



Wales High School

Covid-19 Risk Assessment for School

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**. School/childcare settings are essential for us to effectively manage our response to COVID-19 and those staff working in these settings are providing a key role. Staff are understandably feeling anxious about the potential risk to their health of carrying out their usual work activities during the COVID-19 pandemic.

Whilst the COVID-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness. Whilst this is a complex and changing situation, there is enough known about the epidemiology of COVID-19 to provide a risk based approach to support staff in their roles. Therefore:-

- Avoid contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene
- Regular cleaning of settings
- Minimising contact and mixing

The assessment below has been developed based on the principle that we will act together to ensure the safety and reassurance of all staff, children & young people. The national guidance and response requires that where possible we: **Stay Alert and Stay Safe**.

The risk assessment is continually updated in line with latest government guidance to sustain our full return to school from 1 September. Revisions to the original risk assessment are shown in red text. We have considered the additional risks and control measures needed to enable a return to full capacity during the Spring term 2021. This document was last updated **on 8 March to include measures for students returning to school**.

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
COVID-19	Lack of awareness of policies and procedures	Staff & Students	<p>Relevant policies and procedures are published on the school website and this information has been appropriately signposted. https://www.waleshigh.com/covid19-information/</p> <p>Students are supported to understand and follow relevant school policies and procedures</p> <p>Staff have received any necessary training that have been implemented and are relevant to their role</p>	<p>Staff have been given time during school closure days to read and understand information.</p> <p>Parents are encouraged to feedback on information.</p> <p>Where changes are required to current practice, changes are communicated via staff briefings and headteacher updates.</p>

COVID-19	Transmission of the virus – leading to potential ill health & fatality	Staff & Students	<p>All staff to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	<p>Allow staff time to read the guidance and voice any concerns they have.</p> <p>Regularly send updates to staff on any changes to the guidance</p> <p>All staff are encouraged to engage with the NHS Test and Trace app</p> <p>Continual review of practices taking account of updated guidance, advice, lessons learnt and implementing additional measures where necessary</p>
Home to School transport	Transmission of the virus – leading to potential ill health & fatality	Driver & students	<p>Driver to ensure that all children are seated that suitable distancing can be maintained at all times</p> <p>When embarking/disembarking passengers at the road side and at school sites ensure suitable distancing measures are maintained wherever possible</p> <p>Students, parents and school staff are briefed about the school transport control measures</p> <p>Face-to-face seating will be avoided. Ensure some fresh air ventilation from open window</p> <p>Sign stating maximum COVID-19 occupancy in each vehicle. This maximum not to be exceeded</p> <p>Students and staff are not allowed to eat or drink whilst in the vehicle (to reduce the risk of contamination by touching their mouth and face)</p> <p>When students arrive at school they wash or sanitise their hands before entering any of the classroom / teaching areas</p>	<p>The majority of staff in educational settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. For guidance on the appropriate use of PPE in educational settings (including transport), see the guidance on safe working in education, childcare and children’s social care.</p> <p>For further information see Government advice</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>All students wear face coverings prior to boarding.</p>

			<p>Students do not board school transport if they, or a member of their household, as a positive test result or symptoms of coronavirus</p>	<p>Students should aim to sit with others in their family or year group bubble</p>
<p>Students using public transport to get to and from school</p>	<p>Transmission of the virus – leading to potential ill health & fatality</p>	<p>Staff & Students</p>	<p>Students should be encouraged to walk or cycle to school where possible.</p> <p>Where students use public transport they must wear a face covering, maintain social distancing at all times and avoid contact with hard surfaces (where possible)</p> <p>Students should be discouraged from eating and drinking when using public transport to reduce the risk of contamination by touching their mouth and face</p> <p>When they arrive at school they must clean their hands for at least 20 seconds with warm soapy water before entering any of the classroom / teaching areas</p> <p>Students do not board public transport if they, or a member of their household, as a positive test result or symptoms of coronavirus</p>	<p>Information to be sent to parents to reinforce social distancing and deter them from eating and drinking when their child is using public transport</p> <p>Further information is available on the government website</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>
<p>Staff using public transport to get to and from</p>	<p>Transmission of the virus – leading to potential ill health & fatality</p>	<p>Staff</p>	<p>Staff should be encouraged to walk or cycle to work where possible</p> <p>Where staff use public transport they must wear a face covering, maintain social distancing at all times and avoid contact with hard surfaces (where possible)</p> <p>Staff should be discouraged from eating and drinking when using public transport to reduce the risk of contamination by touching their mouth and face</p> <p>When staff arrive at their workplace they must follow hygiene and social distancing guidelines</p>	<p>Further information is available on the government website</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>

