

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 V2.1
	Address:		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.	
Return to school risk assessment – based on the principles and guidance contained within DfE Guidance, latest: Guidance for Full Opening: Schools dated 7 August 2020 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. This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance: Guidance for Full Opening General guidance on completing risk assessments is available at arrangements note HS47. When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.		Assessor(s): Assessor(s): Kate Arnold Alix Harding	
Version Control: RA 100 Version 2.1			
Update – 15/7/20, page 6. Premises related matters - Management of waste			
Update – 25/08/20, page 12,13,14. School Transport			
Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&T Music Dance and Drama – link to new guidance and guidance for performing arts)			
Update – 25/8/20, page 8. Managing supply teachers, visitors, contractors and other temporary visiting staff			
Update – 25/8/20, 28/08/20, 02/09/20 page 10-11. Dealing with suspected and confirmed case/cases and outbreak, link to access to testing kits, use of face coverings in education – link to new guidance, link to action cards and updated guidance of 31/820			
Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.			

Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision	
Update – 02/09/20, page 6. Premises related matters - Hiring of premises	
Update - 2.11.20, page 6, Changes to bubbles, and core working hours for staff. Page 7, update to Fire safety, Page 9, update to ventilation protocols, Page 10, update to premises hire, Page 15, update to staff wellbeing provision, Page 17, update on Face covering protocols and additional information added, Page 21, update on supporting pupils to remove face coverings, Page 24, update on catering protocols and face coverings.	

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.	<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>	<i>Keep one-way system in place. Stagger drop off and pick up see letter sent Letter to parents to be sent out to outline process. Ensure procedures in place for families with children in different year groups. Marking clearly social distance measures on grounds leading to drop off and collection points. Provide this information to parents. SLT to support and manage this. 24.09.20 – parents encouraged to wear masks at drop off and collection. Staff asked to wear visors.</i>

<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>Letter sent – see above Reminder letter sent SEPTEMBER 4th <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> 24.09.20 – parents encouraged to wear masks at drop off and collection. Staff asked to wear visors.</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>New Year groups to be in place and these will form the protected 'Bubbles'. EYFS/Yr 1 – continuous provision Yr 2 – U shaped and carpet space KS2 – rows forward facing</i></p> <p><i>Look at furniture in each room prior to September. Soft furnishings can be used again</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>Plans to be put in place re: Froglets This will operate as one 'Bubble' but still allowing sessions to be flexible within the bubble. Own designated space</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>Break times staggered into KS1 & Foundation and then LKS2 UKS2. This will allow 2 year groups to be out at one time.</i></p> <p><i>Playground to be clearly zoned to prevent mixing of groups.</i></p> <p><i>Hall to be set out to ensure groups don't mix during staggered</i></p>

		<i>lunchtime sittings. Lunch to be had in classrooms for EYFS</i>
<i>Wraparound provision: Groups mixing during extra-curricular provision</i>	<i>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.</i>	<i>SMASC in hall in Year group bubbles. Own equipment for each bubble. Cleaned after each session</i>
<i>Spread of virus due to increased numbers of people within the building.</i>	<i>Inform parents that if their child needs to be accompanied to school only one parent should attend</i>	<i>Pre-opening letter and guidance for parents. This will be reiterated also Letter sent to remind parents- SEPT</i>
<i>Staff</i>	<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>	<i>Markings in front of reception window to help keep visitors at a distance. Set up of staff room to ensure staff can still social distance- alternate chairs marked not to use.</i>
<i>Premises related matters</i>		
<i>Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.</i>	<i>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. 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>	<i>KA to review RA22 to show all measures and alteration put into place. Regularly update risk assessments to include any changes that have been necessary following government guidance (e.g. handwashing, one-way systems, allocation of specific classrooms) Fire drills being practised regularly no amendments necessary</i>

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>Ensure First Aid provision is in during all aspects of the school day including lunchtimes and SMASC</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>KA to recheck fire risk assessment, sign and date.</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>	<i>James to review water management plan as necessary.</i>
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>Make use of Non-pupil days. Circulate all plans and action plans prior to summer holidays. Online assemblies on first day to help explain and reinforce to children. Transition visits prior to summer to explain how the school is set up and some of the new rules in place. SLT to monitor closely how procedures are being implementing.</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>	<i>KA to liaise with premises manager regarding equipment and health and safety inspections.</i>
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 and encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below.</i>	<i>Staffroom is currently set up for social distancing- staff to be reminded of procedures Ensure people recognise social distancing within the school office.</i>

