

HEALTH AND SAFETY RISK ASSESSMENT:

Directorate PCC

Department/School YSGOL BRO GWAUN

Person responsible: Mr Paul EDWARDS	School Ysgol Bro Gwaun	Assessed By: SLT YBG <div style="text-align: right;">Date: 21.06.2020</div>
Manager: Mrs Wendy Rowlands	Task Re- opening of YBG	Re-assessment date: 30/03/21 Or sooner following any significant change Re-assessed ongoing sept- oct 2020

Risk = severity x likelihood	Severity of harm		
Likelihood of occurrence	(1) Slight (All other injuries and illnesses)	(2) Serious (Over 3 day injury or serious illness)	(3) Major (Death or major injury)
(1) Low (Harm will seldom occur)	Low (1)	Low (2)	Medium (3)
(2) Medium (Harm likely to occur)	Low (2)	Medium (4)	High (6)
(3) High (Harm certain to occur)	Medium (3)	High (6)	High (9)

HAZARD	WHO MIGHT BE HARMED AND HOW?	EXISTING CONTROL MEASURES	RISK (severity x likelihood)	WHAT MORE NEEDS TO BE DONE TO CONTROL THE RISK?	BY WHOM? BY WHEN?
--------	------------------------------	---------------------------	---------------------------------	---	----------------------

On Site Traffic	Staff and Pupils and Visitors	An existing traffic management RA will already be in place for YBG Amendments to the Traffic Plan have been made	2	Traffic will be managed by use of staff in fluorescent jackets and new signage so that: <ul style="list-style-type: none"> a) Parents can drop their children off in Leisure Centre car park and walk to school entrance by link corridor b) Staff car parking will now take place alongside the hall (in new car park facility) c) Harbwr Taxis will be permitted to travel past LC car park and towards front of 	SLT WP WD RHL Completed
-----------------	-------------------------------	---	---	---	---

				<p>school and drop Harbwr pupils at harbwr entrance</p> <p>d) Buses will be permitted as usual to drop off pupils near canteen entrance . Pupils will then guided off buses and towards link corridor to register</p>	
<p>COVID-19 Virus</p>	<p>Teachers, Support staff and other general staff .</p> <p>In addition school pupils attending reopening</p> <p>Transmission of COVID - 19 (Fatality potential)</p>	<p>Public Health Wales guidance must be followed at all times</p> <p>Regular review of the latest guidance to be undertaken by SLT. Access appropriate links to Welsh Government and National Health Service ts share uptodate information on the COVID-19 virus</p> <p>https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/</p> <p>The control measures required for COVID-19 are as per standard hygiene practices with enhanced attention such as frequency</p> <p>Risk assessment excludes 'at risk' categories (should not be attending hubs) and potential for infection occurring outside the hub. Children and their parents attending the HUB will have previously been made aware of these requirements .</p> <p>New HUB arrangements will be made for it to commence at YBG on Monday 22nd of June 2020</p>	<p>2 x 2 = 4</p>	<p>Raise awareness of all persons attending the school</p> <p>Initial staff briefing will, taking into account social distancing requirements. The following dates will be identified for face-to-face training at YBG, School Hall. All staff must attend:</p> <p>18th June: Union Reps meeting to discuss guidance and school practices (time to be arranged with reps).</p> <p>23rd June: All HoDs and YPMs 10am – 11am : HoDs 1-2pm : YPMs</p> <p>24th June: Teachers & Governors 10-11am - All other Teachers, Governors – 1-2pm All other Teachers, Governors</p> <p>25th June: General staff All Admin: 10-11 am – All Admin 12-1pm - HLTAs and Bases 1.30-2.30pm - LSAs 1:1 3.15pm – 4.00pm - Cleaners/Canteen staff</p>	<p>SLT ALL STAFF</p> <p>Completed</p>
<p>Symptomatic pupils entering the school</p>	<p>Teachers, Support staff children and others</p>	<p>Action will be taken in line with current national guidance</p> <ul style="list-style-type: none"> All staff will be screened on signing in at reception at 0815 	<p>2 x 2 = 4</p>	<p>Actions to be continually reviewed to cascade and comply with relevant national guidance</p>	<p>SLT ALL STAFF</p> <p>Completed</p>