			<p>Staff do not board public transport if they, or a member of their household, as a positive test result or symptoms of coronavirus</p>	
<p>Visitors / parents and students accessing the site dropping off / collecting students</p>	<p>Transmission of the virus – leading to potential ill health & fatality</p>	<p>Staff, parents, students, visitors etc.</p>	<p>No one should enter the school premises if they are displaying symptoms of COVID-19 e.g. staff, parents, students, contractors etc. External visitors to the school during school hours should be avoided wherever possible.</p> <p>Parents should only enter school buildings when strictly necessary, by appointment, and only one at a time (unless for example, an interpreter or other support is required)</p> <p>Any such meetings should take place at a safe distance</p> <p>A clear demarcation line is in place around the reception areas so that two metre social distancing where possible can be maintained.</p> <p>A screen is in place around the reception desk as a further precautionary measure.</p> <p>Introduce staggered break and finish times to reduce congestion and contact at all times</p> <p>Manage external site access points to enable social distancing where possible</p> <p>Allow plenty of space (where possible two metres) between people waiting to enter site</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. Where visitors are expected to sign in at reception – ensure this is carried out by office staff</p> <p>Regularly clean all equipment</p>	<p>Staggered start at the end of the day for all year groups to reduce congestion</p> <p>All visitors will be ‘checked in’ to school via the Reception team or through the QR code which links to the test and trace app</p> <p>School have informed all staff and parents – not to enter the School premises if they are exhibiting symptoms of COVID-19</p> <p>Signage is displayed in the main entrance reinforcing the message to not enter the school if they are symptomatic</p> <p>Parents informed to drop off and pick their children up at the end of Chestnut Avenue, no gathering at the school gate and discourage access to school at drop off or pick up times.</p> <p>Staff ensure students follow hygiene and social distancing measures on arrival</p> <p>Systems are in place to monitor how many people are on site at any one time</p> <p>Systems are in place to deal with those arriving at school who are not supposed to be there</p> <p>One way system around school, including entry and exits which will be followed</p> <p>Hand sanitisers are in place at key points internally and externally, in and around the front of school.</p>

			<p>The handling of cash is discouraged from parents and where possible online / payments are made</p>	<p>Signage is displayed in the reception area to inform parents, pupils and visitors to keep 2 metres apart</p> <p>Appropriate cleaning products are available for staff to spray all hard surfaces on a regular basis.</p> <p>All used wipes and cloths should be doubled bagged and put in the external waste bin</p> <p>Cash handling will be limited</p> <p>https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#workforce</p>
Vulnerable Groups			<p>Staff and young people who are clinically extremely vulnerable are at high risk of getting seriously ill from coronavirus (COVID-19) should have received a letter advising them to shield or have been told by their GP or hospital clinician. If staff and young people have been told that they are clinically extremely vulnerable, they should follow the government guidance</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	<p>Identify staff and young people who are clinically extremely vulnerable and contact them on a regular basis to check on their wellbeing</p>
Individual risk assessments			<p>Ensure that the individual risk assessment is completed where necessary.</p>	<p>Regular reviews of risk assessment take place to ensure this remains relevant.</p>
Staff availability		Staff & Students	<p>Staff may need to work with different groups of students (but the same group on a daily basis)</p> <p>Determine number of staff available for work when considering staff ratios</p> <p>Some staff may be prepared to undertake different roles on a temporary basis.</p>	<p>Some staff may be anxious and may value the opportunity for discussion and reassurance</p> <p>School does not plan on the basis of a rota system, either daily or weekly</p> <p>Staff have agreed PPA time</p>

			<p>Try and keep staffing arrangements as consistent as possible.</p> <p>Where cover is needed ensure this is agreed on a weekly basis not daily to limit contacts</p> <p>Assume all students will attend for the purposes of planning.</p>	<p>Staff are asked to inform the school where they intend to travel abroad during holiday periods to enable the school to plan appropriately for cover where staff will be required to self isolate on their return to the UK</p>
Attendance reporting		Staff & Students	<p>Continue to report attendance and complete the daily data returns as required</p> <p>Continue to monitor the welfare of vulnerable children who are not attending school, and other pupils they might wish to touch with, for safeguarding purposes.</p> <p>Further information is set out in the vulnerable children guidance</p>	<p>Registers will be taken and alerts issued, as per the school's attendance policy.</p> <p>Continue to submit the Educational Setting Status form to report whether we are open and how many children and staff are in school.</p>
Planning what to teach and how		Staff & Students	<p>Curriculum recovery is a focus, teaching an ambitious and broad curriculum in all subjects from the start of the Autumn term will be in place taking account of existing flexibilities to create time to cover the most important missed content through curriculum recovery planning.</p> <p>Aim to return to normal curriculum in all subjects no later than by the Summer term 2021</p> <p>Continue to plan our curriculum based on the educational needs of pupils, making effective use of regular formative assessments whilst avoiding the introduction of unnecessary tracking systems.</p> <p>Develop remote education so that it is integrated into school curriculum planning.</p> <p>Teach compulsory PSHE curriculum by at least the start of the Summer term 2021.</p>	<p>Curriculum recovery plan in place, all curriculum areas covered and working cohesively across the school</p> <p>Structure of super learning days reviewed, majority takes place remotely with a key focus on wellbeing</p> <p>PSHE curriculum is being delivered across all year groups</p>
Remote Learning	Disengagement / isolation / access to learning		<p>Remote learning is provided for all students who are unable to access the school site.</p>	<p>Information about remote education is available on the school website, https://www.waleshigh.com/wp-</p>

