

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: Coads Green Primary School	Establishment Risk Assessment	RA100 V2
	Address: Coads Green, Launceston, Cornwall. PL15 7LY		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: Tuesday 14 th July 2020 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. Reviewed November 3 rd 2020	
<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): Claire Bader Emma Gooding	

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.	<p><i>Stagger drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible. Provide information to parents. If possible, only one parent to attend. Use alternative drop off locations where possible. Schools should also have a process for safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them, following the recommendations in the government guidance Staying safe outside of your home: face coverings and Guidance for Full Opening. Pupils must be instructed to wash their hands, on arrival.</i></p> <p><i>Drop off and collection points are staggered, A one-way system is in place, all information was communicated to parents on 14th May and 15th July.</i></p> <p><i>All pupils wash hands on arrival.</i></p> <p><i>Face masks to be introduced for parents entering the school site to drop off or pick up.</i></p> <p><i>The current arrangements for drop off and collection will remain in place with monitoring to continue. Parents will be reminded not to wait around in the playground.</i></p>	
Parents gathering at school gate not social distancing	<p><i>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. 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).</i></p> <p><i>Drop off and pick up areas have been designated and each group of pupils will use different entry and exit points. This is to be monitored by staff members.</i></p> <p><i>Face masks to be introduced for parents entering the school site to drop off or pick up.</i></p> <p><i>The current arrangements for drop off and collection will remain in place with monitoring to continue. Parents will be reminded not to wait around in the playground.</i></p>	

<p>Overcrowding in classrooms and corridors.</p>	<p><i>Children are to be grouped into consistent groups with contact between groups avoided (see Curriculum section below). Desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided. Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups. Removal of some furniture may be required to enable this. Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. Stagger assembly groups</i></p> <p><i>Each group has designated base and staff members. No groups will mix with others except for b/c, asc and RWI – note these groups will remain consistent as per guidance. Tables will be set in rows front facing. Additional spaces will be timetabled, this includes lunch space and outdoor areas.</i></p> <p><i>Lunchtime has been reviewed with staff and pupils via pupil conferencing. MTA serving lunches to wear a face covering.</i></p> <p><i>Timings to be continued to be reviewed. During wet lunchtimes, packed lunch pupils to remain in main school building and eat lunches in class bases (with the exception of class 1 who will use the teaching and learning space adjacent to class 2).</i></p>	
<p>Risk of transmission within EYFS settings</p>	<p><i>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.</i></p> <p><i>Above guidance will be considered and acted upon by EYFS staff.</i></p> <p><i>Government guidance will continue to be included in operations and reviewed as necessary.</i></p>	
<p>Groups mixing during breaks and lunchtime compromising social distancing.</p>	<p><i>Staggered break times and ensure appropriate supervision is in place. Use different playground locations where possible Staggered lunchtimes & in set groups with handwashing – tables kept apart. Or lunches delivered to classrooms. Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.</i></p> <p><i>Different areas for break times and lunch times will be used by each group of pupils. Staff members will be allocated, and they will stay with the same group of pupils. Lunchtimes have been split into two with 2 groups changing spaces after a clean has occurred. Staff have been allocated for lunchtimes.</i></p> <p><i>Timings will be challenging so this will need careful monitoring, especially at lunchtime</i></p>	

