



<b>Location/Premises/School:</b> Llantwit Major Comprehensive School	<b>Date:</b> 14/03/2022																																							
<b>Completed by:</b> Cedric Burden, headteacher.	<b>Review date:</b> As and when required. For example, issues identified, changes in Welsh Government or Public Health advice etcetera.																																							
<b>Activity/Description/Area:</b> Opening school from 28 February 2022.																																								
This risk assessment takes into account the following Welsh Government operational guidance:  <a href="https://gov.wales/schools-coronavirus-guidance">https://gov.wales/schools-coronavirus-guidance</a>																																								
The risk assessment is in line with local alert level and may be revised to match the local/National level of infection at any time.																																								
School is organised in such a way that good health and wellbeing is maximised and transmission of illness is minimised.																																								
<p><b><u>The School Day</u></b>            The School day will run between 8.30 am and 3:00 pm with the following timetable:</p> <p>Plan of the day:</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Times</th> <th>Duration</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Start of day</td> <td>08:20</td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>08:30 - 9:30</td> <td>60</td> <td></td> </tr> <tr> <td>2</td> <td>09:30 - 10:30</td> <td>60</td> <td></td> </tr> <tr> <td>Form and Break</td> <td>10:30 - 10:45 10:45 - 11:00</td> <td>15 15</td> <td>Year 7,8 – break then pastoral Years 9,10,11 – pastoral then break  (No canteen access)</td> </tr> <tr> <td>3</td> <td>11:00 - 12:00</td> <td>60</td> <td></td> </tr> <tr> <td rowspan="2">4</td> <td>12:00 - 13:00</td> <td>60</td> <td>Years 9, 10, 11 period 4. 30 minutes canteen. Y7, Y8.</td> </tr> <tr> <td>13:00 - 14:00</td> <td>60</td> <td>Years 7, 8 period 4. 20 minutes canteen. Y9, Y10, Y11.</td> </tr> <tr> <td>5</td> <td>14:00 - 15:00</td> <td>60</td> <td></td> </tr> <tr> <td>End of day</td> <td>15:00</td> <td></td> <td>All years</td> </tr> </tbody> </table>		Period	Times	Duration	Notes	Start of day	08:20			1	08:30 - 9:30	60		2	09:30 - 10:30	60		Form and Break	10:30 - 10:45 10:45 - 11:00	15 15	Year 7,8 – break then pastoral Years 9,10,11 – pastoral then break  (No canteen access)	3	11:00 - 12:00	60		4	12:00 - 13:00	60	Years 9, 10, 11 period 4. 30 minutes canteen. Y7, Y8.	13:00 - 14:00	60	Years 7, 8 period 4. 20 minutes canteen. Y9, Y10, Y11.	5	14:00 - 15:00	60		End of day	15:00		All years
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### **Classroom measures**

Rooms are organised to limit students facing each other in favour of students sitting side-by-side and facing forwards. Where possible furniture has been removed to maximise space. Teaching staff are encouraged to distance from students and each other and to make greater use of classroom technology such as visualizers to model work in order to reduce the time they are in face to face contact. However, it is recognised that this approach is not possible for students with complex needs.

Face masks must be worn in all communal indoor areas including the main hall and corridors. The exception to this is when students are eating or drinking in the canteen or undertaking indoor PE. Students and staff sanitise hands regularly using sanitising stations that are available around the school site and in all classrooms.

For individual and very frequently used equipment, such as pencils and pens, staff and students should have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared but should be cleaned regularly. Cleaning of rooms and resources will be conducted as required for use by students.

### **Movement around the school**

Students must follow the one way system and wear face mask.

### **Changes to self-isolation period**

5-days is the **minimum** time a person is required to self-isolate. These individuals should take a lateral flow test on day five, and one 24 hours later on day six. If both are negative, then the regulations state the self-isolation period can end. **If a person tests positive on either day, they must continue to self-isolate until they have two negative tests taken 24-hours apart or until day 10, whichever is earliest.** TTP continue to provide specific advice to individuals identified as confirmed cases, with clear explanation of requirements.



Essential measures to limit the spread of Covid-19 include:

- a requirement that people stay at home and self-isolate if they:
  - a) have symptoms of COVID-19, whether they feel unwell or not;
  - b) have tested positive, even if asymptomatic;
  - c) have been advised by NHS Wales Test, Trace, Protect (TTP) to do so; and/or
  - d) are required to self-isolate for travel-related reasons.
- robust hand and respiratory hygiene undertaken by learners and staff members.
- appropriate ventilation measures on school premises and continuing increased thorough cleaning arrangements.
- active engagement with Test Trace Protect strategy.
- reducing close interactions between students, students and staff, and between staff remains important. Therefore, our control measures will seek to promote:
  - a) staff encouraged to maintain social distance from other staff;
  - b) staff encouraged to maintain social distancing from students insofar as possible, recognising this may not be possible with younger students or those with additional learning needs; and
  - c) making the most of the space available including outdoor space, wherever possible.

### **Summary of changes**

- Local Infection Control Decision Framework from 28<sup>th</sup> February 2022 with a moderate approach to provisions in Llantwit Major School.