			<p>Students are taught remotely and set work that as a minimum covers four hours per day, with more for students working towards formal qualifications in the academic year.</p> <p>Significant gaps in student's knowledge are identified and addressed to help to meet the aim of a return to the school's normal curriculum by Summer 2021.</p> <p>Catch-up funding is utilised to ensure students receive the support they need to catch up on learning lost due to the coronavirus pandemic</p> <p>Parents are asked to inform the school of any issues their child may have in accessing remote learning. These are individually addressed by appropriate staff.</p> <p>All staff follow up where students do not attend remote sessions, escalating as appropriate.</p>	<p>content/uploads/2021/01/Remote-Education-Overview.pdf</p> <p>The risk assessment for streaming live content is available on the school website, https://www.waleshigh.com/wp-content/uploads/2021/02/Risk-Assessment-for-Livestreaming-School-Content.pdf</p>
<p>Managing mental health of staff & pupils</p>		<p>Staff & Students</p>	<p>Continue to provide a focused, pastoral support for all students, drawing on external support where necessary.</p> <p>All pastoral and extra-curricular activities will be designed to</p> <ul style="list-style-type: none"> • support the rebuilding of friendships and social engagement. • address and equip students to respond to issues linked to COVID-19 • support students with approaches to improve their physical and mental wellbeing <p>Continue to work with school nurses to ensure delivery of the Healthy Child Programme (which includes immunisation), identifying health and wellbeing needs which will underpin priorities for service delivery</p>	<p>All students will have missed the routine of school, seeing friends, and being supported by their teachers</p> <p>The different experiences of all students will play a part in how easily they adapt to school and its routines</p> <p>Consideration is given to the mental health and wellbeing of staff and the need to implement flexible working practices in ways that promote good work life balance for teachers and leaders</p> <p>Bereavement counselling / support to be offered to staff and pupils where necessary</p> <p>School counsellor continues to support staff and students remotely including during holiday periods</p>

			Staff remain vigilant in discerning student mental health and report any concerns appropriately.	<p>Students who are self isolating are invited to a daily Teams call to check on wellbeing. All none attendance is followed up in line with the school's safeguarding protocols.</p> <p>Staff who are self isolating are regularly contacted by senior colleagues to check on welfare and maintain contact.</p>
Uniform		Staff & Students	<p>Full uniform to be worn from 1 September. No requirement to wash more regularly or use alternative cleaning methods.</p> <p>Staff are required to wear professional dress, with additional layers to ensure that they are warm and comfortable during the winter months</p>	<p>Parents to contact Head of Year if they have any questions relating to the correct school uniform.</p> <p>Additional layers of clothing can be worn during the winter months to ensure that students are warm and comfortable.</p>
Circulatory Areas / staircases	Transmission of the virus – leading to potential ill health & fatality	Staff & Students	<p>Movement between classrooms / on corridors will be staggered at key times to maintain social distancing where possible</p> <p>One way system around school to be adhered to</p>	<p>Staff to regularly reinforce the rules on corridors and staircases to all students.</p> <p>Signage in place identifying the flow of movement and direction of travel</p> <p>Tier 3 restrictions require mandatory wearing of face coverings during social times and whilst moving between classrooms during changeover. Face coverings remain optional in outside areas.</p> <p>Tier 1 or 2 restrictions offer students and staff the option to wear face coverings whilst moving between classrooms during changeover</p> <p>All tiers require face coverings to be removed and stored safely prior to entering classrooms.</p>
Teaching & Learning in the Classroom environment	Transmission of the virus – leading to potential ill health & fatality	Staff & Students	<p>Students remain in year group bubbles throughout the day.</p> <p>When entering / leaving the classroom this should be on a phased "one person at a time" basis</p>	<p>Signage to be displayed in each classroom stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved where possible</p>