		<ul style="list-style-type: none"> All children (via parents) will be screened on arrival at the various sites including Main School / HUB / Harbwr with a standard question set Parents will be reminded of their responsibility to abide by current guidelines on social distancing and stay at home guidance via appropriate methods including letter / social media / web site / Expressions 			
Persons becoming symptomatic while at the school	Teachers, Support staff children and others	<p>Number of pupils attending limited by:</p> <ul style="list-style-type: none"> Scheme restricted to 'key workers' Pupil numbers in any 'class' restricted not only by staffing levels but also by the 'social distancing' protocol <p>If anyone becomes unwell in an educational setting with either:</p> <ul style="list-style-type: none"> a new, continuous cough a high temperature loss of taste and smell <p>If any person displays the above symptoms of COVID-19 the latest guidance for educational establishments should be followed at all times. This national guidance on Coronavirus (COVID-19): implementing social distancing in education and childcare settings and more general guidance on social distancing to be observed when entering/leaving school and throughout the day wherever possible to reduce the risk of spread of infection including</p> <ul style="list-style-type: none"> All users to wash hands upon entry, regularly throughout the day, before departure, and to follow good hygiene practices when not in the hub 	2 x 2 = 4	<p>To be continually revised in line with current national guidance.</p> <p>YBG has created the following procedure to comply with this issue:</p> <ul style="list-style-type: none"> Isolation room identified in YPM office on First Floor Route to be taken includes taking pupil via rear play area to isolated stairwell and up stairs to this room PPE equipment will be available for staff to use with this pupil Plan to contact parent using emergency numbers and arrangements for child to be collected and taken home to isolate Remind parents to follow current national advice in relation to stay at home and that the child will be excluded from School / HUB following national guidance Ensure staff are aware that current national guidance advises that if a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go 	<p>SLT ALL STAFF</p> <p>Completed</p>

		<ul style="list-style-type: none"> • Soap and water is the preferred means of washing but hand sanitizer is also provided • Children in the care of the school / hub that feel unwell or who may become symptomatic of COVID-19 (as outlined above) must be isolated into a separate room in line with current guidance. 		<p>home unless they develop symptoms themselves</p> <ul style="list-style-type: none"> • Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell <p>If any staff member develops symptoms at the school / HUB , they must go directly home and follow national stay at home and social distancing guidance.</p> <p>If further medical advice is required then, in any event of someone becoming symptomatic within the hub, contact the all-Wales Health Protection Team on 0300 003 0032 for advice or the Corporate Health and Safety Unit.</p> <p>The resultant action to be taken will include</p> <ul style="list-style-type: none"> • Any equipment used by a symptomatic person must be removed from use immediately and thoroughly cleaned and disinfected • When a person becomes symptomatic after arrival and has used home-to-school transport, the PCC School Transport Team must be informed and they will liaise with the contractor or others who could be affected 	
Person-to-person transmission	Teachers & other staff Parents/Children Others	<p>As above plus:</p> <ul style="list-style-type: none"> • Social distancing awareness by parents and children • Awareness of COVID-19 symptoms in others • Lesson Plans / Seating Plans / Activities developed and coordinated 	2 x 2 = 4	<p>To be continually revised in line with current national guidance</p> <ol style="list-style-type: none"> Classrooms have been measured and guidance on number of pupils allowed to be safely within that room Guidance posters in place 	<p>SLT ALL STAFF</p> <p>Completed</p>

		<p>to minimise close contact and following national guidance in Coronavirus (COVID-19): implementing social distancing in education and childcare settings.</p> <ul style="list-style-type: none"> • Social hygiene skills to be reinforced throughout the day • Follow guidance posters as displayed around the school 		<ul style="list-style-type: none"> c) Specific Pupil movements to be identified and adhered to in line with signage displayed (Posters / Directional arrows / Entry and No Entry signs) d) Site Plan to be available to reinforce movements between classrooms and corridors / floors e) The following plans have been created to ensure that staff minimise contact between pupils at all times of the day and hence to minimise transmission of infection <ul style="list-style-type: none"> • Timetabling using appropriate classrooms • Adhering to maximum number of pupils in each classroom • Retaining pupils in room and rotating teachers • Staggered break and lunch times • Play areas for each year group to be segregated as far as possible by appropriate means • Individual year groups attending on one day of the week • Year groups being split into 5 groups to again minimise contact • Entry - All users to wash hands upon entry, regularly throughout the day and to follow good hygiene practices • Availability of Hand Sanitising Stations in each classroom / toilet area / communal area • Encouragement of proper hand washing procedures with soap and water when possible 	
--	--	---	--	--	--

				at toilet areas with associated posters on display	
Transmission via inanimate objects	Teachers/Children /Support staff and others	<p>Certain procedures have been introduced to minimize all potential incidents where transmission via inanimate objects may occur</p> <p>These include processes involved in areas of operation such as:</p> <ul style="list-style-type: none"> Classroom management procedures such as hand sanitising stations in each classroom / non sharing of objects where ever possible Cleaning procedures so that: <p>Communal objects/surfaces are to be cleaned using standard cleaning methods but on a more frequent basis (determined by number of persons present and frequency of use)</p> <p>Infrequent Tasks such as removing depleted toilet roll cardboards (Reminder PPE to be worn) and washing of hands after completion of task.</p> Arrangements to deal with specific areas/equipment used by persons excluded due to being symptomatic must be cleaned before re-use in line with COVID-19: cleaning in non-healthcare settings - GOV.UK Consideration must be given to prohibiting personal belongings being 	2 x 2 = 4	<p>To be continually revised in line with current national and local guidance</p> <p>PCC have circulated guidance to cleaning staff who will be briefed accordingly regarding school expectations and provided with the necessary PPE</p> <p>Liaison has also taken place with PCC Cleaning to seek further guidance on HUB school cleaning arrangements. If required, contract cleaning staff or PCC Corporate Cleaning Team to be contacted for specific cleaning related issues. In the event of visiting cleaning staff attending the school, then these staff members must familiarize themselves with the center's colour coding for cleaning equipment</p> <p>Two extra cleaning staff will be on duty within the YBG school premises throughout the school day</p> <p>Certain areas / items of furniture have been 'closed / blocked off' using appropriate tape such as lockers, bag stands and coat hanging areas to avoid mass congregation and minimize transmission potential</p>	<p>SLT</p> <p>ALL STAFF</p> <p>PCC</p> <p>Completed</p>