### **Control Framework**

A Local COVID-19 Infection Control Decision Framework will help determine the level of risk identified within a particular community. This tiered approach, ranging from: Low; Moderate; High; and Very High enables the school, in partnership with the local authority and public health officials to determine the measures, appropriate to their own circumstances. Welsh Government will agree a transition period for the introduction of this framework to enable schools to move to this revised approach. An indication of the differentiated control measures is shown in Appendix 1.

The school has and will continue to engage with the local authority, including its designated health and safety advisor and local trade union representatives to ensure that risks are assessed and identify control measures to 'remove or reduce' these. However, it remains **essential** that all members of the community makes every effort to follow the actions which are designed to safeguard themselves and others.

### **Control Measure Risk (CMR)**

<b>Low Risk</b>	No further actions required. Reviewed in line with guidance.
<b>Medium Risk</b>	Controls required to reduce the risk rating. If not possible to lower risk further, then consideration of risk versus benefit. Monitor risk assessment at this rating more regularly.
<b>High Risk</b>	This activity must not take place at all. Further controls required to reduce risk rating.



Identified risk	Person(s) at risk	Control measures	CMR	Responsibility	Date
<b>Lack of Safeguarding</b>	Students and staff	<ul style="list-style-type: none"> <li>All staff aware of their safeguarding duties. Training of all staff according to the school plan.</li> <li>All staff and students should know how to contact the Designated Safeguarding Person (LEP/KF) and consider how students can talk privately.</li> <li>Standard procedures to be observed including consideration of older age groups.</li> <li>Appropriate site security arrangements in place.</li> </ul>	N/A	LEP. KF and all staff	ongoing
<b>Undetected infection</b>	All staff and students	<p><b>Symptoms</b> The main symptoms of COVID-19 are: a high temperature, a continuous cough and a loss or change of taste or smell</p> <p><b>Regular testing and what to do with the results</b> All students and staff should take a Lateral Flow Device test twice per week.</p> <ul style="list-style-type: none"> <li>If you have any of the main symptoms of COVID-19, you should self-isolate and book a polymerase chain reaction (PCR) test online (on GOV.UK) or call 119 between 7am and 11pm (calls are free). Continue to self-isolate until you get your test result.</li> <li>Negative PCR test. You can leave self-isolation immediately.</li> <li>Positive PCR test. Report the positive test result. Self-isolate for 5 full days, day 1 is the day after your symptoms started or the day you had the test, if you do not have symptoms (whichever is earlier). This means the earliest you can leave self-isolation is on day 6. Take a lateral flow test (LFT) on day 5. If the day 5 LFT is negative you should take another LFT on day 6. You can leave self-isolation on day 6. If you still have a high temperature or feel unwell, you should continue to self-isolate until it returns to normal or you feel better.</li> <li>If the day 5 or 6 LFT test is positive. You should continue taking daily LFTs until you get 2 negative tests in a row, taken a day apart, or until day 10, whichever is sooner. You do not need a negative LFT test on day 10 to leave self-isolation. If you still have a high temperature or feel unwell, you should continue to self-isolate until it returns to normal, or you feel better.</li> </ul>	N/A	Staff and students	Ongoing



