



Barker's Lane Community School



Covid-19 School Risk Assessment – June 2021

This plan has been prepared in line with WG guidance and informed by joint union advice.

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Guidance for all staff

This risk assessment has been reviewed in line with the 'Operational Guidance for Schools and Settings' published by Welsh Government <https://gov.wales/operational-guidance-schools-and-settings-htm> It will be kept under constant review and will always reflect the most up to date WG guidance based on the latest scientific advice. This risk assessment seeks to plan and organise provision to:

- support the health and well-being of staff and learners; helping to keep people safe
- manage the facilities and logistical arrangements: including buildings, resources, cleaning and transport safely.

Essential measures include:

- a requirement that people who are unwell with symptoms of COVID-19 stay at home and self-isolate
- instilling robust hand and respiratory hygiene
- ensuring appropriate ventilation measures and continued increased cleaning arrangements
- active engagement with Test, Trace, Protect strategy
- formal consideration of how to reduce contacts and maximise social and physical distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

Contact between learners, learners and staff, and between staff will be reduced by:

- grouping learners together
- avoiding mixing between separate contact groups as much as possible
- arranging classrooms with forward facing desks, where possible or appropriate for the age of the learners
- staff maintaining distance from other staff and from learners as much as possible
- making the most of the space available, including outdoor space.

Principles to adhere to:

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (after informing the headteacher) and access a test as soon as possible.
2. Do not come to work if you are self-isolating because a member of your household has symptoms.
3. Wear fresh, clean clothes each day and clean your hands and wrists more often than usual - with warm running water and soap, drying them thoroughly, or use hand sanitiser ensuring, that all parts of the hands are covered.
4. Use the 'catch it, bin it, kill it' approach. Avoid touching your mouth, nose and eyes.
5. Avoid touching surfaces whenever possible.
6. In all communal areas and where staff can not socially distance, a three layer face covering should be worn. PPE should be worn when providing intimate care or first aid.
7. Clean frequently touched surfaces often using standard products, such as disinfectants, during the day.
8. Modify teaching approach to keep a distance from children in your class as much as possible, avoiding close face to face support (and especially being below a child's head). Staff working with older learners should maintain social distancing of 2m wherever possible.
9. Minimise risks of transmission by trying not to touch pupil work – follow feedback guidance.
10. Do not ask learners to come out / over to you in the class wherever possible. Learners must **never** leave the room without permission.
11. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by having posters up in rooms.

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Existing Measures	L i k e l i h o o d	S e v e r i t y	S c o r e	Additional Controls	L i k e l i h o o d	S e v e r i t y	S c o r e	Additional Comments	Respon sibility	Are you satisfied identified risks have been addressed?
Logistics										
<ul style="list-style-type: none"> School Capacity Calculation 	5	4	20	<u>Accommodation</u> <ul style="list-style-type: none"> Classrooms are arranged to accommodate full classes. Shared areas e.g corridors, junior practical area have had some furniture removed to create more space. Classrooms for older learners have been rearranged with forward facing tables, seating learners side by side. Spaces to maintain a 2m distance for adults from each other have been created in each class area. Small group areas for different contact groups in the hall are at over 2m apart from each other. 	2	4	8	Excess furniture to be stored in container.	Staff Caretaker	
<ul style="list-style-type: none"> Health and safety requirements related to school classroom and use of space within the school. 	4	4	16	<u>Accommodation Function</u> <ul style="list-style-type: none"> <u>Cleaning</u> – Hard surfaces to be cleaned with warm soapy water or normal cleaning products used. Give particular attention to ‘high-touch’ areas and surfaces e.g. bathrooms, railings, tables, toys, equipment door handles, push pads, taps and hand sanitiser dispensers. Rooms to be cleaned thoroughly between different groups using a room. Cleaning staff to maintain social distancing from each other and from staff and learners at all times. Tissues to be placed in a separate waste bin and disposed of safely (double bagged). All waste removed daily. Bins to be regularly sanitised by caretaker. Additional cleaning hours during the day for toilets and high touch points arranged. <u>Handwashing / Sanitising</u> - All staff and learners are expected to follow WG guidelines on handwashing; hot water and soap is 	2	4	8		Cleaning Staff All staff Teachers TAs	

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			<p>available at every washing area; paper towels are provided to dry hands (hand dryers have been put out of use); taps are sprayed periodically throughout the day with disinfectant; hand sanitiser is available in classrooms and outside junior and adult toilets; hand sanitation stations are located by each entrance; posters for handwashing displayed; younger learners supervised when washing hands.</p> <p>Parents / Carers have been asked to ensure that learners do not bring own hand sanitiser to school due to risks of ingestion from unsupervised use.</p> <ul style="list-style-type: none"> ● <u>Toilets</u> - Urinals taped off to enable all outer toilet doors to be propped open; cubicles and sinks labelled with classes to reduce transmission; flush handles and locks are sprayed with disinfectant periodically; no more than two learners have access to any toilet area at one time; staff and learners sanitise hands before entering toilets; disinfectant spray to be in staff toilets for cleaning before and after use. ● <u>Catering</u> – At lunchtime, learners in Y2-6 eat in classrooms. Tables are cleaned before and after eating. Reception and Y1 learners eat in hall in two sittings. Tables / chairs are cleaned between sittings. School meals are delivered to classrooms for Y2-6 and served to Reception and Y1. <p>Parents of learners who bring a packed lunch from home have been reminded to ensure that they can open items within the lunch box independently; Y1-6 learners bring their own snack, again parents have been asked to provide items that their child can peel / open independently. Nursery and Reception are provided with a piece of washed fruit from school.</p> <ul style="list-style-type: none"> ● <u>Social space usage</u> - Areas timetabled and timings staggered; corridors / junior practical area demarcated as one-way. These can not always be 2m apart. Routes to outside space should be from classroom door where possible. Y4,5 & 6 to use either junior cloakroom door or door to compound area and walk around building. Hall - timetabled for small group use and two classes for lunch. 				<p>Caretaker Cleaners All staff</p> <p>SLT Cook</p> <p>SLT</p> <p>All staff</p> <p>Caretaker Staff</p>	
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			<ul style="list-style-type: none"> ● <u>Movement around building</u> - Staff to walk around building on the outside wherever possible with groups of learners; no learner is to leave a room without permission. ● <u>Ventilation</u> – Windows to be open as much as possible whilst maintaining a comfortable working temperature; windows can be fully opened when rooms are empty to ventilate them fully; blinds to be opened as much as possible to avoid obstructing ventilation; open external doors where it is safe to do so; internal door to be propped open with the exception of security doors. If any classroom fire door is propped open, in the event of a fire, the door stop is removed. <p>June 21 - importance of ventilating rooms regularly reiterated and reminder that skylights can also be opened to increase ventilation.</p>						
<ul style="list-style-type: none"> ● Very school specific, ranging from minimal requirements with the majority living within 3 miles with safe travel to school to schools that require the majority of their learners to be transported to school. ● In addition, consideration needs to be given to vulnerable learners requiring bespoke arrangements 	3	4	12	<p><u>Transport, Access to Site and Car Park</u></p> <ul style="list-style-type: none"> ● Staff advised to walk to school or use own car; avoid public transport or car sharing. ● Staff advised to wait in car if another member of staff is getting out of their car in close proximity. Feb 21- Car park out of use due to building work. When new car park area is created and in use, staff to reverse into spaces to avoid close proximity of driver door to others. ● Gates for entry and exit are clearly demarcated and communicated to parents. All other gates will be locked. ● Parents advised to travel on foot with learners or other mode of personal transport. Parents advised not to car share with other families. ● Parents advised to ensure social distancing is maintained when dropping off and picking up children from school. ● All children in Nursery – Year 3 must be brought to school and picked up by an adult. ● Parents will need to give permission for any child in Y4-6 to walk home unaccompanied. 	2	4	8		<p>HT</p> <p>All Staff</p> <p>Parents / Carers</p>

