

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:	Establishment Risk Assessment	RA100 V2
	Address: Woolacombe School, Beach Road EX34 7BT		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors	Date assessment completed: 14.7.20 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.		
<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): Gail Holmes		

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Significant Hazard Section	Control measures in place	Optional: School's comments re. mitigations put in place
Social distancing and reducing risk of transmission	<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>	
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<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><u>Organisation of the School Day</u></p> <p><u>Start/Finish - Staggered Drop off and Pick Up</u></p> <ul style="list-style-type: none"> ● Staggered starts/entrances for the 4 different bubbles ● There will be 4 different entrances and exits for the 4 different bubbles ● Each Year group to have a 10 min drop off and pick up window ● School Path and entrance marked out with 2m distance markers for parents to ensure social distancing whilst waiting. ● There will be different entrances and exits for different bubbles - please see below <p><u>Arrival</u></p> <ul style="list-style-type: none"> ● Morning club to use village hall entrance for all

		<p>children arriving before 8.40</p> <ul style="list-style-type: none"> ● Nursery to use village hall gate at 9.00am ● Year 1 and Reception bubble to use top gate entrance 8.40 and 8.50 <p>Reception - 8.40 Year 1 - 8.50</p> <ul style="list-style-type: none"> ● Year 2 and Year 3 bubble to use bottom gate entrance 8.40-9.00 <p>Year 2 - 8.40 Year 3 - 8.50</p> <ul style="list-style-type: none"> ● Year 4, 5 and 6 to use bottom gate MUGA entrance - 9.00 <p><u>Pick Up</u></p> <ul style="list-style-type: none"> ● After school club pick after 3.30pm - village hall gate ● Nursery - 3.00pm - village hall gate ● Year R and Year 1 - top main gate Year R - 3.10pm Year 1 - 3.20pm ● Year 2 and 3 bottom gate Year 2 - 3.10pm Year 3 - 3.20pm ● Year 4, 5 and 6 - bottom gate MUGA 3.30 pm
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<p>Parents gathering at school gate not social distancing</p>	<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>Full parent return to school procedures will be implemented and sent out to parents as above and below</i></p> <ul style="list-style-type: none"> ● Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child ● Before children come into school please ensure they have washed their hands. ● Only 1 parent may drop off and pick up per family ● Parents will not be permitted onto school premises unless for an emergency ● When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area ● Do not linger outside the school in large groups. Please social distance. ● Contact is to be of an absolute minimum. Please be mindful that clothing and materials carried can carry the virus. ● Parents are encouraged to
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		<p>walk to school wherever possible</p> <ul style="list-style-type: none">● Parents to park sensibly and to give extended time for drop off and pick up due to social distancing restrictions● Parents to encourage children to enter the school independently without adult support or contact● If contact is needed, adults will support the child into school as safely as possible.● Staff will only have contact with the child and not the parent.● If a child is very distressed with separating from a parent we will ask parents to move away from the gate to try and calm their child before trying again when the staff member has taken the other children into the classroom. They will then have more time to support the individual child's transition into school if necessary..
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		<p><i>Social distancing banners, signs and markers already in place for all entrances and exits</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>There will be 4 main bubbles.</p> <ul style="list-style-type: none"> - Nursery - Sea Stars N2 and Sea Horses N1 - separate building and outside space - this bubble can be self contained. Numbers fluctuate daily due to being an EY childcare provision. - Reception and Year 1 - 59 children in total - Year 2 and Year 3 - 60 children in total - Year 4, 5 and 6 - 91 children in total <p>Within the 4 bubbles, year group classes will stay separated within their classes as much as possible but the main bubbles will be needed for staggered break times and lunchtimes and use of the canteen</p>

Procedures and systems to support social distancing and bubbles working in isolation

- Staff and children to stay in their allocated bubble and designated area
- Internal doors to be left open where possible to minimise touching handles.
- Windows and doors will remain open as much as possible
- Outside space will be utilised as much as possible
- There will be a one way system throughout the main school KS2 building
- Staff will stay in their working bubble as much as possible and not mix staffing bubbles
- There will be a one way system on the school top playground and pathways
- Social distancing signs and banners will be displayed in communal areas but only where appropriate in the school classrooms
- Soft furnishings will be removed and classrooms will be organised to ensure children can be socially distant where possible and