		brought into school unless justifiable and control measures to prevent cross contamination deemed appropriate			
Dermatitis (staff) due to excessive washing of hands	All Staff/Support workers/Pupils	<ul style="list-style-type: none"> Staff and pupils will be reminded to frequently wash their hands with soap and water . In addition, procedures to hand sanitise in every classroom and toilet area will be required. Due to the potential for 'dermatitis' moisturising creams will be available and be used periodically Liquid Soap and foam only will be available in the school premises 	1 x 1 = 1	<p>In the event of requiring further medical attention, school first aid procedures will be implemented.</p> <p>Moisturising Cream E45 is available from main office staff if required due to excessive washing as well as First Aid Equipment and Stock. PPE equipment is located in next door Careers Office to be used FA kits if required</p> <p>Lists of First Aid qualified staff will be readily available as well as that timetabling of staff throughout the week will ensure the presence of FA qualified staff throughout the school week</p> <p>The school nurse will be available at YBG on certain days for guidance (Melanie Brown)</p>	<p>SLT WR Nurse</p> <p>Completed</p>
First Aid Emergency Arrangements	<p>Staff and pupils</p> <p>More severe injuries resulting from: lack of treatment, inappropriate treatment and enhanced infection risk (eg open wound)</p>	<ul style="list-style-type: none"> The school is a Low Risk environment Supervision ratios to be adhered to (minimum of emergency aid staff on site at all times) Provisions available and adequately stocked Accident form to be completed where required as per usual instructions 	1 x 1 = 1	<p>The availability of qualified FA staff will be planned throughout the school week</p> <p>Availability of First Aid is available from Main Office as well as specific rooms on all three floors. However PPE equipment will stored and monitored by Main Office staff in reception and the available for use as necessary . Harbwr staff will have a significant stock made available to them due to the nature of their work.</p> <p>The presence of the school nurse will be available on certain days during the return to school from 29/6/2020.</p>	<p>SLT First Aid staff Nurse WR</p> <p>Completed</p>

				<p>First Aid kit to also have a pack consisting of Face Visor, masks gloves and coverall. To protect the first aider when administering first aid to a casualty . PPE will be stored within main reception area</p> <p>https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=first-aid-2&utm_content=digest-4-jun-20#non-healthcare</p>	
Prescription medication	<p>Children</p> <p>Incorrect medication or dosage provided and medication not available</p>	<ul style="list-style-type: none"> • Arrangements for this will be as per usual school risk assessment and operational plan prior to Covid 19 / Lockdown 	1 x 1 = 1	<p>The PCC 'Administration and Handling of Medication' policy will continue to be adopted during the return to school</p>	<p>SLT Office Staff Nurse Completed</p>
Fire safety / Alarm	<p>All users</p> <p>Burns, asphyxiation and injury caused by smoke inhalation</p>	<ul style="list-style-type: none"> • The School Fire Evacuation plan will still be in operation as well as the roles of the individual teachers / staff • Staff have been briefed that all emergency / evacuation plans will be as normal (prior to Covid19) • New pupil movement routes will NOT apply and the nearest fire exit must be used as previously • Fire alarm checks have been carried out as required during Lockdown period • All staff and pupils will be given induction (eg 'virtual' tour of exits and assembly points) 	1 x 1 = 1	<p>All pupils will be aware of the Fire Evacuation Plan and will have previously been present during a Fire Alarm Drill .</p> <p>However Year 6 who will be attending the school on a Friday will be briefed accordingly by 'Transition' staff</p>	<p>SLT Caretaker Staff Completed</p>
Play activities	<p>Pupils</p> <p>Minor bumps, fractures or infection</p>	<ul style="list-style-type: none"> • Do not use play equipment that requires high levels of shared use • Suitable control measures in place as per guidance including age segregation 	1 x 1 = 1	<p>The school has made a careful selection of what play equipment will be on display / available for children to use</p> <p>Virtually all equipment has been removed to avoid contamination between pupils and</p>	<p>SLT ALL STAFF</p>