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Learners & Staff										
<ul style="list-style-type: none"> Individual risk assessments are drawn up as and when necessary. 	5	4	20	<p>Identification of learners to reintegrate</p> <ul style="list-style-type: none"> Individual risk assessments will be drawn up for any child who could potentially pose a risk to themselves, others or staff. 	2	4	8		SLT Teachers TAs Cleaners	
<ul style="list-style-type: none"> Standard attendance demands will be difficult to enforce as the wishes of parents / carers will vary significantly in relation to their expectations about the safety and security of their children. 	3	4	12	<p>Attendance</p> <ul style="list-style-type: none"> Communicate attendance expectations based on WG guidance. Ask any parents with concerns / queries to contact school to understand reasons / barriers and discuss a plan on a case by case basis. Support any learners / families who are anxious about return through discussion, sharing risk assessment, etc. Attendance register to be kept as has always been usual. Codes for absence as per WG guidance to be used to record reasons for absence. Parents to contact school using the form on the school website or leave a message before 8.55am regarding an absence. Any suspected Covid-19 symptoms to be followed up with phone call from the school office to ensure that the parent is organising a test for the learner. Liaise with Attendance Officer / ESW / ESWManager for support / advice if any attendance concerns arise. Liaise with individual social workers for support. No learner (or staff member) who feels unwell, has any of the identified Covid-19 symptoms or has tested positive, or lives in a household or as part of an extended household with someone who has symptoms of, or has tested positive for Covid -19, should attend school for the required isolation period. 	2	4	8	Further guidance on absence codes is detailed in staff handbook.	HT DHT ESW Service Key Social Workers	
<ul style="list-style-type: none"> Under previous guidance, around 	3	3	9	<p>Staff Availability & Wellbeing</p> <ul style="list-style-type: none"> All school based employees are required to return to the workplace unless they are self-isolating due to Covid-19 or 28 weeks pregnant. The following groups of staff have potentially not been able to attend work at times since the beginning of the pandemic: 	1	3	3	HR guidance provided on supporting staff to return to work.	HT DHT	

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<p>4% of staff were shielding and 25% were unavailable for work for other reasons.</p> <ul style="list-style-type: none"> ● 46% of staff have school aged children. 			<ul style="list-style-type: none"> - Clinically Extremely Vulnerable “Shielding Group” - Clinically Vulnerable - BAME employees - Pregnant employees - Parents/Carers with childcare responsibility ● Ensure staff are aware of up to date HR guidance. ● Discuss any concerns / issues about returning to the workplace and work with employees individually to address and support as per Regional HR Guidance. ● Maintain up to date audit of staff available for work. ● Ensure staff are aware of social distancing and hand hygiene procedures and the WG guidance ‘Keep Wales Safe at Work’ https://gov.wales/workplace-guidance-employers-and-employees-covid-19 ● Capacity of staff room reduced through rotas for use and creating another area for staff wellbeing use. ● Encourage staff to have breaks outside wherever possible. ● Continue to provide support to staff and monitor those who may become particularly anxious. ● Staff to raise any concerns directly with SLT. ● DHT to liaise with EP Service for any support and continue to share any appropriate information via Google Drive. ● Ensure staff are reminded about stress training, Care First and www.educationsupport.org.uk ● Staff are aware of the EWC Code of Professional Conduct and Practice https://www.ewc.wales/site/index.php/en/fitness-to-practise/code-of-professional-conduct-and-practice-pdf.html and can also access EWC Good Practice Guides https://www.ewc.wales/site/index.php/en/fitness-to-practise/good-practice-guides.html ● Staff can also sign up FREE to Headspace for Educators for support with mindfulness, meditation and sleep https://www.headspace.com/educators 			<p>As contact with more learners increases, the risk of more staff needing to isolate increases.</p>		
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			<ul style="list-style-type: none"> Feb 21 - All staff to complete Workforce Risk Assessment completed in Sept again https://gov.wales/covid-19-workforce-risk-assessment-tool Staff to inform SLT if the general education workforce risk assessment identifies them as needing additional measures and who may need an individual risk assessment. Establish any further appropriate and practicable individual preventative measures. PPA rota established with aim of minimising contact between classes for staff wherever possible. Where possible staff to keep their distance from learners and other staff as much as they can, however it is recognised that this is not likely to be possible with younger learners. All staff should adhere to the social distancing measures as far as possible; however, we recognise that when working with younger learners this may not always be possible. In these circumstances high quality 3 layer face coverings may be worn by staff members, however, having regard to the needs of the learning will be important and a specific risk assessment may be required. In the event of staff sickness, supply staff will be utilised. All supply staff will be provided with information about the risk assessment. Supply staff should strictly maintain 2m distance from other staff and learners as much as practically possible. 							
<ul style="list-style-type: none"> Schools have an understanding of staff and learners who are defined as 'vulnerable' under the prevailing demands and have safety measures in place. 	2	4	8	<p><u>Risk assessing staff and learners deemed to be at 'increased risk' of severe illness from Covid-19</u></p> <ul style="list-style-type: none"> Feb 21 - All staff to complete Workforce Risk Assessment again https://gov.wales/covid-19-workforce-risk-assessment-tool Staff to inform SLT if the general education workforce risk assessment identifies them as needing additional measures and who may need an individual risk assessment. Establish any further appropriate and practicable individual preventative measures. Register of staff and learners who are defined as 'at greater risk' will identify additional safety measures on a case by case basis. Update as and when needed, as this dynamic situation changes and any adjustment to status will need to be communicated in advance of the new status taking effect. 	1	4	4		HT	

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				<ul style="list-style-type: none"> Groups or individuals defined as 'at greater risk' to have bespoke risk assessments in place if regular Covid-19 risk assessments not appropriate for their situations. This group should continue to closely follow the guidance on social distancing and hand and respiratory hygiene. Pregnant women after 28 weeks are specifically advised to work from home or in a non-public facing role in a Covid-secure workplace where 2m physical distancing can be maintained. Any medication to be kept at school wherever possible, not transferring between home and school for learners and staff. 					
<ul style="list-style-type: none"> Social distancing, good hand and respiratory hygiene and rooms are ventilated. Staff are not to attend school if they are feeling unwell, have symptoms of Covid-19 or live with someone displaying symptoms. 	4	4	16	<p><u>Lateral Flow Testing for Staff</u></p> <ul style="list-style-type: none"> All staff offered twice weekly lateral flow tests for home use on Wednesday and Sunday. Testing is not mandatory but is strongly encouraged by WG. Test kits are logged out to staff and for personal use only. Results must be reported to NHS and school by staff member. If LFT is positive, staff member and household must isolate and PCR test must be booked. Contacts will be risk assessed including class contact groups and told to self isolate.. If test is void, this must be repeated. Two void tests on the same day should be treated as positive. Staff member must isolate and PCR test booked. Contacts will be risk assessed including class contact groups and told to self isolate.. If LFT test is negative, all Covid mitigating measures must still be followed stringently i.e social distancing, hand and respiratory hygiene. Full detailed risk assessment for Lateral Flow Testing shared with staff, copy provided and staff sign to show they have understood when collecting first set of tests. 	2	4	8	One in three people with coronavirus can be asymptomatic	All staff
<ul style="list-style-type: none"> Staff are not to attend school if they are feeling unwell, have symptoms of Covid-19 or live with 	2	4	8	<p><u>Staff Temperature Check</u></p> <ul style="list-style-type: none"> Staff will check their own temperature on entering the building using contactless thermometer. Any staff member who has a high temperature (on thermometer - 37.8 degrees celsius or above) should inform the HT and return home to begin self-isolating. The staff 	1	4	4		All staff