		<p><b><u>Close contacts</u></b></p> <ul style="list-style-type: none"> <li>• A <b>close contact</b> is anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:           <ul style="list-style-type: none"> <li>• face-to-face contact including being coughed on or having a conversation within 1m;</li> <li>• skin-to-skin physical contact for any length of time;</li> <li>• contact within 1 metre for one minute or longer without face-to-face contact;</li> <li>• contact within 2 metres of someone for more than 15 minutes (as a one-off contact, or added up together over 1 day); or</li> <li>• travelled in the same vehicle or a plane.</li> </ul> </li> <li>• <b>Fully vaccinated adults and young people aged between 5 and 17</b> do not need to self-isolate if identified as a close contact. You should take a daily LFT (unless exempt for medical reasons) and take this daily test before you leave the house for the first time that day. You should report all tests results on GOV.UK even if negative or void. You will continue daily tests for 7 full days after you are told you have been a contact, or until 10 days since your last contact with the person who tested positive for COVID-19 if this is earlier. If you get a positive LFT you must self-isolate for at least 5 full days starting from the date the LFT test was taken and report the result.</li> <li>• If you have any of the main symptoms of COVID-19, you must self-isolate and book a PCR test as soon as possible. This applies even if you have mild symptoms or if you have tested positive before.</li> <li>• If you have had a <b>positive LFT</b>, you should report the result, and follow this guidance. You no longer need to book a follow-up PCR test unless you have been advised to take a PCR test because you are in a clinically vulnerable group who may need early access to treatment or you have been advised to do so as part of a research or surveillance programme.</li> <li>• If you test <b>positive on any COVID-19 test (PCR or LFT)</b>, you must self-isolate straight away. Self-isolate for 5 full days. Day 1 is the day after your symptoms started or the day after you tested positive (whichever is earlier). This means the earliest you can leave self-isolation is on day 6. Take a LFT on day 5 of your self-isolation period. If the day 5 LFT test is negative take another LFT on day 6. This will help determine if you can still infect others. You can leave self-isolation on day 6 if the test is negative. If you still have a high temperature or feel unwell, you should continue to self-isolate until it returns to normal, or you feel better.</li> </ul>		
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	<ul style="list-style-type: none"> <li>• You should continue to self-isolate if either of the tests you take on day 5 or 6 are positive. You should continue taking daily LFTs until you get 2 negative LFT tests in a row, taken a day apart, or until day 10, whichever is sooner. You do not need a negative LFT test on day 10 to leave self-isolation. If you still have a high temperature or feel unwell, you should continue to self-isolate until it returns to normal or you feel better.</li> <li>• If you test positive, the NHS Wales Test, Trace, Protect service may contact you. They will call from 029 2196 1133, or text or email from NHSWALESTTP to give you advice on self-isolation. They will need to find out who you have been in close contact with recently. They will send a secure one-time code to you via text message. This will include the link to the form you need to complete. It is important that you complete the form as quickly as possible.</li> <li>• To reduce the chance of passing COVID-19 on to others, after leaving self-isolation after 5 full days and 2 negative LFTs you should try and minimise contact with others and avoid crowded settings particularly indoor settings. If you are visiting vulnerable people in places such as care homes or hospitals, you must follow the relevant visitor guidance. You should pay extra attention to hand washing and wearing a face mask.</li> <li>• If you do not have symptoms but you test positive you may be advised to take a PCR or LFT if you have been in close contact with someone who has tested positive. This could also be part of workplace arrangements. If you have recently tested positive for COVID-19 (within the last 90 days) you should firstly take a LFT instead of a PCR. This is because there is a risk that a PCR test may detect residual traces of the virus leftover in your body. If your test result is positive, you must self-isolate from the day of your test and for the next 5 full days. As set out above, you should take LFTs on or after day 5 and 6 to check if you are still infectious before leaving self-isolation. If your original positive result was from a LFT then report it and follow the above self-isolation guidance. You no longer need to book a follow-up PCR test unless you have been advised to take a PCR test because you are in a clinically vulnerable group who may need early access to treatment have been advised to do so as part of a research or surveillance programme</li> <li>• <b>Unvaccinated adults 18 years and over</b> must self-isolate for 10 days. Day 1 is the day you were last in contact with the person who tested positive for COVID-19. Take a LFT test on day 2 and day 8. It is important that you take the tests even if you feel well as you may have COVID-19 even if you do not have symptoms. You must continue to self-isolate even if the tests are negative. This is because if you have been infected, it can take time for symptoms to develop or to become infectious to others. If you are not able to be vaccinated for a clinical reason, you must self-isolate for 10 days, even if your LFT is negative. You no longer need to book a follow-up PCR test unless you have been advised to take a PCR test because you are in a clinically vulnerable group who may need early access to treatment or if have been advised to do so as part of a research or surveillance programme.</li> </ul>		
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<b>Lack of awareness of procedural actions and protocols to reduce risk of transmission</b>	Staff Students Visitors	<ul style="list-style-type: none"> <li>• School to maintain up-to-date knowledge of the latest local and national guidance and necessary steps are taken to remove or reduce workplace risks so any increase/decrease in operations is effectively planned, to protect the health and safety of employees ‘so far as is reasonably practicable’.</li> <li>• School’s COVID-19 risk assessment to be updated in light of new guidance, as it is provided and to make the risk assessment available on the school website.</li> <li>• School to provide regular health and safety advice to students and staff, to reflect commencement of a new phase of increased/decreased operations, in line with guidance.</li> <li>• Students and staff made aware of procedures for remaining safe in school and the necessary steps where they feel unwell</li> <li>• School guidance and risk assessments to be made available for parents/carers and staff on the school’s website</li> <li>• The school will follow published procedures for responding to a confirmed case. Any cases of illness, including coronavirus (COVID-19) to be treated confidentiality</li> </ul>	Medium	Leadership Team and all Staff	Ongoing