Ventilation to reduce spread	<p>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.</p> <p>Teachers to 'break out' of any lesson over 1 hour and leave the classroom for a few minutes leaving windows and doors (not fire doors) open</p>	Encourage open doors and windows where ever possible.
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) and Government guidance on disposal of waste, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school. You must make sure that these items are disposed of properly rather than going into recycling bins.</p>	Swing lid bins currently in place, these are emptied daily.
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>Kitchen deliveries to be left outside kitchen and staff to bring in.</p> <p>Deliveries to school to be left in entrance area. Delivery drivers not to be admitted to school building.</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>All noticeboards to be emptied and updated with new and relevant information only.</p> <p>Signage visible to all</p> <p>Outdoor play equipment can be used by each 'bubble'. These must have strict rules on numbers of children using them and grip areas and handles must be wiped down between 'bubbles'.</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</p>	Ensure guidance is followed

	<u>working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities.</u>	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<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 <u>guidance for working in education and childcare</u> if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on <u>Cleaning and decontamination of non-health care settings</u>.</i></p>	<p><i>PE equipment must be wiped down after use by a 'bubble'.</i></p> <p><i>Where this is not possible the equipment must be put to one side in 'decontamination' area with clear date it was put there. It must remain in this area for 72 hours.</i></p>
Shared resources and equipment increasing spread	<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><i>KS2 children to have their own stationery.</i></p> <p><i>KS1 and EYFS where stationery needs to be shared, coloured pens etc., this must be done within 'bubble'</i></p>
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<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 <u>Safe working in education and childcare</u> for guidance on PPE and guidance on <u>cleaning non-health care settings</u>. Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or</i>	<i>Look at cleaning needs across the school and discuss with Premises Manager. New guidance is due to be published before the end of term. Go through this with premises</i>

	<i>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>	<i>manager and review cleaning practices already in place.</i>
Sufficient handwashing facilities for staff and pupils	<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>	<i>As far as possible children should use soap and water to clean hands. All classrooms have sinks and hand washing facilities in them.</i> <i>Hand sanitiser is to be used at main entrances to school and is to be supervised by a member of staff at all times.</i>
Additional time for staff and pupils to carry out handwashing	<i>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.</i>	<i>All classrooms have clear timetable and expectations for hand washing. Ensure appropriate time is given for handwashing at all times.</i>
Handwashing practice with children	<i>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. 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.</i>	<i>Children should not need to use hand sanitiser. This is only needed at main entrance to school. Children coming in through main entrance will be with an adult who will supervise use of sanitiser.</i> <i>EYFS and Key Stage 1 can use songs to help with hand washing if wanted.</i>
Good respiratory hygiene	<i>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.</i>	<i>Swing bins in place already. Extra signage to be put up and regular reminders for all.</i> <i>Promote on newsletter</i>
Sufficient supplies of soap and cleaning products	<i>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.</i>	<i>KA to liaise with premises manager to ensure enough liquid soap in each classroom and in toilets.</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>	<i>All toilets to have a one in one out rule. Each bubble to have toilets allocated so no more than two bubbles share a toilet.</i>

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: 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 Where this cannot be met, then the school must record why and what other control measures they will adopt. 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>All DfE Guidance has been read and plans for re-opening reflect this guidance.</p> <p>Expectations for staff and parents around responding to test and trace need to be clarified.</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 and other temporary visiting staff are conversant with SD and hygiene protocols within the school.</p>	<p>SEND external support will start from September but all visitors will social distance from children and follow hygiene guidance.</p> <p>Signing in procedures ensure that key information is shared and that all visitors information is collated and can be used for track and trace if needed.</p> <p>Supply teachers will/ could be used. HLTA support will be used as priority. Peripatetic music teacher resuming 07.10.2020 risk assessment carried out. They will socially distance and follow school procedures.</p> <p>Achieve4All staff will be timetabled into 'bubbles' and will follow social distancing rules throughout.</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: 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>Potential cover for teachers is planned through making use of our 3 HLTAs and in Froglets we will call upon our appropriately trained Tas to help with cover.</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. 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></p>	<p><i>To be dealt with on an individual basis.</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>	<p><i>All plans and risk assessments to be shared with staff prior to the summer. Staff training and reminders on non-pupil days prior to children returning.</i></p>
<p>Accessing testing arrangements are clear for all staff</p>	<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>Information on accessing testing to be in staffroom & school office.</i></p>
<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>	<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. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</i></p>	<p><i>PPE equipment is in each classroom. PPE is in cupboard outside office</i></p>

