

	Establishment/Department: Ladysmith Infant and Nursery School	Establishment Risk Assessment	RA100
Address: Ladysmith Road, Exeter, EX1 2PS			
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: 19.5.20 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.	
Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings (15 May 2020) 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: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings General guidance on completing risk assessments is available at arrangements note HS47. Updates:		Assessor(s): Emma Brown	

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>
Movement of persons around the school	
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	Phased, staggered starts for each "pod" of children. Parents to enter through designated gates and leave children with member of staff waiting 2m from the designated door (separate for each pod). Parents to have detailed information prior to starting back with a signed form to return stating that they understand their obligations.
Parents gathering at school gate not social distancing	Main risk is narrow footpath around the site on two sides. Safer to allow parents entrance into the playground with reminders about social distancing and asking them to drop and leave immediately. Parents discouraged from visiting the site outside these times.
Overcrowding in classrooms and corridors.	Small groups - with no more than 15 pupils per small group and one teacher and a teaching assistant. Tables and equipment spaced as far apart as possible. Each classrooms to have access to own outside space and their age appropriate equipment and resources, whilst preventing mixing with other class groups. Movement around the school is limited to use of own group designated toilet block
Increased numbers during breaks compromising social distancing.	Breaks to be staggered with contact between groups not allowed due to each group having own area. Children to be wearing bands to allow all adults to monitor this carefully.
Increased numbers during lunchtime compromising social distancing.	Lunches to take place in classrooms. Handwashing to take place in classrooms. Lunches delivered to classrooms. If required, group to be split in half to allow for one half to be outside while the other eats lunch.
Spread of virus due to increased numbers of people within the building.	Parents will be informed that only one parent should bring their child to school .
Inadequate social distancing measures leading to spread of the virus.	Pods of children remain entirely separate with their nominated adults. Those key worker groups requiring extending wrap around care will need to join the Key Worker group and stay within that group.
Premises related matters	
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	Whole school risk assessment (RA22) has been reviewed, to ensure control measures remain suitable and in place. Risk assessments have been updated to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) including how the layout will enable access to outdoor space and the equipment necessary for teaching.
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	First Aid risk assessment (RA22) has been reviewed. Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings.

Fire Procedures	<p>Fire risk assessment takes into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.</p> <p>Testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements are managed so that they do not compromise fire protection and security measures.</p> <p>Fire evacuation routes and assembly points have been reviewed to ensure that social distancing guidelines are being met.</p>
Water hygiene – management of legionella	Water hygiene management plan has been reviewed. Regimes for flushing and monitoring of temperatures have been maintained throughout any period of partial opening.
Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>All staff briefed during school closure on 1st and 2nd June and ongoing with daily briefings – 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.</p> <p>Daily morning and end of the day briefings. Monitoring arrangements throughout the day will include remedial actions where needed. Staff able to raise concerns and make suggestions at briefings or via line managers.</p>
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	There are arrangements in place to ensure that requirements and controls are understood by responsible persons for signing-in processes for contractors. If equipment is not within statutory test periods (e.g. lift) 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	Groups of adults from each pod have designated R&R area (on staggered timetable) to allow for SD to take place. No unnecessary gatherings will take place. Staff encouraged to bring own catering supplies/food and drink. Enhanced cleaning regimes as per below.
Ventilation to reduce spread	Windows and doors will be open wherever possible bearing in mind fire safety, security and safeguarding.
Management of waste	<p>New lidded bins will be in place in all rooms with twice daily emptying throughout the day.</p> <p>Follow guidance on disposal of waste (such as used fluid resistant masks)</p> <p>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#how-should-ppe-and-face-coverings-be-disposed-of</p>
Lessons or activities to take place outdoors in line with social distancing.	Activities to take place outdoors in each groups designated space as much as possible.
Cleaning and reducing contamination	
Contaminated surfaces spreading virus.	<p>Unnecessary items from classrooms and other learning environments have been removed. Regular cleaning to take place at start, throughout the day and end of the day with a deep clean taking place on a Wednesday afternoon. Items such as play dough, sand and soft furnishings and toys are removed from early years setting to reduce contact surfaces.</p> <p>Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting</p> <p>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>

Using play equipment – multiple-use	Appropriately cleaned between pods of children and only one pod of 15 maximum at a time
Shared resources and equipment increasing spread	Stationary items to be individual where possible. Photocopier to have cleaning wipes for all to use and SD restriction in force around this area. If needed, Office staff to print off and leave in a folder for teachers to collect. Enhanced cleaning regimes.
Cleaning staff and hygiene contractor's capacity - providing additional requirements	Cleaning staff are aware of the additional cleaning requirements and have additional hours to allow for this. Cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See 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 and https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings .
Sufficient handwashing facilities for staff and pupils	Sinks to be added to outside spaces. All classrooms in YR and Y1 have 2 sinks. Hand sanitiser also available in classrooms, outside and at entrance and exit points. Regular reminders to handwash to continue.
Additional time for staff and pupils to carry out handwashing	Frequent hand cleaning is part of normal routine. Each pod has access to own sink in the room.
Handwashing practice with children	Guidance on hand cleaning and introduce handwashing songs for younger children to be sent to parents prior to children starting school. Support available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at: https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus
Sufficient supplies of soap and cleaning products	Suppliers and contractors are being contacted to ensure sufficient supplies and deliveries. Use of regular detergents and bleach in place. COSHH assessments (RA05) have been reviewed and additional controls required where there has been any change in products.
Toilets being overcrowded	Limited numbers of children using the toilet facilities at one time with each group having own access to allocated toilet block.
Staff related issues	
Inadequate training for Heads on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff	Guidance, risk assessment and checklist provided to school have been read by LT and Governors. Staff know of where to access support: Schools DfE Helpline and resources, and via LA
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios etc.	Teaching assistants are allocated to lead some pods, working under the direction of the class teacher. DfE priority list has been used on which to base staff availability. Use of staff spreadsheet to keep up to date on staff availability, length of period expected to be away from work etc.

	Questionnaire to parents suggest that less than 50% plan to send their children back to school.
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Staff will be fully informed about the plans including safety measures, rotas and staggered arrival and departure time. Training will be given where needed. Staff have been asked to seek GP or occupational health advice on their own particular circumstances if they are unsure how the guidance relates to them.
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	As above
Accessing testing arrangements are clear for all staff	Access to testing is available to all essential workers https://www.gov.uk/apply-coronavirus-test Staff know that they can access this.
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	All staff will be made aware of the following: 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 meters 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
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	Risk assessments will be undertaken for clinically vulnerable staff, and where possible for all staff especially those who may be anxious, using the 'DCC Covid -19 vulnerable groups risk assessment' document https://devoncc.sharepoint.com/w:/s/PublicDocs/Education/EeSzC8lWQJdGmL4VP4qrdcQB7zFj7qMSSdDt6Nobjf_kYw?e=AylGOQ along with DCC 'Managers Guide to Supporting BAME colleagues' Guidance on shielding and protecting extremely vulnerable persons https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 and clinically vulnerable people https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people should also be followed when considering staffing arrangements.
Staff use of PPE	Although not thought to be needed for any pupils currently: 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
Use of PPE Lack of understanding	Training / briefing on use and safe disposal will be in place. Staff to feel confident in this. 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.

Dealing with suspected and confirmed cases / cases	Government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting will be followed: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.
Pupil related issues	
Vulnerable groups who are clinically, extremely vulnerable.	Parents should follow medical advice if their child is in this category: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version or if someone within their household is in this category https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
Children with EHCP	Risk assessment to be completed by HK (SENDCo) before attendance.
Pupils unable to follow guidance	The same teacher(s) and other staff are assigned to each group. Some children will need additional support to follow these measures
Specific issues for EY stage children understanding social distancing	Further EYFS stage guidance to be issued
Member of a class becoming unwell with COVID-19	If a child is awaiting collection, they will be moved to the designated space where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should 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. Allocate a suitable room for this purpose and communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location.
Transport	
Travel to school and provision of safe school transport:	N/A
School Transport arrangements support changes to school times	N/A

Provision of food	
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	Usual food safety and hygiene procedures and Government guidance for catering establishments will be followed https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery . Health & Safety policies will be followed
Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance	As above
Catering staff are operating in a safe environment	Catering staff to follow government guidance 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	Parents, carers or any visitors, such as suppliers, will be told not to enter the school if they are displaying any symptoms of coronavirus. All visitors, suppliers, and contractors will only be allowed on site for pre-arranged calls. Publish a site telephone number in case of immediate access required.
Suppliers understanding and complying with new arrangements	New arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours
Communications to parents and staff	Regular communications
Parent aggression due to anxiety and stress.	Parents have their allocated drop off and collection times and understand the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety

Signed: Headteacher/Head of Department:



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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.