



School Reopening September 2020

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Introduction and Context

The coronavirus (COVID-19) pandemic has been one of the greatest challenges schools may have and, will ever, face in our lifetime. However, we have been inspired by the generosity of spirit and dedication of everyone at school to support one another during this most challenging period.

From 29th June, as part of the "Check in; Catch up; Prepare for September 2 phase, we provided face-to-face experiences to the vast majority of students in Years 7 – 10. This phase of the school's recovery has been very successful in supporting students to 'check in' with staff and discuss concerns which may have arisen as a result of the period of school closure; 'catch up' on engagement and completion of remote learning; while also being 'prepared' for a new approach to learning from September 2020.

We recognize and accept that there cannot be a 'one-size-fits-all' approach across the education system in response to the challenges faced by coronavirus (COVID-19). Therefore, the approach we have taken may vary from some other schools within and beyond our local authority and/or region. However, we have made informed judgements about how to balance the delivery of a broad curriculum, while ensuring suitable control measures are in place to manage the risk of transmission of the virus in the context of our school.

Reconnecting pupils with the school and its curriculum

We acknowledge that some pupils will have thrived on home learning, and many will have made excellent progress. However, we cannot expect pupils generally to have learned as much as they would have done in school, even when they have worked as hard as they possibly can. We also recognize that students have had different home environments and circumstances, some where learning has been impossible for whatever reason.

As the curriculum resumes, it will of course be important that teachers don't project anxiety onto pupils, and that there is a spirit in schools and classrooms of confidence and eagerness, rather than of crisis. The school is therefore committed to offering a broad and balanced curriculum at Key Stage 3 and 4 in order to enable students to have access to a full range of subjects over the year. This includes access to specialist subject areas, subject choices for GCSE.

The school will include consideration as to the number of qualifications it is reasonable to expect learners at Key Stage 4 to undertake, to allow them to both demonstrate their full potential and to perform to the best of their ability and may wish to make adjustments in this regard. Pupils and parents will be kept fully consulted with any proposed changes. In the autumn term, the school will quickly review any plans for early entry arrangements for Year 10 and Year 11 students. For example, November 2020

series and/or summer 2021 series (for Year 10). The WJEC will soon publish details of modifications to GCSE examinations which will take into consideration disruption caused by COVID-19 and should in theory make the delivery of course content and the assessment requirements more manageable for students.

Contact Groups

The use of consistent 'contact groups' (or 'bubbles') of students helps to reduce the risk of transmission of the virus. This is the approach which has been used by the school during the first phase of increased operations in the summer term. These distinct 'contact groups' do not mix with other groups, making it quicker and easier in the event of a positive case to identify those who may need to self-isolate.

The school recognizes that the practicalities of managing this process from September is far more complex and challenging in a secondary school. This is because of the demands of delivering examination courses at GCSE, where students follow a broad range of options unique to their own individual pathway. In line with Welsh Government [guidance](#), the school will create larger 'contact groups' in order to deliver the full range of curriculum subjects and enable students to receive specialist teaching.

Where practicable, the school will seek to maintain class 'contact groups' for Key Stage 3 students through the delivery in tutor groups. However, to ensure that this does not negatively impact the quality of learning, tutor groups may need to be revised to group students broadly by ability at a later date. As part of the planning for a full return, the school has identified how student and staff contact will be reduced, as much as is reasonably practicable and possible, to include:

- grouping students together in 'contact groups' by individual year groups;
- allocating year group 'contact groups' to designated areas of the school site to avoid contact with other 'contact groups' during social time; and
- wherever possible, limiting the number of people students and staff come into contact with during lessons through tutor group teaching.

Teaching and support staff will be able to operate across different classes and year group 'bubbles'. However, insofar as is reasonably practicable, the school will seek to minimize this. Where staff need to move between classes and 'bubbles', they should socially distance from students and other staff as much as they can, ideally 2 metres from other adults.

Classroom measures

In line with Welsh Government guidance, class sizes will revert to normality from September. However, through the creation of year group 'bubbles', students are far safer coming into contact with fewer students, and the school will put in place measures to limit the amount of time they are in face-to-face contact with others.

The school will make necessary adaptations to support implementation of the latest health advice. This will include reviewing its arrangements, games and activities and remodeling these, where appropriate to ensure safe practices are in place. For example, rooms will be organized to limit students facing each other in favour of students sitting side-by-side and facing forwards. Wherever possible, unnecessary furniture will be removed to maximise space. In line with the latest medical guidance, teaching staff will be expected to remain at the front of the class, wherever possible, and make greater use of classroom technology, such as visualizers to model work. This will support them with maintaining social distance (of 2 metres) from students.

Equipment and resources are integral to education in schools. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and students have their own items that are not shared. Classroom based resources, such as books can be used and shared within the contact group. These should be clean regularly, along with all frequently touched surfaces. Resources that are shared between classes or contact groups, such as sports, art and science equipment should be cleaned frequently and meticulously and always between contact groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different contact groups. When students enter a new classroom they will be expected to hand sanitise.

In line with Welsh Government guidance, students and staff can take books and other shared resources home, although unnecessary sharing should be avoided. This is particularly the case where it does not contribute to the education and development of students.

Measures beyond the classroom

Contact groups should remain separate to lower the risk of transmission. Furthermore, movement around the school site will be kept to a minimum. As a result, Tutor Time and large gathering, such as collective worship and assemblies will not take place until a time when Welsh Government and the local authority advice suggests otherwise. These activities will continue to be delivered virtually, insofar as is possible.

The school will stagger break and lunch times between the different 'contact groups' and zones to ensure that movement and concentration of people is minimized and prevents overcrowding. This is relevant not only for students and staff but for families. The

school will also make parents/carers, students and staff aware of social distancing expectations during arrival and collection.

The entrance and exit to the site will continue to be controlled. Visitors, including parents/carers and governors, will be limited to essential only to reduce contact with different groups of people. This will be reviewed on a regular basis, in line with the latest guidance from Welsh Government and the local authority.

The school recognizes that some direct or indirect mixing between students in different contact groups is unavoidable. For example, this includes the use of transport, when receiving specialist subject teaching or owing to staffing restraints. However, the school will endeavor to minimize the risk of transmission by implementing a range of cleaning risk controls. Furthermore, some students, for example those with additional learning needs, may require specific help and preparation to introduce these changes to behavioural practice. Relevant staff in school will work with these individuals to support this effectively.

Timetable

The start and finish of the school day have been temporarily amended slightly according to year group and to facilitate staggered break times. There has been a staggering of break times to facilitate the planned reduction in movement around the building. All lessons will be taught as 'Double Lessons' with a two-week timetable in operation. This will ensure that there is no transition between lessons and no traffic on the corridors. (See Appendix 1).

Zones

The school has been split into identified zones, with Year groups allocated to each zone. This will mean that students in Years 7, 8 and 9 will be taught in the same classroom for all lessons. Year 10 and 11 will remain in Year group 'bubbles' but will be able to make use of specialist teaching areas.

Each zone will have a Zone Leader and Zone Support allocated to the area to support within that year group.

Year Group	Zone Leader	Zone Support	Base
Year 7	SEP	JBI	Room 9a
Year 8	AH	LEH	Room 3a
Year 9	JJ	TF	Room 14a
Year 10	LP	LS	Room 13a
Year 11	LM	LR	Art Bridge

The school has identified specific zones for break and lunch time operations. Pupils will only be permitted into these areas during their assigned welfare breaks and this will be enforced strictly. This protects the integrity of the 'contact groups' and decreases the chance of cross contamination.

Arrival at School

Students will be directed to their arrival area at their designated start times. These are:
Year 7, 8 and 9 – Identified section on yard behind the Theatre
Year 10 – Area below the Art Bridge
Year 11 – Tennis Courts

Students will line up in Tutor Groups and will be escorted/directed to their classrooms.

Arrival in Class

As we are working with double lessons, the arrival to class will follow the procedures that we have for arrival at school.

Arrangements at Break Time

Students will have 15 minutes for break. This will be on their designated yard. There is no catering provision at break and students will line up in their tutor groups before being collected for their next lesson.

Arrangements for Lunch

Lunch times are staggered for each year group. The Dining Room will offer a takeaway catering provision, which will be eaten in outdoor areas. Students will be expected to spend lunchtime in their designated areas.

In severe weather conditions, an indoor area will be identified for each year group. These will be:

- Girls' Gym
- Boys' Gym
- Sports Centre
- Theatre
- Dining Room

Wellbeing

During the coming months, it is recognised that students are more likely to be anxious as operations are increased. Therefore, to help cope with these additional pressures, a strong emphasis on health and wellbeing will continue to form a significant part of the curriculum to provide the necessary support and guidance. Staff will be alert to identify and support students who exhibit signs of distress. Pastoral care and bereavement support through a range of internal plans are in place. For students requiring more intensive and/or specialist support, the school will coordinate this via external services, such as the young person's counselling service.

Behaviour expectations

The school will work closely with staff, students and parents/carers to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and will also consider how to build new expectations into their rewards system. The school's Belonging policy has been updated to include expectations linked directly to coronavirus (COVID-19). In relation to coronavirus (COVID-19), the school accepts and expects that students (and staff) will make the occasional mistake in relation to social distancing etc. However, where there is a deliberate breaking of a school rule, especially around measures to keep students and staff safe, then sanctions will be in place.

Contingency planning for reduced operations

In the event of a local outbreak, the school will work with the local authority and/or Public Health Wales team to inform any decision about forced full and/or partial closure. For example, partial closure may involve remaining open only for identified students, such as vulnerable students and the children of essential key workers. In the event of individuals or groups of self-isolating students, as well as in the event of forced full and/or partial closure, learning will be provided remotely. For detail on our remote learning approach, please refer to our published 'Distance Learning' Guidance which will be published prior to the start of the Autumn Term.

School Operations

Timeline for phased re-opening prior to full return on 7th September:

Week Beginning 31st August

1st and 2nd September – Planning and preparation (operational guidance; health and safety; blended learning);

3rd and 4th September - Induction days for Year 7

Week Beginning 7th September

7th September – Year 7 and 11 return

8th September – Year 7, 10 and 11 are in school

10th September – all pupils return to school and follow planned timetable

Entrances/Exits

The entrance and exit to the site will be controlled. Only essential visitors, including parents, will be allowed on site when having a pre-arranged appointment. It is important that students follow the designated routes given to help keep others safe. When on site, students will not be permitted to leave and return to the site.

All persons using the site will be required to hand sanitise/wash hands on entrance and exit.

Social distancing

While there will be limited expectation that students will need to socially distance within their own 'contact groups', there will be an expectation that they social distance from all adults and other students in different 'contact groups' until a time when this is deemed unnecessary. At the time of writing, this remains at 2 metres.

In readiness of increased operations from 29th June, the school took the necessary steps to ensure social distancing arrangements were in place. The school's expectations around social distancing have been developed to help keep students, staff, and their families safe and well.

Social distancing will play a large part in the medium-to-longer term planning at school. As far as is reasonably practicable, the school would expect students to social distance when entering or exiting the school site. Parents/carers will not be permitted to drive on to the school premises to drop off and/or collect students. Parents will not be able to enter the premises without a prior arranged appointment.

Transport

We advise that students travel to school by any means of active travel and/or transported by families. Social distancing should be maintained on the journey to and from school. People of different households should only travel together if social distancing is possible. Students should avoid using public transport, where possible. Where public transport is used, then students and staff should observe current public health guidance, specifically regarding the use of face coverings.

School uniform

During the first phase of increased operations, students benefited from relaxations to the school uniform requirements. This was in view of the lack of availability of uniform prior to shops re-opening and the likelihood that pupils had outgrown uniform items.

From September, the school will revert to its usual uniform expectations. School uniform helps play a valuable role in contributing to the ethos of the school and sets the appropriate tone. Uniforms will not be required to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Catering

Catering facilities will continue to be available from the start of the autumn term and provision for food to all students who want it, including for those eligible for free school meals, will be in place. However, while the school continues to operate staggered lunch times, for reasons linked to food standards, it may not be possible to serve a complete menu of hot meals throughout the day. Therefore, while these restrictions are in place, cold food will continue to be the main food offer provided during this phase of increased operations.

There will be no catering offer at break.

Cleaning and maintaining the site

The cleaning of non-healthcare settings guidance is understood by the relevant staff and will be followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE (eg. vinyl or nitrile gloves and aprons); staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes.

The building will be cleaned regularly throughout the day. Hard surfaces will be cleaned with warm soapy water and then disinfected with the cleaning products normally used. Particular attention will be given to clean 'high-touch' areas and surfaces, which will be

cleaned more frequently than normal, including bathrooms, railings, tables, equipment and door handles. Our cleaning staff will be expected to maintain social distancing from each other and from teaching/support staff and students at all times.

Tissues will be placed in a separate waste bin and disposed of safely. The school will double-bag waste in line with latest guidance and ensure it is removed daily.

If any waste is suspected of being in contact with someone showing symptoms of coronavirus (COVID-19), it will be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is. Our Business Manager will ensure that the cleaning team fully understand the cleaning requirements; and ensure that they have appropriate training, products and equipment available in a timely manner.

A hygiene 'check list' of frequently touched surfaces will be cleaned using designated materials.

These include

- Bannisters and/or balustrades;
- Classroom desks and tables;
- Toilet facilities;
- Door and window handles;
- Furniture;
- Light switches;
- Reception desks;
- Computer equipment;
- Sports equipment;
- Telephones; and
- Biometric scanners, where used.

Emergencies, accidents and first aid

Increased operation of the school is supported by appropriate risk assessment, considering appropriate contingencies in case of emergencies. Staff will be fully aware of emergency and evacuation procedures. There are a number of named members of staff qualified in first aid. A qualified first aider will always be present on site. In the event of an accident at school, the same procedures will apply. However, PPE will be available for staff to administer first aid.

Safeguarding

Students will have encountered different experiences and home environments during lockdown and all staff will be reminded of their safeguarding duties within the statutory safeguarding guidance for education settings Keeping Learners Safe and with the Wales Safeguarding Procedures. The procedures for safeguarding children and young people

remain the same. In the event of a safeguarding concern, then the usual procedure of contacting the designated senior person, or in their absence, the deputy designated senior person applies.

Communication between parents/carers and the school

Throughout the coronavirus (COVID-19) outbreak, the school has sought to maintain regular communication with parents/carers via email, SZapp and the dedicated webpage on the school website. As the school seeks to further increase operations, communication between school and home will be crucial.

Hygiene/Handwashing

Strong personal hygiene helps reduce the risk of coronavirus (COVID-19). As a result, the NHS 'catch it, bin it, kill it' principles will remain a strong feature of the school's approach to supporting good respiratory hygiene.

Regular washing of hands with liquid soap and running water for at least 20 seconds, as well as avoiding touching your face limits the risk of contamination. As a means of prevention, the school will ensure that all staff and students understand the importance of regularly washing their hands and that these facilities are in place. This will include access to handwashing stations, with regular supplies of liquid soap, and a hand sanitiser station, with at least 60% alcohol, is placed inside every classroom and throughout communal areas of the site.

The school will ensure that students and staff have an opportunity to clean their hands regularly. Staff will also ensure students are reminded of effective handwashing techniques. These will be displayed around the school for clarity. Regular handwashing should include

- on arrival at and when leaving the school;
- 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; and
- after people blow their nose, sneeze or cough.

Students and staff should cough into their elbow. Insofar as it is possible, students and staff will be encouraged not to touch their face.

To support effective hygiene practices, the school will maintain an enhanced cleaning system to help prevent risk of transmission of the virus. The building will be cleaned throughout the day and, thoroughly, at least once per day. Particular attention will be

given to clean 'high-touch' areas and surfaces, which will be cleaned more frequently than normal, including toilets, railings, tables, equipment and door handles.

The school will continue to dispose of waste in line with latest guidance and ensure it is removed daily. This includes the procedure for disposing of any waste suspected of being in contact with someone showing symptoms of coronavirus (COVID-19). The Cleaning Supervisor will ensure that the cleaning team fully understand the cleaning requirements and ensure that they have appropriate training, products and equipment being available in a timely manner.

Personal Protective Equipment (PPE)

The vast majority of staff will not require the use of PPE beyond what they would normally need for their work. It is important to remember that physical distancing, hand hygiene and respiratory hygiene (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus. Furthermore, hand hygiene is critical before and after all direct contact with students, and after cleaning equipment and the environment.

As with the initial phase of increased operations, where a student and/or member of staff wishes to wear a face covering then the school will permit this. No student or member of staff, who may not be able to handle face coverings as directed (e.g. those with special educational needs or disabilities), will wear them since it may inadvertently increase the risk of transmission.

Management of students/staff with symptoms

Anyone displaying symptoms should stay at home for ten days. 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.

The present advice is that it is not necessary to screen temperatures. This is because screening will not identify all cases of coronavirus (COVID-19) and the means of checking temperature may put staff and students at greater risk of transmission. However, there is an expectation that parents/carers check their child's suitability for attendance at school prior to their departure from home.

Staff at school will be vigilant for changes to students' temperatures and signs of fever. No student with symptoms should be sent to school at all and it is vital that parents/carers are encouraged to act accordingly. Where a student or member of staff begin to show symptoms on site, the medical or isolation rooms will be used as a safe isolation area, where they will remain until they can be safely collected.

Engagement with the Test, Trace, Protect (TTP) Strategy

The school will actively engage with the Test, Trace, Protect strategy and apply the latest guidance. It will ensure that staff, parents/carers and students understand that they will need to be prepared

to:

- book a test if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school;
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by Test Trace Protect; and
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).

Face Coverings

The control measures that we have in place do not necessitate the wearing of face coverings. The latest technical guidance from the Welsh Government states that face coverings for students and/or teachers in the classroom is inadvisable. Our approach to double lessons means that the traffic on the corridor has been virtually eliminated. However, it is acknowledged that face coverings can further reduce transmission risk in shared and communal areas. Therefore, we will recommend that all staff and students wear a face covering when in the dining room or when supervising unstructured time indoors.

September 2020 – Times for the School Day

	Year 7	Year 8	Year 9	Year 10	Year 11
ARRIVAL	8.30	8.35	8.40	8:45	8:50
L1* and L2	8:40 - 10:20	8:45 - 10:25	8:50 - 10:30	8:55 - 10:35	9:00 - 10:40
BREAK	10:20 - 10:40	10:25 - 10:45	10:30 - 10:50	10:35 - 10:55	10:40 - 11:00
L3 and L4	10:40 - 12:20	10:45 - 12:25	10:50 - 12:30	10:55 - 12:35	11:00 - 12:40
LUNCH	12:20 - 1:00	12:25 - 1:05	12:30 - 1:10	12:35 - 1.15	12:40 - 1.20
L5* and L6	1:00 - 2:40	1:05 - 2:45	1:10 - 2:50	1:15 - 2:55	1:20 - 3:00
FINISH	2:40	2:45	2:50	2:55	3:00