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someone displaying symptoms.				member should make arrangements for a test as soon as possible after leaving.						
<ul style="list-style-type: none"> Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend / visit school. 	2	4	8	<p><u>Display of symptoms in school – Employees, Learners, Parents / Carers</u></p> <ul style="list-style-type: none"> Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend / visit school. School should be notified of this. June 21 - PHW update shared with staff and parents regarding testing availability for broader range of symptoms https://bcuhb.nhs.wales/news/health-board-news/covid-19-tests-now-open-to-people-in-north-wales-with-a-wider-range-of-symptoms/ If any family / household member of any member of staff or learner displays possible symptoms of Covid-19 then then the staff member or learner must remain at home and commence a period of household isolation. School should be notified of this. Staff to be vigilante about learners, colleagues and parents who may be displaying symptoms. If anyone becomes unwell when in school they must leave school as soon as practicable and begin to self-isolate and follow guidelines. This must be reported to HT or DHT immediately. Anyone displaying symptoms should stay at home and <u>begin to self-isolate</u> for ten days whilst making arrangements to be tested. A test should be arranged as soon as practically possible. Those showing symptoms to be kept separate until they can be collected and taken home. Ideally, this should be in a separate room, supervised at a distance of two metres. This will be the infant cloakroom. Staff to supervise from outside external door wherever possible. If clinical advice is required, a member of staff, parent / carer should go online to 111 Wales (https://111.wales.nhs.uk/) or call 111 if there is no internet access. 	11	4	4	<p><u>Rapid Deployment of PCR Antigen Testing</u></p> <p>The rapid deployment of swabbing / testing will be made available to support outbreaks in schools by the NHS Wales TTP Programme. Local Health Boards will facilitate PCR antigen testing for everybody in the school contact group that are affected by the outbreak and everyone in the school if it has been established that WG guidelines for schools and/or Infection Prevention and Control measures were not being followed.</p> <p>The method for delivery and sampling of rapid antigen tests can be executed in a range of ways such as the deployment of Mobile Testing Units (MTUs), temporary testing satellites and</p>	SLT All staff	

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			<ul style="list-style-type: none"> Anyone who lives with someone displaying symptoms but remains well should stay at home for 14 days from the day the first person became ill. Communicate procedures to parents / carers and ensure fully understood by staff. Signage displayed inside and outside school. School to monitor sickness absence of learners and report any suspected incidence of Covid-19 symptoms to LA. Additional cleaning and disinfection to be carried out in line with: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 			<p>drop off and collection routes. The most appropriate testing channel will be discussed and agreed between all stakeholders.</p>		
<ul style="list-style-type: none"> If learner is injured in school, staff would attend to injury or arrange for learner to see doctor or visit hospital. 	2	4	<p><u>Injuries to Learners on Site</u></p> <ul style="list-style-type: none"> If attending to any wounds, etc school staff to use Personal Protective Equipment (PPE) at all times. Each class to have own supply of first aid materials. Communicate to parents procedures in case of serious injury, stating that if parent / carer could not come to school that a member of staff may not be able to accompany child in an ambulance. If in any doubt (or if not able to contact parent / carer) contact NHS Direct / Emergency Services for advice. 	1	4	<p align="center">4</p>	<p>First Aiders</p> <p>HT</p>	
<ul style="list-style-type: none"> Staff use PPE in line with guidance. 	5	4	<p><u>Staff Providing Personal Care for Children with Significant ALN or Medical Needs</u></p> <ul style="list-style-type: none"> Feb 21 - Vaccination offered to staff who provide personal care to children with significant ALN /medical needs. PPE to be used as per next section. 	2	4	<p align="center">8</p>	<p>1-1 staff</p>	

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<ul style="list-style-type: none"> • PPE packs were provided to schools by LA in June 2020. • Stocks are monitored. 	5	4	20	<p>Access to Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> • PPE stock to be stored in each classroom and central stock area; stock to be checked weekly and supplies ordered to replenish stocks. • Staff have accessed training for putting and removing PPE. Reminder is in staff handbook. - https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • Aprons and gloves to be used for first aid and intimate care e.g. nappy changing, washing, toileting and any other clinical procedures. High quality three-layer face coverings to be used where social distancing cannot be maintained. • Fluid resistant masks and visors to be used where there is a risk of children coughing / spitting / vomiting and you can remain 2m away. Fluid resistant face masks should also be worn in these cases when providing intimate care or first aid. • Where Covid-19 is suspected - gloves, aprons and fluid resistant surgical mask must be worn. Visors must be worn if there is a risk of coughing / spitting and vomiting. • Gloves and aprons must be worn when cleaning down areas that someone suspected of having symptoms has used. • Gloves and aprons to be worn when cleaning down areas that have been contaminated with bodily fluids. • When PPE is removed, this should be double bagged for disposal. • Hands should always be washed before putting on and after removing PPE. 	3	4	12		<p>HT</p> <p>Admin Staff</p> <p>Teachers / TAs</p> <p>Cleaners</p>	
<ul style="list-style-type: none"> • Learners wear school uniform during normal school day. 	3	3	9	<p>School Uniform</p> <ul style="list-style-type: none"> • Uniform policy part-reinstated by 2/11/2020 - views from parents, pupils and staff taken into account. Parents informed in plenty of time. School sweatshirt / cardigan and polo shirt on top worn with warm joggers / leggings and suitable outdoor footwear. • Layers of clothing encouraged. • Clean clothes must be worn each day. • Clothing and footwear need to be suitable for outdoor activity, including hats, sunscreen and warm, showerproof coat. 	2	3	6		<p>HT</p> <p>Parents / Carers</p>	

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			<ul style="list-style-type: none"> ● June 21 - School uniform policy for September reviewed following consultation with parents, pupils, staff and governors. This has been communicated to parents (May 21). ● Belongings – only water bottle, showerproof coat, lunchbox, pencil case and snack to be brought to school. ● Older learners may bring a book of their choice to read at school. This must be kept in their tray in school for the duration that they are reading it. ● Parents / carers asked to provide a small pack of pocket tissues for their own child's pocket / tray if possible. ● Information clearly communicated to parents. 						
<ul style="list-style-type: none"> ● Current dress codes may not be practical. 	4	3	12	<p><u>Staff Dress Code</u></p> <ul style="list-style-type: none"> ● Dress code relaxed for staff to wear easily washable clean clothes every day. ● Staff to dress in clothes suitable for outdoor learning each day. ● Staff advised to shower and remove clothing when they get home. 	2	3	6		All staff
<ul style="list-style-type: none"> ● Disposable face covering are available for specific tasks as outlined in PPE section. ● Non-medical face coverings are recommended by WG where social distancing cannot be maintained. 	4	4	16	<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> ● Staff to wear high quality three-layer face covering (and visor if so wish) if supporting pupils in very close proximity for more than a minute. ● Environment is organised to ensure that adults can maintain social distancing from each other during normal school day. ● People who are unable to handle face coverings safely e.g. young learners, or those with special educational needs or disabilities, should not wear them as it may inadvertently increase risk of transmission. ● Parents and staff to wear a face covering on the main school yard to mitigate any risks around entering / leaving premises and when approaching staff. ● <u>Staff</u> who wear a face covering should: <ul style="list-style-type: none"> - Not touch the front of their face covering or their face during use or when removing it. - Wash / sanitise their hands immediately on arrival. 	2	4	8		All staff Parents / carers Older learners Visitors