Groups mixing during extra-curricular provision	<p>Carefully consider how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups. Holiday club guidance suggests delivering sessions outside where possible As with physical activity during the school day, contact sports should not take place and recommendations set out in Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.</p> <p><i>It will not be possible to maintain bubbles being used during breakfast club and after school club but the groups will be small and consistent.</i></p>	
Wraparound provision: Groups mixing during extra-curricular provision	<p>Schools should work to resume any breakfast and after-school provision, where possible, from the start of the autumn term. Carefully consider with external providers how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups. Schools can consult the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, as much of this will be useful in planning extra-curricular provision. Where parents use childcare providers or out of school extra-curricular activities for their children, schools should encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this. DfE have issued guidance for parents and carers, which schools may want to circulate.</p>	
Spread of virus due to increased numbers of people within the building.	<p>Inform parents that if their child needs to be accompanied to school only one parent should attend</p> <p><i>This will be monitored by 2 staff members – at entry and exit points. Parents have been asked to only enter the playground if necessary. No parents are able to enter the school building.</i></p> <p><i>Some parents have made appointments to see members of staff and this has been carried out with appropriate SD and face coverings. It is likely this will not continue during the 4 x week second lockdown which will commence on Thursday 5th November.</i></p>	
Staff	<p>Staff should maintain Public health guidance of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering doesn't count) or a Perspex screen in place. 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.</p> <p><i>Notices regarding social distancing have been put up around the school building and site. Regular handwashing is in place.</i></p> <p><i>Staff who will be meeting and greeting in the mornings and afternoons will wear face coverings.</i></p>	

Premises related matters		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p>Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) and this must include curriculum risk assessments where necessary.</p> <p>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</p> <p>A school checklist has been provided by the Trust and has been completed to ensure control measures are suitable and in place. The layout of the school building was deemed suitable for receiving pupils on 1st June. This has been reviewed and measures in place.</p> <p>The above measures remain effective.</p>	
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<p>Review First Aid risk assessment (RA22 or equivalent). Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings. PPE within first aid supplies</p> <p>Staff with relevant first aid will be in school to ensure adequate numbers of first aiders are available. PPE will be stored in the cleaning cupboard.</p>	
Fire Procedures	<p>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes. 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.</p> <p>Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</p> <p>Exco checked all fire equipment prior to opening on 1st June. All staff and pupils are aware of amendments required to current fire procedures.</p> <p>Fire procedures will be reviewed wk beginning 7th September 2020, whole school and all classes.</p> <p>Regular fire drills and reviews will continue</p>	
Water hygiene – management of legionella	<p>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as</p>	

	<p>per government guidance Managing School Premises during the Covid-19 outbreak.</p> <p>Eplus will carry out monthly visit. CB will attend the school weekly to carry out flushing and record appropriately.</p>	
Using and monitoring new practices to reduce risk of Covid-19 transmission	<p><i>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. Explaining to children about the use of face coverings – to support children with adhering to social distancing. Headteachers and school leaders must monitor arrangements and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.</i></p> <p>A staff meeting will be held on 3rd September to outline all arrangements in place for the arrival of pupils on 7th September. Risk assessments will be available to all staff. Other relevant information regarding safe working procedures will also be available such as safe use of PPE, information posters. Regular updates will be submitted to the COG and to Trust as required.</p> <p>Staff and parents are to be informed on Tuesday 3rd November about the review and inclusion of wearing a face mask on the school premises.</p>	
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<p><i>Communication arrangements 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.</i></p> <p>If contractors are received on site, they will access the school building through the main entrance and will be informed of procedures and safe practices by the HT or administrator. Any visitors are being actively discouraged. Deliveries will also access the main entrance and SD measures will be in place.</p>	
Staff rooms and offices to comply with social distancing and safe working practice	<p><i>Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. 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.</i></p> <p>Staffroom facilities will continue to be used; but cleaning regimes will be increased to ensure safety. Staff will be encouraged to bring their own crockery/utensils. Additional spaces will be used for break/lunchtimes, including outside spaces. Break times have been staggered.</p>	
Ventilation to reduce spread	<p><i>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air systems should be operated as normal. Ventilation to chemical stores should remain operational.</i></p> <p>Doors and windows open as required.</p>	

