

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: Heathcoat Primary School	Establishment Risk Assessment	RA100 V2
	Address: Broad Lane Tiverton Devon		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors	Date assessment completed: This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.		
<p> Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Covid-19 Implementing protective measures in education and childcare settings (15 May 2020) and updated following the publication of Guidance for Full Opening (2 July 2020) and Managing School Premises during the Covid-19 outbreak (7 July) As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. </p> <p> This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside DCC guidance document C-19, checklist C-19 and the latest government guidance: Guidance for Full Opening </p> <p> General guidance on completing risk assessments is available at arrangements note HS47. </p> <p> Updates: </p> <p> When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance. </p>	Assessor(s): Sammy Crook Demelza Higginson		

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>	Optional: School's comments re. mitigations put in place
Social distancing and reducing risk of transmission		
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p><i>All children to be dropped off at the school gate by a parent. Year 1, 3, 6 will use the carpark gate, year 2, 4 and 5 will use the main pedestrian gate and EYFS will use the park gate. Children will be directed to their classroom and will walk around the outside of the building keeping SD. Children will sanitize/wash hands on entry to classroom. No cars will be allowed in the carpark during the start and end of the day. If parents have a parking permit and need to park in the school grounds they will be given a time to arrive when other children are not using the carpark. Parents will remain in their car. At the end of the day children will line up by the staffroom, kitchen or in nursery depending on their exit gate and parents will follow a one way system through the car park, pedestrian or nursery gate to collect their child and then back out the gate.</i></p> <p><i>Staggered start and end times to be established, to allow separation between groups and to ensure no overcrowding. Only one parent to bring child to school.</i></p> <p><i>Siblings to arrive at earliest time and leave at latest time. If sibling in EYFS come through the park gate.</i></p> <p><i>Groups to be introduced separately over 3 days to test function of procedures and make any identified necessary changes before accepting next group of pupils.</i></p> <p><i>Markings on ground to indicate direction of different year groups.</i></p> <p><i>If pupils or staff have worn a face mask on their journey to school if disposable this should be placed in the appropriate bin before entering the school building. If it can be reused it should be stored in a bag, preferably in a zipped compartment. Staying safe outside of your home: face coverings and Guidance for Full Opening</i></p>	<p><i>Posters about SD at entrance</i></p> <p><i>Markings on the floor indicating gate for different year groups and one way system</i></p>
Parents gathering at school gate not social distancing	<p><i>Parent drop off and collection staggered to reducing any potential congestion, encouraged not to gather at the gate, they are not allowed to enter the school site except to follow the one way system for collection, only one parent to drop off child. Posters to remind about SD. They cannot enter the school building/site without a prearranged appointment that will be conducted safely.</i></p>	<p><i>Posters at entrance</i></p>