		<ul style="list-style-type: none"> Contact activities minimised to prevent cross contamination – NO contact activities will be allowed in school including the relevant PE / games activities during lesson time Social distancing guidelines observed as far as practicable and managed by teaching staff during actual lessons 		<p>avoiding the need to be continually cleaned throughout the day</p> <p>Segregated areas have also been chosen to signpost individual groups of children from the same year group to socially distance themselves during break / lunch periods which will also be supervised by staff.</p> <p>Each year group has been split into 5 groups A-E which again highlights the importance of limiting contact between pupils during lesson and break times.</p>	Completed
Child protection	Children Abduction	<ul style="list-style-type: none"> Standard procedures to be observed including consideration of older age groups Appropriate site security arrangements in place 	2 x 1 = 2	<p>Individual Year groups will be returning to school on separate days of the week . Usual Safeguarding policies will be in force and the arrangements for the 'Designated Child Protection Person' will continue to be shared with staff</p> <p>In the absence of any SLT / DCPD person on any one day (due to self isolation / illness / meetings) , relevant safeguarding information will continue to be shared with all staff on a daily basis during daily 'virtual' briefings and / or briefing documents shared with staff by e mail</p>	<p>SLT Safeguarding Leads</p> <p>Completed</p>
Building and property maintenance	All users Legionella, Fire Alarms Property Security Emergency lighting as well as general building faults which may cause burns / electrical shock etc	<ul style="list-style-type: none"> All routine inspections and tests must be maintained (eg Legionella water monitoring and hand wash water temperature) Statutory inspections and servicing to continue Defects to be reported for remedial action Any areas presenting increased risk to children to be isolated (eg design and technology rooms) All keep locked shut doors to be such, including chemical/cleaning storage, electrical distribution 	1 x 1 = 1	<p>All building Maintenance has been maintained throughout the enforce LOCKDOWN period and will continue to do so .</p> <p>Testing of Legionella / Fire Alarm / Emergency Lighting / Property Security has been recorded as required and the Buildings Manager updated</p> <p>The contents of the premises has been recently PAT tested by external contractors during LOCKDOWN</p>	<p>SLT Caretaker PCC</p> <p>Completed</p>

		<p>cupboards and high risk areas/rooms isolated</p> <ul style="list-style-type: none"> • Good housekeeping to be maintained • All outdoor building maintenance must be co-ordinated with the headteacher to ensure segregation from children and staff (eg grass cutting) • All contractors to report to reception prior to the start of any work • We have a duty to others to provide wash facilities. This includes other employers with employees visiting the schools such as contractors, and visitors 		<p>All contractors continue to be coordinated from main office and also advised to follow hand sanitizing procedures in reception and whilst out on site (hand sanitizer on display in reception with 'signing in / visitor badge ' documentation</p> <p>Main Office have been instructed to remain behind glass screen whilst talking to visitors and reinforce distancing by visitors from this security glass</p> <p>Toilet facilities are available in the main reception area for visitors</p> <p>The school will follow the 'PCC Policy of Disposal of Contaminated Waste' and all caretakers have been advised of this new policy with recent amendments.</p>	
Cleaning activities	PCC Contract cleaners/staff	<ul style="list-style-type: none"> • Ensure adequate cleaning arrangements are in place - current guidance advises the use of normal cleaning products • Enhanced cleaning of high contact areas must be arranged throughout the day • Refer to national guidance in relation to standard cleaning requirements • Wash hands following any cleaning activity • Where cleaning products are used wear appropriate PPE (eg vinyl or nitrile gloves and aprons) • Wear goggles if decanting chemicals where there is a risk to splashing in the eyes • Before uses review COSHH Assessments and safety data sheets for correct PPE. <p>The PCC Guidance Document titled</p>	1 x 2 = 2	<p>A PCC COVID cleaning procedure document has been compiled and forwarded to YBG by James Owen for sharing with all cleaning staff to support Section 8.2 Guidance CORONAVIRUS – RECOVERY PHASE OPERATIONAL GUIDANCE TO SCHOOLS</p> <p>The minimum PPE to be worn for cleaning an area where a person with possible coronavirus is disposable gloves and an apron</p> <p>Guidance states that the process of "Clean and wipe down high use surfaces every 2 hours using a veridical cleaner and a disposable cloth"</p> <p>YBG Business manager is in contact with PCC re training of cleaning staff A training video is being prepared and will be cascaded when available – cleaners are returning to school as of 15/6/2020 (315-515pm)</p>	<p>SLT All staff Cleaners</p> <p>Completed</p>