		<p>feasible.</p> <ul style="list-style-type: none"> ● Some furniture will be removed ● Tables in Year 4,5 and 6 classrooms will enable children to be seated facing forwards ● Nursery, EY and Year 1 will not have forward facing tables due to the nature of EY curriculum and continuous provision. Year 1 will need to transition into this gradually as they move from the EY curriculum into the NC. ● Year 2 and 3 classrooms are very small buildings and we will struggle to fit all children in forward facing so this may not be possible but the tables will be organised as best as possible to avoid face to face for children. ● Shared resources such as books will be cleaned regularly after use ● Children to be allocated their own set of resources- glue stick, pens, pencils in a named container where appropriate, if not resources to be sprayed regularly. ●
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		<p>Storage containers needed to store furniture from the classrooms and corridors - this will be placed in the swimming pool area.- Agreed by Board and ordered - actioned August 2020</p> <p>Extra tables will be needed in some classrooms to ensure social distancing and forward facing seats. - Agreed and ordered - actioned August 2020</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>Nursery to be a separate bubble with two classes - seahorses and sea stars - these will be the small consistent groups.</i></p> <p>EY children and staff remain in nursery only.</p> <p>Nursery set up as a self contained bubble with toilets and staff facilities set up in Nursery</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>Break and Lunch Times</p> <p>Children/year groups and staff to have break times at different times of the day.</p> <ul style="list-style-type: none"> - Children will need to be supervised moving throughout the school, they will not be able to be dismissed and let run. - To access the MUGA children will need to walk

		<p>across the adventure trail. To leave the MUGA children need to walk across the top playground.</p> <ul style="list-style-type: none"> - Children will rotate around playground spaces - Adventure trail, Muga and field. Break and lunch time procedures to be created and use of outside space timetable to be created. <p><u>Nursery</u> Nursery Lunch 11.45 Nursery to remain in the Nursery environment for break and lunch times. Nursery staff to collect school dinner from the school kitchen Nursery staff take breaks using the TS room as base for lunch and breaks.</p> <p><u>Reception Yr 1 Bubble</u> 10.00 - 10.15 Break outside in different areas of the school - Muga/adventure and field (weather dependant)</p> <ul style="list-style-type: none"> - Rotate break year group space daily <p>Healthy snack in classroom environment - children to bring in own snack</p>
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11.30 -12.30 lunch -canteen and outside - classes rotate in the canteen - 30 min slots for each year group. Outside space zoned for different year groups and rotated daily

Year 2 and 3 Bubble

10.20 - 10.35 Break outside in different areas of the school - muga/adventure and field (weather dependant)

- Year groups to rotate outside space daily

Healthy snack in classroom environment - children to bring in own snack

12.00 - 1.00 lunch - Canteen and outside - classes rotate in the canteen - 30 min slots for each year group. Outside space zoned for year groups and rotated daily

Year 4, 5 and 6 Bubble

10.40-10.55 - Break outside in different areas of the school - muga or adventure trail

Healthy snack in classroom environment - children to bring in own snack - no tuck

12.30 - 1.30 lunch - in classroom and collected from

		<p>canteen. Outside space zoned for year groups and rotated daily</p> <p><i>To find out about free fruit and veg scheme for EY and KS1 to see if it will be in place in September?</i></p>
<p>Groups mixing during extra-curricular provision</p>	<p><i>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.</i></p>	<ul style="list-style-type: none"> ● Morning club and After school club will run. 7.30 - 9.00 and then 3.30 - 5.30 - Teachers will need to keep after school club children in classrooms until 3.30 to avoid mixing or crossing over at pick ups. - Children will be kept in their key stage bubbles where possible but within the same overall space - After school club to have their own set of resources <p><i>An additional staff member will be needed for the after school club - we have one contracted staff member and we will need another staff member on claim to support this provision.</i></p> <ul style="list-style-type: none"> ● PE - some sessions taught by LM as PPA cover, other sessions taught by class teachers. ● All equipment used will be cleaned between groups. ● PE plan to be revised to ensure non-contact sports and sports that require less

