follow WG guidance regarding wearing PPE to administer first aid, intimate care and when dealing with a sick or Covid symptomatic person- i.e. wearing of face masks, aprons and gloves. *All staff dealing with toileting accidents/ intimate care for pupils will double bag wet/soiled clothing. • Ensure that waste bins are emptied daily by caretaking team. *Clear information will be circulated to all parents, carers, staff regarding use of PPE in school setting. *In the event that a child/ staff member becomes unwell with COVID 19 symptoms, staff would wear apron, gloves and a fluid resistant mask. If there is a risk to splashing to eyes from coughing, vomiting, spitting, then eye protection will be worn e.g visor. *Where COVID 19 sympomatic person has been, gloves and apron should be worn to clean this area. *Advise parents that in line with WG guidance, face coverings should not be worn by young children due to the risk of transmission if young children. *Ensure parent information is clear that no learner with symptoms should be sent to school at all and it is vital that parents / carers are encouraged to act accordingly. *Staff will be vigilant of changes to children's temperatures and signs of fever and will alert SMT to arrange for children to be taken to the 'designated' quarantine area ready to be collected. * Learners who have been shielding due to pre-existing medical conditions have been advised to return to school and contact HT if any concerns/ support required •HT will liaise with parents of any other clinically vulnerable children (who are not shielding) regarding their children's return to school.	3	4	12	• Staff have received a training video on how to put on and take off PPE. Staff will email the HT when they have watched the video to confirm they understand.	HT, STAFF, LA	YES
Domestic Arrangements	Visitors at School	• No visitors allowed in school unless they have a pre-arranged appointment	2	4	8	All visitors will be pre-arranged by appointment with the HT only and only in exceptional circumstances. • All non-statutory visits / contact to be cancelled or done through virtual meetings. *Hand sanitizer and guidance on school procedures available to all visitors. • Post box is on school gate and post will be collected by designated person and wiped with sanitiser. • Minimise contact during delivery / exchange of documentation and use electronic signatures / payments where possible. • Post / parcels collected by nominated person and wiped with sanitiser. *Parents/Vistors to wear masks/ face-coverings on site unless medically exempt *Student teachers must provide negative Covid test before starting and agree to take lateral flow tests. Covid staff handbook and RA shared.	2	4	8	• LA support to manage external agencies and parental expectations of schools running 'as normal' immediately. *Communicate new arrangements to parents. Advise to contact school via phone call/ email . Reinforce staff not to 'chat' to parents on arrival/ pick up. via handbook/ letters *ALNCo to liaise with external agencies as appropriate.	HT, ADMIN , SMT	YES
Domestic Arrangements	Cleaning Routines	• Before lockdown, increased cleaning routines both during the day and after school. *Since opening KW provision in school, revised cleaning routines have been focused on areas of the school in use. Additional cleaning of hard surfaces, doors and communal areas, touch points. • All staff have been supporting cleaning routines.	2	4	8	• All staff continue to support scheduled cleaning of learning areas, individual and shared learning resources. See staff handbook. Wherever possible, after teaching sessions. *Sanitise before and after using photocopier * Increase hours of cleaning/ caretaking until further notice with focus on surfaces, doors and communal areas/ toilets during the school day *Cleaning schedules shared by LA to be monitored by SMT. *Liaise with Cleaning SLA *Additional Cleaner to undertake scheduled pre-lunchtime cleaning in each toilet block and frequently touched areas/ surfaces	2	4	8	• Associated costs due to risk assessment response. *Individual & frequently used equipment such as pens/ pencils it is recommended that items are not shared. Classroom based resources such as books and games can be used and shared within contact groups. These should be cleaned regularly along with all frequently touched surfaces. * Resources shared between contact groups such as sports, art, music resources should be cleaned frequently and meticulously and always between contact groups or rotated to allow for them to be left unused and out of reach for 48 hours/ 72 hours plastics between use by different contact groups. * Additional cost- toilet cleaning during the day	SMT, CLEANERS, STAFF, LA	YES

COVID-19 - PREPARATION TO RE-OPEN SCHOOLS - PRIMARY SCHOOL RISK ASSESSMENT												