<p>Overcrowding in classrooms and corridors.</p>	<p><i>Children are grouped into year group bubbles. Desks will be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided.</i></p> <p><i>Routines created and practiced for leaving the classroom (for break, lunch and exercise) and for returning to the classroom after. All rooms have direct access to outside. Clear timetable for access to the cloakroom and spaces outside. Each child will have a set of basic resources on their desk.</i></p> <p><i>In year 1 and EYFS it is accepted SD will be impossible, so ensure regular hand washing.</i></p> <p><i>Unnecessary furniture removed from cathedral and classrooms. Markers on the floor so children always walk on the left.</i></p> <p><i>Assemblies will be conducted vis teams.</i></p>	<p><i>Arrows on the cathedral floor</i></p> <p><i>Arrange furniture in classrooms and cathedral</i></p> <p><i>Team leaders create timetable for access to the cloakroom</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</i></p> <p><i>Nursery will be a bubble and Reception will be a separate bubble.</i></p> <p><i>Reception will no longer use the nursery grounds.</i></p> <p><i>Children in Early Years cannot be expected to remain 2 m apart so ensure staff are clear on hierarchy of measures set out in the protective guidance. Spend time teaching and promoting good respiratory hygiene through songs, stories etc.</i></p> <p><i>Activities spaced out within setting and numbers at each activity limited. No sand or water play unless they have individual trays. Individual tubs of playdough not to be shared. Children spaced out whilst eating food.</i></p> <p><i>Soft furnishings have been removed.</i></p> <p><i>Record kept of the other settings some pupils are attending.</i></p>	<p><i>Arrange furniture in classrooms</i></p> <p><i>Separate risk assessment for EYFS</i></p>
<p>Groups mixing during breaks and lunchtime compromising social distancing.</p>	<p><i>Field and playground have been separated into smaller sections giving us 7 spaces for play time and PE.</i></p> <p><i>Children will play as year group bubbles.</i></p> <p><i>Lunches to be eaten in the classrooms. School lunches to be delivered in take away containers with metal cutlery. Tables to be cleaned before and after lunch. Hands washed before and after eating and on entry from outside.</i></p> <p><i>Children to maintain social distancing whilst playing. They will use their bubble toilet during break times. Encouraged to go to the toilet before going outside.</i></p> <p><i>FLT on duty each day</i></p> <p><i>Break and lunchtimes are staggered and one-way system in place for accessing the playgrounds to reduce congestion.</i></p>	
<p>Groups mixing during extra-curricular provision</p>	<p><i>Breakfast and after school club – children will all be together (new hall) but children will sit and play in their year group bubbles. Food will be provided but it will be a limited menu. Children will not be able to help themselves to jam etc. Children to put used items in a box to be washed later. They will access</i></p>	<p><i>Separate RA for breakfast and after school club.</i></p>

	<p>outdoor space where possible and will be given activities to do inside in their bubbles. Each child to have their set of resources such as pens etc. No extracurricular clubs to be provided. Reviewed in Oct. As with physical activity during the school day, contact sports should not take place and recommendations set out in Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.</p>	
Spread of virus due to increased numbers of people within the building.	<p>Inform parents that if their child needs to be accompanied to school only one parent should attend. Information shared regularly in newsletters and where needed speak to individual parents. Parents not to enter school buildings unless they have a prearranged appointment. If a parent comes to school to collect a child as they are unwell (COVID or non COVID) they will press the buzzer/ring the office and a member of the office staff will come and meet them at the gate. Parents enter school grounds to collect child if it is not COVID related symptoms, if it is COVID related a member of staff will take the child to the gate.</p>	
Staff	<p>All staff should maintain Public health guidance of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering doesn't count) or a Perspex screen in place. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils.</p>	
Premises related matters		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p>Reviewed Whole school risk assessment (RA22) and updated as necessary, to ensure control measures remain suitable and in place. One-way systems and layout being used to ensure ease of access to outdoor space, no equipment shared between groups, unless through cleaning process carried out beforehand and it has been quarantined for 48 – 72 hours depending on material. Fire evacuation procedures reviewed, all staff trained in new procedures (3rd Sept), regular fire drills to take place.</p>	AB to review RA22
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<p>AW to review First Aid risk assessment (RA22 or equivalent). Reviewed First Aid risk assessment (RA22). First aid and PFA trained staff available at all times. Communication of first aid arrangements during daily notice board and regular staff briefings/emails. PPE is kept with first aid equipment in the stock cupboard and with reception and nursery classes. 2 additional staff are now PFA trained.</p>	AW to review first aid RA
Fire Procedures	<p>Reviewed fire risk assessment taking into consideration changes made to the layout, and the impact this may have on fire evacuation and escape routes. Shared with staff on 3rd Sept.</p>	AB/DH to review fire risk assessment