			<p>Where possible staff are to maintain a safe distance between each other (2 metres where possible).</p> <p>Students encouraged to do the same.</p> <p>Limit the number of persons in each room/area to enable individuals/pupils to follow social distancing guidance where possible.</p> <p>Strict hygiene rules to be implemented, all staff and students will be asked to wash hands regularly / alcohol-based hand sanitiser</p> <p>All hand contact surfaces to be cleaned throughout the day.</p> <p>All students to have their own essential equipment. that is personal to them and should not be shared with any other student.</p> <p>All shared resources, equipment etc. to be cleaned on a daily basis with an antibacterial cleaning product and used on a rota basis wherever possible.</p> <p>Hygiene boxes are be provided in classrooms and students encouraged to use them</p> <p>Discourage any activities where social distancing cannot be maintained. No contact sports to take place.</p> <p>All Computers / ICT equipment should be cleaned after every session with an antibacterial spray / wipe</p> <p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</p>	<p>Seating plans ensure students sit side by side, front facing with 1 metre distance between each student wherever possible.</p> <p>Hand gels and sanitizers and wipes are available for staff and students to regularly use</p> <p>Staff and students are encouraged to regularly was their hands thoroughly with soap and water for at least 20 seconds https://www.who.int/qpsc/clean_hands_protection/en/</p> <p>Antibacterial wipes / cleaning products are available to clean hard surfaces regularly throughout the day.</p> <p>Students regularly reminded not to share stationary.</p> <p>Bins (where possible to have a lid on) that contain used tissues, paper towels etc. will be regularly emptied</p> <p>Teaching assistants encouraged to work on a 1:1 basis outside of the classroom to support distancing measures where reasonable to do so.</p> <p>Staff clean down visors, where worn, between lessons in line with hygiene measures.</p> <p>Where essential practical lessons in subjects such as Food, Catering and Engineering need to be delivered, staff will have the option to wear visors in order to support student safety during such sessions within the classroom. Staff will have individual visors and these will not be shared with colleagues or students.</p>
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			<p>Prop doors open only if they are not fire doors, and where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p>	<p>Flexibility encouraged at the start and end of lessons to regulate movement during changeover, reducing congestion on corridors.</p> <p>Face coverings to be worn in lessons where social distancing cannot be maintained.</p>
Student Toilets	Transmission of the virus – leading to potential ill health & fatality	Staff & Students	<p>Ensure access to hot running water</p> <p>All toilets are cleaned on a daily basis with an antibacterial spray, paying particular attention to the toilet seat, taps, flush, door handles, sinks etc. Hand washing frequently with soap and in hot water where possible</p> <p>Each year group allocated designated toilet block.</p> <p>Ensuring that toilets do not become crowded by limiting the number students who use the toilet facilities at one time</p>	<p>Students are regularly reminded about staggered toilet times and the need to wash their hands more regularly and after every time they have used the toilet</p> <p>When cleaning vomit from toilets ensure that gloves and face masks are provided to staff and cleaners</p>
Assemblies	Transmission of the virus – leading to potential ill health & fatality	Staff & Students	<p>No large gatherings will take place</p> <p>Bubbles not to be mixed and brought together for assembly due to the potential for the number of students and staff in close proximity</p> <p>Assemblies can take place in smaller groups</p>	<p>Assemblies and year group activities take place via Teams, students remain in tutor groups.</p>
Social times	Transmission of the virus – leading to potential ill health & fatality	Staff & Students	<p>At break times ensure students are directed to their year group bubble social space so that social distancing can be maintained where possible</p> <p>Restrict the number of pupils accessing the toilets at any one time</p> <p>No contact sports such as football, basketball etc.</p>	<p>Students are regularly reminded not to engage in any contact sports</p> <p>Students encouraged to bring their own water from home</p> <p>Sixth form social area split into separate areas for Y12 and Y13</p>

			Water fountains to be decommissioned and signage displayed enforcing the fountains not to be used	
Dining Room – lunch times	Transmission of the virus – leading to potential ill health & fatality	Staff & Students	<p>When staff take their lunch breaks they need to ensure that they adhere to social distancing at all times and wash their hands before entering back into the classroom.</p> <p>Lunchtimes to avoid congestion and crossover of bubbles by use of designated social areas.</p> <p>Food and drink should only be consumed in dedicated areas</p> <p>Hand cleaning facilities or hand sanitiser available at the entrance of dining areas and should be used by all persons when entering and leaving the area</p> <p>All persons should sit 2 metres apart (where possible) from each other whilst eating. Where not possible, side by side seating rather than facing each other will be encouraged</p> <p>Where catering is provided on site, it should provide pre-prepared and wrapped food only and where possible crockery, eating utensils, cups etc. should not be used</p> <p>All food displays should be protected against contamination by coughing, sneezing, etc.)</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices</p>	<p>Allocated lunch breaks for staff to allow for social distancing within the staff room / eating areas. Staff take lunch in their designated areas.</p> <p>Students take their lunch in their year group bubble areas</p> <p>All kitchen waste should be doubled bagged and put in the external waste</p> <p>A seating plan should be displayed in the dining area that ensures social distancing is maintained.</p> <p>All PPE should be disposed of by double bagging and put in the external waste</p> <p>Plastic screens should be made available to protect the food.</p> <p>All tables and chairs should be cleaned after sitting with an antibacterial spray</p> <p>All cloths and wipes should be disposed of by double bagging and put in the external waste.</p> <p>All serving points have screened area to support distancing</p> <p>All catering staff wear face mask and / or visor during food preparation and service</p> <p>Catering team working in 3 separate bubbles</p>
Extra curricular provision	Transmission of the virus – leading	Staff & Students	Consideration of each provision separately alongside our wider protective measures including	Discourage any activities where social distancing cannot be maintained e.g. cooking / baking / drama / sports clubs, etc.