Grouping	Area of Concern	Existing Measures	Likelihood	Severity	Score	Additional Controls	Likelihood	Severity	Score	Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
Guidance & Documents	Review of Key Policies	• Governor 4 year Policy review schedule in place *Designated governors and school staff responsible for updating/ reviewing and sharing policies	2	2	4	• In liaison with governing body, identify key policies requiring temporary amendments/ appendices in relation to COVID 19. i.e. SAFEGUARDING & CP, INTIMATE CARE, H & S POLICY, GOOD BEHAVIOUR/ REASONABLE FORCE, WELL-BEING, ACCESIBILITY PLAN *All amendments to be approved at Full governing body meeting. *School information handbook for staff will include all temporary appendices for each policy which will be reviewed according to current cycle of review.	2	2	4	• Liaise with LA to ensure compliane *TEMPORARY AMENDMENTS TO procedures document i.e. STAFF HANDBOOK, FIRST AID PROCEDURES, LOCKDOWN PROCEDURES.	SMT, GOVERNORS,	YES
Guidance & Documents	Create New School Guidance	• The current working practices for the keyworker childcare provision has evolved during the school re-purposing period. • Following announcement that schools will be re-opened, all procedures have been revised in light of WG announcments and operational guidance.	2	2	4	• Comprehensive new school guidance for staff, parents/ carers and children, in line with WG guidance and approved by governing body has been revised and shared which outlines all expectations and new arrangements.	2	2	4	• Check with HR that any revised guidance complies with agreements reached with Unions and Associations. • All documents will be shared via email, Seesaw and the school website. * Staff well-being audit to be shared	SMT, GOVERNING BODY	YES
Guidance & Documents	Fire Alarm / Fire Evacuation	• Half termly fire evacuation drill undertaken in line with LA guidance. *Caretaker undertakes weekly fire alarm tests and emergency lighting checks *No fire drills have been held during lockdown period.	3	4	12	• Review Fire Risk Assessment to account for spacing required at assembly points for social distancing between contact groups. • Weekly fire alarm tests are being conducted by caretaker as normal. • Fire evacuation drills to be reinstated (review situation every 6 weeks). • Social distancing during evacuation, if practicable. • Social distancing between contact groups to be practised at fire assembly point.	3	4	12	*Communicate revised guidance within staff information handbook- emphasising need to ensure social distancing between groups at fire assembly point.	SMT, FIRE WARDEN	

COVID-19 - PREPARATION TO RE-OPEN SCHOOLS - PRIMARY SCHOOL RISK ASSESSMENT												
Grouping	Area of Concern	Existing Measures	Likelihood	Severity	Score	Additional Controls	Likelihood	Severity	Score	Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
Continuity of Learning	Review distance learning approach to include more learners having school contact	• Distance Learning (DL) currently in place for all learners. *Overall DL engagement levels have been very good i.e. N/R- approx. 60-70% Y1 – 70% Y2-85-90% Y3-75-80% Y4-80% Y5-88% Y6-90% *Before lockdown, school ensured all learners had access to device. School device loan system set up. *HT, staff check in/ calls to ensure and monitor engagement of all learners. *Mixture of web based, menu based, thematic tasks and routines. *Al teachers working from home and responding to	2	4	8	• Home Learning will continue for all children. From Monday 29th June, flexible weekly/ fortnightly learning plans will be provided for all children from Nursery to Year 6. This will take the form of a 'menu' of learning activities linked to familiar children's stories for parents to 'pick and mix' learning at their own pace and according to the interests of the children. *Continue to prioritise children's well-being, physical acitivity and ceative development withing DL planning. *Seesaw will continue to be used by teachers to share the children's learning plans and for parents/ children to post their work/ learning experiences. • Staff to work in teams to deliver this provision. • Good practice identified and established during DL will be built upon. *Well-being catch ups/ quizzes will continue using TEAMS • In line with WG guidance,time in school is for 'check in' catch up and prepare in regards to DL and opportunity for social interaction (from distance) with peers. • Building on current provision will ensure consistency and equity for all learners, ease pressures of workload and assist with learners' independence and social distancing. *Blended learning to be provided during staggered start and available on school website for all learners. *GWE website/ Leader of Learning to coordinate and advise on way forward if blended learning is required to be implemented in the event of a local lockdown or when children may need to self isolate. Build on positive experiences during lockdown *Blend of daily Teams catch up/ review meetings, teaching videos, links to teaching materials, live feedback provided for all learners at home and in school via Google Slides * Seesaw used to feedback to children/ up;oad work to teachers *Technology tutorial provided via Seesaw/ website	1	4	4	• Provision will be adapted, developed and revised as learner numbers increase over time in line with directives.	SMT, STAFF, PARETS, LEARNRES	YES