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<b>Contact with someone suffering with COVID-19</b>	Staff Students Visitors	<ul style="list-style-type: none"> <li>• Staff, students, parents and carers are informed of the most notable symptoms of a possible coronavirus infection.</li> <li>• Students, staff and other adults must follow the procedures above.</li> <li>• School will communicate and reinforce that staff, parents, carers and students will need to book a test if they are displaying symptoms. They must self-isolate until the test result is known or for at least ten days in the absence of a test.</li> <li>• School will provide relevant information relating to a confirmed case to TTP officials Any student or member of staff who displays symptoms will be sent home immediately. If a member of staff displays symptoms of coronavirus (COVID-19), they will report to the Head of School before returning home immediately.</li> <li>• If a symptomatic student and/or staff member is waiting to go home, they must use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be thoroughly cleaned immediately after use, in line with national requirements</li> <li>• Everyone must wash their hands thoroughly for at least 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell with COVID-19 symptoms</li> <li>• All areas used by a symptomatic student will require a thorough clean, in line with guidance, once vacated.</li> <li>• The school will actively engage with the TTP Strategy and apply the latest guidance.</li> <li>• The school will work closely with the local authority and health professionals to implement the latest information on TTP programme, including antibody/lateral flow testing.</li> </ul> <p><b>Contact Tracing</b></p> <ul style="list-style-type: none"> <li>• The school will fully engage with TTP as the latest Welsh Government guidance describes.</li> <li>• A close contact is described above.</li> </ul> <p>If a person has not been identified to stay home to self-isolate by TTP then they can attend school. Public Health Wales will be responsible for providing the guidance and support to the TTP teams and schools where a review of control measures is required. The school maintains records of attendance and timetables to protect students and staff.</p>	Medium	All Staff	Ongoing
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<b>Spreading infection due to excessive close interactions with others</b>	Staff Students Visitors	<p>Whilst inside the school building the students will be grouped in Years and outside the year groups will have designated social areas. Year 7 and Year 8 will have separate break and lunch time from the other year groups.</p> <ul style="list-style-type: none"> <li>• Where possible a one way system for students operates inside the school buildings.</li> <li>• Students and staff regularly sanitise hands using the sanitising station available throughout the school site and in all classrooms.</li> <li>• The number of students using the toilet at any one time will be limited.</li> <li>• There will be limited use of shared space, such as halls.</li> </ul> <p>In line with the latest medical guidance, teaching staff will be encouraged to remain at the front of the class, wherever possible, and make greater use of classroom technology, such as visualizers to model work. This will support them with maintaining social distance (2m) from students. However, it is recognised that this is not possible for students with complex needs.</p> <ul style="list-style-type: none"> <li>• Within the classroom, rooms will be organised to limit students facing each-other in favour of sitting side-by-side and forward facing.</li> <li>• Where class sizes may be smaller students will be encouraged to social distance.</li> <li>• Assemblies will take place in the main hall, gym or canteen up to twice per week for each group. Students will wear masks in the assembly. On the other days assemblies will take place virtually to ensure continuity of statutory responsibility.</li> <li>• Use of staffrooms and departmental workrooms will be such as to allow social distancing.</li> <li>• School has developed a range of contingency plans to transfer from physical to remote activities within a 48 hour period of notice.</li> <li>• Where students require first aid, staff members must wear appropriate personal protective equipment whilst administering treatment. Staff will follow good hygiene practices to clean after attending to the student.</li> </ul>	Medium	Leadership Team All Staff	Ongoing
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<b>Spreading infection due to touch, sneeze and coughs</b>	Staff Students Visitors	<p>All staff and students are expected to follow NHS guidelines on good hygiene.</p> <ul style="list-style-type: none"> <li>• Frequently wash hands with soap and water for 20 seconds and dry thoroughly.</li> <li>• Use hand sanitiser at appropriate times.</li> <li>• Clean their hands on arrival at school, before and after eating, and after sneezing or coughing.</li> <li>• Avoid touching their mouth, eyes and nose.</li> <li>• Use a tissue or elbow to cough or sneeze and use bins for tissue waste.</li> </ul> <p>Students and staff encouraged to learn and practise these habits through activity and repetition. Fixed hand sanitisers placed about the school and classrooms to ensure students and staff have quick access to cleaning their hands. Supplies for soap, hand sanitizer and disposable paper towels and tissues will be maintained and monitored regularly to make sure there is sufficient stock.</p> <p>Students and staff will use face masks in corridors, halls and public spaces. They will not be required outside the building nor in the classrooms.</p>	Medium	All Staff	Ongoing
<b>Contact with Coronavirus while travelling to and from school by school transport and on school buses during trips</b>	Staff, students	<p>Students will wear face masks on school transport unless an individual is exempt from wearing a mask.</p> <p>Transport is coordinated and delivered by the local authority. Where this is provided, the local authority will be responsible for providing guidance to ensure safety and social distancing measures are maintained in accordance with the latest guidelines. The local authority will assess the travel needs of students who are aged under 19 in their area. This includes those who they are legally required to provide transport for and those who they may provide discretionary transport.</p> <p>Employees of transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers.</p>	Medium	Business Manager and VoG administrative team	Ongoing