		<p>“CORONAVIRUS – THE RECOVERY PHASE</p> <p>OPERATIONAL GUIDANCE FOR SCHOOLS” version 3</p> <p>received on 16th June 2020 provides information on:</p> <p>PPE – Section 12</p> <p>Cleaning Regime – Section 13</p> <p>YBG will follow these guidelines</p>		<p>The Cleaning Team will be briefed by YBG SLT to explain the requirements of the new cleaning regime</p> <p>A team of cleaners will be working within YBG. They will be wearing PPE including usual tabards under a disposable plastic apron.</p> <p>2 x Cleaning staff will be on duty throughout the working day to facilitate regular cleaning of various locations and equipment (clean and wipe high use surfaces).</p> <p>The regular Cleaning team will then be deployed after the end of each school day to effect a daily thorough clean.</p> <p>Once a week a deep clean will be made of the building.</p> <p>Arrangements are in hand to employ further 2 cleaners due to the increased demand by the school.</p>	
Lack of staff, reduction in supervision	<p>Staff and children</p> <p>Lack of supervision, increase in accidents and increased contact</p>	<ul style="list-style-type: none"> Maintain adequate supervision levels as far as practicable at all times Identify back-up staff Utilise rotas to cover access times Consider redeploying staff where necessary Behaviour management – this will be normal day to day teaching requirements as staff will be aware of the pupils under their supervision (unlike the HUB school) 	1 x 2 = 2	<p>Staff Rotas have been compiled by RB Senior Leader to ensure that safe operational levels of staff are available to afford the necessary protection to pupils and staff</p> <p>Due to the requirement for teachers to be managing learning both in school and at home on Google Classroom, the use of non-specialist teachers and support staff will be adopted. Hence it will be incumbent on HOD to ensure that adequate work is provided for these support staff to deliver the subject content</p> <p>Admin staff have been utilized in other areas of school operation to ensure that YBG is a safe environment and ready for receiving pupils on Monday 29/6/2020.</p>	<p>SLT All staff</p> <p>Completed</p>

Day to Day Operational Procedures	Staff and Pupils	<p>Guidance Documents have been prepared by YBG SLT to share with staff and pupils to ensure the SAFE and ORGANISED return to YBG school as of 29/6/2020</p> <p>The guidance documents have been shared with the relevant stakeholders. These are included in the Appendices section.</p> <p>In addition to this proposed Health & Safety Risk Assessment, this will be read in conjunction with the PCC recommended – YBG School Opening Plan which incorporates elements of risk assessment</p>	1	<p>These guidance documents include:</p> <ol style="list-style-type: none"> YBG 'MAE YBG NOL / YBG RETURNS' – this is a Back2School guidance compiled by AF which was circulated to all staff on Thursday 18/6/2020 (appendix 1) POD E Learning Training course titled 'COVID19' Letter to Parents from Headteacher (appendix 2) Ysgol Bro Gwaun Return to School information sheet for parents and carers June 2020 (appendix 3) Ysgol Bro Gwaun / RA Reopening Plan YBG Pupil Movement Policy & Guidance (appendix 4) YBG Simple Guide to Room Movements (appendix 5) <ul style="list-style-type: none"> All appendices are available on request from school office. 	<p>SLT All staff</p> <p>Completed</p>
New Items Below		ABOVE SIGNED OFF BY PCC SEPT 20			
PE Activities	Staff & Pupils	<p>In line with the guidance noted in PCC Schools Recovery Plan V5, the PE and School Sport Covid 19 Risk Assessment has been shared with PE HOD and all activities have been devised / determined to fall in line with this generic guidance</p> <p><u>Pupils are told to wear appropriate sports kit into school as there are no changing facilities open.</u></p>	2 x 2 = 4	<p>Local arrangements have been decided upon so that:</p> <p>A) All pupils will be initially met by PE staff in pre-determined classrooms to avoid congestion at areas such as the rear hall area. Pupils will sanitize entering this classroom and when they leave at end of the lesson .</p> <p>B) If weather permits they will carry out door activities such as fitness circuits on an individual basis / athletics using specific equipment such as javelin which again is sanitized after each use by a pupils . These take place on field where sports events takes place . Initial consideration was playing</p>	

				<p>rounders with appropriate sanitizing of bat BUT this has now stopped .</p> <p>C) If weather is not suitable , locations such as gym / drama studio have been used . In Gym , mats / individual weights / medicine ball if used are again sanitized after use . In drama studio , no equipment is used , only space is used to be active on that same spot.</p>	
Seat Number Allocation in Classrooms	Staff & Pupils	In order to develop a seating plan / system that will assist in any future request for CONTACT TRACING , the SLT have devised a system where teachers will sit pupils in the same seating plan every week (every other week A/B)	2 x 2 = 4	<p>SLT RB is in overall charge of this process and she holds a spreadsheet where pupils are sitting in each classroom . Initially teachers have to e mail seating plans to RB at the start of new lessons so that this recording is achieved .</p> <p>Most Year Groups remain in same classroom throughout the day and so pupils are reminded that this is the seat number they have to use throughout the 4 week return to school</p>	
Results day Planning	Staff and Y11 Pupils	<p>In order to ensure a safe environment for RESULTS DAY, planning to hold this event is being carried out by WD / DLH to ensure a safe environment for this group of pupils who have significantly been affected by the COVID 19 pandemic</p> <p>The date for RESULTS DAY is Thursday 20th August 2020</p>	2 x 2 = 4	<p>Plans are being compiled to provide a number of options to Head Teacher and SLT to ensure that health & safety is paramount for this event</p> <p>Option 1 has been chosen by PE which involves the use of the VOID to control the handover of exam results to Y11 pupils. In addition, the staggering of pupils designated slots to receive their envelopes will be determined by Y11 form group. Each form group slot will be 15 minutes in duration and so pupils will then be escorted through corridor back to reception and out onto the grassed area in front of the school building .</p> <p>Throughout event, the following actions will take place to minimize contact / transmission of COVID 19</p> <p>Control of movement / entry / exit to main building and VOID</p>	