COVID-19 - PREPARATION TO RE-OPEN SCHOOLS - SECONDARY SCHOOL RISK ASSESSMENT

Grouping	Area of Concern	Existing Measures	Likelihood			Additional Controls	Likelihood			Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
			Severity	Score	Severity		Score					
Logistics	Accommodation	<ul style="list-style-type: none"> School capacity calculation. 	4	3	12	<p>All classrooms have been assessed to ensure the teacher is able to teach effectively whilst maintaining a 2 meter distance from the class of students. This includes designating new spaces as teaching areas where necessary. Learners in Years 7,8 & 9 will be taught in Tutor Group 'Bubbles' in the same room throughout the day. Each year group has been given a designated area of the school. Arrival times, breaks and lunchtimes have been staggered to significantly reduce any contacts between groups. All desks in the classroom are forward facing. In Years 10 and 11 social distancing will be in place, where possible. Face masks will be recommended in areas where social distancing is difficult to maintain.</p>	2	3	6	<p>Staff will be reminded to maintain a 2 meter distance, where possible. All unnecessary furniture has been removed from all the classrooms.</p>	AS/GS	Yes
Logistics	Accommodation Function	<ul style="list-style-type: none"> Health and safety requirements related to school classroom and infrastructure usage. 	4	4	16	<p>• Detailed Infection Control Measures have been identified which include, training, decluttering rooms, cleaning, hygiene controls. Toilets and handwashing facilities have been identified for each classroom being used. • All students in Key Stage 3 will remain in the same classroom during the school day. All lessons will be taught as double lessons to ensure that lesson changeover only occurs at break and lunch. All classrooms used by Key Stage 4 students will be cleaned between use. Each classroom has been fitted with a hand sanitiser dispenser by the door. Hand washing facilities have been created for every year group to use before entering the building. The enhanced cleaning will feature a team of cleaners working throughout the day, on top of the team of cleaners who will thoroughly clean the building at the end of the day. All cleaning activities will be fully recorded. All staff will support the increased cleaning regimes by regularly wiping down high touch areas. A one-way system will be in operation in certain parts of the building. Face masks will be recommended in areas where social distancing is difficult to maintain. This will include when accessing the dining room and in the event of being supervised indoors due to adverse weather.</p>	2	3	6	<ul style="list-style-type: none"> Detailed Infection Control measures are attached in Appendix 2. All members of SLT and our cleaning supervisor have undertaken additional training in the form of Infection Control Qualifications. Records of handwashing will be retained. Guidance on handwashing video clip has been shared with students and will be repeated each morning. Detailed guidance on handwashing features on numerous posters which are displayed around the building. All handwashing will be with the use of an antibacterial handwash. Hand sanitising stations are also available at various points across the site. 	AS/GS	Yes
Logistics	Transport	<p>Majority living within 3 miles with safe travel to school. Students who live further away use public transport. No school buses.</p>	3	4	12	<ul style="list-style-type: none"> FCC Transport team to arrange taxi's for those students eligible to transport students to and from Elfed High School in line with their new timetable. Parents will not be permitted to drop off students within the school grounds. The majority of students will walk to school and line up outside their dedicated entrance door at their dedicated time following 2 meter social distancing rules. Students will be met by a member of staff on their arrival. Additional temporary car parking will be created on one of our fields to ensure the hard surfaced spaces are utilised to support student arrival. Some direct or indirect mixing between children in different contact groups will be unavoidable, such as on transport, receiving specialist teaching or due to staffing constraints. 	2	4	8	<ul style="list-style-type: none"> Students who travel to school on public transport will be reminded to follow government guidance. Detailed Guidance for Students using FCC Transport Appendix 3. 	AS/SD/DS	Yes
Learners & Staff	Identification of learners to reintegrate	<p>WG are asking schools and settings to plan for a full return of all learners on a phased approach from the start of the autumn term</p>	4	3	12	<p>In order to ensure that our systems are working effectively, we will increase the number of students attending school to full attendance on Thursday 10th September. 1st / 2nd September will be used as planning and preparation days to ensure that all staff are fully briefed on arrangements. 3rd & 4th September will be Year 7 students only in attendance, allowing these students two induction days. On Monday 7th September, we will add Year 11 students. These will be the first group of students who will move around specialist areas. Year 10 will be added on Tuesday 8th September, with Year 8 and 9 starting back on Thursday 10th September.</p>	2	3	6	<p>TA provision will need to be redirected. Students in KS3 will remain in the same group and room throughout the day and students in KS4 will remain in a year bubble.</p>	AS	Yes

COVID-19 - PREPARATION TO RE-OPEN SCHOOLS - SECONDARY SCHOOL RISK ASSESSMENT

Grouping	Area of Concern	Existing Measures	Likelihood			Additional Controls	Likelihood			Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
			Severity	Score	Score		Severity	Score				
Learners & Staff	Clarifying purpose of educational attendance on school sites	• 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 under a re-engagement programme.	4	2	8	• Elfed High School will liaise with FCC to determine the guidance and expectations to be shared with parents / carers and to create the checking and follow-up procedures if they feel that learners are falling outside of these expectations. • The Pastoral team will continue to support all students. • Students with additional needs will continue to be supported by the Additional Needs team. The school will work with parents / carers to secure regular school attendance from the start of term as this will be essential to help pupils catch up on missed education, make progress and promote their wellbeing and wider development. A Pastoral Support Assistant linked to each year group will be key to support this.	2	2	4	• Communication with parents / carers will be via email, Schoolzine and the school website. • Parents / visitors will not be permitted into the school. • No-one with symptoms should attend. • Eligible children (including priority groups) should be strongly encouraged to attend school, unless they are self-isolating or they are vulnerable (in which case they should follow medical advice). • If someone in their household is vulnerable, they should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions. • Families should notify school as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together. • LAs should make it clear that parents will not be fined for non-attendance at this time, and schools and will not be held to account for attendance levels. • Elfed High School should continue to inform social workers where children with a social worker do not attend.	AS	Yes
Learners & Staff	Staff Availability	Assumption that all staff are available to work from 1st September.	3	3	9	Identified vulnerable staff will have an individual risk assessment carried out.	2	2	4	As contact with learners increases the requirement for staff to self-isolate may become an increased pressure on staffing.	AS	Yes
Learners & Staff	Risk assessing vulnerable staff and learners	We will need to develop a register of staff and learners who are defined as 'vulnerable' under the prevailing demands.	4	4	16	• This will need to be updated as this dynamic situation changes and any adjustment to status will need to be communicated in advance of the new status taking effect. Individual Risk Assessments will also be carried out for all students who are at an increased risk or would be identified as vulnerable.	2	4	8	Staff have identified themselves or have been identified for individual risk assessment. Students who have an individual risk assessment will have the necessary control measures implemented. We have identified provision within each year group which will allow students to socially distance from other students.	AS	Yes
Learners & Staff	Display of symptoms in school – Employees, Learners, Parents / Carers	• Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend or visit school.	4	4	16	• Any employees, learners or parents / carers who are feeling unwell / displaying Covid-19 symptoms must not attend or visit school. • If anyone becomes unwell when in school they must leave school as soon as practicable and follow self-isolation guidelines. • School will monitor sickness absence of learners and report any suspected incidents of Covid-19 symptoms to LA.	3	4	12	• Elfed High School to set up a track and trace system to ensure if someone does become ill there is a clear understanding of where that person has been and who has been in the same room as that person. We will also contribute to any national Track and Trace approach. • The large meeting room on the ground floor has been identified as the isolation room. • Staff provision has been managed carefully to ensure that we are able to maintain provision if a number of employees are unable to work in school. If staffing provision meant that it was no longer viable to keep the school open safely, the decision would be taken to close the school or move to partial closure.	AS	
Learners & Staff	Injury to learners on site	• If a learner is injured in school, First aid staff would attend to injury, call the parent and if necessary arrange for learner to see doctor or visit hospital.	2	4	8	• If attending to any wounds, etc school staff to use Personal Protective Equipment (PPE) at all times. • Ask parent / carer permission for learner to attend doctors surgery or hospital during pandemic. • If in any doubt (or if not able to contact parent / carer) contact NHS Direct / Emergency Services for advice.	1	4	4	• If a learner was seriously injured or someone with a medical condition needed to be admitted to hospital the emergency services would be called. The injured person would remain in the classroom with a first aider wearing the appropriate PPE and the rest of the class relocated to Room 19 (New Meeting room) maintaining 2 meter social distancing. • Emergency service would be called for serious incidents or incidents. • Parents / carers would be called and asked to accompany learner to hospital.	AS	Yes
Learners & Staff	School Uniform	• Children will have grown during the time of the lockdown and many uniforms may no longer fit them.	3	2	6	• Our usual uniform policies will be in place in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone. All students will be expected to be in full school uniform.	2	2	4		AS	Yes
Learners & Staff	Staff Dress Code	Smart dress required.	4	3	12	• The staff dress code is smart formal as it was before lockdown was introduced.	1	3	3		AS	Yes
"The School Day"	Arrival at School	• All transport arrive at school and drop off in one central point. • Parents requested not to bring children onto the school site or restrict access to school accommodation.	3	3	9	• Elfed High School will operate staggered start times for each Year Group. All learners to remain in taxis until staff come to pick them up. Students in each year group will be given a designated arrival time and an area to which they will report. They will be collected from these areas and will use the outdoor handwashing facilities before being taken to their classroom. Students will wear face coverings when on transport.	2	3	6	We have separate arrival areas for each year group. Each area has an external handwashing station to ensure strong hand hygiene measures are in place.	AS	Yes
"The School Day"	Arrival in Class	• We will operate a policy of static learners and mobile staff.	3	2	6	• All lessons will be taught as double lessons with a two week timetable. This will eliminate movement of any learners between lessons. • Desks to be moved in each classroom to ensure social distancing. When timetabling, groups will be kept apart and movement around the school kept to a minimum. We will have staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).	1	2	2	Students required to maintain social distancing on the way to their classroom. Each year group will have an allocated yard where they will line up at the beginning of each lesson. They will then be escorted to their classroom by a member of staff. The teacher for that lesson will already be present in the Classroom.	AS	Yes
"The School Day"	Collective Worship and Assemblies	• Daily collective worship / assemblies as per school timetable.	4	4	16	• No whole school / key stage collective worship or assemblies. • Collective worship to be held in individual classes. ATW will continue to be delivered remotely.	1	4	4	Any assemblies will be pre-recorded and delivered on screen.	AS	Yes

COVID-19 - PREPARATION TO RE-OPEN SCHOOLS - SECONDARY SCHOOL RISK ASSESSMENT

Grouping	Area of Concern	Existing Measures	Likelihood	Severity	Score	Additional Controls	Likelihood	Severity	Score	Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
"The School Day"	Break Times / Lunch Times	<ul style="list-style-type: none"> These pose a significant risk to the social distancing requirement and for staff ability to police requirements safely. 	4	3	12	While the length of the school day remains the same for staff, reducing the length of breaks and lunches will allow us to stagger the arrival and departure times. The lesson time has not been reduced. All students will be required to be outdoors, regardless of weather conditions. Concern remains about the availability of lunchtime supervisors.	1	3	3	Students will be reminded to bring coats to school as they will be outside for break and lunchtimes.	AS	Yes
Domestic Arrangements	Catering	<ul style="list-style-type: none"> Learners able to receive meals at lunch time in school. 	3	4	12	<ul style="list-style-type: none"> We will be operating a staggered lunch time with the school dining room operating a take away provision and students consuming the food outdoors, in specified areas. Students will be recommended to wear a face covering when accessing the dining room. 	1	4	4		AS	Yes
Domestic Arrangements	Handwashing	Adequate handwashing facilities are available throughout the school for both students and staff.	4	4	16	*Handwashing stations have been created outdoors for each year group. Students will be supervised to wash their hands for 20 seconds before entering the building. Handwashing will also take place at the end of break, before re-entering the building and at the end of lunchtime, before entering the building. Hand sanitising stations have been placed on the walls of every classroom and can be used on entering the classroom and will be used by each student before leaving the classroom.	2	4	8	<ul style="list-style-type: none"> Handwashing is prioritised over the use of hand sanitisers however hand sanitisers will not replace hand washing. Learners and staff should cough or sneeze into their elbow. They are given guidance on this in an instructional video that is shown each morning at the start of the day. Insofar as it is possible, they should be encouraged not to touch their face, especially when using a tissue or elbow to cough or sneeze. FCC work closely with their schools to ensure the effective supply of hygiene and cleaning products. This will need to account for availability and the prioritisation of equipment. The handling of objects between individuals, including staff, parents / carers and learners, should be minimised. Staff are mindful of the physical environment and how this can be managed to support the health and well-being of learners and staff, for instance keeping windows open to let in fresh air and ensuring there is natural sunlight. The airflow and ventilation should be increased where possible. 	AS	Yes
Domestic Arrangements	Toilet Provision	Adequate toilet facilities are available throughout the school for both students and staff.	4	4	16	<ul style="list-style-type: none"> Each year group will have their own allocated toilet block. Students will have the opportunity to use the toilet during break and lunchtime. Toilets will be cleaned on an hourly basis and this will be recorded. Staff toilets will also be cleaned regularly and there will be anti-bacterial wipes available should staff wish to clean before and after use. 	2	4	8	There will be staff supervision on each toilet block at all times.	AS	Yes
Domestic Arrangements	Social Distancing	None in place	4	4	16	<ul style="list-style-type: none"> Classrooms are set up to ensure that staff are able to teach 2m away from students. Where possible, students will be kept apart in class. Face masks will be recommended in areas where social distancing is difficult to maintain. 	2	4	8	<ul style="list-style-type: none"> It is important for staff to remember that social distancing applies to their interactions with other staff as well as learners: it is easy to forget this. We will stagger arrival and departure times as well as lunchtimes and breaks to ensure that movement and concentration of staff and learners is minimised. This is relevant for learners and staff, and for families. We will also ensure safety and social distancing during arrival and collection. We will work to ensure parents / carers understand and observe social distancing when dropping off and collecting their children. 	AS	Yes
Domestic Arrangements	Catching / Spreading. Unable to remain social distancing whilst carrying out first aid.	FCC Corporate Health & Safety First Aiders Covid-19 Guidance issued to all First aiders at Elfed High School (18.06.2020) FCC PPE Equipment for First Aiders delivered to Elfed High School.	4	4	16	When a First Aid request is made this will be assessed to establish if it is Covid 19 related or not. If it is not a covid injury such a slip / trip or fall then the First aider follow FCC Guidance and will ensure they have all the appropriate PPE, apply the appropriate First aid and then if necessary the parent will be called to collect the student. If the First aid is Covid -19 related then the student will be sent to the isolation room on the Ground floor and the FCC First aid Guidance followed .	2	4	8	<ul style="list-style-type: none"> Additional cleaning hours / routines have been introduced to build public confidence. Policy in place for informing school community of any confirmed cases and the ability to track, where reasonable, others who may have come into contact with the confirmed case. The present advice is that it is not necessary to screen temperatures. The learner's 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. Staff should of course be vigilant for changes to children's temperatures and signs of fever. <ul style="list-style-type: none"> Forehead thermometers are available to check temperatures if necessary. No learner with symptoms should be sent to school at all and it is vital that parents / carers are encouraged to act accordingly. Once 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 should take place following the Covid-19: cleaning in non-healthcare settings guidance. Other clinically vulnerable children and young people (who are not shielding) will need to be considered case by case, but of course we would only expect these to attend where parents / carers are satisfied that this is safe for them. The pastoral team will be available when students return to school to reassure / mentor anyone who is upset. 	AS	Yes
Domestic Arrangements	Visitors at School	<ul style="list-style-type: none"> Only essential visitors present themselves at main reception and wait for staff to meet them. No visitors allowed in school unless pre-arranged. 	3	3	9	<ul style="list-style-type: none"> No external visitors other than key visitors e.g. school nurse, child protection social workers. They must follow the 2 meter social distancing rules. All non-statutory visits / contact to be cancelled or done through virtual meetings. 	1	3	3	<ul style="list-style-type: none"> No unnecessary visits or meetings - can be carried out by telephone or Teams, etc. A balance has to be maintained between site security and the policy of all doors apart from fire doors and toilet doors to be kept open. 	AS	Yes

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Grouping	Area of Concern	Existing Measures	Likelihood Severity Score			Additional Controls	Likelihood Severity Score			Additional Comments	Responsibility	Are you satisfied identified risks have been addressed?
			Likelihood	Severity	Score		Likelihood	Severity	Score			
Domestic Arrangements	Cleaning Routines	<ul style="list-style-type: none"> Cleaning routines changed to focus on surfaces, doors and communal areas. All staff requested to be mindful of supporting cleaning routines. 	4	3	12	<ul style="list-style-type: none"> We will have 4 cleaners on site throughout the school day, each based near a zone toilet area. This will ensure toilets and cubicles are disinfected and the areas are continuously cleaned. The remainder of the cleaning team will arrive to clean the site once students have left the building. The 4 full time cleaners are in addition to our normal cleaning provision. A full daily checklist is issued to each cleaner for the areas and zones that need cleaning and the specific tasks that need completing. Cleaning records will be checked at the end of each day by the cleaning supervisor. 	2	3	6	Cleaners are being asked to work longer hours to ensure toilets are cleaned throughout the day.	AS	Yes
Guidance & Documents	Review of Key Policies	<ul style="list-style-type: none"> Evaluate current policies to ensure that they will stand up to scrutiny under the current demands. 	3	3	9	<ul style="list-style-type: none"> Additions and adaptations have been made to existing policies. There has also been the creation of a COVID-19 policy, which impacts on other policies. 	3	3	9		AS	Yes
Guidance & Documents	Create New School Guidance	<ul style="list-style-type: none"> The current working practices have evolved during the school re-purposing period. 	3	3	9	<ul style="list-style-type: none"> Develop a set of expectations and guidance principles for all school stakeholders. 	2	3	6	An updated Staff Handbook (1st September 2020) will be issued to all staff.	AS	Yes
Guidance & Documents	Fire Alarm / Fire Evacuation	<ul style="list-style-type: none"> Fire Alarm testing has continued during Lockdown. 	3	4	12	<ul style="list-style-type: none"> Weekly fire alarm tests as normal. Fire evacuation drill for Year 7 during induction day. Social distancing during evacuation if practicable. Social distancing to be practised at fire assembly point. Review Fire Risk Assessment 	2	3	6	<ul style="list-style-type: none"> Elfed High School Fire Alarm System and Emergency Evacuation System was serviced by KDE on 01 March 2020. Monthly site visits by Hertell have continued during lockdown and will continue. All toilets have been flushed and taps run on a regular basis during the lockdown period. D&J Dust Extract annual service is due. School fire alarm will be tested every Friday at 7.30am. Any contractors entering the building will follow social distancing rules. Greenfingers will maintain the grounds as per the agreement. 	AS	Yes
Continuity of Learning	Review distance learning approach to include more learners having school contact	Students have engaged with distance learning.	4	3	12	<ul style="list-style-type: none"> Continue with a remote learning approach to active tutorial work and PSHE. This will ensure continued engagement should we need to revert to this in the future. 	3	2	6		AS	Yes
Continuity of Learning	Induction day for staff to new processes	<ul style="list-style-type: none"> As part of the planning programme we have professional development programmes based around the new operating procedures. 	3	3	9	<ul style="list-style-type: none"> All staff will receive a staff handbook and training during our planning and preparation days. 	2	3	6	<ul style="list-style-type: none"> A phased programme consisting of training and guidance on the new operating practices, procedures and policies and time for staff to undertake personal preparation. Time will also be given to adjusting their classroom bases in line with the new operating practices. 	AS	Yes
Continuity of Learning	Learner Induction Programme	<ul style="list-style-type: none"> Learners will have experienced a wide range of emotions and experiences since 23 March 2020. This will pose a significant impact on the pastoral provision in school. 	4	4	16	<ul style="list-style-type: none"> A pastoral support assistant and zone support will be allocated to each year group. We also have a full-time school youth worker available. 	2	3	6	<ul style="list-style-type: none"> LA support and welfare services should liaise with schools to help with 'trauma' related guidance and, where necessary, bereavement services. 	AS	Yes

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			Likelihood	Severity	Score		Likelihood	Severity	Score			
Continuity of Learning	Reviewing Curriculum Offer	<ul style="list-style-type: none"> It is unlikely that the standard curriculum offer that the learners experienced in the Autumn Term (2019) could be replicated under the revised constraints. 	3	3	9	<ul style="list-style-type: none"> Students will be offered the full curriculum. There will be some restrictions on the practical nature of certain subjects, e.g. Music, PE, etc. We have two students who will continue to follow a course with MPCT. We have received details of their risk assessments and will continue to review accordingly. Eight students will access alternative curriculum courses at Coleg Cambria and Northop College. We are currently liaising to ensure appropriate risk assessments are in place at those institutions before allowing students to commence placement. Guidance will be given to students to ensure appropriate PPE is used on transport. The latest updated COVID-19 related guidance from the CLEAPSS website will be regularly accessed to ensure compliance when using specialist teaching areas (e.g. labs). 	2	3	6	Constantly under review. All risk assessments will be in place and shared before the commencement of any alternative provision.	AS	Yes
Ensuring Expectations	Non-compliance with Rules	<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	<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. Headteacher / SLT will monitor and enforce site rules and social distancing requirements. Disciplinary actions will be taken against individuals who repeatedly / wilfully fail to follow any site rules. 	2	4	8	Students who fail to comply with expectations will be required to work from home and will not be allowed on site.	AS	Yes
Ensuring Expectations	Communication with parents / carers	<ul style="list-style-type: none"> It is recognised that maintaining effective, positive home-school relationships is critical and as part of this, we 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. National Welsh and UK news and messages can lead to some confusion on implications within their own locality. 	3	4	12	<ul style="list-style-type: none"> Information shared with all parents with a frequently asked question guide. Explanations and models of the school day to be shared, as with understanding of social distancing within the school building. 	2	4	8	A parental guide will be produced and shared before students return	AS	Yes