	to potential ill health & fatality		<p>keeping students within their year group bubbles wherever possible.</p> <p>One way systems to be adhered to.</p> <p>Provider to share risk assessment with school prior to the first session taking place.</p> <p>Provider will clean all tables, chairs, hard surfaces etc. are cleaned with an antibacterial spray after use</p> <p>Contact sports will not take place, either during extra-curricular activities, or during the normal school day.</p>	
Music lessons	Transmission of the virus – leading to potential ill health & fatality	Staff & Students	<p>Schools may continue with music lessons providing the following measures are in place:-</p> <ul style="list-style-type: none"> • Each student has their own individual instrument, the instrument is wiped down before and after use with an antibacterial spray / wipe • The instrument is stored securely in a case with the student's name on • Students are regularly reminded not to use other student's instruments • Small groups of student can partake in a music lesson – but they must remain in their protective bubbles • The lessons can be provided by zoom / online conference call • Peripatetic music teachers must maintain social distancing at all times and adhere to all hygiene protocols that the school has in place 	Peripatetic music teachers understand and adhere to the school's systems of controls, overseen by responsible person in school
Physical Education	Transmission of the virus – leading to potential ill health & fatality	Staff & Students	Physical education lessons may continue (if deemed appropriate) provided they are non-contact and do not involve more than any one temporary group	Signage to be displayed in the gym and changing rooms stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved where possible

			<p>Where possible staff are to maintain a safe distance between each other (2 metres where possible).</p> <p>Students must be encouraged to do the same where possible</p> <p>Limit the number of persons in the PE areas to follow social distancing guidance where possible</p> <p>Ensure hand sanitizers / gels are made available for staff and pupils</p> <p>All PE equipment is wiped down after each session</p> <p>Ensure that contact sports are not undertaken</p> <p>Social distancing measures must be implemented in changing rooms where possible</p>	<p>PE Department update specific risk assessments for all activities and share these with departmental staff</p> <p>New changing areas identified to support distancing measures</p>
Governors Meetings, SEN meetings with parents etc.	Transmission of the virus – leading to potential ill health & fatality	Staff	<p>Where possible staff are to maintain a safe distance between each other (2 metres) in the meeting room / office environment</p> <p>Arrange online meetings wherever possible</p> <p>Meetings with parents should be pre-arranged in a setting where social distancing can be maintained, after school hours wherever possible</p>	New meeting rooms for visitors created at the front of school to avoid unnecessary access to main school, QR code displayed
Conflict management between students and parents	Transmission of the virus – leading to potential ill health & fatality	Staff & Students	<p>Staff are discouraged from physical intervention where necessary.</p> <p>De-escalation techniques should be used to try and calm situations</p> <p>Restraint should only be undertaken as a last resort</p> <p>Parents are regularly reminded of their responsibilities and behaviours on the school site</p>	<p>Regular information sent out to parents via email, letter, newsletter etc.</p> <p>Behaviour for Learning Policy updated and shared with all staff prior to students returning to school. Addendum to the policy specific to expectations during the pandemic.</p> <p>Active tutorials / assemblies for all students around amendments to Behaviour for Learning policy</p>

				All staff encouraged to attend team teach (physical restraint) CPD during the Autumn term
Staff marking homework from students	Transmission of the virus – leading to potential ill health & fatality		<p>Where appropriate, homework should be submitted online to avoid the use of handling books etc.</p> <p>If homework cannot be submitted online then the school should consider limiting the number of shared resources.</p> <p>When marking students work, staff should wash their hands and surfaces after handling books.</p>	<p>Home learning activities uploaded on Go4S, completion is monitored and follow up action in place</p> <p>Shared resources are discouraged and where used, hygiene measures are in place</p>
Administering First Aid	Transmission of the virus – leading to potential ill health & fatality	Staff & Students	<p>Students who require first aid should continue to receive care in the same way</p> <p>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms</p> <p>Wash hands and ensure the affected area is cleaned upon completion</p> <p>All first aid waste and PPE should be disposed of by double bagging and put in the clinical / external waste</p>	<p>For further information on administering first aid and PPE visit the government below</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>Adequate supplies of PPE available</p>
Administering Medication	Transmission of the virus – leading to potential ill health & fatality	Staff & Students	<p>Students who require administration of medicines should continue to receive care in the same way</p> <p>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms</p> <p>Staggered times of administration of medicines should be considered</p> <p>Wash hands and ensure the affected area is cleaned upon completion</p> <p>All waste and PPE should be disposed of by double bagging and put in the external waste</p>	<p>If a student's care plan requires updating a this should be arranged remotely with a member of school staff, parents and a professional health worker, school nurse etc. to address any issues relating to the care plan</p>