				<p>Hand Sanitising Stations</p> <p>Staff management / presence</p> <p>Designated arrival times for form groups</p> <p>Two operational desks within VOID to segregate pupils (M/F) to minimise time spent within the building and possible contact with others with staff wearing PPE</p>	
Cleaning Regime	Cleaning Team	In order to ensure a clean sanitised environment with YBG, use of appropriate equipment by suitably trained staff	1 x 1 = 1	<p>YBG has purchased a H05/H10 ULV Fogger from ADVANTIV Pembroke Dock. Training in its use has been arranged for Tuesday 14/7/2020 at YBG with Neil McCarthy from PCC Deep Cleaning Team. Caretakers x 2 shown on how to operate the FOGGER along with what PPE is required by its operator.</p> <p>Contact has also been made with ADVANTIV Company (Mathew / paul) in Newbury, Berkshire re Training Video – unfortunately this does not exist</p>	
Autumn Term 2020 Return Planning		<p>WG Guidance received on Monday 13/7/2020</p> <p>School Reopening Plan for September 2020 completed with sections relating to:</p> <p>Class sizes and pupil numbers</p> <p>Structure of Teaching Day</p> <p>Staffing & Briefing</p> <p>Safeguarding</p> <p>Zoning to Safeguard Pupils</p> <p>Property/Legionella/Fire/</p> <p>Emergency Lights Testing</p> <p>Entry and exit points</p>	2 x 2 = 4	<p>A draft plan has been compiled by Headteacher to ensure the safe return of all pupils to YBG by 14/9/2020. The phased return of pupils within the Year Groups Y7-11 will be implemented with the emphasis on minimising the contact between pupils within the school complex in line with WG Guidance.</p> <p>This will now be discussed amongst SLT to consider all options.</p>	

		<p>Corridors Signage Isolation rooms Positive tests for Covid-19 Personal Protection Equipment (PPE) Staff Training Staffing Level Hygiene products Hand washing Toilets Hygiene within classrooms Cleaning of Facilities Waste Disposal Thermometers Breaktime arrangements Lunchtime arrangements Classroom Set Up Classroom Arrangements & Social Distancing Evacuation of building Transport Drop off and pick up points Use of School Minibus Arrangements for school assemblies Arrangement for PE lessons First Aid Reception / Main Office HUB arrangements</p>			
September 2020 RA Reopening	Face Masks	<p>Welsh Government and PCC have reviewed its advice in relation the use of face coverings .</p> <p>As a result PCC have now issued updates as part of its operational guidance “CORONAVIRUS – THE RECOVERY PHASE - OPERATIONAL GUIDANCE FOR SCHOOLS V6” Section 11.5 of this guidance refers to use of face masks</p>	2 x 2 = 4	<p>PCC DoE has also issued the following guidance “Social distancing measures should be maintained in all situations where interactions take place between staff. If it is not possible for any reason, staff should wear a face covering.”</p> <p>YBG Web Site states:</p> <p>USE OF FACEMASKS</p>	

				<p>Pembrokeshire County Council will require all staff and learners in secondary schools to carry face coverings with them. They will be expected to use them in communal areas and corridors in line with the school's own risk assessment. Face coverings are recommended where social distancing cannot be maintained. However they are not a replacement for far more effective measures such as good hand hygiene and social distancing.</p> <p>All pupils are asked to ensure that they bring an appropriate face covering to the school on their return.</p> <p>https://www.pembrokeshire.gov.uk/newsroom/use-of-face-coverings-in-pembs-secondary-schools</p>	
	Up to Date Communication with Parents / Guardians / Carers prior to return to School in Sept 2020	YBG web site holds information for parents regarding the return to school in September 2020.	1 x 1 = 1	<p>https://ysgolbrogwaun.com/</p> <p>A) USE OF FACE MASKS B) ** UPDATED 27/08/2020 ** SCHOOL TRANSPORT SEPT 2020 C) ** UPDATED 20/08/2020 ** RETURN TO SCHOOL IN SEPTEMBER D) GOOGLE CLASSROOM</p>	
Cleaning Regime	Update	To support the enhanced cleaning regime within YBG, a directive will be given to teachers of Y10/11 pupils who will move around the school using specialist classrooms - that pupils will be provided with a wet wipe at the end of the lesson to sanitise their work area before they leave that specific classroom	1 x 2 = 2	<p>In addition, day time cleaners will be requested that if they observe a specialist classroom on Ground / Second / Technology Floors used primarily by Y10/11 pupils which is empty at that time, then they are to enter and sanitise the desks again.</p> <p>Science laboratories will feature in this activity for day time cleaners BUT in addition, Science Technicians will be requested to assist in this</p>	

				sanitising process during their working day within the four specialist laboratories.	
Updated PCC / WG Guidance		<p>A) Large gatherings / assemblies / Staff Rooms as circulated by PCC on 9/9/2020 (DoE)</p> <p>B) Use of home Test Kits which are available at YBG – refer to WG Guidance document</p>	1 x 2 = 2	A) Assemblies are only carried out by year groups and this location is then cleaned after	
Guidance from other linked organisations	CLEAPSS	<p>CLEAPSS have circulated GL343 as well as many other updates</p> <p>“Refer to CLEAPSS GL343 – Guide to doing practical work during COVID19 pandemic – Science – Version 2.04 – dated 20/8/20”</p> <p>This has been replaced by Version 2.05 dated 14/9/2020</p>	1 x 2 = 2	<p>This mainly refers to Science Departments and Technology in how to continue to allow pupils to carry out practicals . HODs and Headteacher have been made aware of this document.</p> <p>New versions are continually forwarded to HOD and other teachers for review and assessment</p>	
15/9/2020		Further review of processes within YBG with full school return			
Timetabling	YBG Daily Timetable	<p>As of Tuesday, 15/9/2020, following a review of existing procedures within YBG since the return of the full school cohort, it has been decided that some changes will be made to the timings of the school day which will have impact on break time / lunch time as well as general movement of pupils within the school.</p> <p>Headteacher has forwarded a letter to parents to explain the rationale behind this decision, the main points are outlined here</p> <p>The necessary work has then implemented to ensure that:</p>	1 x 2 = 2	<p>Headteachers rationale includes:</p> <p>Staff movement between lessons leaves a short period of time when pupils are unsupervised during lesson change, which is a safeguarding concern.</p> <ul style="list-style-type: none"> Pupils are currently confined within one classroom for the whole day, which is not beneficial to their emotional and/or mental health wellbeing. In a normal teaching day up to 5 members of staff, who are at greater risk of infection, may teach in a single classroom 	

		<ul style="list-style-type: none">• Awareness of staff and pupils to these slight amendments• Signage• Duty Rotas & Lesson timetabling with rooms changes• Cleaning regime• Use of hall for Year group Assemblies• Pastoral time		<p>sharing the equipment, desk and whiteboard within that room. Allowing staff members to stay in their own classroom and having all of their own resources and equipment to hand would reduce the risk of cross-contamination when compared to staff moving between multiple locations.</p> <ul style="list-style-type: none">• Staff will have greater ownership and control of their own teaching space and the equipment within it. This will allow staff to supervise strict entry/exit cleaning and sanitizing routines for every lesson, ensuring all surfaces are cleaned and all pupils' hands are sanitized between every lesson.• Pupils will continue to use our one-way system when moving around the school and so there will be no occasion when corridors become overcrowded, or when pupils will be walking 'against' each other. Pupils will continue to use facemasks when moving around inside the building as they do presently.• All pupils will have access to specialist classrooms such as Science and Technology and will therefore be able to access all aspects of the curriculum in these subjects.• Pupils groups/bubbles will continue to remain the same for each subject area. That is, there will be no changing of teaching groups at Key stage 3 from lesson to lesson. Groups will continue to be allocated specific zones during break and lunch period as is the case presently.	
--	--	---	--	--	--

				In addition, we will be introducing a pastoral period during the day when pupils, again within their teaching groups, will have the opportunity to meet with their form tutor. We feel that this is an important provision which we have been unable to timetable up until now.”	
Review Management	<p>Review of existing procedures and new official guidance from PCC/WG -based on further updated guidance available from PCC</p> <p>CORONAVIRUS – THE RECOVERY PHASE OPERATIONAL GUIDANCE FOR SCHOOLS</p> <p>Version 0.7 dated 4/9/2020</p>	<p>A) Use of face masks within an Educational Environment</p> <p>B) Cleaning regime</p> <p>C) COVID 19 Testing Procedures – specific documents have been placed in Isolation Room on First floor (old YPM room)</p> <p>D) Use of Lifts within the school</p> <p>E) Large gatherings guidance especially relating to assemblies</p> <p>F) Daily Teaching Tasks including marking of books</p> <p>G) Recording attendance of visitors to the school premises to assist in Track and Trace</p> <p>H) Provision of Pembrokeshire Music Service at YBG along with necessary Risk Assessment provided by PMS</p> <p>I) Information leaflets from Public Health Wales distributed to parents (Thurs 17/9/2020)</p>	1 x 2 = 2	<p>A) Face masks are now being worn by pupils within public spaces eg corridors between lessons. Pupils have been issued with an Anti-Microbial 3 ply fabric face mask which is reusable / washable. Staff are also checking pupils on buses to and from school to ensure compliance with WG legislation</p> <p>B) Extra cleaning staff have been obtained as well as identifying a senior cleaner during the day time shifts to manage staff and ensure an enhanced regime is maintained</p> <p>C) Arrangements are being made to comply with the guidance from PCC / WG regarding pupils who may be showing similar symptoms of COVID and then the need to self-isolate with household members and the requirement then to book a test to confirm / disprove the fact.</p> <p>Guidance Aide memoires / Flow charts have been distributed to Office staff / YPMs / SLT to emphasise the new procedures</p> <p>An additional new IT system is also being developed by PCC to record such instances where this occurs and to record data / evidence to support test results</p>	

				D) Posters placed near lift walls denoting max no and use of masks inside lift	
Autumn Half Term November 2020					
Review Management	Review of existing procedures and new official guidance from PCC/WG -based on further updated guidance available from PCC CORONAVIRUS – THE RECOVERY PHASE OPERATIONAL GUIDANCE FOR SCHOOLS Version 0.8 dated November 2020	The new PCC guidance includes issues relating to: A) Recording of attendance as per guidelines - Welsh Government guidance on recording attendance, including the use of specific codes, is outlined in its <u>Operational Guidance pp 31-33</u> B) Ventilation advice taking into account the guidance document dated 23 rd October 2020 CIBSE COVID-19 VENTILATION GUIDANCE V4 - circulated by PCC DoE on 4/11/2020		A) The attendance processes are being managed by YBG attendance officer KA B) Following a meeting on 5/11/20 between PE and staff - it has been established that requirements for ventilation is still in compliance following the extensive work by YBG staff prior to school reopening in June and September 2020. A full detailed briefing document will be created by TG to highlight all actions / work carried out with PCC Buildings Maintenance and Clear Solutions company to ensure safe operating procedures to prevent transmission of COVID19 . This briefing technical document will be available within the YBG Reopening plan as an appendix	
	Local reviews of procedures within YBG by SLT	These include continual re assessment of areas which feature within the WG / CC guidance documents including Version 0.7 of the PCC Reopening Guidance such as :- 1) Wearing of face masks – section 2/9.3/11.5/18 2) Procedures regarding notification of incidents – section 8.4 3) Breakfast club – section 13.4 4) Transport Arrangements Nov 2020 – section 15 5) Track / Trace Policy for YBG – refinement of processes within YBG		1) Staff are on duty to ensure that all pupils when in communal areas and corridors are wearing appropriate face masks - staff on bus duty monitor pupils on disembarking transport in am 2) Following two positive notifications before end of term before half term holiday – SLT dealt with these incidents following the WG/PCC/TTP policies - this system is now embedded with SLT 3) Breakfast club is now in operation using social distancing guidance with staff wearing appropriate PPE	

		6) Transition Arrangements for 2020/2021 7) Parents Evening Arrangements 8) Examination Officer Procedures and Policies in the event of COVID infection in particular the Exams Officer including Autumn Internal Exam Processes 9) Resumption of Temperature Checks for staff and pupils as of Monday November 2nd 2020- further temp check equipment has also been purchased		4) YBG web site details new information on transport and face coverings expectations – November 2020 9) Staff have been deployed to entrance points to take temperature checks of staff and pupils - please refer to Reopening Plan for further detail on locations / staffing PP requirements	
<p style="color: red;">Review following return of all Year Groups on Monday 9/11/20</p>	Local procedures reviewed based on new guidance from PCC with regard to the full return of all year groups after 2 week FireBreak (Monday 26 th October to Friday 6 th November 2020 in addition to the extended half term holiday)	Reviews in the following areas A) Assemblies – using Microsoft TEAMS B) Canteen Procedures to be reinforced C) Ventilation & School Uniform D) Open Evening Planning – virtual E) Examinations – GCSE and A level cancelled for summer 2021 in addition to guidance to local Invigilators for YBG Internal Exams F) Provision of face masks for Spring and Summer terms 2021 by PCC in line with WG Guidance G) Teaching Practices for children with hearing loss H) Transport & Bus seating plans I) Reporting of positive COVID tests to Health & Safety Dept PCC J) School Trips K) Class seating plans – standardisation for Y7/8/9 to aid future TTP		This RA will be read in conjunction with YBG Reopening Plan Further detailed information on these areas of schooling is available in the YBG Reopening Plan (available in Teacher Resources / Pandemic folder)	

Signed: Headteacher P. Edwards

Signed: Chair of Governors

Signed: LA