

IMPORTANT – please read this information before completing this risk assessment.


This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

Suspected or confirmed cases of COVID-19 must be reported to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others. You should also email the school priority alert mailbox (educate.schoolspriorityalerts-mailbox@devon.gov.uk) to ensure the DCC Education team also know promptly.



	Establishment/Department: St. Mary's CofE (VA) Primary School	Establishment Risk Assessment	RA100
	Address: Elliott's Hill, Brixton, Plymouth, PL8 2AG		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors	Date assessment completed: This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.		
<p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Covid-19 Implementing protective measures in education and childcare settings (15 May 2020) and updated following the publication of Guidance for Full Opening (2 July 2020) and Managing School Premises during the Covid-19 outbreak (7 July) As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.</p> <p>This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside DCC guidance document C-19, checklist C-19 and the latest government guidance: Guidance for Full Opening</p> <p>General guidance on completing risk assessments is available at arrangements note HS47.</p> <p>Updates:</p> <p>When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p>	Assessor(s): Adrian Clements (Head of School) Chloe Kinning (Leadership Team) Martin Harding (Exec Head) Helen Staddon (Governor)		

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document.</i>	Optional: School's comments re. mitigations put in place
Social distancing and reducing risk of transmission		
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<ul style="list-style-type: none"> • EYFS to use EYFS playground door from 8.45am. Y1/2 - KS1 cloakroom door from 8.45am Y3/4 - KS2 cloakroom door from 8.45-8.50am Y5/6 - KS2 cloakroom door from 8.50-8.55am • Doors open at 8.45am and children can enter as they arrive to remove cloakroom congestion. <u>NO LINING UP ON PLAYGROUND.</u> • Registers begin at 9.00am • All children dismissed at 3.15pm. Parents informed of collection zones. <p>EYFS - in front of EYFS play area Y1/2 - collect from KS1 cloakroom door Y3/4 - use class door. Parents collect from ball court Y5/6 - use classroom door. Parents collect from back of playground or children walking home with permission</p> <ul style="list-style-type: none"> • Encourage walking / cycling to school One parent/carer to drop off and collect. One-way system in operation for drop-off/collection. 	Letter to parents to be sent out to outline the procedures.
Parents gathering at school gate not social distancing	<ul style="list-style-type: none"> • Parents encouraged to leave site promptly after drop-off to minimise adult to adult contact. Routes will be clearly marked out. • Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). 	

<p>Overcrowding in classrooms and corridors.</p>	<ul style="list-style-type: none"> • Bubble 1 - EYFS / KS1 Bubble 2 - KS2 • Adults can move between bubbles but maintain distance if moving between bubbles due to a change in role. • One-way system in place through the main corridor of school. • Desks to be set up facing forward in classrooms. Maximum spacing between desks as possible to allow for access and emergencies. • All classes to use classroom external door to access the playground for break/lunchtime. EYFS children have access to EYFS playground throughout the day. • Non-essential furniture removed to create more space in the main areas of school and classrooms. • Classrooms organised to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other class groups. • Soft furnishings to be allowed within a bubble. Not to be moved between bubbles. • Library to be open as a group learning / intervention space only. • Staggered timetables for playtime/lunchtime, (see below), and assemblies. 	
<p>Risk of transmission within EYFS settings</p>	<ul style="list-style-type: none"> • Updated Guidance for EYFS (2 July 2020) to be followed. https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff. 	
<p>Groups mixing during breaks and lunchtime compromising social distancing.</p>	<p><u>Playtime</u></p> <ul style="list-style-type: none"> • Play equipment - to be on x4 day rota for climbing equipment. X1 day (Friday) reward day. • Zoned area for playtime. Classes to be kept separate during playtime. • Staggered playtime for each bubble. EYFS / KS1 bubble : 10.15 - 10.35am. 	