	<p>All classrooms can access the outside via an outside door.</p> <p>Testing and monitoring regimes continue for fire detection, alarm systems and fire extinguishers and interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</p> <p>Constant review of fire evacuation routes and assembly points to ensure that social distancing guidelines are being met after regular fire drills. Markings at assembly points to assist SD if required.</p>	<p>Plan in fire practice in the first week</p> <p>JS ensure testing and monitoring checks continue</p>
Water hygiene – management of legionella	<p>All flushing and monitoring of temperatures have been maintained throughout current period of partial opening and will be completed before we reopen to more pupils.</p>	<p>.JS to ensure checks take place before we open in Sept</p>
Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>Training of all staff via briefing prior to start (3rd Sept)– to include contents of this RA, alternative layouts and changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. Discuss routine for removing face coverings/masks. Explaining to children about the use of face coverings – to support children with adhering to social distancing.</p> <p>Weekly morning or end of the day briefings (these may be virtual), use of daily update notice board in entrance area. Clear communication channels for opportunities for all employees to raise concerns / make suggestions via FAQ and in person.</p>	<p>Plan in training for NPD</p>
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<p>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.</p> <p>JS to ensure checks are up to date.</p> <p>Contractors are appointment only and where possible after school.</p>	<p>JS to ensure checks are up to date</p> <p>JS and AB to ensure contractors are by appointment only and where possible after school.</p>
Staff rooms and offices to comply with social distancing and safe working practice	<p>Avoiding unnecessary gatherings. Encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below.</p> <p>Additional staffroom created for KS1 and reception staff. Max of 4 staff per room. Furniture removed and chairs spaced apart. Hands sanitised on entry and exit from both staffrooms. Encourage staff to sit outside where possible.</p> <p>Only 1 person in the staff toilets at a time.</p> <p>Office staff are not facing each other and are sitting 2m apart. If staff need things from the office, they don't go in but talk to staff through the hatch.</p>	<p>Posters on staffroom doors re max number</p>
Ventilation to reduce spread	<p>Caretakers to open roof windows and windows each morning. Prop doors, where safe to do so (bearing in mind fire safety, security and safeguarding) as they unlock the site. Such as cathedral and toilet doors.</p>	
Management of waste	<p>Lidded bins for tissues in each class and isolation room along with intervention room. Cleaners to ensure bins are emptied throughout the day.</p> <p>Follow Guidance on disposal of PPE waste (such as used fluid resistant masks)</p>	

	<i>Disposable face coverings disposed of in domestic waste unless the wear has symptoms of virus.</i>	
Management of incoming goods	<i>Deliveries not allowed during the start and end of day. Signs on entrance about not entering if displaying symptoms and asked before being admitted to school. Only one person meets supplier and keeps SD. Hands sanitized before and after handling supplies. Where possible staff avoid having personal parcels delivered to school to help reduce the risk.</i>	<i>Posters at gate and entrance to school building. Office staff to ensure deliveries are not during start and end of day.</i>
School owned outdoor play equipment	<i>Consult guidance on Managing Outdoor Playgrounds for equipment also used by the community. Encourage children to wash hands before and after use. Limit numbers of children using it at any one time and to try to maintain social distancing. Play equipment in nursery will be used by nursery children only. Will be wiped down at end of the day. Regular cleaning for high traffic touch points such as slides, play huts. Play equipment in reception will be used by reception children only. Will be wiped down at end of the day.</i>	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<i>All unnecessary resources removed from classroom and stored elsewhere. Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources will 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. They will be stored in the classroom for correct length of time before they can be returned to general store to be used again. Tables in classrooms cleaned during the day (lunch) and at the end of the day. 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>	
Shared resources and equipment increasing spread	<i>Each child has set of resources – pens etc which won't be shared. Shared classroom resources will be cleaned after use. Hand sanitizer to be used before and after using the photocopier. If one person using machine only one other person can wait 2 metres away. Only FLT, FSW and office staff to use photocopier in main school office. Children will not be sent to the photocopier. Laptops to be cleaned before use by another bubble. Computers in ICT to be wiped at end of session. SW/JS to look at tidying cabling in ICT suite.</i>	<i>JS/SW to look at tidying up cables in ICT suite. Cleaning time set up between use of ICT suite. Reading quarantine boxes in each room. Set of AR books in KS2</i>