Continuity of Learning	Induction day for staff to new processes	•All staff who are not currently shielding are on rota supporting in the KW provision. *All teachers are in daily contact will their classes/ year groups via school agreed DL systems i.e Seesaw, Google classroom. *ALNCo is in contact with classteachers and has direct contact with all vulnerable learners via Seesaw accounts and direct calls/ emails *Staff Messaging groups are in daily use for DL planning/ ideas, well-being and general support network- this has been very effective and well- utilised. *Staff email groups	2	4	8	*Revised Staff information handbook outlining clear guidance with safety and well-being of both learners and workforce as a priority to be issued via email before 1st September to all staff and discussed during planning/ preparation day on 1st September. *Risk Assessment to to updated with staff on 1st Sept following LA advice. *Regular communication between HT, SMT and staff with open invitation to ask questions, express concerns, queries etc • Regular and continuing reassurance to staff to help to reduce anxiety and stress that return to work may induce • Reviewed staffroom practice to ensure adherence with social distancing and hygiene procedures. All staff to have designated 'staff' space in own areas to minimise use of existing staffroom. *All staff must social distance from other members of staff at all times. • HT and SMs have been in regular contact with all members of staff. Continue to maintain clear communication with all staff, enabling peer support and partnership with Unions and opportunity to ask questions. • Seek support from HR for staff working conditions. *Staff Zoom meetings to provide support/ information to all staff re critical worker provision/ rotas/ expeactations and to alleviate any concerns/ questions	2	4	8	• All staff have received a training video on how to put on take off PPE. • Regular communication and contact to identify coaching and/or counselling for those identified. • Continue to share well-being support/ guidance information with staff to ensure all are kept up to date. • Staff will continue to work collaboratively within school and within phases to consider support for distance learning, if required for children self isolating. • Liaise with LA/ ALN service in regards to Professional learning on how to support learners on return with potential increased anxieties / trauma and continued ICT skills as part of distance learning. • Continue to liaise withe LA/ GWE in relation to status of staff training days.	HT, SMT, STAFF, LA	YES

COVID-19 - PREPARATION TO RE-OPEN SCHOOLS - PRIMARY SCHOOL RISK ASSESSMENT												
Grouping	Area of Concern	Existing Measures	Likelihood	Severity	Score	Additional Controls	Likelihood	Severity	Score	Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
Continuity of Learning	Learner Welfare	• Prior to lockdown, school ensured all learners had access to a devices and set up school IT loan system *High engagement of learners with home learning across the school *Sustained very regular contact/ feedback/ communication between school and children/ families via daily Seesaw communication/ feedback, Google Classroom communication & feedback, daily HT Thought & Prayer for the Day, regular wefare phone calls for identified learners, Well-being postcards being sent to	3	4	12	•Regular contact with all families to provide relevant information about coming back to school and what the 'new normal' will look like e.g. video, handbook,website, booklets such as 'What is it like in a bubble? etc *ALNCo to provide additional resources to support identified vulnerable learners, as required. *All returning learners had opportunity to return to their previous class teacher for 3 days over the course of the final four weeks as per WG guidance. *Working with their own teachers and in familar classrooms will support learners to practise social distancing • Before lockdown, the children were well practised in increased and regular handwashing and hygiene controls. This it to be continued and reinforced. *ALNCo to liaise with LA support and welfare services to help with 'trauma' related guidance