<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<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/ESoXeZkAQyLLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</i></p>	<p><i>Risk assessments will be undertaken for all staff who are clinically extremely vulnerable or clinically vulnerable.</i></p> <p><i>KA will also risk assess staff who are extremely anxious about returning to work.</i></p>
<p>Staff use of PPE</p>	<p><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</i></p>	<p><i>EYFS staff are aware of current PPE procedures for individual children and will continue with this</i></p>
<p>Use of face coverings Lack of understanding</p>	<p><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></p>	<p><i>SLT and middle leaders should be the only staff using PPE for dealing with suspected cases. All will ensure they are fully aware of disposal methods. All staff will be made aware of procedures for clarity. All have information in their classrooms. Visitors in school to wear face coverings</i></p>
<p>Dealing with suspected and confirmed case/ cases and outbreak.</p>	<p><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></p>	<p><i>Key information will be displayed in Heads office, school office and staff room.</i></p>

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](#).

Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

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.

For **ALL SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS** inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.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 there is a confirmed case, a complex situation or an outbreak is declared in your setting you may be asked to join an Incident Management Team or Outbreak Control Team Meeting. Schools should up-date the **Schools Emergency Plan** to incorporate the above links. The following resources should also be referred to in the event of cases at the setting:

[Educational settings Action cards](#)

[PHE SW HPT: Flowchart for childcare and Educational settings V 4](#)

Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the [Actions for Schools Guidance Section 5](#)

Lateral Flow testing (Primary staff home testing)	<p>Guidance on the coronavirus (COVID-19) LFT testing programme for primary staff home.</p> <p><i>It is also important to remember that the LFT for staff are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</i></p> <p>Key points</p> <ul style="list-style-type: none"> • <i>Recommended twice weekly before coming into school 3-4 days apart</i> • <i>Read guidance and watch video</i> • <i>This process is not for releasing people early from Self Isolation</i> • <i>It is not mandatory DfE have created the link below for asymptomatic testing for schools to follow. This area contains additional information to support primary schools and staff in preparing and operating home testing LFT.</i> <p>https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54</p>	<p>Staff booklet emailed to all staff and hard paper copies available today.</p> <p>Testing recommended Mon/Thurs evening</p>
Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<p><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></p>	<p><i>These will be looked at on an individual basis.</i></p>
Children with EHCP and pupils who attend dual settings	<p><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></p>	<p><i>Currently no children on dual registration.</i></p> <p><i>Risk assessments will be drawn up on individual basis.</i></p>
Pupils unable to follow guidance	<p><i>Some pupils will need additional support to follow these measures.</i></p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-</p>	<p><i>Staff will support individuals, younger pupils in particular who need extra support with measures. There are no children who have</i></p>

	settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	needs which would prevent them from being able to follow the measures in place. See individual RA
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>The equipment children bring in and out school will be limited and will be made clear to parents in letter. PE Kits will be worn on PE days. Stationery will be provided by school and the movement of books between home and school will be limited and managed carefully.</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>PPE equipment is in the office cupboard. Each class to have emergency PPE bucket.</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>To be communicated with all parents in welcome letter.</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>Communication about walking, cycling or scootering to school, parking and expectations around this to be made explicit to parents in welcome letter.</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.</i>	N/A

<p>Face coverings & PPE</p>	<p><i>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.</i></p> <p><i>Where possible, transport operators will aim to keep windows on home to school transport open to increase ventilation; or use air conditioning.</i></p> <p><i>Ensure organised queuing/boarding and distancing within vehicles if possible.</i></p> <p><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:</i></p> <p>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</p> <p><i>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 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>Loading for vehicles above nine passenger seats</p>	<p><i>Transport Co-ordination Service will work with operators, schools and parents to manage arrangements for organised queueing and boarding.</i></p> <p><i>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).</i></p> <p><i>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>Good practice & personal care</p>	<p><i>ALL students will be expected to abide by the DCC Code of Conduct</i></p> <p><i>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>Carriage of passengers with symptoms</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.</i></p>	