	<p>Stools and surfaces to be cleaned before use by next bubble.</p> <p>Staff in EYFS/KS1 will select the reading book for the child to reduce them touching all the books. Once finished book wiped and place out of use for 72 hours before placing back in general circulation.</p> <p>KS2 pupils – sets of AR books in each class for adult to support choosing of book. Books that are returned are wiped and stored for 72 hours before placing back in general circulation.</p> <p>EYFS/KS1 can have book corners as books won't be shared with other bubbles without being quarantined first. Limited numbers of books in book corners and wiped at end of day.</p>	
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p>Sites and premises manager to generate additional cleaning requirements and agree additional hours. Enhanced cleaning of regularly touched areas – door handles, toilets, staff rooms, tables during lunchtime, if shared areas are used they will be cleaned before use by another bubble. Deep clean of rooms at end of the day. 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.</p>	JS to arrange additional cleaning.
Sufficient handwashing facilities for staff and pupils	<p>Sinks, hot water, soap and paper towels and hand sanitizer available in all classrooms. Electronic hand dryers switched off and replaced with paper towels in toilet blocks.</p> <p>Walled mounted hand sanitizer in cloakrooms and other spaces used during the day as well as outside toilet blocks</p>	JS to arrange hand sanitizer dispensers and paper towel dispensers.
Additional time for staff and pupils to carry out handwashing	<p>Pupils and staff will be expected to wash their hands or use the hand sanitizer regularly throughout the day but in particular when they arrive to school, if they move from one classroom to another, before and after eating, after going to the toilet, as they leave the classroom at the end of the day.</p> <p>Clear expectations for hand washing/sanitizing and time given for this. Songs/actions taught to support. Posters in classrooms, toilets</p>	Posters
Handwashing practice with children	<p>Frequent hand washing as part of normal routine. Hand washing/sanitizing to be supervised by an adult when taking place in a classroom.</p> <p>Discuss with any parents if children have allergy to hand sanitizer available and provide alternative.</p> <p>See guidance and resources available at e Bug.</p>	
Good respiratory hygiene	<p>Posters around school to promote 'catch it, bin it, kill it' and refer to regularly. and referred to regularly. Supply of tissues and lidded bin in each classroom and areas used by staff or pupils.</p> <p>Support will 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. Social stories and visuals used to support.</p>	

Sufficient supplies of soap and cleaning products	Sufficient supplies already in place. Maintain contact 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.	JS/AB to ensure we have a regular delivery of supplies.
Toilets being overcrowded	Cubicles labelled for different year groups along with sinks in each toilet block. Where possible each class has a cubicle, where this is not possible allocate a year group or 2 per cubicle. One child in the toilets at a time. Posters on the doors. Children hand sanitize on entry to toilets and wash hands before leaving. Children wash hands again when arrive back in classroom. List kept of those children going to the toilet. Toilets cleaned regularly during the day. 1 member of staff at a time in staff toilets. Hand sanitizer outside staff toilets.	
Staff related issues		
Staff measures to reduce contact and transmission	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. Teachers will be encouraged to teach from the front as much as possible. Demonstrations and use of visualizers will be encouraged where appropriate. The number of bubbles that PPA staff teach across have been kept to a minimum. Subject leader time will not happen during autumn term to reduce contact. Where possible TAs will work across a maximum of 2 year groups. 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. For some postholders (non-teaching) it may be appropriate and possible for colleagues to work from home in order to minimise the number of adults in the school. If this is an appropriate plan line managers will be discussing with their teams about a rota of when colleagues will physically be in the building.	

	<p>Colleagues will also need to have access to internet/computer if working from home.</p> <p>Staff to be encouraged to have their PPA time at home where possible.</p>	
<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<p>A central electronic register of all visitors will be held, password protected. All visitors will be asked to complete a form for track and trace. Staff who welcome visitors to the school site will need to be trained in the relevant information/expectations to be shared with these guests. All supply teachers, peripatetic teachers, other temporary staff and visitors must sign into school and provide full contact details should we need to provide PHE with this information if we have a confirmed case as part of the 'trace and test' guidance. Like all other adults coming on to site, they should sanitize their hands on arrival and regularly during their time on site. In line with the guidance they should try to maintain as much distance from others as possible. Depending upon the length of their stay on site will depend on the length and detail of an induction regarding physical distancing and hygiene. If this is able to be shared in advance of their arrival via email this will be the preferred method. Alternatively, when they sign in essential information can be shared/provided to them. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Specialists, therapists, clinicians and other support staff for pupils with SEND will continue to provide interventions as usual. Other visitors such as contractors should call the school office prior to coming into the school building. On entry to the school expectations around social distancing and good hygiene will be shared. Where visits/deliveries can happen outside of school hours, they should be encouraged.</p> <p>28th August – visitors and parents will be asked to wear a face covering when on the school site.</p>	<p>AB to create visitor register</p> <p>Visitor form created for track and trace</p>
<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p>In the first instance if there is a shortage of teachers to teach the number of classes, supply teachers will be used. However appropriately trained teaching assistants may be allocated to lead a group, working under the direction of a teacher. If this occurs the teaching assistant will be paid on a D grade for the hours he/she is providing 'cover' (if their contractual grade is lower than a D). Careful planning of the year groups/classes will be undertaken based on staff availability.</p> <p>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</p>	
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p>Plans for a return in September are being shared with staff as they are drawn together. Staff are also in receipt of any communication that is made with parents and pupils regarding re-opening. The RA will be shared with all staff once governors have approved it w/c 20/07/2020. Any amendments made will be highlighted for staff and shared with governor link to Covid Lucy Bull. The</p>	

	<p>staff training days 3/9/2020 and 04/0/92020 will break down the key aspects of the RA to provide staff with as much detail as possible. A mailbox for FAQ will be available for all staff</p> <p>septemberopeningquestions@tivertondevonsch.onmicrosoft.com to help clarify expectations or information already shared. There will be a live document in Microsoft office 365 where the questions are logged and SLT will respond. All staff who have been shielding will engage in a conversation with a member of SLT and update their individual RA in preparation for September. Staff will be encouraged to discuss anxieties with a trusted colleague or to access EAP.</p> <p>https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p> <p>Further advice is available from HR if required.</p>	
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<p>Information will be shared with staff as it is confirmed. Changes made over the summer holidays will also be shared with staff (should they wish to look at them). Emphasis about safe working practices will be shared with all staff during the staff training days in September</p>	Plan key info into NPD
Accessing testing arrangements are clear for all staff	<p>All staff will be expected to inform the school office and HoS if they have symptoms and date of the test and evidence of the results. Parents will be expected to do the same by informing the school via admin email or contacting the school office. This will be shared with parents via a letter in September. Guidance about testing, including the NHS 'Test and Trace' service, is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</p>	
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<p>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.</p> <p>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</p> <p>Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>	
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p>Staff deemed to be clinically extremely vulnerable and clinically vulnerable can return to school in the Autumn term subject to DH confirmation that the school is 'covid-secure', i.e. that every reasonable step has been taken to ensure the</p>	DH/BB to complete RA with appropriate staff.

	<p>safety of children, staff, premises and community and that the full measures as provided in the DfE guidance have been applied.</p> <p>A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZKAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiv</p>	
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>	
Use of PPE Lack of understanding	<p>Staff will receive a refresher session on the use of PPE and disposal of PPE on NPD. Posters about donning and removing PPE in isolation, nursery and reception toilets and cleaning cupboard</p> <p>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>	Training on NPD
Dealing with suspected and confirmed case/ cases and outbreak.	<p>If we have any infection control concerns or questions, we will 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 we must contact our 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. We will up-date the Schools Emergency Plan to incorporate the above links.</p>	AB/DH to update school's emergency plan
Pupil related issues		

<p>Vulnerable groups who are clinically, extremely vulnerable.</p>	<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. The school will work in partnership with the school nurse team as well as the educational welfare officer to return a child to school as soon as practically possible.</i></p>	
<p>Children with EHCP and pupils who attend dual settings</p>	<p><i>Risk assessment completed for all children with an EHCP and any pupils for whom we have requested an EHCP or have complex medical needs. For pupils attends more than one setting for their educational offer a risk assessment will be completed before they attend our school. The additional setting will need to work in collaboration with HPS to work through the system of controls 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>CSH to update RA for pupils with EHCP, CSH to meet children individually with parents at school prior to 7th Sept.</i></p>
<p>Pupils unable to follow guidance</p>	<p><i>Our behaviour policy has been adjusted to take in to consideration expectations of pupils regarding SD, following school rules and expectations about being in year group bubbles. This will be shared with staff, parents and pupils before the beginning of the new term. We will need to train our pupils when they return about our expectations and support them as much as possible in order to protect them and others. Social stories and visual prompts used to support guidance, discussions with parents.</i></p>	<p><i>Update behaviour policy</i></p>
<p>Pupils equipment</p>	<p><i>Each child has their own pack of resources to be used daily (pencil, pens etc) Each teacher and TA has set of basic resources to ensure they don't need to use any in classrooms especially if they are moving between classes/rooms. Children will not be able to bring unnecessary items in from home. If pupils are bringing in packed lunch they need to avoid using fabric containers due to the need to wash and dry it every day. Either a plastic box, disposable bag should be used. If possible not to bring a bag to school.</i></p>	<p><i>Create sets of resources for staff</i></p>
<p>Member of a class becoming unwell with COVID-19</p>	<p><i>If a child is awaiting collection, they will be moved to the isolation room (not being used) where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. The window will be opened for ventilation. Suitable PPE (including fluid resistant face mask) is available at this location. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. The staff in that year bubble will be made aware of why the child has been moved to isolation and any outcome. The staff member who has been wearing appropriate PPE and administered first aid to the child will remove PPE in the</i></p>	

	<p>designated “dirty area” adjacent to the isolation room. Dispose of PPE in line with government guidance.</p> <p>The child or staff will need to self-isolate at home for 10 days after the onset of symptoms and book a test. The household of the child or staff member will need to self-isolate for 14 days from the same date. The child or staff member’s bubble does not need to self-isolate. The school should notify the local Health Protection Team at PHE on 0300 303 8162.</p> <p>If a child or staff member tests positive for Coronavirus then they will need to self-isolate at home for 10 days after the onset of symptoms or if asymptomatic, for 7 days after the test. The household of the child or staff member will need to self-isolate for 14 days from the same date. The child or staff member’s bubble will also need to self-isolate for 14 days from the same date. The school should notify the local Health Protection Team at PHE on 0300 303 8162 who will carry out the contact tracing and provide advice and support.</p> <p>UPDATED 18082020</p>	
School Uniform	Normal school uniform will be expected to be worn.	
Transport		
Travel to school and provision of safe school transport:	<p>Encourage children and parents to walk or cycle to school where possible. Bikes and scooters can be stored in the bike shed.</p> <p>If a parent has to drive on to site they remain in their car unless they have a pre-arranged appointment with someone in the school. If this is the case they report to reception. Carpark is for staff and permit holders only.</p>	
Dedicated school transport, including statutory provision	<p>Our pupils don’t use school transport to travel to school.</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. Our children our under 11 so don’t need to wear a face covering on public transport. If they do wear a face mask this should be removed as soon as they arrive in school. Children need to wash their hands before removing the face covering and place it in a resealable plastic bag (which they have brought to school) to store in their bag or tray. They must then wash their hands again.</p>	

School Transport arrangements support changes to school times	<p>NA</p> <p><i>Liaising with the School Transport Team before change are made. Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</i></p>	
Curriculum considerations		
Planned return to normal curriculum in all subjects by Summer Term 2021	<p><i>Our first priority will be to get all pupils back into school. To assess where they are in their personal development and mental health. The first half of the autumn term will be dedicated to relationship building, routines and pupils well-being. We will be reviewing our learning journeys from the spring and summer of the previous year making sure that we are using positive and reassuring language with all of our learners about being back in school and re-engaging with their learning. Clear assessments will identify gaps and inform teaching. Once we have been able to identify gaps in individuals/particular groups or indeed whole year groups we will design a plan to address them. As yet we still do not know what funding we will receive as a school for those pupils who have significantly fallen behind or indeed what the national tutoring programme will actually look like when it is rolled out.</i></p> <p><i>Our priority year groups will be based on the data and we will need to consider DA/ SENd and particular cohorts depending on the data. We want to continue to offer a broad and balanced curriculum to all year groups across the year with a full curriculum being taught in the summer term.</i></p> <p><i>Staff will not take pupil books home to mark or review and books will remain in the bubble. PPA staff will not take pupil books into a different bubble. Marking will be reviewed and will be verbal feedback with some highlighting but limited written comments. Staff will record key info for assessment on planning.</i></p>	<i>Review and update marking policy</i>
Suspension of some subjects for some pupils in exceptional circumstances.	<p><i>During the first half of the autumn term a greater focus will be on wellbeing, PSHE, PE and the creative curriculum. 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.</i></p>	<i>Review curriculum offer during the first half of the autumn term.</i>
Music activities	<p><i>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. 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, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing,</i></p>	<i>Music team to consider curriculum in line with DfE guidance.</i>

	<p>wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. We will not be running singing assembly. The music leader will consider the music curriculum for September.</p> <p>29th August: If playing background music, it will be kept at a lower level so that voices do not need to be raised. Where possible singing and playing music will be outside. If indoors then use a large room such as the hall if it is available or your classroom and ensure it is ventilated. Where possible maintain social distancing and stand back to back or side to side rather than face to face.</p>	
Physical activity in schools	<p>In junction with the PE leader the curriculum for September will be planned to take into consideration the following safety measures - Pupils will 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 and ensure the room is ventilated. This is particularly important in a sports setting because of the way in which people breathe during exercise. 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>We don't use external coaches for PE. 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. They are currently no plans to take the children swimming during the autumn term.</p>	PE leader to create PE curriculum for autumn term based on current guidance.
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 If we require additional information we will check with EVOLVE guidance on website. Education visits to be discussed in advance with head before any decisions are made about going ahead.</p>	
Groups of children mixing resulting in risk of more widespread transmission	<p>Children are kept within class groups for most activities. At times during the day/week children may be kept within year group bubbles such as break and lunchtime and at breakfast club and after school club. Older children should be encouraged to keep their distance within groups. It is accepted that the youngest children cannot socially distance from each other or staff. Measures will be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time). The use of the halls and ICT suite will be limited to reduce interaction. Assemblies will be via teams and accessed by class teachers in the classroom.</p>	