		<p><i>shared equipment are taught until further notice.</i></p> <ul style="list-style-type: none"> • <i>DPA timetabled every day that does not require equipment</i>
Spread of virus due to increased numbers of people within the building.	<i>Inform parents that if their child needs to be accompanied to school only one parent should attend</i>	<p><i>As above regarding drop off and pick up procedures.</i></p> <p><i>No parents on site unless emergencies.</i></p>
Staff	<i>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.</i>	<ul style="list-style-type: none"> • <i>Admin staff to stay in the admin bubble as much as possible</i> • <i>Kitchen staff to remain in the kitchen whilst serving food to ensure they remain 2 m from the children and other staff members.</i>

		<ul style="list-style-type: none"> ● Only office and EHT/AHT allowed in office area ● Staff to remain 2 meters from each other and pupils wherever possible. ● Staff to sign in and wash their hands on entry to the school ● Hand sanitizer, tissues and pedal bins across the school ● Staff, parents, children and visitors are reminded to use good hand and respiratory hygiene. ● Posters displayed around the school to remind staff. ● No parents allowed on premises unless a prior arrangement for a meeting or an emergency ● GH to communicate new RA with staff and also any updates/amendments ● RA and accompanying documents to be shared with all staff for input ● Staff training update on ensuring protective measures are in place
Premises related matters		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	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><i>GH to review whole school RA with NM</i></p> <p>One way system in place in KS2 and all previous measures in place.</p>

	<i>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).</i>	Tape, posters and markers are already around the school
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<i>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</i>	<i>Appropriate number of FA in place NM to look into any refresher FA training needed and any additional staff needing the training previously booked in prior to COVID19 To ensure we have enough FA in each of the 4 bubbles</i>
Fire Procedures	<i>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. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</i>	<i>GH/NM to review Fire procedures under new guidelines Fire drill to be scheduled in the first week back and fire procedures run through for professional day</i>
Water hygiene – management of legionella	<i>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 per government guidance Managing School Premises during the Covid-19 outbreak.</i>	Caretaker in place for the weekly flushings
Using and monitoring new practices to reduce risk of Covid-19 transmission	<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>	<i>Training to take place on professional days in July and September Regular monitoring by AHT and EHT Training and induction into new school routines for children in September</i>
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<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>	Office staff to ensure processes are adhered to.
Staff rooms and offices to comply with social distancing and safe working practice	<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</i>	<i>Reduced number of staff to use the staff room and shared spaces on a rota.</i>

	<p><i>and encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below.</i></p>	<p><i>Admin to use Head's office and accessible toilet only</i> <i>Teaching and LSA staff to use staff room in a bubble rotation linked with breaks and staff toilet only</i> <i>Nursery to use TS staff facilities</i> <i>Office staff to use admin printers where possible</i> <i>use of photocopier - timetabled allocation of use of photocopier for different bubbles - checklist of cleaning after use of shared resource</i> <i>Cleaning checklist to be created after each 'bubbles' use of shared spaces</i> <i>Kitchen staff to use own toilet and changing facilities</i></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><i>Systems already in place</i> <i>All external doors and windows to be kept open to provide maximum ventilation in classroom and office spaces as much as possible</i> <i>Internal doors kept open where appropriate - door stops to be in place</i></p> <p><i>Monitor ventilation regularly</i> AHT/EHT</p>
Management of waste	<p><i>Ensure bins for tissues are emptied throughout the day.</i> <i>Follow Guidance on disposal of PPE waste (such as used fluid resistant masks)</i></p>	<p><i>Bin emptying routine as part of cleaning checklist throughout the day.</i></p> <p><i>Pedal bins placed around the school in every classroom</i></p>

		<i>Additional cleaning hours may be required to support a midday clean?.</i>
Management of incoming goods	<i>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.</i>	<i>Office to maintain procedures for incoming goods. Any incoming goods collected at the gate and only brought into school when safe to do so. Drop off point for the kitchen and outside the office for office goods. A sign is on the to remind delivery drivers of protocols</i>
School owned outdoor play equipment	<i>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. When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.</i>	<i>Bubble timetable for outside spaces The use of equipment outside will be supervised by a staff member who will ensure good hand hygiene and cleaning of equipment after use.</i>
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<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. Follow government guidance for working in education and childcare if someone becomes ill with suspected COVID-19 at the setting. Follow guidance on Cleaning and decontamination of non-health care settings. Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term.</i>	<i>Staff will be given time on the professional days to prepare the classroom spaces ready for the return in September Cleaning resources in each classroom Cleaning checklist in each classroom and shared area</i>