	<p>KS2 bubble : 10.40 - 11.00am</p> <ul style="list-style-type: none"> • Playground equipment will be on a rota (see below). • All children and staff to wash hands at the end of playtime. <p><u>Lunchtime</u></p> <ul style="list-style-type: none"> • Lunchtime 12.00 - 1.00pm for all children • Duty teacher to help in hall. AC monitor all areas as required <table border="1" data-bbox="676 504 1709 844"> <thead> <tr> <th data-bbox="676 504 1196 539">12.00-12.30pm - Sitting 1</th> <th data-bbox="1196 504 1709 539">12.30-1.00pm- Sitting 2</th> </tr> </thead> <tbody> <tr> <td data-bbox="676 539 1196 743"> <ul style="list-style-type: none"> ➤ EYFS and KS1 bubble in hall to eat. MTA in hall (plus duty staff/AC) ➤ Children who have finished return to class until 12.30pm. MTA to monitor. <p>Tables cleaned before sitting 2.</p> </td> <td data-bbox="1196 539 1709 743"> <ul style="list-style-type: none"> ➤ KS2 bubble in hall to eat. MTA in hall (plus duty staff/AC) ➤ Children who have finished return to class until 12.30pm. MTA to monitor. <p>Tables cleaned after sitting 2.</p> </td> </tr> <tr> <td data-bbox="676 743 1196 844"> <ul style="list-style-type: none"> ➤ KS2 bubble - outside with x2 MTA's </td> <td data-bbox="1196 743 1709 844"> <ul style="list-style-type: none"> ➤ EYFS / KS1 bubble - outside with x2 MTA's </td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Tables to be maintained for After School Club. 	12.00-12.30pm - Sitting 1	12.30-1.00pm- Sitting 2	<ul style="list-style-type: none"> ➤ EYFS and KS1 bubble in hall to eat. MTA in hall (plus duty staff/AC) ➤ Children who have finished return to class until 12.30pm. MTA to monitor. <p>Tables cleaned before sitting 2.</p>	<ul style="list-style-type: none"> ➤ KS2 bubble in hall to eat. MTA in hall (plus duty staff/AC) ➤ Children who have finished return to class until 12.30pm. MTA to monitor. <p>Tables cleaned after sitting 2.</p>	<ul style="list-style-type: none"> ➤ KS2 bubble - outside with x2 MTA's 	<ul style="list-style-type: none"> ➤ EYFS / KS1 bubble - outside with x2 MTA's 	
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<p>Groups mixing during extra-curricular provision</p>	<ul style="list-style-type: none"> • Extra-curricula clubs won't be timetabled until further notice. • Before school provision - children arrive from 8.05am. Children to be in KS bubbles in the hall until 8.45am. No equipment shared between bubbles. Equipment and tables cleaned after the session. • After school provision to be kept in KS bubbles in the hall. Staff member to maintain distance between bubbles. Handwashing and cleaning procedures in place. Where possible, outside activities used for increased ventilation. No equipment shared between bubbles. Equipment and tables cleaned after the session. 							

<p>Spread of virus due to increased numbers of people within the building.</p>	<ul style="list-style-type: none"> • Inform parents that if their child needs to be accompanied to school, only one parent/carer should attend. • With permissions, older children may walk home alone to reduce people on playground at the end of the day. • Parent meetings in school to be by appointment made through the school office. 	<p>Letter to parents to be sent out to outline the procedures.</p>
<p>Staff</p>	<ul style="list-style-type: none"> • All staff back at school full time. Any issues around attendance to be discussed with the Head of School and appropriate actions put in place to support the staff member. • Social distancing to be observed in the staffroom and around the school, at all times. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils. • Wipes and cleaning equipment available for general use equipment such as the photocopier, trimmer and kitchen equipment. 	
<p>Premises related matters</p>		
<p>Changes to building use being safe for pupils & staff - e.g. storage, one-way systems, floor tape.</p>	<ul style="list-style-type: none"> • Reviewed Whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place. • Updated risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific rooms). • The layout of the school will not impact on the arrangements such as safe fire evacuation routes. 	
<p>First Aid procedures - Reduced numbers of first aiders and Paediatric first aider.</p>	<ul style="list-style-type: none"> • First Aid risk assessment reviewed. First Aid RA amendment in place. • Rota systems in place to ensure adequate numbers of first aid and Paediatric First Aid trained staff available at all times. Head of School to ensure coverage is in place at all times, including before and after school clubs. • PPE available to staff for administering first aid. 	