Providing intimate care	Transmission of the virus – leading to potential ill health & fatality	Staff, students, agency staff, member of the public	<p>Students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</p> <p>If intimate care is not being provided, PPE is not needed.</p>	Ensure adequate stocks of PPE are available and all staff are trained in the use of PPE including donning and doffing and disposing of PPE
Fire Drills / Activation of the fire alarm	Transmission of the virus – leading to potential ill health & fatality	Staff & Students	<p>Usual fire procedures adhered to</p> <p>When undertaking a fire drill social distancing should be maintained at all times where possible</p> <p>Markers should be displayed at the assembly area / muster point to avoid congestion</p> <p>A phased return must be adhered to when leaving and re-entering back into the school premises to maintain social distancing</p>	Ensure that the fire alarm is regularly serviced / maintained to reduce the risk of false activations
Lifts	Transmission of the virus – leading to potential ill health & fatality	Staff, Students, Visitors	Lifts are only to be used by one individual at a time to ensure social distancing can be maintained.	Where a student needs to use a lift, and adult support is necessary, both the student and staff member must wear face coverings.
Heating & Ventilation	Transmission of the virus – leading to potential ill health & fatality	Staff & Students	<p>All ventilation systems, including fume extraction systems, are in working order and there are no blockages present in external or internal vents</p> <p>All ventilation systems remain energised in normal operating mode. Ventilation to chemical stores remain operational.</p> <p>Where possible, the windows of occupied rooms are open. In cold weather, the following mitigations are in place, where possible</p> <ul style="list-style-type: none"> Classrooms are arranged to minimise the discomfort caused by draughts from open windows High level windows are opened in preference to low level to reduce draughts 	Uniform policy relaxed so that students and staff are able to wear extra layers for warmth and comfort.

			<ul style="list-style-type: none"> Ventilation is increased whilst the space is unoccupied, ie during breaks and lunch 	
Cleaning	Transmission of the virus – leading to potential ill health & fatality	Staff & Students	<p>A cleaning schedule is implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, bannisters, window levers, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> Hard surfaces to be cleaned prior to disinfecting A combined detergent disinfectant solution or chlorine-based cleaner is to be used Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, keyboards, whiteboards etc. Hand towels and hand wash area to be checked and replaced as needed by the Cleaning and Caretaking staff. Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. Only cleaning products supplied by the school are to be used Bin liners should be used in all bins 	<p>For further information on cleaning visit the governments advice</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Enhanced cleaning included in the positive response protocols to ensure thorough clean immediately takes place where staff / students have been isolated where a positive case or close proximity contact is identified during the school day</p> <p>Premises team working in bubbles</p>
Home visits to be undertaken by staff	Transmission of the virus – leading to potential ill health & fatality	Staff	<p>Home visits should only be undertaken if absolutely necessary</p> <p>Staff should use their own vehicle to get to the visit</p> <p>Once they arrive they must knock on the door and step back to maintain social distancing</p> <p>It may be possible to have a conversation with parents and students via an open window</p>	<p>Under no circumstances should staff enter people's homes</p> <p>If staff are concerned over a student's welfare this must be reported in line with safeguarding protocols.</p> <p>Risk assessment in place for staff undertaking home visits, reviewed and monitored by senior colleagues</p>

			Lone working procedures must be adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with school	
Deliveries	Transmission of the virus – leading to potential ill health & fatality	Staff, students & delivery drivers	<p>When placing orders for delivery company is informed of the schools protocol for accepting deliveries</p> <p>Packages to be left in a safe place e.g. main entrance</p> <p>Staff should not sign for deliveries</p> <p>Hands are to be thoroughly washed after handling all deliveries</p> <p>Keep deliveries to a minimum with essential items only</p>	Gloves may be worn when dealing with deliveries. These need to be removed and safely stored when not in use.
Contractors / essential repair work	Transmission of the virus – leading to potential ill health & fatality	Staff, students, contractors etc.	<p>Only contractors carrying out essential maintenance work are to be allowed on the school site</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising regularly <p>Site inductions are to be carried out following social distancing principles (2m separation).</p>	<p>The contractor is to notify the Premises & Facilities Manager of all areas visited, in order that these can then be thoroughly cleaned</p> <p>Premises & Facilities Manager will accompany any contractors visiting the site during the normal school day.</p> <p>All contractors will be ‘checked in’ to school via the Reception team or through the QR code which links to the test and trace app</p>
Information to Staff, students & parents		Staff, students & parents etc.	<p>Regular meetings with staff will be carried out, informing them of the risks posed by the virus and any new / updated government guidance available</p> <p>Regular updated information will be shared with parents via a letter, email, newsletter, school website etc.</p>	<p>Staff encouraged to regularly visit the government website for updated information</p> <p>https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/</p>