and, where necessary, bereavement services. *The HT, ALNCo and teachers will continue to work closely in partnership with relevant agencies to ensure that school is aware of any children who may need additional support so they are ready to learn i.e - assess where learners are in their learning, and agree what adjustments may be needed to the school curriculum over the coming weeks; - identify and plan how best to support the education of high needs groups, including disadvantaged learners, ALN and vulnerable learners. *All staff fully briefed to be alert to welfare needs of all learners on return and be sensitive and supportive of home circumstances/ experiences during lockdown. Avoid reviewing 'news' type activities *Weekly teacher pupil engagement survey provided by HT to monitor access to remote learning *All staff maintaining regular contact with all families via Seesaw and GC. Alerting Pastoral lead and HT if any concerns Staff vigilant to children's well-being needs. report ant concerns to HT, pastoral lead	2	4	8	• There is very good communication between the HT, SMT, ALNCo and all teachers to ensure that all learners are well-supported. *Continue to be aware of and ensure early identification of learners who could now be vulnerable post lockdown and Covid-19.	SMT, ALL STAFF, ALNCO, PARENTS, LA	YES
Continuity of Learning	Physical Activity	• Daily physical activity sessions such as Cosmic Yoga, Joe Wicks, Go Noodle etc being provided for KW children in school *Lots of outdoor learning/ activity sessions/ gardening provided for KW children whilst in school to support physical ad mental well-being *Home Learning planning offers a wide ranging menu of suggested physical activities for children to choose from including links to websites , Youtube etc	3	4	12	*Learners in school will have as much learning as possible in the outdoors, weather permitting • Designated washable/ wipeable resources for each class to use in the outdoors. Cleaning resources/ quarantine resources between use by different contact groups, as per cLeaning section *Where, external sports providers are invited into school in consultation with HT, visitors must comply with distancing, cleaning/ sgfety measures in place. .	1	4	4		SMT, ALL STAFF PARENTS,	

COVID-19 - PREPARATION TO RE-OPEN SCHOOLS - PRIMARY SCHOOL RISK ASSESSMENT												
Grouping	Area of Concern	Existing Measures	Likelihood	Severity	Score	Additional Controls	Likelihood	Severity	Score	Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
Continuity of Learning	Adult Support	• Currently, all staff are on rota to ensure equity and reduction of numbers on site at one time. • Rotas are based on learner need and numbers. • Staffing levels to ensure safe social distancing.	3	4	12	• FP Adult to child ratios are appropriate for each class. *Designated Tas in each FP class. Shared Tas also supporting across year groups in KS2 * Usual class teachers and support staff will be working in each class/ year group. *PPA in each class/ contact group covered by same member of staff. *All staff on rota to provide in school support. *Minimum staff in school as possible to unable social distancing and sufficeient support for all learners * Teachers and TAs attending daily Teams catch up and review meetings. *Staff return to school	1	4	4		HT, ALL STAFF	YES
Continuity of Learning	Equipment for learners with special needs	• Only one child has their own personal additional learning needs/ OT resources to support their physical needs	3	4	12	• ALNCO and other intervention support staff to work with groups of children in own areas, wherever possible to minimise need to move around school. *Shared resources to be sanitised between use by different learners/ contact groups *Individual ALN equipment such as cushions/ slopes will be wiped with sanitiser during/after the school day and and stored ready for next day in school. *Where possible, individual ICT devices for each child in critical worker provision in school. Social distancing measures in place in KS2	1	4	4	*Where staff need to move across different classes and year groups, they should try to keep their distance from learners and other staff as much as possible, ideally 2 metres. This will not be possible for younger learners. Therefore, should avoid face to face contact and minimise time spent within 1 metre of anyone.	STAFF	YES