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			<ul style="list-style-type: none"> - Dispose of temporary face covering in the 'tissue' pedal bin or place a reusable face covering in a plastic bag that they can take home with them. - Reusable face coverings should be washed with warm water before reuse. - Wash hands again before going into the classroom. ● <u>Learners</u> who choose to wear a face covering should: <ul style="list-style-type: none"> - Not touch the front of their face covering or their face during use or when removing it. - Whilst with their parent on the yard, sanitise their hands before removing the covering. - Parents should place face covering in a bag and take away with them. Temporary face coverings should be disposed of by parents appropriately and reusable face covering washed before reuse. - Wash / sanitise their hands immediately on arrival. ● <u>Learners who arrive at school unaccompanied</u> who choose to wear a face covering should: <ul style="list-style-type: none"> - Not touch the front of their face covering or their face during use or when removing it. - Wash / sanitise their hands immediately on arrival. - Dispose of temporary face covering in the 'tissue' pedal bin or place a reusable face covering in a plastic bag that they can be taken home with them, this should then be stored in their own tray. - Ask parents to wash face covering before using again. - Wash hands again before going into the classroom. 				
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The School Day									
<p>All transport (public and private) arrive at school on main road.</p> <p>Cars may use drop off for older learners.</p> <p>Younger learners will be brought into school by parents / carers.</p> <p>This can be a busy period outside, particularly on Barkers Lane and near the 'red patch'.</p>	3	4	12	<p>Arrival at school</p> <ul style="list-style-type: none"> ● Staff enter through main front door using fob entry key. ● Clear established routines on entering the school – one entrance (top gate) and one exit (middle gate) for learners and parents / carers. ● One way system established for entering and exiting the yard. ● One parent only to drop off. Parents advised to not bring other children with them wherever possible. ● Parents <u>should</u> wear a face covering when entering school grounds. Staff to wear a face covering when on main school yard. ● Social distancing rules emphasised and communicated to parents; there are spots at least 2m apart on playground for child to wait with parent until called from yard. There is also other available space which is not demarcated. ● All learners to be accompanied to school by an adult, apart from Y4,Y5 and Y6 pupils who are to be dropped off at car / at the entrance gate by an adult or walk / cycle to school on their own. (Bike rack relocated to top yard next to storage container.) Y4, Y5 and Y6 pupils to arrive no earlier than 8.40am, then wait on a spot on their own. In some individual cases, parents wait with their child/ren. ● Routes from the yard to individual class entrances demarcated. Learners will be supervised by school staff from the yard to the classroom. ● Staggered start times for siblings and non-siblings (one group 8.40am-8.45am and another group 8.50am-8.55am). Parents to be asked not to arrive early. ● Nursery (am) staggered start from 8.55am-9am. Parents take child down middle steps and drop off at blue EY gate then exit up the ramp. ● Nursery (pm) start at 12.50pm. Children are met at the top gate by school staff. ● Reception, Y1, Y2 and Y3 to enter through their own classroom doors. 	2	4	8	<ul style="list-style-type: none"> ● Clear guidance for all on required social distancing on school premises. <p>More detail to go in staff / learner handbook for all this section</p>	<p>SLT</p> <p>Teachers / TAs</p> <p>Parents / Carers</p>

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			<ul style="list-style-type: none"> Y4, Y5 and Y6 to enter through junior cloakroom door. Apart from EY, cloakroom areas are out of use for storage of individual belongings – coats on back of chair and minimal permitted possessions in individual tray / basket. Nursery to hang coats in nursery cloakroom. Reception to hang coats in infant cloakroom and enter classroom through door leading to infant corridor (by adult toilet). All learners to sanitise their hands thoroughly prior to / or on entering the class. Internal doors be kept open to minimise contamination. 					
<p>In June / July learners entered class and stored their personal belongings at their table.</p> <p>Prior to this, most belongings were stored in the cloakroom.</p>	5	4	<p>Arrival in class</p> <ul style="list-style-type: none"> All learners to be supervised sanitising their hands prior to entering the building. Regular supervised hand washing / hand cleaning throughout the day in accordance with WG guidance. Remind learners of effective handwashing techniques and that hands should be washed with soap and water for at least 20 seconds. Visual posters displayed with good hand washing technique. Tables / furniture reduced / moved to support social distancing where possible. Each KS2 learner to have a designated workspace / area and equipment. Cloakroom areas (apart from EY) are out of use for storage of individual belongings – coats on back of chair and minimal permitted possessions in individual tray / basket. Clear routines established for entering classroom to their allocated space. Allocated resources for each KS2 learner. Learners to be monitored travelling to and from the toilet. Regular reminders of rules / guidelines throughout the day. All printing / photocopying needs to be done before children arrive or after they leave as far as possible. 	2	4	<ul style="list-style-type: none"> Regular sanitising / handwashing for learners and staff should include: <ul style="list-style-type: none"> - on arrival at and when leaving the school or setting - before and after handling food - before and after handling objects and equipment that may have been used by others - where there has been any physical contact - after people blow their nose, sneeze or cough. 	Teachers / TAs	

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			16	<ul style="list-style-type: none"> Items from central store cupboard that are required, will need to be noted on clipboard near disabled toilet and will be placed out ready for next day. Staff should only leave their class / group for comfort break / own break / lunch. 					
Daily collective worship / assemblies as per school timetable.	4	4	16	<p><u>Collective Worship</u></p> <ul style="list-style-type: none"> No whole school / departmental collective worship or assemblies in physical spaces Collective worship to held daily in individual classes. Virtual whole school collective worship will be provided by SLT each week. 	1	4	4		HT
<ul style="list-style-type: none"> Learners are supported by adults and reminded of social distancing expectations. Travel around school is minimal. 	4	3	12	<p><u>Travel around school</u></p> <ul style="list-style-type: none"> Social distancing mapped and marked across school. Signage reminding of social distancing evident for all. Minimise travel around the school by staying in the same classroom throughout the day. Older learners will be encouraged to maintain distance wherever possible and all learners will be encouraged to distance / not touch staff. Routine / window for toilet and hand washing breaks in addition to individual fully supervised access. Urinals put out of use to enable all external toilet doors to be propped open (except adult toilets and security doors) One way system established in shared areas around school building (hall and infant corridor). Shared areas are as clear and free from restrictions as possible. If weather is bad, reduce travel to classroom based activities only, unless toilet breaks needed. All doors / surfaces to be wiped regularly. 	3	3	9		SLT Teachers / TAs
<ul style="list-style-type: none"> Potentially some learners may already be attending childcare if 	5	4	20	<p><u>Foundation Phase</u></p> <ul style="list-style-type: none"> Visual timetable for both staff and learners with designated areas including shared areas outdoors being used at specific times. Consideration to be given to keeping children in smaller consistent groups where possible e.g. half class group who access indoors / outdoors at the same time 	2	4	8	Consideration on classroom activities to be in place to take into consideration the learner : adult ratio.	FP Staff