			Parents and staff are informed of how the school responds to confirmed cases of coronavirus and that the school works with the relevant bodies where positive cases in school are confirmed.	Headteacher updates to staff and parents following confirmed positive cases within the school to provide transparency and clarity as well as to gather further information which may not have been notified during the positive response protocol
Suspected case of COVID-19 on the school site	Transmission of the virus – leading to potential ill health & fatality	Staff, students, contractors etc.	<p>If someone becomes unwell and starts to display symptoms and starts to display with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow government guidance.</p> <p>If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the student and with appropriate adult supervision if required.</p> <p>Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>If a student becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>Process for staff to deal with students presenting symptoms shared. All information logged</p> <p>Positive response protocol established and put into place immediately a new positive case is notified</p>

Personal Protective Equipment			<p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> • where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained • where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • Gloves, aprons, face masks, eye protection should be made available to all staff, if momentary / intimate care is required • Staff should be trained in the use of PPE 	<p>All PPE to be used in accordance with the manufacturer's instructions and disposed of by double bagging and put in the external waste. See below for further information on PPE</p>
Lateral Flow Testing		Testing team / those being tested	<p>All testing is carried out in line with DfE, NHS and PHE guidelines and the school's Testing Policy.</p> <p>Staff, students and parents are informed of the testing programme and consent is sought prior to testing taking place</p> <p>Testing is only carried out where consent has been given.</p> <p>Testing takes place in a designated area which is set up as per NHS guidelines</p> <p>Only trained staff administer tests or supervise others undertaking tests</p> <p>Weekly routine testing is conducted on staff who have provided their consent</p> <p>Serial testing is conducted on staff and students who have provided their consent, where they have been identified as a close contact of a confirmed positive case.</p> <p>Serial testing will take place on arrival at school each morning for seven consecutive school days. Any new positive cases during serial testing will reset the clock for daily testing to the start of the</p>	<p>Test kits are stored securely at ambient room temperature (5 to 22 degrees centigrade)</p> <p>DfE have paused serial testing for close proximity contacts and as such, staff and students are required to remain at home and self isolate for a period of 10 days as previously.</p>

			<p>seven days. On none school days, the subject will be asked to self isolate at home.</p> <p>If a close contact does not consent to serial testing, they are required to self isolate for 10 days from the day the positive contact tested for coronavirus.</p> <p>PPE is work at all times by staff involved in overseeing the testing process, in line with government guidance.</p> <p>Individuals who test positive following a lateral flow test are instructed to immediately leave site to self isolate and undertake a confirmatory PCR (polymerase chain reaction) test which will be given to them by the testing team.</p> <p>Following a PCR test, if an individual tests positive, they are required to self isolate for at least 10 days from the onset of symptoms, returning to school only if they feel well and do not have any symptoms other than a cough or loss / change in their sense of smell or taste. Other members of the household are required to continue to self isolate for the full 10 day period.</p> <p>Individuals who test positive are encouraged to report the result on NHS Test and Trace app</p> <p>Staff and students who receive a notification from NSH Test and Trace app that they have been in close contact with a positive case must inform school immediately.</p> <p>All students are expected to undertake lateral flow testing on their return to face to face education from week commencing 8 March 2021 in line with the school's Testing Policy.</p> <p>The return to school for all students will be phased to manage the testing process.</p>	<p>DfE have confirmed that individuals who test positive from a lateral flow test in school do not need to undertake a confirmatory PCT test and should immediately self isolate.</p>
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			<p>Once students have undertaken three lateral flow tests in school, they will transition to home testing with appropriate advice, guidance and instruction shared in the lead up to home testing.</p> <p>Staff transition to home testing prior to students returning to school.</p> <p>The school retains a small on-site ATS so testing can be offered to pupils who are unable or unwilling to test themselves at home.</p> <p>Staff and pupils who receive a positive result from an LFD test at home complete a 10-day period of self-isolation and are asked to arrange a confirmatory PCR test.</p> <p>Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days.</p>	
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Operating during the period of national lockdown from 5 January 2021 to 5 March 2021