<b>Spreading infection owing to school environment, including contact with coronavirus on surfaces</b>	<p>Cleaning routines will be proportionate and in line with any other communicable disease. These routines and procedures will be communicated with all relevant staff so they are understood. There is no longer a need for schools to set aside specific days for deep cleaning of the school site. However, the school has enhanced cleaning arrangements and ensures reasonable steps are taken to reduce transmission</p> <p>The business manager and site manager undertake regular checklist of supplies and site security/health and safety to ensure compliance with latest guidance.</p> <p>Where possible unused furniture has been removed from individual classrooms to enable social distancing.</p> <p>Use of floor marking systems to define transit routes and no-go spaces within identified classrooms and/or areas.</p> <p>All required doors are locked; including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms isolated. All outdoor building maintenance is coordinated by the business manager and site manager so that segregation from students and staff can be ensured. All contractors report to reception prior to the start of any work.</p> <p>School will ensure good respiratory procedures are in place to reduce the risk of transmission. This includes sufficient hand cleaning facilities are to be available throughout the day. These are checked on a regular basis for supplies, and hand sanitisers about the school ensure students and staff have access to clean their hands.</p> <p>There is a limited amount of shared resources. However, students and staff will be able to touch equipment such as exercise books where it is deemed necessary for learning.</p> <p>Insofar as is reasonable and practicable, classrooms are well ventilated using natural ventilation (opening windows). Doors remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and to aid ventilation.</p> <p>Posters are displayed throughout the school to remind students and staff to clean their hands.</p> <p>Staff clean their hands and the work surface in classrooms before and after students use the books and the classroom.</p>	Medium	Business Manager and premises team and all staff	Ongoing
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<b>Spreading infection from asymptomatic persons</b>	Staff Students Visitors	Staff and student should test twice per week to identify new infections as soon as possible. This enables the self-isolation of infectious people.	Medium	Business Manager, Leadership Team, All Staff	Ongoing
<b>Individuals at increased risk to virus</b>	<b>Staff, Students, Contractors and Visitors</b>	<p>The Royal College of Paediatrics and Child Health have issued guidance indicating very few students are clinically extremely vulnerable and, as a result, many students previously advised to shield are no longer required to do so. Maintaining a safe distance (2m) between people while inside and reducing the amount of time they are in face-to-face contact lowers the risk of transmission. Staff apply a consistent approach to the management of suspected and confirmed cases of coronavirus, following local and national guidance. The school will direct specific groups to Welsh Government guidance in relation to attendance.</p> <p><b>'Extremely vulnerable' individuals</b> Staff will be supported by the school's HR officer/Corporate Wellbeing Lead and there is a COVID-19 risk assessment tool. Further advice for children and young people with higher clinical risks and clinically extremely vulnerable adults is available.</p> <p><b>Individuals at 'increased risk'</b> Those at 'increased risk' can continue to attend school/work. While in school/work, these individuals should follow the mitigating measures to minimise the risk of transmission. For staff, there will be an individual workplace assessment in place.</p> <p><b>Staff who are pregnant</b> Staff who are pregnant are encouraged to take up vaccination and have a workplace risk assessment. Those who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition, should take a more precautionary approach. Employers should consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible. If home-working is not possible, pregnant staff and their employers should follow the advice in the <a href="#">COVID-19: advice for pregnant employees</a>.</p> <p>If a member of staff or student is in doubt about whether their health condition means they should be shielding, they should take advice from their GP or health consultant. Where a member of staff is anxious about returning to the physical site as part of increased operations, then they will be advised to complete the workforce risk assessment, prior to making an appointment to discuss the matter with human resources. Where appropriate, the school will work with staff through the completion of the COVID-19 workforce risk assessment tool, to help determine which staff may be, outside of those identified as 'extremely vulnerable' and/or 'vulnerable', more at risk</p>	Medium	Leadership Team, HR Officer Wellbeing Lead	Ongoing