Management of waste	<p>Ensure bins for tissues are emptied throughout the day.</p> <p>Follow Guidance on disposal of PPE waste (such as used fluid resistant masks)</p> <p>Waste will be managed in accordance with the relevant guidance.</p> <p>All classroom areas are being appropriately cleaned by staff/cleaner.</p> <p>Monitoring is being done by CB/EG, Additional supplies are being purchase when required</p>	
Management of incoming goods	<p>Consider how to manage supplies coming into the school, which takes into consideration SD and hygiene measures. E.g. drop-off point – one person controls the process etc.</p> <p>SD measure are in place for deliveries. Arrivals will be controlled by personnel within the school office.</p>	
School owned outdoor play equipment	<p>Promote good hygiene and social distancing using signage and other methods of comms (community noticeboards, school newsletters) to set out: maximum numbers to enable SD, encouraging parents to clean children’s hands before and after play, disposal of all rubbish. Consider limiting numbers (e.g. taking out swings), using time limits, one ways systems around pieces of equipment, cleaning regimes if applicable for high traffic touch points such as slides, monkey bars and climbing frames / walls, playhouses and huts, crawl through tunnels and tube slides, exercise equipment, gates, benches and picnic tables, refuse areas and bins. Encourage effective sanitation by users, parents etc. Consult guidance on Managing Outdoor Playgrounds for equipment also used by the community.</p> <p>When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.</p> <p>Above guidance taken into consideration.</p> <p>Above measures reviewed and remain effective.</p>	
Hiring out premises	<p>Schools should ensure they are considering carefully how to hire out to external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. Such arrangements can only operate within their wider protective measures and should also have regard to any other relevant government guidance. For example, where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities.</p>	
Cleaning and reducing contamination		

<p>Contaminated surfaces spreading virus.</p>	<p><i>Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources should be cleaned frequently and meticulously and always 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. In order to facilitate cleaning, remove unnecessary items from learning environments where there is space to store them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.</i></p> <p><i>In cases where soft furnishings are still in use, they should be laundered by following the guidance in the attached link: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</i></p> <p><i>Consideration should also be given to soft furnishings within Sensory Rooms and where possible these furnishings should be child specific so as to avoid cross contamination. If this is not possible then they should be laundered as per the guidance contained in the above link.</i></p> <p><i>Follow government guidance for working in education and childcare if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on Cleaning and decontamination of non-health care settings.</i> <i>The frequency of cleaning within bases will be increased, especially tables, handles and toilets. Items not appropriate for use currently will be stored away or in the event of lack of space cordoned off to prevent access by pupils. Government guidance will be followed regarding cleaning. 10 hours of additional cleaning is in place.</i></p>	
<p>Shared resources and equipment increasing spread</p>	<p><i>Prevent the sharing of stationery and other equipment where possible Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing. Enhanced cleaning regimes. Pupils have been asked to provide their own pencil cases and stationery items. Where this is not possible, a set will be provided. No sharing of equipment will be allowed. Shared resources such as the photocopier will be wiped between users. Social distancing will be encouraged at all times</i></p>	
<p>Cleaning staff and hygiene contractor's capacity - providing additional requirements</p>	<p><i>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. Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or those used by different groups. Additional guidance on cleaning of non-health</i></p>	

	<p>care settings is to be published by Public Health England by the end of the summer term.</p> <p><i>The expectation is that staff within each area will be responsible for additional sanitising of areas such as tables, handles etc. throughout the day. An audit of current stock has taken place and additional suitable items purchased. It is unlikely additional hours will be necessary, but this will be monitored by the HT. Effective cleaning procedures are in place and will continue to be reviewed.</i></p>	
Sufficient handwashing facilities for staff and pupils	<p>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. Provide additional sinks where possible. Ensure enough handwash and sanitiser stations are available based on what you have learned from usage to date.</p> <p><i>Sanitiser is for adult use only and is positioned on entry and exit points in addition to each pupil base. Pupils will continue to use hot water and soap to maintain effective handwashing procedures.</i></p>	
Additional time for staff and pupils to carry out handwashing	<p>Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.</p> <p><i>Stagger regular access to handwashing facilities through the day. This is able to take place within each base.</i></p>	
Handwashing practice with children	<p>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 e Bug.</p> <p>Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.</p> <p><i>Prior to lock down we introduced the 'Happy Birthday Song' during an assembly, but we will re-visit upon returning to school on 7th September. Posters have been printed and will be displayed in each class base.</i></p>	
Good respiratory hygiene	<p>Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil's individual risk assessment.</p> <p><i>Posters in place and key messages will be part of the recovery curriculum.</i></p>	
Sufficient supplies of soap and cleaning products	<p>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</p> <p><i>Sufficient supplies are in place and appropriate COSHH has been reviewed.</i></p>	
Toilets being overcrowded	<p>Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned</p>	