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<p>parents are key workers / vulnerable.</p> <ul style="list-style-type: none"> Distance Learning (DL) currently in place for FP learners accessing childcare. 			<ul style="list-style-type: none"> Carpet / sitting time to be kept to a minimum. On carpet, face to face contact should be kept to a minimum, where possible learners should sit side by side rather than facing each other. Visual WAGOLLS to be created and used with children to support setting expectations e.g. appropriate play, touching belongings / adults, etc Availability of designated member of staff to deal with toileting, hygiene of equipment and personal hygiene throughout the school day / session needs to be built into routines. Each staff member to have own set of individual stationary / frequently used resources. These should not be shared wherever possible. Learner stationary e.g. pencils, scissors, gluesticks etc - EY to create small sets which are changed frequently and put of our use or sanitised; Y1&2 to have individual set of belongings in small pencil case, whiteboard etc, which remains in school. Any shared resources to be sanitised between groups e.g. Numicon, or put out of use for 48 hours (72 hours for plastics). All resources to be audited based on GwE guidance (updated Aug 20). Outdoors to be used as much as possible to develop a range of skills e.g. literacy, numeracy, creative, physical, personal and social. Large equipment e.g. bikes, scooters, cars, other outdoor equipment and high touch points to be sanitised after use. Outdoor equipment to be cleaned regularly. Time to be built in at the end of day to complete this. <p><u>Morning and Afternoon Nursery</u></p> <ul style="list-style-type: none"> Nursery staff to audit and organise equipment which could be separated for each group and the put out of use for alternative groups until sanitised. 					
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			<ul style="list-style-type: none"> Focus cleaning between sessions on large equipment and high touch points. 						
<ul style="list-style-type: none"> Break times are currently staggered as and when needed, with fruit snacks available in common shared areas or classrooms. 	4	4	16	<p>Break Times</p> <ul style="list-style-type: none"> Staggered break times for all classes as part of outdoor activities rota. Use of outdoors, if appropriate, through outside class doors to minimise travel around the school. Y4,5 and 6 to use cloakroom door – adult to open door in preparation and close. In the event that weather is inclement and unsuitable for outdoor activity, children will remain in the class. Appropriate level of staff supervision during break times. School snack paused for Y1-Y6. Learners to bring own snack with them to eat in class. Communicate to parents that learners need to be able to peel / open snack independently. All learners to wash hands before and after eating, and on return from outdoors. Older learners will be encouraged and supported to social distance wherever possible. Ensure that learners who understand social distancing but choose not to follow are reminded of what is required. See non-compliance section. 	2	4	8		SLT Teachers / TAs
<ul style="list-style-type: none"> Lunch time is currently around midday with one or two sittings dependent on size of school. This limits social distancing. 	3	4	12	<p>Lunch Time</p> <ul style="list-style-type: none"> At lunchtime, learners in Y2-6 will eat in classrooms. Tables to be cleaned before and after eating. Reception and Y1 learners will eat in hall in two sittings. Tables / chairs to be cleaned between sittings. School meals will be delivered to area outside classrooms for Y2-6 and served to Reception and Y1. Parents of learners who bring a packed lunch from home will be reminded to ensure that learners can open items within the lunch box independently. Staggered unstructured times of play prior to or following eating to ensure social distancing and reduce risk of mixing contact groups. 	2	4	8		SLT Teachers / TAs

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			<ul style="list-style-type: none"> Areas on yard have clear demarcation in centre to enable two classes to use the area. 					
<ul style="list-style-type: none"> Current practice in staff rooms will vary depending on how many staff are present. Social distancing practice already in place in most cases. 	2	4	8	<p><u>Use of the Staffroom</u></p> <ul style="list-style-type: none"> Social distancing to be practised at all times. No physical contact between staff (handshakes, hugs) – social distancing should be maintained (2m). One person to access kitchen food / drinks area at a time. Reduce capacity of staff room seating to enable social distancing and create another area for staff wellbeing. <u>No more than 3</u> staff at any one time to be in staffroom. Staff to use a larger space e.g. another classroom which is not in use for lunch. Ventilation and social distancing adhered to at all times. Any area that has been used must be sprayed and wiped down before and after use. Food / drinks only to be prepared by individuals for own consumption. No shared food / drink. No shared cutlery / crockery to be used. Individuals to wash / store own cups / cutlery, etc. Any touch points on shared kitchen equipment e.g. kettle handle, taps, boiler switch, microwaves, work tops to be cleaned before and after use. Use of open or pedal waste bins / recycling containers only. Pedal bin for tissues. Staff to take advantage of eating and meeting for break / lunch outside where possible with strict social distancing. 	1	4	4	<p>Teachers / TAs</p> <p>Cleaners</p>
<ul style="list-style-type: none"> Schools have arrangements in place for hand-over to parents. Older learners may walk / cycle 	3	4	12	<p><u>The End of the Day / Pick Up / Home time</u></p> <ul style="list-style-type: none"> Clear entrance and exit gates on school grounds. Parents <u>should</u> wear a face covering when entering school grounds. Staff to wear a face covering when on main school yard. Spots on playground at least 2m apart for parents to wait to collect their child. Arrows indicating where parents are to walk away to exit in dedicated pathways. 	2	4	8	<p>SLT</p> <p>Teachers / TAs</p> <p>Parents / carers</p>

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home unaccompanied.			<ul style="list-style-type: none"> ● Clear procedure communicated to staff and parents for handover. ● Staggered hometime procedure established and communicated to parents and staff. All staff to be prompt at end of day. ● All learners in N-Y3 (and learners in Y4-Y6 who have a sibling in N-Y3) will be collected by an adult / over school-age young person from the top yard. ● Morning Nursery to be taken by staff up ramp to Exit Gate to be collected from the gate by an adult. ● Afternoon Nursery -Y3 learners and learners in Y4-Y6 who have siblings in N-Y3 or are being picked up from main yard will be handed over to parents on top yard, from dedicated area. ● Y4,Y5 and Y6 learners who do not have younger siblings (in N-Y3) will be taken to back gate by staff if parents have requested this as pick up point. Learners who walk / cycle home alone will be escorted to the back gate by a staff member or if being collected by a parent, parents requested to wait outside back gate / in car to collect their child. ● On a case by case basis, any parental requests for Y4, Y5 and Y6 learners to walk home unaccompanied from the top yard through the Exit gate, will be discussed between parents and the SLT. If permission is granted parents will be asked to put this agreement in writing and ensure their child understands the need to social distance. ● Parents / carers will be reminded not to congregate at school gates. ● Staff to leave building by 4pm wherever possible. Cleaners to arrive for after school cleaning at 4pm. 					
	3	4	<p><u>Wraparound Care (inc Free Breakfast Club)</u> <i>Wraparound Care Club (Before school, Nursery Plus and After School) have their own specific risk assessment for whilst children are in their care. This section relates to Free Breakfast Club and handover of children between WACC and school.</i></p> <p><u>Free Breakfast Club</u></p> <ul style="list-style-type: none"> ● Numbers are limited as capacity in the hall is reduced. ● Arrival (8.10am-8.20am) - learners to wait with parent / carer on a spot on the top yard. Member of breakfast club to 	2	4	8		