<p>Fire Procedures</p>	<ul style="list-style-type: none"> • Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. • Fire Risk Assessment reviewed and amended. • Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met. <ul style="list-style-type: none"> ➢ To be discussed with all children at the start of term. ➢ In the event of hearing the fire drill, all children and adults to leave the school in an orderly manner as previously practised. External classroom doors to be used. If the exit is blocked, leave by the closest fire exit. ➢ Administrator to bring signing in Ipad from the office to check adults register. ➢ Staff to direct children to a safe area of the playground to check registers. Children to stand still adhering to social distancing practices. ➢ Adults to adhere to social distancing practices. ➢ At the all clear, children to return to class through classroom doors, in turn. 	
<p>Water hygiene - management of legionella</p>	<ul style="list-style-type: none"> • Premises manager and caretaker to review the water hygiene management plan. • Agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. To continue. • Water fountains to remain closed to children. Children encouraged to bring own water bottles which will be available in class. 	
<p>Using and monitoring new practices to reduce risk of Covid-19 transmission</p>	<ul style="list-style-type: none"> • Training of all staff via briefing prior to start - to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. • Head of School and LT to monitor arrangements throughout the day and make remedial actions where needed. • Ensure there are opportunities for all employees to raise concerns / make suggestions. 	<p>All plans circulated to staff prior to summer holidays.</p> <p>Online assemblies on first day to help explain things to the children.</p> <p>Online transition meetings prior to summer holidays.</p>

Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<ul style="list-style-type: none"> • Communication arrangements in place to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). • If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed. 	
Staff rooms and offices to comply with social distancing and safe working practice	<ul style="list-style-type: none"> • Numbers of people reduced at one time on a rota to allow social distancing - chairs removed/placed apart. Staggered playtimes / duties will reduce adults in staffroom at any time. • Avoiding unnecessary gatherings. Staff meetings to be held in classrooms or online. • Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. • Enhanced cleaning regimes as per below. Additional cleaning equipment available. All staff responsible for maintaining cleanliness in school. 	
Ventilation to reduce spread	<ul style="list-style-type: none"> • Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). • Ventilation to chemical stores should remain operational. 	
Management of waste	<ul style="list-style-type: none"> • Ensure bins for tissues are emptied throughout the day. All bins are lidded bins. • Follow Guidance on disposal of PPE waste (such as used fluid resistant masks). 	
Management of incoming goods	<ul style="list-style-type: none"> • All deliveries to report to school office. Signage for delivery drivers. • Administrator to co-ordinate deliveries. Large deliveries to be delivered into the main school building. Smaller deliveries to be delivered to reception area adhering to SD protocols. 	
School owned outdoor play equipment.	<ul style="list-style-type: none"> • Play equipment for school use only until further notice. Gates will continue to be locked at the end of the school day. • Play equipment to be timetabled during school day. One class timetabled per day with half using the equipment at playtime, and half at lunchtime. Children encouraged 	Consult guidance on Managing Outdoor Playgrounds for equipment also used by the community.

	<p>to socially distance as much as possible on the equipment.</p> <ul style="list-style-type: none"> • Touch points to be cleaned after each group use. • Children to keep hands away from faces/mouths when using play equipment. • After use, children to wash hands or use sanitizer distributed by duty teacher. • Additional signage to remind children about social distancing and hand washing. 	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> • Remove unnecessary items from classrooms and other learning environments. • Learning resources can be shared between children in the same bubble (eg; sports art and science equipment). Resources to be cleaned regularly especially when being shared between bubbles, (or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles). • Regular cleaning. • Remove items such as play dough, sand and soft furnishings and toys from early years setting to reduce contact surfaces. • Follow government guidance for working in education and childcare and cleaning cleaning and decontamination of non-health care settings guidance, if someone becomes ill with suspected COVID-19 at the setting. 	Equipment that isn't able to be cleaned must be put aside in decontamination area with clear date when it was put there. Equipment must remain there for 72 hours.
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> • Prevent the sharing of stationery and other equipment where possible. Any sharing of equipment must be maintained within a bubble to reduce risk of transmission. • Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to reduce social distancing. Photocopier and other equipment to be wiped after use. Sanitizer available in staff room. • Enhanced cleaning regimes. All staff responsible for cleanliness around the school. 	