Continuity of learning and operational business	Staff and Students	<p><b>Uniform</b></p> <ul style="list-style-type: none"> <li>Students are expected to wear full uniform as usual, as outlined in the school's uniform expectations. School uniform helps play a valuable role in contributing to the ethos of the school and sets the appropriate tone.</li> </ul> <p><b>Use of Face-masks and Personal Protective Equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>Face masks should be used in corridors, halls and indoor spaces other than classrooms. The user of the facemask should handle the masks by the attaching cord. Face masks are to be disposed of in the designated bins and the bin will be isolated for 72 hours before being disposed of according to the guidance of the Welsh Government. Where face masks are picked up by someone who is cleaning this person should wear a barrier glove which is then disposed of following the guidance of the Welsh Government.</li> </ul> <p><b>Physical education</b></p> <ul style="list-style-type: none"> <li>Physical education lessons can take place outdoors and indoors. Outdoor activity should be prioritised in the warmer climate, wherever possible. Maximising time spent outdoors by students has physical, mental and educational benefits. Additionally, the risk of transmitting COVID-19 is generally lower outdoors compared with indoors. Mitigating measures are still needed indoors.</li> <li>Where activity cannot take place outdoors, indoor spaces can be used. However, adequate ventilation is considered in planning these sessions. For indoor spaces, ventilation will be maximised including using natural air flow through opening doors and windows due to enhanced aerosol generation during physical education. Areas will be cleaned regularly and thoroughly as part of the enhanced cleaning programme across the school.</li> <li>Activities which minimise contact with others and enable physical distancing to be maintained will help minimise the risk of transmission. Where students are likely to be in close proximity (within 2m) or in contact, efforts will be made to limit this contact (if it cannot be avoided altogether). The school will consider reasonable measures to prevent the spread of the virus, including whether the activity really needs to proceed. In cases where such an activity does proceed, mitigating actions must be put in place to minimise risk and keep learners safe, taking note of any guidance published by the relevant National Governing Body for the sport in question.</li> <li>Changing rooms present a higher risk of transmission. The school will take reasonable and proportionate measures to reduce the risk to the lowest practical level which will include, as a minimum, ensuring rooms are as well ventilated as possible and surfaces are cleaned thoroughly after use.</li> <li>Activities should minimise the use of equipment to reduce risk of transmission. Activities where there is no sharing of equipment are preferred, since these are safer. Any equipment used and shared should be carefully cleaned before next use and between lessons. Particular attention should be paid to any equipment which needs to be adjusted to ensure all touch-areas are kept clean between each use.</li> </ul>	Medium	Leadership Team Middle Leaders All Staff	Ongoing
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	<ul style="list-style-type: none"> <li>• There should be no sharing of water bottles.</li> <li>• Students will be expected to wash and dry their hands thoroughly before and after the activity.</li> <li>• Face masks must not be worn whilst undertaking physical activity.</li> <li>• Both indoor and outdoor regulated gatherings can now take place. This includes team sports fixtures. Arrangements are addressed in the relevant risk assessments and all reasonable measures to minimise risk of exposure to coronavirus will be taken. Note is taken of any guidance published by the relevant National Governing Body for the sport in question.</li> <li>• All extra-curricular activities must have registers taken, with a copy shared with the main office on the same day. The organiser must also keep a copy for their records for a period of one week. This is designed to help identify close contacts in the event of a confirmed case.</li> <li>• Inter school fixtures will take place following the guidance for the use of testing, hygiene, face masks and registers that is included elsewhere in this document.</li> </ul> <p><b>Organised activities for students</b></p> <ul style="list-style-type: none"> <li>• Attendance at organised activities for students, when they take place outside of the school day and away from the school site, is not a matter the school would be expected to police. However, it is likely that attendance at such activities would increase the number of contacts children have.</li> <li>• Students and parents/carers should be mindful of their participation in these since they may impact attendance at school in the event of a suspected case of COVID-19 at any such organised activity. In this event, the school must be informed.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Use of shared resources, especially in practical subjects, will be limited to reduce the risk of transmission owing to high touched items. These should be wiped down before use with separate classes, wherever possible.</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Visitors to the school site, ranging from governors to parents, through to other guests will be permitted as determined by the tier within the Local COVID-19 Infection Control Decision Framework. When visiting the school, all visitors will be expected to wear a face-mask unless they have medical exemption.</li> <li>• The school will ensure alternative arrangements are in place in the event visitors are not permitted to enter the site. For example, virtual meetings to replace face-to-face meetings for individuals or large groups,</li> </ul>		
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	<p><b>Planning for remote learning</b></p> <ul style="list-style-type: none"> <li>The school will maintain a plan for students' continued education during a range of operational contexts, from partial school closure to full operations. This is to ensure there is minimal disruption to students' learning. This includes a plan to monitor students' learning while not in school. Where appropriate, the school will update its distance/remote learning guide, which takes into account latest Welsh Government guidance.</li> <li>Where required, the school will issue devices to those students who do not have access to either a tablet or laptop at home.</li> <li>In the event of transfer to remote learning, the school will issue clear expectations for asynchronous and synchronous learning and all staff/students are expected to follow these for their own safeguarding. Remote learning will follow the published timetable, which may include a balance of synchronous and asynchronous lessons.</li> <li>Clear reinforced messages about student behaviour expectations are made visible and adhered to at all times, even while working remotely.</li> <li>Where appropriate, the school may need to update home-working guidance to all staff, especially those who are working remotely.</li> <li>Staff at school will ensure regular contact with students, as they would ordinarily on site, who are working remotely to support wellbeing. The leadership team and middle leaders will undertake wellbeing contact with all staff, on a periodic basis, during periods of remote-working where the school is in decreased operations.</li> <li>School will continue to provide bespoke training to support staff in preparation and delivery of (asynchronous and synchronous) distance learning</li> <li>In the event of transfer to remote learning, as part of decreased operations, the school may make provision for children of critical key workers and vulnerable students. Determination of the eligible categories will be agreed in line with the local authority, who in turn will refer to Welsh Government guidance</li> </ul> <p><b>Catering</b></p> <ul style="list-style-type: none"> <li>In these exceptional circumstances, compliance with the Healthy Eating in Schools Regulations may cause increased challenges</li> <li>School will make every effort to ensure the food provided to students is as healthy and nutritious as possible.</li> </ul> <p><b>Free School Meals</b></p> <ul style="list-style-type: none"> <li>Welsh Government will continue to make funding available to local authorities so that they can make free school meal provision to eligible students who are not required to attend school premises because they are self-isolating as a result of COVID-19.</li> </ul>		
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Fire	All staff & students  Burns, smoke inhalation, asphyxiation	Fire alarm checks to be carried out as normal.  Fire doors should not be wedged open unless done so with an appropriate hold open device that is connected to the fire alarm system.  Headteacher will ensure fire risk assessment is up-to-date and any outstanding work undertaken.	Medium	Fire safety advice is available from the Vale of Glamorgan Fire safety officer	Ongoing
Lack of staff, reduction in supervision	Staff & students	<ul style="list-style-type: none"> <li>Lack of supervision might increase accidents and increase contact. School will maintain supervision levels as far as practicable at all times. The school identifies back-up staff and utilises rotas to cover access times including premises staff / cleaners.</li> <li>The redeployment of staff will be undertaken where necessary.</li> </ul>	Medium	Leadership team	Ongoing
3G Pitch	Staff and students	PE staff to supervise students during lessons.  Duty staff to supervise students during break and lunch.  No food to be taken on to the 3G pitch. Daily cleaning of the 3G pitch.	PE staff  Duty staff  LMT, WJ and GP	Business Manager	Ongoing
Managing messages regarding the health and safety steps and 'recovery' phase	Staff Students Contractors Visitors	<ul style="list-style-type: none"> <li>School communicates clearly the messages regarding the tiered approach to control measures, as outlined in Local COVID-19 Infection Control Decision Framework (Appendix 1). This indicates the necessary opportunities for physical presence of visitors, contractors, governors, parents/carers on site, as indicated by local need. At all times, the school will seek to reduce the risk of transmission by: <ul style="list-style-type: none"> <li>promoting the use of 'virtual' meetings via Google Meet. The only exception to this is where families do not have equipment;</li> <li>students, staff, parents/carers or any visitors to the school site are informed not to enter the school if they are displaying any symptoms of coronavirus; and</li> <li>school to keep students and parents/carers adequately updated about any changes to infection control procedures as necessary.</li> </ul> </li> <li>The school communicates with parents/carers via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic. Where possible, in the event of a change of tier the school will provide 48 hours of</li> </ul>	Medium	Leadership Team	Ongoing