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) Devon Norse to complete their own risk assessment to be shared with school leaders.	
Catering staff are operating in a safe environment	<i>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</i> Devon Norse to complete their own risk assessment to be shared with school leaders.	
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>Parents, carers visitors and suppliers must not enter the school premises if they are displaying any symptoms. For parents and carers this will be communicated through the end of term letter and via our school website. Clear signage about not entering the building if someone has symptoms is displayed by the school gates. Poster also on entrance door.</i>	
Suppliers understanding and complying with new arrangements	<i>AB to discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours.</i>	<i>AB to ensure deliveries are not at the start or end of the day.</i>
Communications to parents and staff	<i>Parents will receive a letter at the end of term informing them and their child/ren of the changes to the school for September. There will be regular updates via our school website, and we will send home a text to parents to alert them to the changes on the website. We will also provide updates in the weekly newsletter. For staff they are being informed as things are confirmed, they will have access to a live FAQ site on office 365, two staff training days in September and ongoing updates when changes have to be made.</i>	
Pupils and families anxious about return	<i>We are currently in the process of identifying those children/families that may struggle with anxiety about the return to school in September. Those children with an EHCP who have not attended school during lockdown, have been invited into school at a set time to look around school on 2nd Sept to prepare them for returning. We have provided names of pupils without a social worker to the LA who we feel might benefit from some form of contact over the break. It is anticipated that we will be in contact with parents with updates over the summer holidays. We want all pupils to feel confident to return to school in September and we will do all that we can to support those families who are struggling with that concept.</i>	<i>CSH to arrange visits for 2nd Sept</i>
Parent aggression due to anxiety and stress.	<i>Detailed information sent out at the end of the summer holiday and information and photographs shared on the school website. FLT, FSW and pastoral lead will offer support to these parents. If a parent becomes aggressive we will adopt our normal school procedures in line with our policies.</i>	<i>Add photos to website towards the end of term</i>

	Updated 18082020	
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p>The governing board have had extra ordinary meetings with the Head of the Federation and other senior staff regarding the school's response to COVID-19 since its almost full closure on 20/03/2020. The HoS has regularly met with the Head of the Federation during this time.</p> <p>There is an extra ordinary meeting for the governors to agree the RA w/c 20/07/2020. The Head of the Federation has regular virtual meetings with the Chair of governors and the governor with the oversight of COVID-19. Meetings will continue to be virtual when we return to school in September and agenda items will be reflective of the school's response to COVID-19 as the key priority as well as any statutory obligations not identified through a COVID-19 lenses.</p>	

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Social distancing and reducing risk of transmission	<ul style="list-style-type: none"> • Clear information on procedures sent to parents • Photos of new layout shared on school website • Arrows and markings on ground at entrance to school • Classroom furniture appropriately arranged • RA for breakfast and after school club • Timetable for cloakroom 	<p>July 1st/2nd Sept August</p> <p>August</p> <p>August 4th Sept</p>	<p>DH DH JS</p> <p>Class teachers under guidance from DH EN SH/BB/EN</p>
Premises related matters	<ul style="list-style-type: none"> • RA22 reviewed • First aid RA reviewed • Fire risk assessment reviewed • Testing and monitoring of fire detection continues • Flushing and temperature checks • Posters about not entering school if displaying symptoms by main door updated 	<p>3rd Sept 3rd Sept 3rd Sept 4th Sept 4th Sept</p>	<p>AB/DH AW/DH AB/DH JS JS DH</p>

Cleaning and reducing contamination	<ul style="list-style-type: none"> • Tidy up cables in ICT suite • Agree additional cleaning hours • Locate additional hand sanitizer dispensers in key locations around school. • Ensure sufficient soap and towel dispensers in pupil's toilets. • Systems in place for use of toilets. • Sets of AR books in each KS2 classroom 	Sept 1 st Sept August August 7 th Sept 4 th Sept	SW/JS JS JS JS DH Class teachers
Staff related issues	<ul style="list-style-type: none"> • Visitor register created • RA with staff who have been shielding • Emergency plan updated 	August August 4 th Sept	AB DH/BB AB/DH
Pupil related issues	<ul style="list-style-type: none"> • RA for pupils with EHCP updated • Behaviour policy updated • Sets of key resources created for staff 	2 nd 3 rd Sept August 4 th Sept	CSH DH DH to direct staff
Curriculum	<ul style="list-style-type: none"> • Marking policy updated • Curriculum offers reviewed • Curriculum for music reviewed based on guidance • Curriculum for PE reviewed based on guidance 	August Sept 4 th Sept 4 th Sept 4 th	DH DH ME/FB/ CS
Communications with parents and others	<ul style="list-style-type: none"> • Pupils with EHCP meet with CSH • Photos of how school looks shared on website 	2 nd Sept 2 nd Sept	CSH DH

Signed: Headteacher/Head of Department:
Date

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.