<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.</i></p>	<p><i>Each child will be allocated their own resources in a plastic zippy wallet</i></p> <p><i>Shared resources will be wiped regularly</i></p> <p><i>Each class will have their own set of resources</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 care settings is to be published by Public Health England by the end of the summer term.</i></p>	<p>An extra 5 hours of cleaning required to support the cleaning ongoing after school - this has been sorted - new cleaner employed</p> <p>Plan to have 3 cleaners across the school focusing on different sections of the school - see below -</p> <p>1 - Nursery and Reception classes - 2 hours per day - 10 hours per week 2 - Year 1,2 and 3 - 3 hours per day 3 - Main school building - 3 hours per day</p> <p>Additional cleaning resources will be needed to support additional cleaning and sharing of resources.</p>
<p>Sufficient handwashing facilities for staff and pupils</p>	<p><i>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.</i></p>	<p><i>Antibacterial hand gel in every classroom and areas around school</i></p> <p><i>Antibacterial hand gel in the main entrance area</i></p> <p><i>Sinks are in every classroom and in the toilets</i></p>

		<p>Children and adults required to wash their hands on entry to school</p> <p>Posters around every sink promoting hand washing routine</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>Planned into the day - On entry before and after use of any shared equipment before and after break and lunch times</p> <p><i>Additional outside sink to replace water fountain</i></p> <p><i>Urgent - Year 1 sink urgently needs replacing as our caretaker has tried to fix it but it needs replacing. They do not have an appropriate sink for handwashing at present.</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>As above - posters around school promoting handwashing</p> <p>Supervision of handwashing needed for some children</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>Posters up and around school Use of foot pedal bins to support protective measures</p> <p>Teachers to discuss the use of the bins when children return and the good respiratory hygiene</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>ST/LD and cleaners to monitor supplies of cleaning products to ensure classrooms well stocked</p> <p>Cleaners to ensure all classrooms have the appropriate products in their classrooms</p>

		<i>AHT/EHT to check</i>
Toilets being overcrowded	<i>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 regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</i>	<p><i>Each year group bubble will have access to different toilets</i></p> <p><i>Admin team have access to disabled toilet - clearly labelled for admin staff use only</i></p> <p><i>Teaching staff to have access to the staff toilet</i></p> <p><i>Nursery staff to have access to the TS toilet</i></p> <p><i>Kitchen staff to have access to the kitchen toilet</i></p> <p><i>Children will only be allowed to go to the toilet 1 at a time or 2 at a time where SD protocols can be maintained and supervised</i></p> <p><i>MAT to decide if an additional cleaner is required in the middle of the day?</i></p>
Staff related issues		
Staff measures to reduce contact and transmission	<p><i>When assessing the return to full opening in September the following section of the DfE guidance must be followed:</i></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><i>Where this cannot be met, then the school must record why and what other control measures they will adopt.</i></p> <p><i>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.</i></p>	<ul style="list-style-type: none"> - Morning and after school club to be in bubbles inline with school bubbles where possible - Morning briefings to take place in a classroom from 8.30am not the staff room - Staff meetings after school in a KS2 classroom for maximum space and SD - LSA's to work within allocated bubbles as much as possible - PPA specialist teachers moving across classrooms

	<i>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).</i>	<p>to maintain SD where possible.</p> <ul style="list-style-type: none"> - Admin and kitchen staff to remain in their staff bubble - Nursery staff to remain in their staff bubble where possible
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<i>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, 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 and other temporary visiting staff are conversant with SD and hygiene protocols within the school.</i>	<ul style="list-style-type: none"> - PPA and specialist teachers to maintain SD as much as possible. - Any temporary visiting staff working closely with SEND children to wear PPE and follow hygiene protocols.
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<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: 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>	We now only have 2 D grade LSA's in school to cover classes. A suggestion would be that LSA's were paid as a D grade cover supervisor if they were required to cover a class for the hours they covered the class as a temporary claim - agreed by board July 2020
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<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. 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 Further advice is available from HR if required.</i>	<i>All documents and RA to be shared with staff and run through during professional training days in July and Sept Communicate regularly with staff via email to keep them updated Regular staff meetings to keep them updated Staff survey to be sent out to gauge staff feelings regarding returning in September</i>

		Follow any return to work procedures for staff signed off with anxiety and implement a return to work RA
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	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.	Please see above Staff to complete a Google form to state that they have read, understood and will follow the RA100 and procedures to ensure safety of the whole community. Training days on 20th/21st July, 3rd and 4th September.
Accessing testing arrangements are clear for all staff	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/	Communication regarding test and trace to all staff A regular reminder to be sent out via admin - JR
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	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. d-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe	PPE available - face shields, face masks, aprons and gloves available to wear if a child becomes unwell Isolation room available and set up for this.
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	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/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy	County HR approved letters sent to all staff in this category Meetings are arranged regarding returning in September for appropriate staff. RA to monitored regularly by JR/AHT

Staff use of PPE	<p>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</p>	Staff to use PPE for any intimate care requirements where appropriate.
Use of PPE Lack of understanding	<p>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>	<p>Training to take place during professional days regarding the use of PPE</p> <p>Remind in briefings and ensure staff have signed to say they have read guidance on this as part of the google form information</p>
Dealing with suspected and confirmed case/ cases and outbreak.	<p>If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk. Devon County Council's Local Outbreak Management Plan (LOMP) is available here: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/. 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.</p>	<p>Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</p> <p>Follow the guidance for any suspected case</p> <p>Staff briefed on this guidance on training days and need to sign google form to say they have read and understood the guidance</p>
Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<p>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.</p>	<p>Meetings planned for vulnerable children and RA to be implemented for each vulnerable individual child returning</p> <p>Meet with parents and get medical guidance from consultants to support this.</p>

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</i>	<i>RA ro be completed before attendance. Discuss controls for dual settings in EY</i>
Pupils unable to follow guidance	<i>Some pupils will need additional support to follow these measures. Insert measures here or attach additional document.</i>	<i>BCP to be implemented for pupils at risk of not adhering to guidance Covid behaviour policy implemented, COVID behaviour expectations to support this.</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.</i>	<i>Children to be provided with individual zippy wallets home learning to be completed on google classroom limited equipment coming in and out of school</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>Isolation room to be in the numbers count room with appropriate ventilation and PPE</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>	<i>School uniform to be worn daily PE kit to be worn on days when children have PE</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.</i>	<i>Parents will be encouraged to walk to school and follow staggered start and different entrance/exit sites to avoid over crowding</i>
Dedicated school transport, including statutory provision	<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</i>	<i>Swimming has been confirmed and we are sorting the use of CM and WS mini bus to transport to and from swimming</i>

	<p>people outside of their group or who they do not normally meet. Consider the use of hand sanitiser upon boarding and/or disembarking.</p> <p>Waiting for the DfE who will shortly publish new guidance to local authorities on providing dedicated school transport.</p>	
Wider public transport	<p>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.</p>	N/A
School Transport arrangements support changes to school times	<p>Liaising with the School Transport Team before change are made. Follow government guidance</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</p>	N/A
Curriculum considerations		
Planned return to normal curriculum in all subjects by Summer Term 2021	<p>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.</p>	<ul style="list-style-type: none"> • MAT wide strategy to concentrate on effective pedagogy to identify and close gaps • https://sites.google.com/alumnismat.org/development-hub/home • Recovery curriculum <p>Cornerstones Maeastro curriculum investigated with TBM/CFO and interim CEO to ensure continuity across schools and map provision</p> <p>New Maths DfE guidance implemented</p>
Suspension of some subjects for some pupils in exceptional circumstances.	<p>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.</p>	To be reviewed on an individual basis as part of an IBP
Music activities	<p>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. This applies even if individuals are at a distance.</p> <p>Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for</p>	Curriculum modifications and subject specific risk assessment for music to be implemented

	<p>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. Further detailed DfE guidance will be published shortly.</p>	
Physical activity in schools	<p>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:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>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.</p> <p>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.</p>	Curriculum modifications and subject specific risk assessment for music to be implemented
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>	<ul style="list-style-type: none"> - Any planned trips and experiences to enrich the curriculum provision planned following school procedures - Evolve systems to be implemented - No residential overnight trips until further notice
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</p>	<p><u>Organisation of Bubbles</u></p> <p>There will be 4 main bubbles.</p>

	<p><i>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). Large gatherings such as assemblies and with more than one group should be avoided</i></p>	<ul style="list-style-type: none"> - Nursery - Sea Stars N2 and Sea Horses N1 - separate building and outside space - this bubble can be self contained. Numbers fluctuate daily due to being an EY childcare provision. - Reception and Year 1 - 59 children in total - Year 2 and Year 3 - 60 children in total - Year 4, 5 and 6 - 91 children in total <p>Within the 4 bubbles, year group classes will stay separated within their classes as much as possible but the main bubbles will be needed for staggered break times and lunchtimes and use of the canteen plus the KS2 toilets (only yr 4,5 and 6).</p> <p>Some staff will move across year groups and bubbles due to PPA, MTA cover, morning and afterschool club provision.</p>
<p>Provision of food</p>		
<p>Food prepared on premises is compliant with Covid - 19 health and hygiene guidance</p>	<p>School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> - to update June RA regarding food preparation - New menu implemented on school money system - Plates and cutlery in place <p>Due to increased lunch hour some additional catering hours will be needed</p>

		Additional MTA hours will be needed to cover lunchtime over 2 hours
Catering staff are operating in a safe environment	<i>Catering staff to follow the relevant aspects of government guidance for food premises:</i> https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery	<ul style="list-style-type: none"> - Catering staff to remain in the kitchen bubble - Catering staff to remain 2 m from the children - Plates and cutlery to be placed immediately in soapy water before returned to the kitchen - Kitchen staff to wear appropriate PPE - 2 m markers to be adhered to within the kitchen environment
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<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 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.</i>	No parents on school site Ensure deliveries outside of peak times Admin to check contractors and give them procedures to read and ensure they adhere to social distancing. Procedures for contractors to be displayed on the main school gate. MAT to check regular contractors risk assessments
Suppliers understanding and complying with new arrangements	<i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i>	<i>MAT have contacted all contractors School to ensure any school based suppliers understand the new arrangements and deliver outside of peak times.</i>
Communications to parents and staff	<i>Regular communications</i>	<i>Ensure weekly communication with parents Information posted on school website</i>

		<i>Daily and Weekly information sent to all staff weekly meetings for all staff initially to ensure implementation of RA and procedures</i>
Pupils and families anxious about return	<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>	<i>Regular communication to reduce anxiety 2 week transition into school for new starters to ensure staff and children can get support in place. Individual plans for children to reduce anxiety Recovery curriculum implemented</i>
Parent aggression due to anxiety and stress.	<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>	<i>To ensure regular communication regarding procedures for September and reminded of the protocols. Referral to Early Help support if necessary</i>
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<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. 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.</i>	<i>Planned LSC meetings for next term with set agendas for the year ahead Change in LSC structure to working across CM and WS under the EHT model Regular communication with LSC to ensure they are aware of any updated COVID guidance LSC sent RA</i>

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
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	Please see actions in Red		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p><i>Due to increased lunch hour some additional catering hours will be needed</i></p> <p><i>Additional MTA hours will be needed to cover lunchtime over 2 hours</i></p>	Board to decide - 1st Sept	GH
Planned return to normal curriculum in all subjects by Summer Term 2021	<p><i>Cornerstones Maeastro curriculum investigated with TBM/CFO and interim CEO to ensure continuity across schools and map provision</i></p> <p><i>New Maths DfE guidance implemented</i></p>	1st Sept - Board decision	GH
Accessing testing arrangements are clear for all staff	<i>A regular reminder to be sent out via admin - JR</i>	From Sept onwards	JR
Waster management	<i>Additional cleaning hours may be required to support a midday clean?.</i>	1st Sept - Board decision	GH
Extra curricular	<i>An additional staff member will be needed for the after school club - we have one contracted staff member and we will need another staff member on claim to support this provision.</i>	1st Sept	GH
Handwashing facilities	<p><i>Additional outside sink to replace water fountain</i></p> <p><i>Urgent - Year 1 sink urgently needs replacing as our caretaker has tried to fix it but it needs replacing. They</i></p>	ASAP	GH

	<i>do not have an appropriate sink for handwashing at present.</i>		
Fire Procedures	<i>GH/NM to review Fire procedures under new guidelines Fire drill to be scheduled in the first week back and fire procedures run through for professional day</i>	Sept 2020	GH/NM
Premises related matters	<i>To review whole school RA with NM</i>	Sept 2020	GH/NM
	<i>To find out about free fruit and veg scheme for EY and KS1 to see if it will be in place in September?</i>	Sept 1st	ST

Signed: Headteacher/Head of Department: G N Holmes

Date

14.7.20 - updated 24.8.20

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.