Continuity of Learning	Transition to school - New Learners	• Usual transition arrangements allow for all Y6 children to spend 1 week- 'Rocket week' in St Josephs to allow for a smooth transition from St M-St J *N-Y5-All children visit their new class, meet their new teacher on transition day. *LAP project held over 4 weeks supports transition of new nursery children into St M *Collaborative teaching transition projects Y2-Y3 in place .	2	4	8	*Y6 teachers have met with Y6 transition manager from St Joseph's via Zoom *Plans are in place to set up Google Classrooms, virtual tours, Flipgrids for both teachers and pupils etc. *After school tours to be arranged for vulnerable/anxious/ ALN children to visit St J as they would normally have enhanced transition. St J will be empty so social distancing/ staggered times can be arranged. *4 week whole school collaborative planning to include transition work. *Every effort has been made to encourage all Y6 children to return to St M to ensure that they have the opportunity to end time in their primary to allow closure of primary experience and reduce anxieties. • Continue to liaise with Y6 transition managerfrom ST J to arrange additional transition activities/ virtual meetings etc. *All teachers to create welcome video/ Teams mtg/ virtual class tour to support transition in each class- also to be sent to new children joining school in other year groups via email. *Opportunities for children to contribute to collaborative planning in new class in September. *FP SM provided transition information for new nursery families.	1	4	4		SMT, STAFF, ALNCO, HIGH SCHOOL STAFF	YES

COVID-19 - PREPARATION TO RE-OPEN SCHOOLS - PRIMARY SCHOOL RISK ASSESSMENT												
Grouping	Area of Concern	Existing Measures	Likelihood	Severity	Score	Additional Controls	Likelihood	Severity	Score	Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
Ensuring Expectations	Non-compliance with Rules	• Site rules are communicated to all school employees, learners, parents / carers through handbook, informal discussions, letters, emails, etc. • Staff monitor site rules as and when needed.	2	4	8	• Site rules to be communicated to all school employees, learners, and parents / carers. • Signage displayed to reinforce site rules and Covid-19 guidance. • Head Teacher/SLT / nominated Teachers will monitor and enforce site rules and social distancing requirements. • Disciplinary actions will be taken against individuals who repeatedly / wilfully fail to follow any site / LA rules.	2	4	8	Staff to have conversations with parents of any identified children where social distancing may become difficult i.e. separation from parents / EY children. Clearly outline expectations and consequences if they are unable to adhere to the rules- This reduces the risk of transmission to staff, pupils and parents .	SMT, STAFF. PARENTS	YES
Ensuring Expectations	Communication with parents / carers	• Regular contact has been maintained with all parents and carers since closure of school on 20th March. This includes emails (which are also communicated via Seeesaw and posted on the school website), phone calls, use of social media i.e Twitter & Instagram and engaging with partners such as the EAL service, TAC, Family Services etc to support families with resources.	3	4	12	• After the Minister's announcement on 3rd June, parents and carers were emailed to advise them of the purpose and rationale of school reopening on 29th June. An online Parents/ Carers' questionnaire was also issued by school to gain actual numbers of pupils returning in addition to information about school transport needs. *Further correspondence has been sent providing further information about draft arrangements. *W/C 15/6/20- Information about bubbles, days to attend, explanations and models of the school day as well as understanding of social distancing requirements within the school building, hand over at start and end of day to be shared using Parent/Carer Covid 19 Information Handbook. Information to be shared via email, Seesaw and website. *Continue to provide updates to parents as necessary. *Updated hand book for September opening issued parents on 16th July. Reissued updated version 27th August in light of WG guidance changes over summer break. *Regular communication/ updates with parents via email, Seesaw and school website	2	4	8	W/C 15/6/20 • Parents/ Carers' Information Handbook will provide detailed information about all aspects of the 'new normal' arrangements including timing of school day, staggering start times/ finish/ breaks/ lunch times, school entrance and exit points taking into account one way systems in place,eating arrangements and hygiene policy, procedures if child falls ill during time in school, transport arrangements to and from schools site, including school transport. It will also include arrangements for groups of learners throughout the school day, clear protocols for healthy children only to be returning to school, understanding of what happens during the day if child turns unwell. *Regular liaison between school and parents to support a safe and reassuring return to school. WEll-being letter to parents/questionnaire to gauge support required.ALNCo to coordinate.	HT, SMT STAFF, PARENTS	YES