	<p>regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p><i>Different toilets will be accessible for each group.</i></p>	
Staff related issues		
Staff measures to reduce contact and transmission	<p>When assessing the return to full opening in September the following section of the DfE guidance must be followed:</p> <p>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> <p>Where this cannot be met, then the school must record why and what other control measures they will adopt.</p> <p>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. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).</p> <p><i>DFE guidance will be followed. Staff are to remain within allocated bubbles where possible. The exceptions will be for RWI teaching, where the groups will remain consistent. No staff will be working from home – all staff will return to work in September.</i></p>	
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<p>Supply teachers, peripatetic teachers and/or other temporary staff 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. Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff and site staff who may be working throughout the school and across different groups / sites. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. It is important that staff who are managing supply teachers, visitors, contractors</p>	

	<p><i>and other temporary visiting staff are conversant with SD and hygiene protocols within the school.</i></p> <p><i>All visitors (although discouraged) will come through the main entrance to the school, allowing for details to be taken. Temporary staff will be made aware of measures in place and asked to comply. SD will also take place.</i></p> <p><i>Following the announcement of the second lockdown on Nov 5th, it is anticipated that music teaching will continue, as will support received from ARENA.</i></p>	
<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p><i>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher. Careful planning of the year groups/classes should be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance:</i></p> <p><i>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</i></p> <p><i>Staffing ratios are appropriate for the beginning of September. This will be reviewed as required. Staff availability will be considered for the delivery of RWI and may be included as part of the recovery plan for the Trust.</i></p> <p><i>Additional staffing hours have been included in the recovery plan and were approved by the Trust. Staff hours have been reviewed again (Nov 2nd) due to the immediate resignation of a member of staff.</i></p>	
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p><i>Talk to staff about (and/or put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including a discussion on whether training would be helpful. If appropriate, seek GP or occupational health advice.</i></p> <p><i>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' -</i></p> <p><i>https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</i></p> <p><i>Further advice is available from HR if required.</i></p> <p><i>Day to day arrangements will be circulated to the staff in the last week of the summer term. A review of arrangements will take place on 3rd September in a SD staff meeting. All staff will receive a copy of the risk assessments. Any concerns need to be shared with the HT.</i></p>	
<p>Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment</p>	<p><i>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.</i></p>	

	<i>Day to day arrangements will be circulated to the staff in the last week of the summer term. A review of arrangements will take place on 3rd September in a SD staff meeting.</i>	
Accessing testing arrangements are clear for all staff	<p><i>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/</i></p> <p><i>Staff will be signposted to this service</i></p> <p><i>Covid-19 testing kits are in school for those who are unable to access a test elsewhere.</i></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><i>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.</i></p> <p><i>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</i></p> <p><i>Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</i></p> <p><i>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</i></p> <p><i>Fluid resistant mask has been sourced and is in the cleaning cupboard.</i></p> <p><i>Fluid resistant masks have been delivered to school and are stored in the lockers along with all other PPE kit in the staff toilet.</i></p>	
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p><i>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.</i></p> <p><i>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/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</i></p> <p><i>Currently N/A</i></p>	

	<i>Remains N/A, although 1 member of staff has given up extra overtime hours as her daughter is unable to attend dual settings.</i>	
Staff use of PPE	<i>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 Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe PPE is available for staff treating pupils.</i>	
Use of face coverings Lack of understanding	<i>Guidance on the use of face coverings for pupils in year 7 and above should be followed with consideration given to communal areas such as corridors where social distancing is hard to maintain. Additional precautionary measures should also be taken where local restrictions apply. 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.</i>	
Dealing with suspected and confirmed case/ cases and outbreak.	<i>Dealing with suspected and confirmed case/ cases and outbreak.</i> <i>ALWAYS contact the local Health Protection Team if one of the following: 1) The symptomatic person has been admitted to Hospital 2) The Possible case REFUSES testing 3) There are a cluster of possible cases/unexpected increase in absenteeism 4) The Possible case has DEFINITE link to a confirmed case 5) ALL confirmed cases.</i> <i>If a child or staff member in your education setting becomes symptomatic, you should advise them to access testing through the normal channels. However, in exceptional circumstances when you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the school provided home test kits to improve the chances that the individual will get tested. See the DfE guidance on test kits for schools.</i> <i>If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162 or email swhpt@phe.gov.uk. If the matter is not urgent you can also email ask.swhpt@phe.gov.uk.</i> <i>For ALL SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS inform the local authority</i> <i>Guidance will be followed in accordance with guidelines. Any instances of Covid19 be reported in accordance with Trust procedures using the following</i>	

	<i>information; https://www.gov.uk/guidance/contacts-phe-health-protection-teams#south-west-centre-hpt</i>	
Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<i>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. Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons should be followed, and those under the care of a specialist encouraged to discuss their return to school. Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required.</i>	
Children with EHCP and pupils who attend dual settings	<i>A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child N/A at this current time</i>	
Pupils unable to follow guidance	<i>Some pupils will need additional support to follow these measures. Insert measures here or attach additional document. The school behaviour policy has been updated to reflect changes. In addition, the same staff have been allocated to each group where reasonably possible. Children will be supported to understand this. There have been no incidents of pupils not responding to new rules and guidance.</i>	
Pupils equipment	<i>Pupils to limit the amount of equipment they bring into school each day, to essentials For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Parents have been made aware of the equipment their child will need on returning to school. The majority of pupils have their own pencil cases and equipment.</i>	
Member of a class becoming unwell with COVID-19	<i>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. 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.</i>	

	<i>The staffroom has been allocated in the instance this happens. The room would then have a deep clean to prevent spread of infection. A fluid resistant face mask has been sourced and is being kept in the cleaning cupboard.</i>	
School Uniform	<i>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.</i>	
Transport		
Travel to school and provision of safe school transport:	<i>Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consideration needs to be given to taxi and escort services. Liaison with the STT has taken place to ensure pupils will be safely transported. It is likely staggered taxi journeys will need to be considered. All pupils being transported safely and under guidance.</i>	
Dedicated school transport, including statutory provision	transport-to-school-and-other-places-of-education-autumn-term-2020 <i>Although there is no requirement for students to sit with the group of students or “bubble” with which they are educated, students should sit in year groups as far as possible when travelling – this will be in ascending year groups front to back (youngest students at the front of the vehicle). Schools may even wish to draw up seating arrangements on vehicles. Consider how you are going to “police” any seating arrangements as this is not the driver’s responsibility – their role is to focus on driving the vehicle safely. Any arrangements will require clear communication between schools and families/students, and school staff should initially be on hand at the end of each day to assist the students. Where possible, transport operators will aim to keep windows on home to school transport open to increase ventilation; or use air conditioning. Ensure organised queuing/boarding and distancing within vehicles if possible.</i> <i>It is now the law that people age 11 and over must wear a face covering on public transport. This law does not apply to school transport. However, DCC, supported by PHE, recommend that people aged 11 and over wear a face covering when travelling on dedicated school transport from the start of the autumn term. However, there are some exemptions: https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings Face coverings should not be worn by those who may not be able to handle them as directed (for example, young students, or those with special</i>	

	<p><i>educational needs or disabilities) as it may inadvertently increase the risk of transmission. Drivers may wear face coverings if they wish to, although guidance indicates that PPE is not normally needed on home to school transport.</i></p> <p><i>Transport Co-ordination Service will work with operators, schools and parents to manage arrangements for organised queueing and boarding. Students should be asked to respect the driver’s personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, and then do so one by one in an orderly manner. They should hold their bus pass so it is visible to the driver (and produce for closer examination if requested). Seats alongside or immediately to rear of the driver may be out of use and if so, would be clearly marked as “out of use” by the operator.</i></p> <p><i>ALL students will be expected to abide by the DCC Code of Conduct. Students, drivers and escorts should clean their hands, before boarding home to school transport and when arriving at school or home. It should not normally be necessary for students to clean their hands during the journey.</i></p> <p><i>Coughs/sneezes – students/parents to be given guidance on good management of coughs and sneezes, in line with the “catch it, bin it, kill it” approach – this will be reinforced in schools. Students should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival.</i></p> <p><i>Parents must be advised that students MUST NOT board home to school transport, if they or a member of their household has symptoms of coronavirus. Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should be sent home immediately. They must not travel on home to school transport. The school should contact the parent or carer who should make arrangements for the child or young person’s journey home. In exceptional circumstances, where this is not possible, and where a symptomatic child or young person or other passenger needs to be transported to their home, you must contact the Transport Coordination Service at DCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak. Students, drivers and passenger assistants who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless;</i></p> <ul style="list-style-type: none"> <i>• they develop symptoms themselves (in which case, they should arrange a test) or</i> <i>• the symptomatic person subsequently tests positive (see below) or</i> <i>• if they have been requested to do so by NHS Test and Trace.</i> 	
--	---	--

	When deciding on the package of measures that is appropriate on transport for children and young people with special educational needs, Transport Coordination Service will need to take account of the particular needs of the children using the transport and will work with the parents and school.	
Wider public transport	It is the law that you must wear a face covering when travelling in England on public transport. Some people don't have to wear a face covering 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. All transported pupils wear a face covering.	
School Transport arrangements support changes to school times	Any alternative access arrangements for when students arrive at the school grounds should be communicated via the school to families/students. 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	
Curriculum considerations		
Planned return to normal curriculum in all subjects by Summer Term 2021	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. A trust wide Recovery Curriculum support document is in place for September 2020 and has been circulated with staff. A staff meeting on September 3rd will take place to discuss planning and implementation. A review of the school's recovery plan was carried out in conjunction with a SI meeting on 12th October 2020. The current plan is effective and continues to show positive impact on attainment, progress and well – being.	
Suspension of some subjects for some pupils in exceptional circumstances.	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. N/A at this time, but will be kept under review. All pupils currently experiencing their entitlement to a full curriculum.	
Music, dance and drama activities	Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in	

	<p><i>small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Schools should also consider Guidance for Music, Dance and Drama as well as Guidance for the Performing Arts</i></p> <p><i>An updated SOL from Charanga, the school music scheme has been received and will be followed in line with the government guidance.</i></p>	
Physical activity in schools	<p><i>Pupils should be kept in consistent groups, sports equipment 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 also 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:</i></p> <ul style="list-style-type: none"> <i>• guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport</i> <i>• advice from organisations such as the Association for Physical Education and the Youth Sport Trust</i> <p><i>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular 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.</i></p> <p><i>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.</i></p> <p><i>ARENA will continue to support the delivery of PE in Class 2 and 3. Classes will continue to use the local environment to go for a walk. A safe working practice and risk assessment has been received.</i></p>	
Practical science, art and D&T lessons	<p><i>Guidance from CLEAPSS should be followed when planning practical lessons, using resources such as the Guide to doing practical science work during Covid-19, Guide to doing practical work in D&T, food and art , Carrying out practical science work in non-lab environments and for primaries Practical activities in a bubble. Schools must ensure that they stay up to date with the latest guidance in these specialist areas.</i></p> <p><i>All guidance is being followed as required.</i></p>	

Educational visits	<p>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.</p> <p><i>There are currently no planned educational visits, but practices will be reviewed as required and in accordance with guidance.</i></p> <p><i>A planned visit to Geevor by Class 3 has been cancelled due to the second national lockdown (Nov 5th)</i></p>	
Groups of children mixing resulting in risk of more widespread transmission	<p>Children should be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Groups should be as small as possible whilst providing the full range of curriculum subjects and for primary this is likely to be up to the size of a year group. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. 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).</p> <p>Large gatherings such as assemblies and with more than one group should be avoided</p> <p><i>Groups will be consistent with each class operating as a bubble for the majority of the day. The exceptions will be breakfast club, after school club and RWI teaching groups. These group will be consistent.</i></p> <p><i>There will be 2 x lunchtime groups which will be subdivided into their class bubbles.</i></p> <p><i>Lunchtime arrangements will need constant review due to the tight timings.</i></p>	
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p>School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)</p> <p><i>This will be reviewed as required. Information to be shared with lunchtime staff.</i></p>	
Catering staff are operating in a safe environment	<p>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</p> <p><i>This will be reviewed as required. Information to be shared with lunchtime staff.</i></p>	
Communications with parents and others		
Parents, contractors and other staff entering or working in the building –	<p><i>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</i></p>	

school complying with external requirements for staff safety	<p><i>all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required. Telephone numbers are published on the school website. Parents have been advised NOT to enter the school if any family member is displaying symptoms of Covid19.</i></p> <p><i>“We are sure you will but please follow Government guidance in relation to Covid-19 whilst you are visiting our sites. Each school/site will have different specific instructions which will be explained to you when you arrive, please adhere to the instructions given to ensure safety for everyone. Thank you.” This information will be in the entrance hall.</i></p>	
Suppliers understanding and complying with new arrangements	<p><i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i></p>	
Communications to parents and staff	<p><i>Regular communications</i></p> <p><i>Parents have been and will continue to receive regular updates regarding information related to practice and procedure. All information will be emailed or posted and will be put onto the school website.</i></p>	
Pupils and families anxious about return	<p><i>Support in place to address concerns and communications with parents on measures in place to reduce anxiety. 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.</i></p> <p><i>Clear messages about attendance have been communicated to parents and will be monitored closely by CB/EG. EHWP support will be available to identified pupils who may find returning to school challenging.</i></p>	
Parent aggression due to anxiety and stress.	<p><i>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</i></p> <p><i>All information regarding drop off and collection has been communicated with parents. If they have queries, they have been signposted to the school office.</i></p>	
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p><i>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.</i></p> <p><i>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</i></p>	

	<p><i>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.</i></p> <p><i>Regular contact between the HT and COG is in place. Information will be shared to the Governing board and to the directors of the Trust as required.</i></p> <p><i>Governing board meetings will continue to take place as SD arrangements can take place.</i></p>	
--	---	--

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Social distancing and reducing risk of transmission	Continued review of arrival and departure arrangements and to ensure SD is adhered to by parents. <i>Face masks to be worn by parents from Nov 5th when dropping off/ picking up pupils</i>	September 2020 - ongoing	CB/EG
Social distancing and reducing risk of transmission	Review arrangements for lunchtimes to ensure guidelines are being adhered to. <i>Lunchtimes although challenging, are working well, even when wet.</i>	September 2020 - ongoing	CB/EG + lunchtime
Premises related matters	Review of fire procedures to ensure all staff and pupils are aware of procedures relevant to their class (for some pupils this will be a new classroom)	September 2020 and then monthly	CB/EG

Signed: Headteacher/Head of Department: C Bader
reviewed 3rd November 2020

Date: Tuesday 14th July 2020, updated 3rd September 2020,

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.