<p>Children with Special Educational Needs:</p>	<p><i>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> <p><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.</i></p>	
<p>Wider public transport</p>	<p><i>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.</i></p>	
<p>School Transport arrangements support changes to school times</p>	<p><i>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</i></p>	
<p>Curriculum considerations</p>		
<p>Planned return to normal curriculum in all subjects by Summer Term 2021</p>	<p><i>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.</i></p>	<p><i>Appropriate teacher assessments to be made as start of year baselines to identify gaps in learning and to ensure support is targeted accordingly to support with this.</i></p>

		Beyond these targeted interventions the normal curriculum will be delivered.
Suspension of some subjects for some pupils in exceptional circumstances.	Schools should be able to show that this is in the best interests of these pupils and this should be subject to discussion with parents during the autumn term. They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021.	We are planning on delivering a broad and balanced curriculum for all pupils in September.
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 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	When planning music activities all measures will be taken into account and risk assessment of activities undertaken
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>	<p>As far as possible all PE should take place outside.</p> <p>The school hall can be used as a back up with limited resources being made use of and further risk assessment in place to ensure activities are planned as safely as possible.</p>

Practical science, art and D&T lessons	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.	All guidance will be followed
Educational visits	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.	When school trips are planned Covid-19 will be added to the risk assessment and guidance will be followed.
Groups of children mixing resulting in risk of more widespread transmission	Children should be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. 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. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. 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). Large gatherings such as assemblies and with more than one group should be avoided.	Year group bubbles created. All aspects of the school day have been timetabled to protect the bubbles.
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)	School kitchen is following Guidance
Catering staff are operating in a safe environment	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	Guidance has been read and is being followed.
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>	<i>Expectations set out in welcome letter. All staff aware of expectations and need to reinforce these expectations</i>
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>When contact is made with suppliers, expectations are made clear.</i>
Communications to parents and staff	<i>Regular communications</i>	<i>Welcome letter to be sent before end of summer term. Regular reminders during term time.</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>Staff have stayed in touch with families and support is in place for some already. However, welcome letter will encourage families to contact school if they are at all concerned.</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>Welcome letter sent out prior to Summer details these plans. Reminder sent at start of September.</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>In place</i>

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Sharing risk assessment and guidance	Staff training and information shared	September 2020	KA
	RA emailed to all staff and link governors	04.09. 2020	KA
	Risk assessment on website under CV19 tab	04.09. 2020	KA/CR
Premises	<i>Extra signage to be put up and regular reminders for all around 'Catch it, Bin it, kill it'.</i>	September 2020	Teachers
Clean and reduce	<i>Each class to have toilets allocated so no more than two bubbles share a toilet.</i>	September 2020	KA/ Staff
Staff	<i>Expectations for staff and parents around responding to test and trace need to be clarified.</i>	Letter sent 16.07.2020	KA
Curriculum	<i>When planning music activities all measures will be taken into account and risk assessment of activities undertaken on an RA1 form.</i>	September 2020	KA/HBr
	<i>Undertake risk assessment of possible use of school hall for indoor PE.</i>	September 2020	JBr/Achieve 4All
Social distancing and reducing risk of transmission	<i>24.09.20 – parents encouraged to wear masks at drop off and collection. Staff asked to wear visors.</i>	24.09.2020	MH/KA
Staff	<i>Peripatetic music teacher resuming 07.10.2020 risk assessment carried out. They will socially distance and follow school procedures.</i>	07.10.2020	KA/AK
Staff	<i>Masks/visors worn in communal areas where staff can't socially distance Kitchen serving staff wearing visors</i>	05.11.2020	KA/AH

	<i>Info circulated to staff re National Lockdown 2 and changes</i>		
Social distancing and reducing risk of transmission	<i>From 09.11.20 – parents timing adapted to reduce numbers further on site Parents informed by email and FB</i>	05.11.2020	KA
Staff	<i>LFD testing commences w/b 25/01 added to RA</i>	25.01.21	KA

Signed: HEAD OF SCHOOL : Kate Arnold

Date 04.09.2020 updated 24.09.20 updated 30.09.2020

updated 05.11.2020 updated 25.01.2020 LFD issues

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