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			<p>supervise learners from the yard into school through infant cloakroom.</p> <ul style="list-style-type: none"> • Learners to wash hands in the infant sinks on entering the building. • All belongings to be taken to allocated seat. Coats should be placed on back of chair and any lunchbox below the table. A water bottle can be stored on the table if not in lunch box / bag. • Wherever possible, contact groups will be seated at different tables. • Breakfast - Children will be served breakfast at their table. • After breakfast (from 8.35am) - all children to be supervised washing their hands. Infants in infant corridor and juniors in junior practical area. <p>Learners to collect belongings and be led to class (Reception-Y6 at 8.40am and Nursery at 8.55am) Breakfast Club staff will support supervision (1xN, 1xR, 1xY1&2, 2xY3-6).</p> <ul style="list-style-type: none"> • Tables and chairs to be cleaned with disinfectant and hall floor to be brushed by club staff. <p><u>Other Wraparound Care Handovers</u></p> <ul style="list-style-type: none"> • Lists of learners transferring to Nursery Plus / Club to be kept up to date by appropriate WACC staff and communicated to teachers. • Any issues to be reported to SLT who will liaise with Club manager / assistant managers. • If there are any issues with school procedures, Club Manager / assistant managers to raise these with SLT. <p><u>Handover to Nursery Plus (am Nursery)</u></p> <ul style="list-style-type: none"> • N+ staff will collect learners at 11.15am from outside Nursery cloakroom door. • Learners to be led out through the Nursery cloakroom and around outside of the building. <p><u>Handover from Nursery Plus (pm Nursery)</u></p>				
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			<ul style="list-style-type: none"> ● One member of Nursery staff to meet children at Club building for class. A member of N+ to accompany to class for support. ● Learners to be brought in around the outside of the building through the Nursery cloakroom. ● Staff to maintain at least 2m distance from other adults. <p><u>Lunch for Nursery Plus</u></p> <ul style="list-style-type: none"> ● Hot meals will be delivered to the Club building by kitchen staff. <p><u>Handover to After-School Club</u></p> <ul style="list-style-type: none"> ● Club staff will collect Reception - Y3 children from outside classroom areas: 2.55pm - Nursery & Reception 3.00pm - Y1&2 3.05pm - Y3 ● Y4-6 children to be handed over at the bottom of ramp to club by staff taking Y4-6 children to bottom gate. ● Club staff member to have register to check children off. ● Staff to maintain at least 2m distance from other adults. 				
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Domestic Arrangements										
<ul style="list-style-type: none"> Learners traditionally able to receive meals at lunch time in school. During pandemic, all learners attending brought packed lunch. 	3	4	12	<p><u>Catering</u></p> <ul style="list-style-type: none"> At lunchtime, learners in Y2-6 will eat in classrooms. Tables to be cleaned before and after eating. Reception and Y1 learners will eat in hall in two sittings. Tables / chairs to be cleaned between sittings. School meals will be delivered to classrooms for Y2-6 and served to Reception and Y1. Parents of learners who bring a packed lunch from home will be reminded to ensure that learners can open items within the lunch box independently. Learners wash their hands before and after eating. Food must not be shared. 	1	4	4		<p>Cook & School Meals Staff</p> <p>Teachers / TAs</p>	
<ul style="list-style-type: none"> Only essential visitors present at main reception and wait for staff to meet them. No visitors allowed in school unless pre-arranged. 	2	4	8	<p><u>Visitors at School</u></p> <ul style="list-style-type: none"> All visitors will be pre-arranged. A record of all visitors and contact details to be kept by the school office. Contact details will be destroyed after 21 days. Visitors permitted in the building will be limited to those essential to maintenance of building or pupil welfare or learning wherever possible e.g. school nurse, social workers. FM contractors, coaches, learning providers. All visitors will be expected to wear a face covering unless they are exempt or it impacts on learning e.g. EAL / SALT. In these cases strict social distancing must be maintained. All non-statutory visits / contact to be cancelled or done through virtual meetings as much as possible. Hand sanitizer and guidance on school procedures available to all visitors. Post left at reception in labelled box for at least 24 hours before it is handled. Minimise contact during delivery / exchange of documentation and use electronic signatures / payments where possible. Parents will be reminded to ensure that their child has all of their belongings for the day – SLT will see any parent who forgets items / attempts to drop off lunch more than once. 	1	4	4		<p>SLT</p> <p>Admin Staff</p>	

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			<ul style="list-style-type: none"> Supply teachers, peripatetic teachers and/or other temporary staff who move between schools should ensure they minimise contact and maintain as much distance as possible from other staff and learners. Specialists, therapists, clinicians and other support staff for learners with SEN should provide interventions as usual. They should maintain as much distance as possible from staff (2m+) and other learners. Where possible, the same supply staff / peri teachers etc should visit the school. Any concerns about irregular staff should be reported to the HT / DHT. Guidance will be provided for supply staff on arrival at Reception. <p><u>Trainee Teachers / TAs</u></p> <ul style="list-style-type: none"> All trainees who are deployed to the school will be provided with an induction and copy of staff handbook. 						
<ul style="list-style-type: none"> Schools are currently following Public Health Wales (PHW) and WG guidance. Face masks may also be worn by staff who choose to, however are discouraged when social distancing can be maintained. 	3	4	12	<p><u>Catching / Spreading. Unable to maintain social distancing whilst carrying out personal care.</u></p> <ul style="list-style-type: none"> Follow guidance re PPE, including face masks, aprons and gloves. Double bagging for waste. Ensure that waste bins are emptied daily by cleaning team. Bins to be regularly sanitised by caretaker. No learner with symptoms should be sent to school at all and it is vital that parents / carers are encouraged to act accordingly. No parent / carer with symptoms to come on to school site. If someone suspected, confirmed or with symptoms has been identified, all areas where this person has been must be identified and kept clear. Management of the area should be physical where possible i.e. barriers with suitable signage or behind locked doors. A clean down prior to reoccupation will take place following the Covid-19: cleaning in non-healthcare settings guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings. PHW to be contacted for any further advice. 	2	4	8	<p>Present advice is that it is not necessary to screen temperatures. Parents / carers will be able to check their temperature. In any case, screening will not identify all cases of Covid-19 and the means of checking temperature may put staff at greater risk of transmission. This will be kept under review</p>	<p>HT</p> <p>All staff</p> <p>Parents / carers</p>

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			<ul style="list-style-type: none"> Staff to be vigilant for changes to children's temperatures / signs of fever. All learners of compulsory school age are expected to return to school in September. Any learner / family who is anxious or states that their child is not attending will be contacted to discuss this on a case by case basis. Advice may be sought from the ESW service and individual risk assessments drawn up. If a learner remains on the Shielding Patients List (SPL) after assessment by their paediatrician / GP whilst shielding is paused and are reluctant to attend school, this will be discussed with the HT on a case by case basis. 							
<ul style="list-style-type: none"> Cleaning routines changed to focus on surfaces, doors and communal areas. Staff requested to be mindful of supporting cleaning routines. 	2	4	8	<p><u>Cleaning Routines</u></p> <ul style="list-style-type: none"> Increased hours of cleaning during the day with focus on communal areas and shared high touch points outside classrooms. Ensure that all surfaces are thoroughly cleaned at the end of the day. Strict adherence to LA cleaning schedule. 	2	4	8	Associated costs due to risk assessment response.	HT Cleaning staff	

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Guidance & Documents										
<ul style="list-style-type: none"> Evaluate current policies to ensure that they will stand up to scrutiny under the current demands. 	2	2	4	<p>Review of Key Policies</p> <ul style="list-style-type: none"> Review policy timetable structure to ensure scrutiny and approval of Governing body. Liaise with Governor Support. <p><u>NQT Induction</u></p> <ul style="list-style-type: none"> All revised guidance available on Hwb to be followed to ensure NQTs will not be disadvantaged by working arrangements during the pandemic. Amended regulations are in force 15/7/2020 - 31/8/2021. <p><u>Recruitment</u></p> <ul style="list-style-type: none"> Guidance from HR to be followed. June 21 - Visits and observations can be conducted on site providing full risk assessment procedures for supply teachers are followed. Any observations should be carried out outdoors wherever possible. Interviews to be conducted remotely. All pre-employment checks to be conducted as usual. 	1	2	2		SLT GB	
<ul style="list-style-type: none"> Current working practices have evolved during this period. Guidance was established for check in sessions in Summer Term. 	2	2	4	<p>Review school guidance</p> <ul style="list-style-type: none"> Review expectations and guidance principles for all school stakeholders. Review staff handbook to communicate all principles / procedures and as reference point for all staff. 	1	2	2	Check with HR that any revised guidance complies with agreements reached with Unions and Associations.	SLT GB	
<ul style="list-style-type: none"> No fire drills, alarm tests, etc may have been held during lockdown period. Usual measures may not be appropriate during 	3	4	12	<p>Fire Alarm / Fire Evacuation</p> <ul style="list-style-type: none"> Review Fire Risk Assessment. Weekly fire alarm tests as normal. Full evacuation to be practised termly. Social distancing during evacuation if practicable. Social distancing to be practised at fire assembly point. <p>Sheltering / Lockdown</p>	2	4	8		SLT SBM H&S Governor	