<p>Cleaning staff and hygiene contractor's capacity - providing additional requirements</p>	<ul style="list-style-type: none"> • Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. • Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. • See Safe working in education and childcare for guidance on PPE and guidance on cleaning non-health care settings. • Enhanced cleaning schedule and more frequent cleaning of shared areas or those used by different groups. 	<p>Discuss with caretaker and Premise Manager as required. Ongoing review of cleaning practices already in place in line with new guidance.</p>
<p>Sufficient handwashing facilities for staff and pupils</p>	<ul style="list-style-type: none"> • Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. • Plan in regular access to facilities throughout the day. Develop routines for hand washing. • Signage around the school to support regular handwashing practices. 	
<p>Additional time for staff and pupils to carry out handwashing</p>	<ul style="list-style-type: none"> • Frequent hand cleaning as part of normal daily routine. • Stagger regular access to handwashing facilities through the day. • Systems in place for social distancing to be part of handwashing routines. 	
<p>Handwashing practice with children</p>	<ul style="list-style-type: none"> • Review the guidance on hand cleaning and introduce handwashing songs for younger children. • Ensure that help is available for children and young people who have trouble cleaning their hands independently. • See guidance and resources available at eBug. • Sanitiser available for children. To be monitored by the class teacher to avoid risks around ingestion of sanitiser. 	
<p>Good respiratory hygiene</p>	<ul style="list-style-type: none"> • Promote 'catch it, bin it, kill it' with posters around the school and revision of the message to all children. 	

	<ul style="list-style-type: none"> • Ensure that enough tissues and bins are available. Bins emptied every day. • Support provided for young children if needed, and or those with complex needs. In such cases this should be considered within the pupil's individual risk assessment. 	
Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> • Caretaker and Administrator to ensure sufficient supplies and deliveries. Use regular detergents and bleach. • Review of COSHH assessments (RA05) and implement additional controls required where there has been any change in products. 	
Toilets being overcrowded	<ul style="list-style-type: none"> • Limit the number of children or young people who use the toilet facilities at one time. 'One in, one out' policy at all toilets. • Classes to work together to track and monitor. In emergency, use disabled toilet. • Toilets to be cleaned at lunchtime. 	
Staff related issues		
Staff measures to reduce contact and transmission	<ul style="list-style-type: none"> • When assessing the return to full opening in September the following section of the DfE guidance must be followed: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks <p>Prevention:</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. 2) Clean hands thoroughly and more often. See 'handwashing' section. 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 	

	<p>4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. All staff to clean surfaces and equipment as required.</p> <p>5) Minimise contact between individuals and maintain social distancing wherever possible. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>6) Where necessary, wear appropriate personal protective equipment (PPE). PPE equipment available in isolation room.</p> <p>Response to Infection:</p> <p>7) Engage with the NHS Test and Trace process.</p> <p>8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Isolation room for any suspected cases. Children to be sent home if they have symptoms of COVID-19.</p> <p>9) Contain any outbreak by following local health protection team advice. PHE to be contacted if needed for advice.</p>	
<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<ul style="list-style-type: none"> • Supply teachers can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Visitors given guidance on policies and procedures. • All other visitors to the site, such as contractors, will visit out of school hours where possible. Visitors given guidance on policies and procedures. Visits to be recorded. • Achieve4All staff to be timetabled to one bubble per day and follow SD guidelines. 	

<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<ul style="list-style-type: none"> • See 'school Workforce' section of the DfE guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks • If there are any shortages of teachers, then appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher. • Supply teachers to be used where needed. Supply teachers to be briefed on organisational arrangements in school. 	
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<ul style="list-style-type: none"> • Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. • If appropriate, seek GP or occupational health advice. Further advice is available from HR if required. • Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups' - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy 	
<p>Staff understanding of new changes - safe practice at work & in classroom. Teaching in a safe environment</p>	<ul style="list-style-type: none"> • Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. 	<p>Before summer holiday.</p>
<p>Accessing testing arrangements are clear for all staff</p>	<ul style="list-style-type: none"> • Guidance about testing, including the NHS 'Test and Trace' service, is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/ 	

<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<ul style="list-style-type: none"> • Meeting room to be used for isolation of ill person with an adult to supervise. • If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe 	<p>Facemasks should not be worn in school.</p>
<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<ul style="list-style-type: none"> • Staff deemed to be clinically extremely vulnerable and clinically vulnerable can return to school in the Autumn term subject to school leaders confirmation that the school is 'covid-secure', i.e. that every reasonable step has been taken to ensure the safety of children, staff, premises and community and that the full measures as provided in the DfE guidance have been applied • A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyLlupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy 	
<p>Staff use of PPE</p>	<ul style="list-style-type: none"> • Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe <p>Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe</p>	

<p>Use of PPE Lack of understanding</p>	<ul style="list-style-type: none"> • Adequate training / briefing on use and safe disposal. • Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings. 	
<p>Dealing with suspected and confirmed case/ cases and outbreak.</p>	<p>If you have any infection control concerns or questions, CONTACT the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk</p> <p>Devon County Council's Local Outbreak Management Plan (LOMP) is available here: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/.</p> <ul style="list-style-type: none"> • IF A SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS Contact your local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk and inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk. • If there is a complex situation or an outbreak is declared in your setting, you may be asked to join an Outbreak Control Team or Local Incident Management Team Meeting. School should up-date the Schools Emergency Plan to incorporate the above links. • Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes. All cases to be recorded and reported to PHE. 	<p>Info to be displayed in Head's office, school office and staff room.</p>
<p>Pupil related issues</p>		
<p>Vulnerable groups who are clinically, extremely vulnerable.</p>	<ul style="list-style-type: none"> • Shielding advice for all adults and children will pause on 1 August meaning that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. • <u>Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons</u> should be followed, and those under the care of a specialist 	

	<p>encouraged to discuss their return to school.</p> <ul style="list-style-type: none"> Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required. 	
Children with EHCP and pupils who attend dual settings	<ul style="list-style-type: none"> A risk assessment will be completed before attendance. 	
Pupils unable to follow guidance	<ul style="list-style-type: none"> Some pupils will need additional support to follow these measures. Additional adult support and supervision will be in place for any child identified with additional support needs. 	
Pupils equipment	<ul style="list-style-type: none"> Pupils will bring limited equipment to school. This will be essential equipment only. School to provide individual stationery equipment which won't be shared between children. Equipment used to support the curriculum will be cleaned after use and will not be transferred between bubbles until thoroughly cleaned. Book corners to be allowed within classrooms but books not to be swapped between classes. 	
Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Meeting room to be used for isolation of ill person with an adult to supervise. Windows to be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Meeting room to be used for this purpose. Suitable PPE (including fluid resistant face mask) is available at this location. Staff aware of these arrangements. 	
School Uniform	<ul style="list-style-type: none"> Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. PE kits to remain at home and be worn to school on PE days. Parents & carers to be notified of PE days for their child's class. 	

Transport		
Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. 	
Dedicated school transport, including statutory provision	<p><i>Consider how pupils are grouped together on transport and where possible this should reflect the bubbles that are adopted within school. Ensure organised queuing/boarding and distancing within vehicles if possible. Consider the use of face coverings for children over the age of 11, where appropriate. For example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. Consider the use of hand sanitiser upon boarding and/or disembarking.</i></p> <p><i>Waiting for the DfE who will shortly publish new guidance to local authorities on providing dedicated school transport.</i></p>	N/A
Wider public transport	<p><i>It is the law that you <u>must wear a face covering when travelling in England</u> on public transport. Some people <u>don't have to wear a face covering</u> including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering.</i></p>	N/A
School Transport arrangements support changes to school times	<p><i>Liaising with the School Transport Team before change are made. Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</i></p>	N/A
Curriculum considerations		
Planned return to normal curriculum in all subjects by Summer Term 2021	<ul style="list-style-type: none"> Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021. 	Teacher assessments to be made at the start of the year to identify gaps in learning and ensure targeted support.
Suspension of some subjects for some pupils in exceptional circumstances.	<ul style="list-style-type: none"> Schools should be able to show that this is in the best the interests of these pupils and this should be subject to discussion with parents during the autumn term. They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021. 	We are planning on delivering a balanced curriculum for all pupils in September.

Music activities	<ul style="list-style-type: none"> • Whole school singing (assemblies), won't happen. All singing / music sessions will be in class bubbles only with children facing the front of the class to avoid risk. • Where possible, singing sessions can happen outside. 	
Physical activity in schools	<ul style="list-style-type: none"> • Pupils will be kept in consistent groups. • Sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports avoided. • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. • External facilities can be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport. • Advice from organisations such as the Association for Physical Education and the Youth Sport Trust where needed. • Schools to work with external coaches, (Achieve4All), for curricula activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. • Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing. 	
Educational visits	<ul style="list-style-type: none"> • All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings For additional information check with EVOLVE guidance on website. 	
Groups of children mixing resulting in risk of more widespread transmission	<ul style="list-style-type: none"> • Children will be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Groups will be as small as possible whilst providing the full range of curriculum subjects (see above - 'bubbles'). Whatever the size of the group, they should be kept apart from other groups where possible and 	

	<p>older children should be encouraged to keep their distance within groups.</p> <ul style="list-style-type: none"> Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is accepted that the youngest children cannot socially distance from each other or staff. Measures should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time). Large gatherings such as assemblies and with more than one group should be avoided. 	
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<ul style="list-style-type: none"> School kitchens must comply with the <u>Guidance for food businesses on coronavirus (COVID-19)</u> 	
Catering staff are operating in a safe environment	<ul style="list-style-type: none"> Catering staff to follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery 	
Communications with parents and others		
Parents, contractors and other staff entering or working in the building - school complying with external requirements for staff safety	<ul style="list-style-type: none"> Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Site telephone number on display at office and kitchen door in case immediate access is required. 	Expectations set out in parent letter.
Suppliers understanding and complying with new arrangements	<ul style="list-style-type: none"> Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours. 	
Communications to parents and staff	<ul style="list-style-type: none"> Regular communications. 	
Pupils and families anxious about return	<ul style="list-style-type: none"> Support in place to address concerns and communications with parents on measures in place to reduce anxiety. 	Parents encouraged to contact school if there are any concerns.

	<ul style="list-style-type: none"> • Additional support and advice around mental health to be communicated with parents & carers and with children in school. • Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied. 	
Parent aggression due to anxiety and stress.	<ul style="list-style-type: none"> • Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety. 	
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<ul style="list-style-type: none"> • The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
	Extra signage to be put up and regular reminders for all around 'Catch it, Bin it, kill it'.	August 2020	Head of School
	Each class to have toilets allocated so no more than two class bubbles share a toilet. Socially distanced 'waiting' marks outside toilets.	September 2020	Head of School Staff
	Expectations for staff and parents/carers around responding to test and trace need to be clarified.	ongoing	Head of School, all staff Parents and carers
	When planning music activities all measures will be taken into account and risk assessment of activities undertaken on an RA1 form.	ongoing	Head of School Teaching staff
	Undertake risk assessment of possible use of school hall for indoor PE.	September 2020	Head of School, Teaching staff Achieve4All

Signed: Headteacher/Head of Department: Adrian S. Clements

Date: 16.7.20

The outcome of this assessment should be shared with the relevant staff.

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.