Attendance		Staff, students & parents etc.	<p>The school delivers on site provision for vulnerable students and children of critical workers only, in line with government guidance on which students are eligible for provision</p> <p>All students not attending on site provision receive remote education in line with the school's remote learning overview which can be viewed at https://www.waleshigh.com/recovery-strategy/</p> <p>Vulnerable students are supported to attend full time on site provision.</p> <p>Where a vulnerable student does not attend, and it is not a previously agreed leave of absence, the school works with multi agencies where applicable to follow up the reason for absence, discussion</p>	
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			<p>concerns and consider if any adjustments could be made to encourage attendance.</p> <p>Clinically extremely vulnerable individuals do not attend the school site in line with public health shielding advice.</p> <p>Students and staff do not attend the school premises if they have symptoms of coronavirus or are self isolating.</p> <p>The school operates on a reduced working day with all staff encouraged to leave site as soon as students leave each day.</p> <p>Staff work from home where possible.</p> <p>Staff who are required to work on site to support vulnerable and key worker children are directed to do so by senior colleagues. This information is logged to ensure consistent and appropriate staff ratios.</p>	
Infection and Prevention Control	Transmission of the virus – leading to potential ill health & fatality	Staff, students & parents etc.	<p>The existing infection prevention and systems of control continue to be followed by students and staff attending the school site.</p> <p>Any changes to infection prevention and systems of control are clearly communicated to staff, students and parents.</p> <p>Social distancing between staff and students should be enhanced with student remaining in consistent bubbles due to reduced numbers on site.</p> <p>Face coverings continue to be worn by staff and students when moving between rooms and</p>	

			<p>communal areas when social distancing may not easily be maintained.</p> <p>Rapid testing of staff and students attending on site provision is undertaken in line with the 'lateral flow testing' section of this risk assessment</p>	
Safeguarding		Staff & students	<p>The school's Safeguarding policy has been reviewed to ensure that it reflects the national restrictions and remains effective.</p> <p>Staff are made aware of any changes to the Safeguarding policy.</p> <p>Members of the Safeguarding team are available on site each day. When not on site, DSL and their deputy are contactable via telephone.</p>	
Workforce			<p>The school supports staff to work from home where they are not required to work on site.</p> <p>Clinically extremely vulnerable staff do not attend the school and site and are supported to work from home.</p> <p>Clinically vulnerable staff continue to attend site where is it not possible to work from home.</p> <p>Clinically vulnerable staff and staff that may be at increased increased risk from coronavirus, eg regnant staff, are given the opportunity to discuss their concerns with the HR Manager about working on site where required.</p> <p>A personal risk assessment is carried out for pregnant staff to ensure mitigation of risks related to public health advice during the national lockdown.</p> <p>ITT trainees continue to attend the school site in line with public health guidance.</p>	

Wellbeing		Staff & students	<p>Students, parents and staff are aware of the channels of support for wellbeing concerns and how to access support both at school and via external organisations.</p> <p>Channels of support remain available to staff and students outside of the normal working day.</p> <p>The school continues to maintain a sense of school community, including virtual social events, inclusion of 'Fun' activities during timetabled lessons, and maintaining regular contact with members of the school community who are not attending site.</p>	<p>Staff and family bulletins include sections on wellbeing.</p> <p>Family bulletins are available on the school's website, https://www.waleshigh.com/families-bulletin/</p> <p>Links to each previous staff bulletin are included in each new edition.</p>
Remote learning			<p>Students are set work that as a minimum covers 5 hours per day in KS3 and KS4.</p> <p>Teaching staff continue to deliver all remote education in line with expectations set out in the remote learning overview https://www.waleshigh.com/wp-content/uploads/2021/01/Remote-Education-Overview.pdf</p> <p>SLT ensures that all staff understand these expectations and know how to seek help if they feel unable to meet these.</p> <p>Parents are aware that they should raise any concerns about the quality of the school's remote education offer with their child's Head of Year in the first instance.</p>	
School Meals		Staff & students	<p>The school continues to provide FMS to all eligible students attending site as normal. Those not attending site received direct payments every 2 weeks in arrears.</p> <p>The catering offer is adapted in light of reduced numbers on site.</p>	

Uniform		Staff & students	The uniform policy is relaxed for all staff and students attending site during this period of lockdown. This has been communicated to all stakeholders.	
Transport		Students	The school continues to ensure that transport services are available for students eligible to attend site. Social distancing on school transport is encouraged and should be easier to maintain, due to reduced numbers.	
Educational Visits / Curriculum Subjects		Staff & students	No educational visits are taking place during the period of national lockdown. The school does not conduct any performances with an audience during this period. Staff adapt their teaching for all remote lessons to ensure high quality teaching for all practical subjects. The school encourages staff and students to engage in physical activity during lockdown.	Physical activities are shared through year group assemblies, timetabled lessons and social media
Premises		Staff & students	All existing premises checks continue to be carried out by appropriately qualified staff.	



Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.


- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.


- 3 Put on your eye protection if there is a risk of splashing.


- 4 Put on non-sterile nitrile gloves.

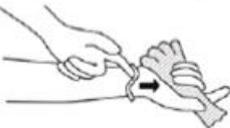

- 5 You are now ready to enter the patient area.



Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.


- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.


- 3 Snap or unfasten apron ties the neck and allow to fall forward.


- 4 Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.
- 5 Once outside the patient room. Remove eye protection.


- 6 Perform hand hygiene using alcohol hand gel or rub, or soap and water.


- 6 Remove surgical mask.


- 7 Now wash your hands with soap and water.



Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures