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| **HEALTH AND SAFETY RISK ASSESSMENT FORM** |  |
| **RISK ASSESSMENT FOR: The Return of All Pupils to School in September, 2021, whilst complying with national guidelines to try prevent the transmission of COVID 19**  **N.B. Due to the nature of the virus it is impossible to eliminate all risk. This risk assessment attempts to set out the measures that have been taken to ensure that staff, pupils and parents are as safe as possible.**  **New Operational Guidance emailed to schools on 31.12.21 to deal with increase of the new Omicron variant in order to reduce transmission.** | **ASSESSMENT UNDERTAKEN BY: Corporate Health and Safety Team and (Head Teacher)** |
| **DATE OF ASSESSMENT: 4th January 2021** | **REVIEW DATE: end of January 2022 or sooner if circumstances with COVID 19 change, or circumstances at the School change** |

**This risk assessment needs to be read in conjunction with the COVID 19 risk assessment that was issued to schools in June, 2020**

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| **HAZARDS** | **WHO COULD BE HARMED AND HOW?** | **WHAT ARE YOU DOING ALREADY?** | **WHAT FURTHER ACTION IS NECESSARY?** | **BY WHOM** | **BY WHEN** | **COMPLETED**  **(DATE)** |
| From September, 2021, Welsh Government believe that because:-   1. Of the progress and success of the rollout vaccination programme for adults 2. Hospitalisations and severe illness resulting from COVID seems to be controlled 3. Opportunities to learn and develop are vital for children and young people’s education and well-being 4. It is acknowledged that time spent out of education settings can be detrimental for children and young people’s cognitive and academic development – particularly for vulnerable and the most disadvantaged   That schools can move to a less restrictive approach than what has been in place since the COVID pandemic started  The risk assessment below outlines the measures that will be in place at Garnteg Primary school when the pupils return for the start of the new academic year in September, 2021.  **This has been reviewed on 04.01.2021 in line with new Operational Guidance emailed to schools on 31.12.21 to deal with increase of new Omicron variant.** | All pupils and staff contraction Covid 19 |  |  |  |  |  |
| **Arriving at School**  **Staff**  **Pupils travelling on home to school transport**  **Pupils walking to school**  **Pupils travelling to school in parents/carers car** |  | Signage has been displayed on the gates and entrances to the classrooms to remind adults (e.g parents/staff/secondary aged pupils) to maintain a 2m distance from each other as far as is practicable  Staff in school have been double vaccinated to provide some protection against catching COVID  All staff are encouraged to carry out Lateral Flow tests every Monday, Wednesday and Friday to check to see if they are asymptomatic.  Staff are aware of the need to report the results on the NHS app and to the school where they are employed  Staff can elect to continue to wear face coverings if they prefer  Staff must ensure they maintain physical distance from other staff when they are arriving and parking their vehicles.  Some pupils will arrive at School by “home to school” transport.  Pupils will need to wash/sanitise their hands when they get off the bus and before getting on bus at end of school day.  Pupils that walk to school will use the designated entrance to access their classroom /hall (breakfast club). They have previously been advised of the time that school day commences. The staggered start times that were in place last year will no longer apply from 1st September, 2021.  Pupils will be encouraged to wash/sanitise their hands when they arrive at the classroom/hall  Pupils who travel to school with their parents/carers will use the designated entrance to access their classroom /hall (breakfast club). They have previously been advised of the time the school day commences. The staggered start times that were in place last year will no longer apply from 1st September, 2021.  Pupils will be encouraged to wash/sanitise their hands when they arrive at the classroom/hall  Parents have been notified of these arrangements | Premise Management staff to regularly check signage and replace where needed. | All Garnteg Primary School Staff | January 2022  and regularly monitor during daily checks |  |
| **Arrival in the classroom.**  **Arrangements in place in the Classroom Setting** | Pupils, staff and parents may come into contact with someone who is infected with COVID 19 | On arrival in the classroom children will wash their hands for 20 seconds.  Staff will be encouraged to maintain physical distance and wear face coverings in less ventilated areas: corridor areas at class change over times, lunch times, break times and home time when speaking to parents. Staff to wear masks and shields provided by school to avoid cross contamination.    Staff to be encouraged to remain 2m from each other and from the children where possible.  Anti bac gel and handwashing facilities are available at all times and children will be encouraged to wash their hands thoroughly after each activity, before and after eating and drinking and after they cough or sneeze, and after going to the toilet.  Wherever possible the pupils will have their own set of resources that they will solely use. Shared resources will be kept to the class grouping wherever possible.  Teachers will explain the rules around physical distancing,/handwashing, the layout of the classroom and the use of resources to the children. Children should be encouraged to physical distance from adults where possible.  Teachers will also explain the guidance around coughing into your elbow and Catch it, Bin it, Kill it.  Each class will be provided with Washing up liquid and hot water will be used for colouring pencils etc, Antibacterial wipes for felt pens and alcohol wipes for electronic equipment.  Activities to be taken outside as much as possible and windows and doors to be opened to allow fresh air to come into classes. | Premise Management staff to regularly check routes into school, signage, anti bacterial stations and replenish stock and supplies of PPE and antibacterial products in classes daily and all areas of school. | All Garnteg Primary School Staff | January 2022 and regularly monitor during daily checks |  |
| **Breakfast Club/ Snack Time and Lunches** |  | **From 06.01.22, the staggered lunch time periods will continue. Screens between each class will be reintroduced for Breakfast Club and at lunchtimes.**  **One KS2 year group will use main hall for lunch after Y2 classes have returned to classrooms and tables have been cleaned.**  **Canteen staff will continue to serve meals using trolleys and take trolleys to tables.**  No snacks are provided by school. Children can bring in a snack from home.  All children will wash their hands for 20 seconds before and after eating and drinking.  Nursery children will bring their own snack and not eat lunch on site.  Table surfaces and any spillages on the floor will be cleaned after eating and drinking.  No shared cutlery or cups for staff and children.  Breakfast Club will start at 8:30. Pupils will sit on tables designated for their classes. FP pupils will use small hall and KS2 classes small hall. | Maintain safety procedures at all times  Main hall to be used by one KS2 year group as it is larger area and better airflow for ventilation. | All Garnteg Primary School Staff | January 2022 and regularly monitor during daily checks |  |
| **Toilets** | Whilst using the toilet pupils and staff may come into contact with someone who is infected with COVOD 19 | **Toilet windows need to be open at all times during school day to allow ventilation to flow through.**  **Pupils need to be taken to toilet areas by staff to ensure they are not in use by pupils from other classes. Door handles need to be cleaned after individual classes have finished.**  The toilet facilities will be regularly cleaned.    Paper towels or electric hand driers can be used. | Maintain high standards of cleaning and regular checks of toilets throughout the day by all staff. | Cleaning staff  All Garnteg Primary School Staff | January 2022 and regularly monitor during daily checks |  |
| **Break times** |  | Play needs to be supervised and integrated into the day rather than set playtimes**. Year groups to continue to use yards at separate times**.  Staff to ensure pupils wash their hands before going onto yard and on return to classroom. | SLT to monitor procedures on return. | All Garnteg Primary School Staff | January 2022 and regularly monitor |  |
| **Outdoor Play Equipment** |  | Where outdoor play equipment is brought back into use, arrangements have been made to clean it more frequently.  Playground equipment that is difficult to clean will be taped off to discourage pupils from using it. | Maintain safety procedures | All Garnteg Primary School Staff | January 2022 and regularly monitor |  |
| **Ventilation** |  | **A carbon monoxide audit and check has been completed by Premise Management staff on 03.01.22.**  Every effort will be made to maximise the flow of fresh air into all rooms as far as practical. This will be achieved through means of:  • natural ventilation  • mechanical ventilation  • a combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air  The School will follow the advice provided by the LA and the Health and Safety Executive on ventilation.  Desk top fans will be used in rooms where there is already good ventilation as and when necessary  As the academic year progresses and the weather becomes colder the ventilation will be tempered with comfortable thermal temperatures.  Carbon Dioxide monitors in all classes and areas to be checked daily by Premise Management staff. Staff can also check – using colour on monitor. | SLT and Premise Management to check ventilation means identified are continually used. | All Garnteg Primary Staff | January 2022 and regularly monitor during daily checks |  |
| **Use of School Halls,** |  | **From 4th January 2022, use of the hall will only be used for dining purposes only until further notice.**  **Staff will be encouraged to physically distance from each other and from the pupils wherever possible during Breakfast Club and lunchtimes.** | SLT to provide rotas for use of hall times and monitor. | SLT  All Garnteg Primary School Staff | January 22 and regularly monitor during daily checks |  |
| **Isolation Rooms** |  | KS2 isolation room to be used if needed for all pupils in case a pupil develops symptoms of COVID 19 whilst at school and needs to be kept isolated until a parent collects him/her. | SLT & Staff to check that First Aid/PPE equipment is available in these rooms at all times and replenish when required. | All Garnteg Primary School Staff | January 2022 and regular monitor |  |
| **Reception/Office Area/ Visitors to School** | The office staff could be exposed to the virus | The office tables are at least 2 metres apart.  There is a screen across the office that separates the staff from people standing in the Reception area.  Visitors to Reception will be kept to an absolute minimum – all contractors have to arrange an appointment with the office.  Parents will be encouraged to conduct their business over the telephone or electronically.  **Only 2 members of office staff are to be in office during school day. This will require one member of office staff working from home when more than 2 are working.**  There will be clear signage that encourages people not to enter the reception area unless told to do so.  Regular cleaning of all contact points by cleaners and caretaker.  Visitors encourages to use the alcohol sanitiser before signing anything.  Premise Management staff to undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance;  •Any areas presenting increased risk to pupils and/or staff to be isolated;  •All outdoor building maintenance to be coordinated with the Head Teacher, caretaker so that segregation from pupils and staff can be ensured (eg. grass cutting);  •All contractors to report to reception prior to the start of any work.  Visitors and contractors will still be required to sign in and complete the Track and Trace documentation | Maintain identified safety procedures at all times | Premise Management/ Office and SLT | January 2022 and regular monitor |  |
| **Staffroom** | A communal area could be a cause of spreading the virus | The staffroom will be set out to provide 2m distancing where possible between the chairs.  A sign has been positioned on the door to indicate the maximum capacity of 5 in the room at any one time  Staff must not share cups or cutlery and should try to bring their own or wash up the utensils by hand in hot soapy water, or in the dishwasher as soon as they have been used  Staff must not make food or drinks for other staff.  Staff need to make sure that they clean all contact points after use and use a paper towel or wipe to touch contact points where possible.  Contact points in the staffroom will be regularly cleaned.  Handwashing and antibacterial soap needs to be available at all times in the staffroom. | Maintain identified safety procedures at all times | All Garnteg Primary School Staff | January 2022 and regular monitor |  |
| **Contractors** |  | As far as possible, contractors will be discouraged from being on site when the pupils are in the areas that the contractors/ need to visit/attend to  Contractors will continue to need to book their appointment prior to arrival  On the day of their appointment they will be required to wear a face covering when they enter the School building, sanitise their hands, sign in and complete the Trace and Trace documentation  (Welsh Government guidance still says that visitors should still wear face coverings when they are visiting sites. Contractors will be reminded of the need to wear face coverings when they ring to make the initial appointment to attend the School..  If they have tested positive for COVID, displaying symptoms of COVID, they should not attend the School | Safety procedures to be followed and staff to record visits in school diary.  Premise Management staff to know where this information is stored and how to access it either side of the school day. | Premise Management staff | January 2022 and regular monitor |  |
| **Legitimate visitors to site –(eg Educational Psychologists, Education Welfare Officers** |  | Legitimate visitors need to make a prior appointment to attend the School, copying in the Head Teacher  On the day of the appointment the visitor will be required to wear a face covering when they enter the School building, sanitise their hands, sign in and complete the Trace and Trace documentation  (Welsh Government guidance still says that visitors should still wear face coverings when they are visiting sites. Visitors will be reminded of the need to wear face coverings when they ring to make the initial appointment to attend the School..  They will be required to sanitise their hands, sign in and complete the Trace and Trace documentation  If they have tested positive for COVID, displaying symptoms of COVID, they should not attend the School | Safety procedures to be followed and staff to record visits in school diary. | Office staff and SLT | September 21 and regular monitor |  |
| **Children with specific medical needs** |  | Inevitably there will be some children in your school with specific medical needs where there is a need for close contact from a member of staff  There may be requirement for staff training | Maintain safety procedures | All Garnteg Primary School Staff |  |  |
| **Children with physical difficulties** |  | Moving and Handling training took place in July, 2021.A further course is to be held in Spring 22. | Maintain safety procedures | All Garnteg Primary School Staff |  |  |
| **Children demonstrating Challenging Behaviour** | Having close contact with a pupil could cause the virus to spread | Physical restraint will only be used as a last resort in line with the School’s current positive handling policy and individual positive handling plans.  Where restraint has to be carried out with a non-symptomatic child, staff will need to wear their usual PPE according to the risk assessment for that child. With a symptomatic child PPE should be worn as appropriate. Care must be taken not to frighten the child and to explain why PPE is being worn. Parents of children with PHPs must be advised of the fact that PPE will be worn while restraining if that has been assessed as necessary.  PPE available: gloves, masks, aprons, visors. Staff to decide what to wear when according to the child and risk. N.B. staff should receive training on how to put on and take off PPE and posters should be displayed as reminders.  Parents and children to be given a debrief when appropriate following the restraint.  Handwashing is important after each restraint. Staff not to touch their faces until they have washed their hands. | Maintain safety procedures | All Garnteg Primary School Staff |  |  |
| **Meeting the Personal Care needs of Pupils. Dealing with toileting Accidents** | Having close contact with a pupil could cause the virus to spread | PPE to be made available to staff. With non-symptomatic children gloves to be worn as a minimum. Also available: mask, visor, apron for staff to use if necessary. N.B. staff should receive training on how to put on and take off PPE and posters should be displayed as reminders.  Regular cleaning of changing area.  Handwashing and anti bac products to be available at all times.  Handwashing is important after each procedure. Staff not to touch their faces until they have washed their hands. | Maintain safety procedures at all times  Checks to ensure full PPE equipment and antibac products are available and replenished when used | All Garnteg Primary School Staff | January 2022 and regular monitor |  |
| **Arrangements for transition** |  | Support pupils’ transition to and from other schools (including Nursery Rising 3s) will take place with online calls using Hwb or telephone calls to parents/ other school settings. This will also include pupils who have been absent from school for a significant period of time due to serious illness. | Office staff and SLT to liaise closely with classteachers, as and when this occurs. | All Garnteg Primary School Staff | January 2022 and when transition of pupils occurs. |  |
| **Cleaning Arrangements** |  | Touch point cleaning will take place throughout the school during the school day.  Fogger machine to be used between morning and afternoon Nursery sessions.  Cleaning after school will remain same. Premise Management & Office staff to inform cleaners if isolation room has been used and needs a deep clean. |  |  |  |  |
| **Hygiene** | Surfaces could be a cause of spreading the virus | * Each class will have cleaning materials that can be used to clean tables, chairs and resources where necessary. * **A cleaner will be employed for 1 and half hours in the middle of the day to clean shared toilets and communal contact points throughout the school and in the nursery.** * **The caretaker will be responsible for cleaning the touch points in the hall and the hall floors.** * Cleaners will have received training on what chemicals to use, what and how to clean. * Where non-symptomatic students require first aid, staff members must wear their usual appropriate personal protective equipment (gloves; plastic apron) whilst administering treatment; Ice packs must be disinfected between uses by the member of staff who uses them; Each class to have their own First Aid kit; Any staff who administer first aid or has direct contact with students must immediately wash hands and avoid contact with face until hygiene practices have been observed; * All tissues and wipes used are to be disposed of in the appropriate way, as per normal practise (with all contents of bins disposed regularly throughout the day); * All classroom doors which are in use should be kept open to reduce the need to touch regularly; * Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms, other learning environments and fixed wall hand sanitisers in communal areas (which are checked daily for supply); * Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light-switches, bannisters are cleaned regularly; * All adults and pupils are expected to  1. frequently wash their hands with soap and water for 20 seconds and dry thoroughly; 2. clean their hands on arrival at school, before and after eating, and after sneezing or coughing and after using the toilet facilities; 3. avoid touching their mouth, eyes and nose 4. use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’).  * Ensure support is available for children who have trouble cleaning their hands independently eg. Foundation Phase, Specialist Resource Base (this may require staff to wear PPE); N.B. staff should receive training on how to put on and take off PPE and posters should be displayed as reminders. * Pupils are encouraged to learn and practise these habits through activity and repetition; * Bins for tissues are emptied throughout the day, and at the end of every day; * The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid; Each child should have their own stationery where possible; * The amount of shared resources that are taken and brought in from home is limited; * All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible; * Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; * Posters are displayed throughout the school and on plasma screens reminding students and staff to wash their hands, eg. before entering and leaving the school; * Pupils wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed in posters for display and spreading infection guidance; * Additional alcohol-based sanitiser (that contains no less than 70% alcohol) is provided for use where physical distancing cannot be adhered to; * Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and/or electric hand driers and waste disposal bins are supplied in all toilets and kitchen areas; * Bar soap is not used – liquid soap dispensers are installed and used instead; * Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary; * Pupils and staff do not share cutlery, cups or food; * All utensils are thoroughly cleaned before and after use; * Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance; * In light of increased cases of COVID in the School enhanced cleaning will be undertaken where required | Maintain safety procedures at all times | Cleaning staff  All Garnteg Primary School Staff | January 2022 and regular monitor |  |
| **Books/Marking/Resources** | Handling of Resources could lead to the virus spreading in the School | Wherever possible the pupils will have a set of resources for their own personal use.  Where this is not possible eg. In the nursery, there will be extra cleaning in the middle of the day.  Keep resources to a minimum to reduce the need for cleaning difficult items. The virus lives for 72 hours on surfaces. Resources could be on a rota every 72 hours which would negate the need for cleaning.  Passing objects between pupils and between staff should be kept to a minimum. Hand washing will be key when handling books and resources. | Maintain safety procedures at all times | SLT  All Garnteg Primary School Staff | September 21 and regular monitor |  |
| **End of School Day** |  | **The school day will continue to end at 3pm and 3.10 pm for pupils: Surnames A-M 3:00pm and N-Z 3:10pm.** | Maintain safety procedures at all times | All Garnteg Primary School Staff | January 2022 and regular monitor |  |
| **Testing** |  | **Staff to undertake an LFD test before they attend school on a Monday/Wednesday/Friday and record their results.**  **Staff should continue to take up the offer of vaccination/booster if/when the offer available and inform SLT and Office staff when undertaken.** | Regular communication to remind staff of the importance of taking the test, recording the results and not attending work if the result is positive or if they have any COVID-19 symptoms. | All Garnteg Primary School Staff | January 2022 and regular monitor |  |
| **Case of COVID 19** | Any case of COVID 19 needs to be dealt with safely | * **All staff who are fully vaccinated and children aged 5 to 17 are now asked to take lateral flow tests (LFTs) every day for 7 days if they are identified as a contact of a positive COVID-19 case. This is known as ‘Daily Contact.Testing’.** * **These individuals do not need to self-isolate for that day unless they have a positive lateral flow test or develop symptoms. In either of these cases, they should book a PCR test as soon as possible.** * **Children under 5 years old remains unchanged - they are not required to self-isolate or test as contacts.** * **If there is one isolated confirmed case of Covid-19 in a class school is to issue an inform letter.** * **If there are two or more cases within 7 days in a class, the school will issue a warn and inform letter stating that there are two or more cases in a class and advising parents/carers that it would be prudent for the class to undertake LFD tests for 7 days to try and prevent coronavirus spreading more widely in the school. If school has already issued a warn and inform letter during the past 7 days, we do not need to issue a further warn and inform letter to the same group of parents and will continue to monitor the situation.** * **If any staff member has tested positive for COVID-19 within the last 90 days they should not take a PCR test and should instead use the repeated LFTs part of the testing scheme.** * **If a member of staff or child receives a positive test for COVID-19 they must self isolate for 7 full days and take a LFT on day 6 and 7. If negative they can return to school on day 8.** * **If either of the LFTs taken on day 6 or day 7 is positive, staff/children should remain in self-isolation until 2 negative LFTs or day 10 whichever is sooner. A positive result indicates that they are likely to still be infectious and the risk of passing on coronavirus to others is high. If the result of the LFT test you take on day 6 is positive, wait 24 hours before taking the next test.** * **If staff/children still have a high temperature after 7 full days, even if the LFT is negative, they should continue to self-isolate until their temperature has returned to normal.** * **Staff and children do not need to continue self-isolating for more than 7 days if they only have a cough or loss of sense of smell or taste.** * **Staff, pupils, parents/carers to be informed of the symptoms of possible coronavirus infection, eg. a cough, difficulty in breathing and high temperature, changes or loss of taste and smell, and are kept up-to-date with national guidance about the symptoms and guidance in relation to ‘stay at home’;**   **•Any pupil who displays signs of being unwell is immediately referred to the Head Teacher by telephoning. While waiting to be collected, children will be supervised outside under the canopy if weather permits or in the isolation room – use outside access and ensure physical distancing is maintained;**  **•** **Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe;**  **•** **The relevant member of staff calls for emergency assistance immediately if the pupils symptoms worsen;**  **•** **The parents of an unwell pupil are informed as soon as possible of the situation by the Head/ office**  **•** **Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated;**  **•** **If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be cleaned immediately after use;**  **•** **Any medication given to ease the unwell individual’s symptoms, eg. paracetamol, is administered in accordance with the school’s policy;**  **•** **If a member of staff or child displays symptoms of COVID-19 they must self- isolate until a PCR test has been undertaken. If the result is negative, staff and children can return to school before the 7 days is up, once they have been PCR tested for COVID 19.**  **•** **If a member of staff or child receives a positive test for COVID-19 they must self isolate for 7 full days and take a LFT on day 6 and 7. If negative they can return to school on day 8.**  **•** **Ensuring arrangements are in place for first aid support and availability;**  **•** **Account for availability of trained first aiders or emergency personnel;**  **•** **Provisions should be fully stocked and monitored. Accident forms completed where required;**  **•** **If a member of staff is diagnosed with COVID 19 as a result of being exposed during the work place this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents**  **•** **All pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required;**  **•** **Pupils’ parents/carers are contacted as soon as practicable in the event of an emergency;**  **•** **Pupils’ alternative contacts are called where their primary emergency contact cannot be contacted.**   * **If the Education Senior Management team or TTP need to discuss an issue with Covid, the nominated single point of contact for liaison is the Headteacher. The reserve liaison contact in the Headteacher’s absence would be the Deputy Headteacher.** | Maintain safety procedures at all times. | All Garnteg Primary School Staff | January 2022 and regular monitor |  |
| **Communication with Parents** |  | Regular letters and notifications will be sent to parents to remind them that they must not send their children to school if they have symptoms of COVID 19 or if they have been told to self-isolate. Up to date guidance will be issued to staff and put on the school website.  Regular letters and notifications will be sent to parents to remind them that they must not send their children to school if they have symptoms of COVID 19 or if they have tested positive or told to self-isolate. Up to date guidance will be issued to staff and put on the school website. | Maintain safety procedures at all times and inform parents and staff of updates. | SLT  Office Staff | September 21 and regular monitor |  |
| **Pregnancy** | Vulnerable Groups | Staff 28 weeks pregnant and above should work from home wherever possible | SLT to ensure correct procedures are to be put in place to ensure safety measures are followed. | SLT | September 21 |  |
| **Distance Learning** |  | * Staff and governors have been given a copy of the School’s Distance Learning guidance to refer to should an occasion arise when there is a need to re-introduce distance learning. * Staff have already been given a copy of the School’s most update Homeworking Policy in readiness in case the school needs to revert to distance learning and staff need to work remotely. * School to ensure that all teaching and relevant support staff have a school-issued device to support distance learning * A Professional Learning Plan is available for staff to refer to should they need to deliver “distance learning” opportunities for pupils; * Leaders and staff will continue to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning; * Leaders will ensure that all staff communicating with pupils and parents have a school or hwb email accounts * Protocols for asynchronous and synchronous learning have already been agreed by Leaders. Staff have been made aware that they are expected to follow these for their own safeguarding; * Staff required to work remotely have been given the necessary equipment to deliver distance learning; * Line managers will maintain regular contact with staff who have to work remotely. * Schools will ensure that all pupils have access to equipment and resources necessary to engage in learning opportunities if the need arises to re-introduce distance learning; * If there is a need to re-introduce distance learning, the School will maintain contact with parents to provide help and support so that they can support children with distance learning activities. | Distance learning policy and action plan to be agreed by staff and governors. | All Garnteg Primary School Staff | October 21 |  |
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**N.B:**

**Staff need to be aware the situation with COVID could change quickly and unexpectedly and there may be a need to re-instate the additional COVID safety measures that were in place last year – e.g wearing of face masks; re-introduction of virtual methods of teaching; vulnerable staff working from home, etc**

**Head Teachers will work with the LA, Public Health Wales and the Track, Trace and Protect unit to determine appropriate courses of action if incidents of COVID increase significantly in the School locality, or nationally**