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<p>due to social distancing and possible changes to corridors / routes out of school building.</p>			<ul style="list-style-type: none"> ● Review procedures for sheltering / lock down. ● In the event that all have to safely shelter in school hall, learners and staff to be issued with face shield and will social distance as much as is practicable. ● Learner will sit behind each other (no face to face) seated positions. 						
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Continuity of Learning									
<ul style="list-style-type: none"> Distance learning established for most learners - mixture of web based, menu based, thematic tasks and routines. 	2	4	8	<p>Contingency Planning & Remote Learning</p> <ul style="list-style-type: none"> Teachers to continue to plan to support learner wellbeing and assess academic learning. Ensure equity of provision for all learners. Regular communication reminding parents that they can access a digital device if needed. Blended Learning practice and procedures agreed - Sept 20 and employed. Timetables to be reviewed to incorporate more opportunities for outdoor learning. For feedback, child will photograph work on iPad where possible and upload to Seesaw. Staff can mark books or take books or resources home, providing unnecessary sharing of resources is avoided and the purpose contributes to learners' education and development. 	1	4	4	<p>Staff to be mindful that it will be necessary to plan for a range of scenarios, whilst also ensuring that workload is balanced.</p>	<p>SLT Teachers TAs</p>
				<p>Remote Learning Plan (from September 2020)</p> <p><u>Child ill with non-Covid symptoms</u></p> <ul style="list-style-type: none"> No work sent home, child has access to Active Learn (Bug Club, Abacus) and Home Learning grid. <p><u>Child isolating due to themselves or household member waiting for test result</u></p> <ul style="list-style-type: none"> No work sent home, child has access to Active Learn (Bug Club, Abacus) and Home Learning grid. <i>From 3rd day work may be set if child is well enough whilst test result has not arrived.</i> <p><u>Positive result for child in class who has had no contact with the rest of the group for at least 48hrs prior to symptoms first appearing</u></p> <ul style="list-style-type: none"> Phone call home from teacher to ascertain how the child is and family confidence to access remote learning (<i>it may be that a work pack may need to be delivered instead of IT based work</i>). Teacher produces a daily video welcoming child to remote / home learning and outlining timetable for the day, including 					

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			<p>any phonics, spelling, number of the day, gair yr wythnos and reading. A separate video for each subject will be uploaded to Seesaw giving work for the day e.g. WAGOLs, Steps to Success, Expected Success Criteria for punctuation, grammar etc, Presentation Promise.</p> <ul style="list-style-type: none"> • Uploaded each morning by 9.30am <i>(even if work pack going to be sent home, as long as Seesaw can be accessed by family)</i>. <p><u>Child isolating due to household member testing positive</u></p> <ul style="list-style-type: none"> • Phone call home from teacher to ascertain how family are and family confidence to access remote learning <i>(it may be that a work pack may need to be delivered instead of IT based work)</i>. • Teacher produces a daily video welcoming child to remote / home learning and outlining timetable for the day including any phonics, spelling, number of the day, gair yr wythnos and reading. A separate video for each subject will be uploaded to Seesaw giving work for the day e.g. WAGOLs, Steps to Success, Expected Success Criteria for punctuation, grammar etc, Presentation Promise. • Uploaded each morning by 9.30am <i>(even if work pack going to be sent home, as long as Seesaw can be accessed by family)</i>. <p><u>Class isolating due to child / staff member testing positive who has had contact with the rest of the group within 48hrs of symptoms first appearing</u></p> <ul style="list-style-type: none"> • Revert to Blended Learning 'Station Rotation' model - see timetables for EY, FP and KS2. 						
<ul style="list-style-type: none"> • Staff have been working to support learners in a variety of ways - keeping contact with all / 	2	4	8	<p><u>Staff Induction</u></p> <ul style="list-style-type: none"> • Clear guidance to all staff on rationale and purpose of next phase of schooling with safety and wellbeing of both learners and workforce as a priority. Feb 21 - Updated H&S briefing conducted with all staff 	1	4	4	<p>Opportunities for staff to work collaboratively within school and within phases / clusters to consider support for</p>	<p>HT DHT</p>

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<p>vulnerable learners, supporting distance learning, and covering childcare on rota basis.</p> <ul style="list-style-type: none"> Some staff were self-isolating and shielding and therefore working at home. Schools have set up a range of methods for communicating with staff and working in teams as appropriate. 			<ul style="list-style-type: none"> Reassurance of staff to reduce anxiety and stress that full return to work may induce. Ensure staff have H&S induction and are clear about use of PPE. Review staffroom practice to ensure adherence with social distancing and hygiene procedures. Update to staff induction as a priority and reviewing of staff handbook to offer guidance and expectations for this next phase prior to school starting in September. Maintain clear communication with all staff, enabling peer support and partnership with Unions and opportunity to ask questions e.g. Google Drive for shared access to documents, smaller departmental Covid-secure meetings, staff meetings in the hall, Zoom / Teams; staff questionnaires Continue to share information about Care First and Education Support Partnership. Support from HR for staff working conditions. 			<p>distance learning / developing curriculum offer could be considered.</p>		
<ul style="list-style-type: none"> Schools have a range of support available to learners 	3	4	<p><u>Learner Welfare</u></p> <ul style="list-style-type: none"> Liaise with LA welfare services (e.g. ESW, EP) to help with 'trauma' related guidance and, where necessary, bereavement services. SLT and teachers to: <ul style="list-style-type: none"> - consider learners' mental health and wellbeing and identify any learner who may need additional support so they are ready to learn; - assess where learners are in their learning, and agree what adjustments may be needed to the school curriculum; - identify and plan how best to support the education of high needs groups, including disadvantaged learners, ALN and vulnerable learners. 	2	4		<p>HT DHT ANCO Teachers TAs</p>	

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			<ul style="list-style-type: none"> Continued focus on wellbeing (SIP priority). Request access from counselling services for support where possible and needs identified. 						
<ul style="list-style-type: none"> Some aspects of formal PE lessons not part of learning offer but field area and play surfaces / outside area used to support physical activity, exercise and well-being. 	3	4	12	<p>Physical Activity</p> <ul style="list-style-type: none"> As per continuation of learning offer, all PE lessons re-evaluated and any field / outside area used to support exercise. No invasion games individual / non-contact sports only. Consideration of resources to support learner wellbeing and role of physical activity in supporting health e.g. Joe Wicks, cosmic yoga. All sports equipment to wiped down prior to next lesson. Restricted hall space. All physical activity to take place outdoors. May 21 - All pupils in Y1-6 to wear P.E kit on their P.E days. 	2	4	8		Teachers TAs MDSAs
<ul style="list-style-type: none"> School swimming has not taken place since March 20. 	3	4	12	<p>School Swimming</p> <ul style="list-style-type: none"> June 21 - School swimming to resume for Y6 pupils at Gwyn Evans Pool, Gwersyllt. Transported on coach - single contact group. Staff to wear face coverings and maintain 2m distance. Children and staff to clean hands before getting on and on leaving the coach. Only one school is at the pool at any one time. Changing rooms are cleaned by centre staff between each group. Staff to wear face coverings at all times in the centre. Medication to be taken with the group as per usual procedures. No pupils will be permitted to accompany the group to spectate. Full risk assessment has been carried out by the Centre. 	2	4	8		Teachers TAs
<ul style="list-style-type: none"> N-Y4 have support staff assigned to each class. One member of support staff 	3	4	12	<p>Adult Support</p> <ul style="list-style-type: none"> Adult support to be shared between classes, ensuring that ratios are appropriate to need. Adults working with small groups to follow social distancing guidelines wherever practically possible. In intervention groups, older learners should be sat side by side. 	2	4	8	Usual staff may not be available or risk assessments may deem it unsuitable for them to work in their usual way.	SLT

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works across Y5&6.				<ul style="list-style-type: none"> Where any intervention work can be undertaken outdoors, this should be done. Any close 1-1 support / work should be undertaken for no more than 10 minute blocks. Adults should maintain an appropriate distance and limit close face to face contact. Hall in use to facilitate additional small group intervention. 					
<ul style="list-style-type: none"> Dedicated staff undertake a variety of interventions in 1-1 and small groups. 									
<ul style="list-style-type: none"> Many learners will use the same equipment at school and also at home. 	3	4	12	<p><u>Equipment for Children with Additional Needs</u></p> <ul style="list-style-type: none"> If wobble cushions / writing slopes in use, ensure that these are cleaned each day and only used by one individual child and retained at school as normal. Co-ordinate with Health Board to evaluate what is possible in terms of having extra equipment to be kept at school, if necessary. 	1	4	4		ANCO Teacher TAs
<ul style="list-style-type: none"> Schools have annual procedures / settling in programmes for Nursery and new Reception pupils. Transfer requests are dealt with via LA policy. Prospective parents usually make request to visit and learners sometimes have a taster session. 	2	4	8	<p><u>Transition to school - New Learners</u></p> <ul style="list-style-type: none"> New Nursery pupils - virtual presentation and documentation shared with new parents; two outdoor settling in sessions offered 9.30am-10.15am; one adult only can accompany the child; Track and Trace details to be collected; adults to wear face covering on school site and maintain 2m distance; activities will be delivered in areas of school grounds away from class contact groups; any equipment used will be cleaned by school staff; prior to the session, parents will be reminded about not attending the sessions if they, their child or anyone in the household has Covid symptoms. Parents will be requested to inform school if their child or any accompanying adult develops symptoms of Covid within 48 hours of attending and subsequently tests positive for Covid. Reception pupils joining school in Sept from another setting - virtual presentation and documentation shared with new parents; two settling in sessions offered 9.30am-11am; one adult only can accompany the child outdoors away from contact group; Track and Trace details to be collected; adults to wear face covering if they enter school site and maintain 2m distance; prior to the session, parents will be reminded about not attending the sessions if they, 	1	4	4		SLT Admin Staff Teachers

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			<p>they child or anyone in the household has Covid symptoms. Parents will be requested to inform school if their child develops symptoms of Covid within 48 hours of attending and subsequently tests positive for Covid.</p> <ul style="list-style-type: none"> Requests for new pupil transfers to be dealt with in accordance with LA policy. Any visit request will be done outside school hours between 3.15-3.45pm after learners have left and before cleaners arrive if deemed appropriate and necessary. Contact details to be taken of prospective parents. No taster sessions for mid-year transfers will be offered at this time. Learners will be admitted following completion of transfer documentation. 						
<p>Visits were usually planned in individual / paired year groups.</p> <p>Permission was sought via Form 1 and using SchoolMoney app. Risk assessments were conducted where the generic risk assessment did not fully cover the visit.</p> <p>Visits not covered by Form 1 were submitted via Evolve.</p> <p>Y5&6 participated in residential visits.</p>	4	4	<p>16</p> <p>Educational Visits</p> <ul style="list-style-type: none"> If a teacher wishes to arrange an educational visit, this must be discussed with the DHT / HT at least 4 weeks in advance. Visits for individual classes only would be considered to minimise contact between groups. Before speaking to the DHT, the teacher should consider and seek to find out: <ul style="list-style-type: none"> Covid-secure and other control measures the proposed venue has in place wider advice on visiting indoor and outdoor venues the needs of all learners in the class and their ability to comply with Covid safety measures at the venue the views of supervisory staff and a contingency in the event that staffing reduced due to isolation any transport arrangements, including cleaning of the coach after a possible school run travel should be minimised wherever possible value you for money If permission to arrange a visit is given, the teacher should log all details on Evolve regardless of whether the visit is listed on Form 1, at least two weeks prior to the visit. A Covid risk assessment for the visit including transport should be drawn up for each visit. 	3	4	<p>12</p>		<p>Teachers</p> <p>DHT</p> <p>HT</p>	

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				<ul style="list-style-type: none">• Transport - fully seat-belted coaches only should be booked; the coach should be cleaned between groups; children and staff to clean hands before getting on and when getting off the coach; staff to wear face coverings and maintain 2m distance; if the coach is shared by two contact groups, they should be kept separate.						
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Ensuring Expectations										
<ul style="list-style-type: none"> Site rules are communicated to all school employees, learners, parents / carers through informal discussions, letters, emails, etc. Staff monitor site rules as and when needed. 	2	4	8	<p><u>Non-compliance with Rules</u></p> <ul style="list-style-type: none"> Site rules to be communicated to all school employees, learners, and parents / carers. Signage displayed to reinforce site rules and Covid-19 guidance. All staff will monitor and enforce site rules and social distancing requirements. Any concerns to be reported to HT or DHT immediately. SLT will monitor site rules. Disciplinary actions will be taken against individuals who repeatedly / wilfully fail to follow any site / LA rules. Learners who do not follow age appropriate rules strictly will be given a maximum of two warnings then SLT will contact parents. 	1	4	4			
<ul style="list-style-type: none"> It is recognised that maintaining effective, positive home-school relationships is critical and as part of this, schools are currently using a range of methods for communicating with parents / carers to include phone calls, use of social media, email, text, use of Hwb and engaging with partners to support families with resources. 	3	4	12	<p><u>Communication with Parents / Carers</u></p> <ul style="list-style-type: none"> Continue to keep parents / carers informed with up to date communications via school app, website, Seesaw, text and emails. Each teacher to provide parents with new Seesaw contact each year and follow up any families who have not engaged with SLT. Communications to clarify the roles and expectations that they, learners and school will have in this next phase of returning to school. School office to update all contact details as soon as possible every September and remind parents regularly to keep these up to date. Parent and pupil handbook to be kept up to date. Any significant changes will be communicated through models, videos, etc. Parents to email school office / telephone if they wish to make an appointment with class teacher. Teacher will telephone or video call parent wherever possible, whichever is agreed. <p><u>Parents' Evening</u></p> <ul style="list-style-type: none"> Opportunity for parents to discuss how their child has settled back into school and learning targets will be provided virtually during the Autumn Term. 	1	4	4	<p>Include:</p> <ul style="list-style-type: none"> - Drop off / pick - Timing of school day - Entrance and exit points - Eating arrangements / hygiene policy - Procedures if child falls ill during day. - Clear protocols for attendance. 		

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				<ul style="list-style-type: none"> Any parents who do not book for a virtual meeting will be offered a phone call by teachers. Feb 21 - Parents offered a catch up appointment prior to full-return of children to school. May 21 - Virtual check in offered to parents to discuss wellbeing / learning. 					
<ul style="list-style-type: none"> Annual flu immunisation programme usually takes place in school. Uptake is varied and forms are not usually chased up by school at NHS request. 	4	4	16	<p>School Based Immunisation Programmes</p> <ul style="list-style-type: none"> School nursing team arrange date with school. Forms to be distributed from school and non-returns to be chased up wherever possible to increase uptake. School communications to remind parents about returning forms. School office to liaise with school nurse about where immunisations will take place to minimise contact between learner groups. Any necessary cleaning between groups will need to be done by immunisation team. 	2	4	8		

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Additional Information																														
SEVERITY	5	5	10	15	20	25																								
	4	4	8	12	16	20																								
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Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.		Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.		Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.		Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.																								