		<p>notice to parents/carers. Unless indicated by public health officials, it is anticipated that the school will remain in a revised tier for a period of, at least, three school weeks. During this time, the school will provide 48 hours of notice where a change of tier will take place.</p>			
<b>Emergencies and first aid</b>	Staff Students Contractors Visitors	<ul style="list-style-type: none"> <li>• The school will ensure its health and safety policy meets requirements in light of coronavirus (COVID-19).</li> <li>• The school will ensure there are suitable arrangements in place for first aid support and availability.</li> <li>• The school will account for availability of trained first aiders or emergency personnel in the development of work patterns for staff.</li> <li>• All first aid equipment and provisions will be fully stocked and monitored on a weekly basis.</li> <li>• All necessary accident forms will be completed, as required, in line with the standard procedures.</li> <li>• The school will ensure all students' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Termly fire-evacuation drills will be reinstated and recorded, in line with standard operating procedures.</li> <li>• Students' parents/carers are contacted as soon as practicable in the event of an emergency. Students' alternative contacts to be contacted where a primary emergency contact cannot be contacted</li> </ul>	Medium	HR Advisor Wellbeing Lead, Administrative team	Ongoing



Appendix 1:

Summary of school management of the risks of assessment.

Assemblies are one year group, grouped by forms and spaced in the main hall, gym or canteen. Students wear masks during the assembly.

Lateral flow testing to take place twice per week at home.

Smaller events remain and offered as face-to-face where social distancing is possible. Mentoring is an example.

Educational day visits and extra-curricular activities are permitted.

Only those residential visits authorised by public health officials, as identified within local and national guidance, are permitted.

Extra-curricular sporting activities involving other schools are permitted.

Face masks are not required for staff and students in classrooms.

Face masks are worn on school transport in line with local and national guidance.

Face masks are worn by staff and students in corridors, the hall, the canteen and in communal areas.

Students and staff with exemptions will not be required to wear a face mask. Any person may use a face covering if they wish to do so.

Students follow the one way system in the school.

Staff maintain 2m social distance, insofar as reasonable and practicable.

In lessons, staff teach from front of class, making greater use of classroom technology (such as a visualizer).

Students are encouraged to maintain 2m social distance, where reasonably possible.

Identified capacity limits are placed on all staff rooms.

Whole staff INSET sessions take place virtually.

Where meetings are face-to-face, staff are encouraged to sit forward facing to limit direct contact.

Face masks are required where staff working in close proximity, unless a face mask exemption is in place.

Visitors and contractors are permitted on the school site. Visitors wear a face mask when inside the school site, unless exempt.

Appendix 2: Sporting Fixture

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Injury	Student	<ul style="list-style-type: none"> <li>Training for the sport.</li> <li>Advice for good behaviour.</li> <li>Monitoring good behaviour</li> <li>First aid training for staff</li> <li>Collection of contact details and medical conditions for students</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and improve practice</li> </ul>	JC and LMT	Ongoing	Ongoing
Stray students	Student	<ul style="list-style-type: none"> <li>Advice for good behaviour.</li> <li>Monitoring good behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and improve practice</li> </ul>	JC and LMT	Ongoing	Ongoing
Covid19 transmission within the team	Students and teachers	<ul style="list-style-type: none"> <li>Students to complete LFT thrice weekly</li> <li>Students to wear masks on buses</li> <li>Team to be assembled out of doors as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and improve practice</li> </ul>	JC and LMT	Ongoing	Ongoing
Covid19 transmission between the teams	Students and teachers	<ul style="list-style-type: none"> <li>Schools to communicate concerning the incidence of Covid19 transmission</li> <li>Cancellation of fixtures if Covid19 transmission cases reach 10% of the year group</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and improve practice</li> </ul>	JC and LMT	Ongoing	Ongoing

Appendix 3: Choir

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Date action completed</b>
Injury	Student	<ul style="list-style-type: none"> <li>Warm up to sing</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing
Stray students	Student	<ul style="list-style-type: none"> <li>Advice for good behaviour.</li> <li>Monitoring good behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing
Covid19 transmission within the Choir	Students and teachers	<ul style="list-style-type: none"> <li>Students to complete LFT thrice weekly</li> <li>Choir to space during practice</li> <li>Practices conducted in well ventilated spaces</li> <li>Students to wear masks on buses</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing
Covid19 transmission between the Choir and audience	Students and teachers	<ul style="list-style-type: none"> <li>Communicate with SLT concerning the incidence of Covid19 transmission</li> <li>Cancellation of events if Covid19 transmission cases reach 10% of the year group or choir group</li> <li>Audience separated by 2m between each home grouping</li> <li>Audience at 4m from the choir</li> <li>Audience with to take LFT before attending</li> <li>Audience with Covid19 not allowed to attend</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing



<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Date action completed</b>
Injury	Student	<ul style="list-style-type: none"> <li>• Warm up to sing</li> <li>• Warm up to dance</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing
Stray students	Student	<ul style="list-style-type: none"> <li>• Advice for good behaviour.</li> <li>• Monitoring good behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing
Covid19 transmission within the Choir	Students and teachers	<ul style="list-style-type: none"> <li>• Students to complete LFT thrice weekly</li> <li>• Show cast to space during practice</li> <li>• Practices conducted in well ventilated spaces</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing
Covid19 transmission between the Choir and audience	Students and teachers	<ul style="list-style-type: none"> <li>• Communicate with SLT concerning the incidence of Covid19 transmission</li> <li>• Cancellation of events if Covid19 transmission cases reach 10% of the year group or choir group</li> <li>• Audience separated by 2m between each home grouping</li> <li>• Audience at 4m from the performance</li> <li>• Audience with to take LFT before attending</li> <li>• Audience with Covid19 not allowed to attend</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing

Appendix 5: School trips by bus

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Date action completed</b>
Injury	Student	<ul style="list-style-type: none"> <li>• Training for the event.</li> <li>• Advice for good behaviour.</li> <li>• Monitoring good behaviour</li> <li>• First aid training for staff</li> <li>• Collection of contact details and medical conditions for students</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Stray students	Student	<ul style="list-style-type: none"> <li>• Advice for good behaviour.</li> <li>• Monitoring good behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Covid19 transmission within the trip attendees	Students and teachers	<ul style="list-style-type: none"> <li>• Students to complete LFT thrice weekly</li> <li>• Students to wear masks on buses</li> <li>• Trip attendees to be assembled out of doors as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Covid19 transmission between the teams and the hosts at the venue	Students and teachers	<ul style="list-style-type: none"> <li>• School to consider the incidence of Covid19 transmission</li> <li>• Cancellation of trip if Covid19 transmission cases reach 10% of the year group</li> <li>• Covid19 cases at the venue will result in the cancellation of the trip</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing

Appendix 6: School trips by walking

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Date action completed</b>
Injury	Student	<ul style="list-style-type: none"> <li>• Training for the event.</li> <li>• Advice for good behaviour.</li> <li>• Monitoring good behaviour</li> <li>• First aid training for staff</li> <li>• Collection of contact details and medical conditions for students</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Stray students	Student	<ul style="list-style-type: none"> <li>• Advice for good behaviour</li> <li>• Monitoring good behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Covid19 transmission within the trip attendees	Students and teachers	<ul style="list-style-type: none"> <li>• Students to complete LFT thrice weekly</li> <li>• Students to wear masks for indoor spaces</li> <li>• Trip attendees to be assembled out of doors as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Covid19 transmission between the teams and the hosts at the venue	Students and teachers	<ul style="list-style-type: none"> <li>• School to consider the incidence of Covid19 transmission in the school and the venue</li> <li>• Cancellation of trip if Covid19 transmission cases reach 10% of the year group</li> <li>• Covid19 cases at the venue will result in the cancellation of the trip</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Date action completed</b>
Injury		<ul style="list-style-type: none"> <li>• Training for the mentors and mentees.</li> <li>• Advice for good behaviour.</li> <li>• Monitoring good behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Stray students	Student	<ul style="list-style-type: none"> <li>• Advice for good behaviour.</li> <li>• Monitoring good behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Covid19 transmission between students	Students and teachers	<ul style="list-style-type: none"> <li>• Students to complete LFT thrice weekly</li> <li>• Mentors to wear masks for indoor spaces</li> <li>• Mentor and mentee to distance as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Covid19 transmission between the teams and the hosts at the venue	Students and teachers	<ul style="list-style-type: none"> <li>• School to consider the incidence of Covid19 transmission</li> <li>• Cancellation of mentoring if Covid19 cases reach 10% of the year group</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing



Appendix 8: Covid19 Transmission During Trips

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Transmission of Covid19 to a member of the party.	Students and staff involved in the event	LFD test before event and only attend if negative result.  Follow good hand and respiratory hygiene.		Staff and students		
Danger from members of the party	Students and staff involved in the event	LFD test before event and only attend if negative result.				
Travel	Students and staff involved in the event	Wear masks, sanitise and follow the seating plan.				
Danger from member of the public	Students and staff involved in the event	Distance from members of the public and wear masks. Clean hands thoroughly following interactions with property.				
Danger from the environment	Students and staff involved in the event	Wear masks, limit time in doors and use outdoor spaces. Wash hands and or sanitise regularly.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Injury	Student	<ul style="list-style-type: none"> <li>• Warm up to sing</li> <li>• Warm up to dance</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing
Stray students	Student	<ul style="list-style-type: none"> <li>• Advice for good behaviour.</li> <li>• Monitoring good behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing
Covid19 transmission within the Choir	Students and teachers	<ul style="list-style-type: none"> <li>• Students to complete LFT thrice weekly</li> <li>• Show cast to space during practice</li> <li>• Practices conducted in well ventilated spaces</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing
Covid19 transmission between the Choir and audience	Students and teachers	<ul style="list-style-type: none"> <li>• Communicate with SLT concerning the incidence of Covid19 transmission</li> <li>• Cancellation of events if Covid19 transmission cases reach 10% of the year group or choir group</li> <li>• Attendees separated by 2m between</li> <li>• Awaiting attendees at 4m from the practice performances</li> <li>• Attendees LFT before attending</li> <li>• Attendees with Covid19 not allowed to attend</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing