|  |  |
| --- | --- |
| **Covid-19 Guidance for Full Opening September 2020** | **RA100 V2.3** |

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.



|  |  |  |  |
| --- | --- | --- | --- |
| leaflogo | **Establishment/Department:****Heathcoat Primary School**  | **Establishment Risk Assessment** | **RA100 V2.3** |
| **Address:****Broad Lane, Tiverton Devon**  |
| **Person(s)/Group at Risk****Staff, Pupils, Visitors and Contractors**

|  |
| --- |
| **Return to school risk assessment – based on the principles and guidance contained within DfE Guidance, latest: Guidance for Full Opening: Link:**[**www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools**](http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)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 and must consult with their staff regarding the risks and control measures being implemented.****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.** | **Date assessment completed:****20th July 2020****Reviewed: 29th August 2020****Reviewed: November 2020****Reviewed 4th and 5th January 2021****Reviewed 22nd January 2021** 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.  |
| **Assessor(s):**   Sammy Crook  Demelza Higginson   |
| **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 – 29/10/20, page 5 – 6. Premises related matters, ventilation to reduce to spread and thermal comfort – Updated following HSE spot checks.** |  |
| **Update – 29/10/20, page 15. Curriculum considerations, update on Music Dance and Drama** |  |
| **Update – 15/12/20, page 16. Close contacts**  |  |
| **Update – 04/01/2021 – page 2 – new links to DfE school’s website for up to date guidance and consultation with staff** |  |
| **Update – 04/01/2021 page 3 – definition of close contact** |  |
| **Update – 04/01/2021 page 9 -** Staff **measures to reduce contact and transmission Covid-19.** |  |
| **Update – 22/01/2021 page 14 – self testing Primary school staff**  |  |
| **Update – 07/03/2021 – School Coronavirus (COVID 19) operational guidance (applies from 8 March)**  |  |

|  |  |  |
| --- | --- | --- |
| **Significant Hazard Section** | **Control measures in place***Additional measures or actions not included in this column below should be put in the assessor’s recommendations at the end of this document* | **Optional: School’s comments re. mitigations put in place** |
| **Social distancing and reducing risk of transmission**  |  |  |
| **Definition of close contact** | **When completing your risk assessment, it is important that your mitigations control measures in all aspects of the school day, considers PHE definition of ‘close contact’. The following definition of ‘close contact’:*****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***

**Focusing on obtaining mitigations they reduce close contact, will reduce staff and pupil absences when there are cases within the school.** | *22nd January – definitions of close contact shared with staff*  |
| Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing. | *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.**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.* 8th Sept – All EYFS and KS1 children along with their siblings arrive and leave school through the park gate. KS2 children without siblings arrive and leave via the Broad Lane entrances. KS1 children will wait on the playground for collection and parents will follow a one-way system through the nursery gate and out the park gate. Siblings from KS2 will wait under canopy by the nursery. Arrival and departing times have been extended to allow 10 mins per group. *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.* *Siblings to arrive at earliest time and leave at latest time. 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.* *Markings on ground to indicate direction of different year groups.* *If pupils or staff have worn a face mask on their journey to school they will be asked to take it off when arriving at school. They will wash their hands, remove the mask and place in a resealable plastic bag and place in school bag. They will wash their hands again after removing the mask.* *following the recommendations in the government guidance* [*Staying safe outside of your home: face coverings*](https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home#face-coverings) *and* [*Guidance for Full Opening*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_medium=email&utm_source=govdelivery)*. Pupils must be instructed to wash their hands, on arrival*. | *Posters about SD at entrance* *Markings on the floor indicating gate for different year groups and one way system* 8th Sept – staggered starts and end times and location changed to reduce congestion. 23rd Sept – wet weather collection plan created and practiced 19th Oct - reviewed end of day procedures due to positive case. No changes made.5th January – 3rd lockdown so CW and V only. No staggered starts (8.40am - 3.15pm), both entrances used. 8th March – all pupils return to school. Staggered drop-off and collection times resumed. EYFS and KS1 (and siblings) park gate entrance. KS2 Main gate.  |
| Parents gathering at school gate not social distancing | *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.*  | *Posters / banners at entrance*  |
| Overcrowding in classrooms and corridors. | *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.* *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.* *In year 1 and EYFS it is accepted SD will be impossible, so ensure regular hand washing.* *Year 1 will also follow the EYFS guidance as they have missed 1/3 of their reception year.* *Unnecessary furniture removed from cathedral and classrooms. Markers on the floor so children always walk on the left.* *Assemblies will be conducted vis teams.*  | *Arrows on the cathedral floor* *Arrange furniture in classrooms and cathedral* *Team leaders create timetable for access to the cloakroom* 12th Oct – following review of year 2 learning tables will be arranged in groups with a rug to support effective teaching and learning for the cohort. Changes shared with parents.Dec - Rugs in KS1 and EYFS will be cleaned professionally half termly.  |
| Risk of transmission within EYFS settings | *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*](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.**Nursery will be a bubble and Reception will be a separate bubble.* *Reception will no longer use the nursery grounds.* *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.* *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.* *Soft furnishings have been removed.* *Record kept of the other settings some pupils are attending.*  | *Separate risk assessment for EYFS* 5th January 3rd lockdown. Nursery open to all pupils but split into 2 bubbles. Nursery 1 – CW and V based in nursery building 5 days a week. Nursery 2 – nursery pupils all day M, Tu and Wed am based in reception class. No more than 12 children per session 8th March - all Nursery children to return to the main Nursery and attend their usual booked sessions (15/30hrs).  |
| Groups mixing during breaks and lunchtime compromising social distancing. | *Field and playground have been separated into smaller sections giving us 7 spaces for play time and PE.* *Children will play as year group bubbles.* *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. 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.* *FLT on duty each day* *Break and lunchtimes are staggered and one-way system in place for accessing the playgrounds to reduce congestion.**22.9.2020 year 3 will eat their lunch in the hall as a trial. Hands washed before and after, tables wiped before and after. Children spaced out on tables.* *2nd Nov – year 3 eating in the hall is working well. 5F to eat in the hall at 12noon as a trial. If it works and we have time both classes will eat in the hall. Time given to ensure tables and benches are wiped down before year 3 enter the hall.* *8th March - year 3 and 5 to return to eating in the dining hall with the necessary measures in place (to remain the same as Nov ‘20).*  |  |
| Wraparound provision: Groups mixing during extra-curricular provision | *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*](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)*, 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*](https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)*, which schools may want to circulate.**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 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.*  | *Separate RA for breakfast and after school club.* 5th January – 3rd lockdown. No BC or ASC due to staffing, fewer numbers of pupils and bubbles will all be based in one room. 8th March – Breakfast (BC) and afterschool club (ASC) to resume. See separate RA for breakfast and ASC.  |
| Spread of virus due to increased numbers of people within the building. | *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.*  | *5th January only half the staff in school each day based on numbers of children.* *8th March – all staff to return to school (unless classed as CEV and able to work from home).*  |
| Staff | *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.* | 22nd January – reminders about social distancing sent out frequently and following on from discussion with PHE8th March – Reminders about face coverings to be worn in communal areas and social distancing between staff and pupils (where possible).  |
| Premises related matters  |  |  |
| Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape. | *Reviewed 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).* *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.*  | *AB to review RA22*  |
| First Aid procedures – Reduced numbers of first aiders and Paediatric first aider. | *Reviewed First Aid risk assessment (RA22 or equivalent).* *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* | *AW to review first aid RA*  |
| Fire Procedures | *Reviewed 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.* *Shared with staff on 3rd Sept.* *All classrooms can access the outside via an outside door.* *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.* *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.*  | *AB/DH to review fire risk assessment* *Plan in fire practice in the first week JS ensure testing and monitoring checks continue*  |
| Water hygiene – management of legionella | *Reviewed the water hygiene management plan.**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.* *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*](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak) | *JS to ensure checks take place before we open in Sept* |
| Using and monitoring new practices to reduce risk of Covid-19 transmission | *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*. *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.*  | *Plan in training for NPD*  |
| Management of premises related risks e.g. asbestos, delayed statutory testing *(LOLER)*  | *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.* *JS to ensure checks are up to date.* *Contractors are appointment only and where possible after school.*  | *JS to ensure checks are up to date* *JS and AB to ensure contractors are by appointment only and where possible after school.*  |
| Staff rooms and offices to comply with social distancing and safe working practice  | *Avoiding unnecessary gatherings. Encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below.* *Additional staffroom created for KS1 and reception staff. Max of 4 staff in the staffroom by the office and 7 staff in the room in KS1. Furniture removed and chairs spaced apart. Hands sanitised on entry and exit from both staffrooms. Encourage staff to sit outside where possible. Only 1 person in the staff toilets at a time.* *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.* *Perspex screen at office hatch.* | *Posters on staffroom doors re max number* 22nd January – 3rd staffroom created in reception intervention space. Spray and towels in staff room so staff clean the handle of kettles/hot water system, fridge door, microwave before and after use. 8th March – remind staff how many adults are allowed in each staffroom. Remind staff to clean shared facilities e.g. kettle, fridge etc... after use.  |
| Ventilation to reduce spread | *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.* *Schools need to balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:** *opening high level windows in preference to low level to reduce draughts*
* *increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)*
* *providing flexibility to allow additional, suitable indoor clothing. For more information see* [*School uniform*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_source=22%20October%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#school-uniform)
* *rearranging furniture where possible to avoid direct drafts*
* *mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)*
* *Opening internal doors can also assist with creating a throughput of air*
* *natural ventilation – if necessary external opening doors may also be used. Where schools believe that ventilation could be improved by leaving fire doors, either internal or external, open, this must only be done once the fire risk assessment has been reviewed and amended. Schools must ensure that systems are in place to close doors in the event of a fire alarm, during breaks if they cannot be monitored or at the end of the day. There is also the security risk of leaving external doors open and therefore there must be procedures in place to mitigate this such as ensuring that they are closed at times when they cannot be sufficiently monitored.*
* *Ventilation to chemical stores should remain operational.*

*It is advisable to use a thermometer to monitor temperatures where opening windows and doors is being used as a mechanism to aid ventilation. For more information on suitable workplace temperatures see HSE:* [*Guidance on temperature in the workplace*](https://www.hse.gov.uk/temperature/index.htm) |  |
| Management of waste | *Cleaners will ensure bins for tissues are emptied throughout the day.* *Follow* [*Guidance on disposal of PPE waste*](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of) *(such as used fluid resistant masks)* *and* [*Government guidance on disposal of waste*](https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste?utm_source=9742866f-a0c4-4e00-ba29-43f523670856&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#face-coverings-and-personal-protective-equipment-ppe-for-social-distancing)*, 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.* |  |
| Management of incoming goods | *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.* | *Posters at gate and entrance to school building.* *Office staff to ensure deliveries are not during start and end of day.*  |
| School owned outdoor play equipment  | *Consult guidance on* [*Managing Outdoor Playgrounds*](https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms) *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.*  |  |
| Hiring out premises | *Schools should ensure they are considering carefully how to hire out to external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. Such arrangements can only operate within their wider protective measures and should also have regard to any other relevant government guidance. For example, where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on* [*working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities). |  |
| Cleaning and reducing contamination  |  |  |
| Contaminated surfaces spreading virus. | *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. 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.  Unnecessary furniture has been removed from classrooms and the cathedral.* *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*.*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*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)*Rugs are used in EYFS and year 1 classrooms. They will be cleaned with carpet cleaner once a half term.* *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. We will not be using out sensory room. Children who require safe spaces will have their own area and resources which will not be shared and will be washed regularly.* *Follow government* [*guidance for working in education and childcare*](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) *if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on* [*Cleaning and decontamination of non-health care settings*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)*.*  |  |
| Shared resources and equipment increasing spread | *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.* *Each child has set of resources – pens etc which won’t be shared.* *Shared classroom resources will be cleaned after use.* *Hand santizer 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.* *Stools and surfaces to be cleaned before use by next bubble.* *Cleaners will clean before another group uses the ICT suite.* *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.* *KS2 pupils – sets of AR books for each year group outside the classrooms.* *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.*  | *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 for each year group outside classrooms.* *22nd January following discussion with PHE reminders sent about sanitizing hands before and after using the photocopier and phones to be wiped down before and after use.*  |
| Cleaning staff and hygiene contractor's capacity - providing additional requirements | *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*](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)*for guidance on PPE and guidance on*[*cleaning non-health care settings*](https://devoncc.sharepoint.com/sites/SchoolsSeptRA/Shared%20Documents/General/Further%20guidance%20on%20cleaning%20non%20health%20care%20settings%20is%20to%20be%20published%20by%20Public%20Health%20England%20by%20the%20end%20of%20the%20summer%20term.)*. 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.*  | *JS to arrange additional cleaning.*  |
| Sufficient handwashing facilities for staff and pupils | *Sinks, hot water, soap and paper towels and hand sanitizer available in all classrooms. Electronic hand dyers switched off and replaced with paper towels in toilet blocks.* *Walled mounted hand sanitizer in cloakrooms and other spaces used during the day as well as outside toilet blocks*.*Hands washed regularly during the day.*  | *JS to arrange hand sanitizer dispensers and paper towel dispensers.*  |
| Additional time for staff and pupils to carry out handwashing | *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.* *Clear expectations for hand washing/sanitizing and time given for this. Songs/actions taught to support. Posters in classrooms, toilets*  | *Posters* |
| Handwashing practice with children | *Frequent hand washing as part of normal routine. Hand washing/sanitizing to be supervised by an adult when taking place in a classroom.* *Discuss with any parents if children have allergy to hand sanitizer available and provide alternative.* *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.* *See guidance and resources available at*[*e Bug*](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)*.*  |  |
| Good respiratory hygiene  | *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.* *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.*  |  |
| Sufficient supplies of soap and cleaning products | *Sufficient supplies currently 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/JF to ensure we have a regular delivery of supplies.*  |
| Toilets being overcrowded | *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.**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.* 9th Sept - portaloos for year 3 and 4 so they have one toilet per class. Year 5 and 6 share the toilet block and have 2 cubicles each. If there cubicle is free they can go in. Year 1 and 2 sharing a toilet block and if the cubicle is free, they can go in.  *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.*  | *9th Sept portaloos ordered for year 3 and 4.*  |
| Staff related issues |  |  |
| Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people who present as - asymptomatic. | *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*](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. 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. Colleagues will also need to have access to internet/computer if working from home.* *Staff to be encouraged to have their PPA time at home where possible.* *Where possible a member of the admin staff will work from home.* **Focusing on control measures that reduce close contact, will reduce the number of staff and pupils required to self-isolate when there are cases within the school.** *PHE have identified issues that have arisen in IMTs in schools and some adjustments are being made by schools as a result. There may be difficult to implement due to disruption to learning or operational issues. But schools are also identifying that actually having positive cases and seeing the impact on numbers being sent home to self-isolate (staff and pupils) will also affect learning and operational issues.**Mitigating measures that will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school:** + - *Reducing bubble sizes,*
		- *reducing face to face meetings (move to video calling if appropriate),*
		- *reducing or eliminating the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.*
		- *reducing or eliminating the movement around the school of pupils and teaching staff,*
		- *reducing or eliminating the movement across bubbles of pupils and teaching staff,*
		- *no car sharing between staff to school*
		- *keeping to the 2m distancing (for teachers especially) if at all possible*

*Other measures that will reduce the spread of the virus in the school – face coverings, thorough regular cleaning regimes throughout the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it messages.* | Jan 4th– regular cleaning during the day to continue. Reminder about regular hand washing for staff and pupils. Reminder to staff about washing hands when moving rooms, before and after using photocopier, in staffroom, wipe down phones after use. Wearing face coverings in communal areas. Reviewed staffing plan to see if we could make any changes. Staff meetings to be virtual. Staff reminded pupils of routines and catch it, bin it, kill it5th Jan – 3rd lockdown so only CW and V children in school. Majority staff are on a rota so not all at school every day to reduce contact. All meetings are virtual. Only essential visitors to site e.g., social workers Staff currently only working in one bubble. If needed to work in another bubble it will be a maximum of 2. Bubble sizes are reduced due to reduced numbers in school. KS1/2 max of 20 in a room on any day. Use both classrooms to space them out. Rec – max of 15 in on any one day 8th March - all staff and pupils will return to school. Staff will be reminded of the control measures in place. Staff moving across classes/bubbles will be kept to a minimum.  |
| Managing supply teachers, visitors, contractors and other temporary visiting staff. | *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.* *28th August – visitors and parents will be asked to wear a face covering when on the school site.*  | *AB to create visitor register* *Visitor form created for track and trace* *Track and trace form created* 5th Jan Only essential visitors to site e.g., social workers |
| Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios | *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.* *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*](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) |  |
| Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes. | *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 staff training days 3/9/2020 and 04/0/92020 will break down the ley aspects of the RA to provide staff with as much detail as possible. A mailbox for FAQ will be available for all staff 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.*  [*https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy*](https://devoncc.sharepoint.com/%3Aw%3A/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy)*Further advice is available from HR if required.*  |  |
| Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment | *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*  | *Plan key info into NPD*  |
| Accessing testing arrangements are clear for all staff |  *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/*](https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/) |  |
| Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.  | *If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.* *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*](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) |  |
| Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors | *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 safety of children, staff, premises and community and that the full measures as provided in the DfE guidance have been applied.* *A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The ‘Risk assessment for all staff including vulnerable groups’ can be used to aid and record this assessment -* [*https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy*](https://devoncc.sharepoint.com/%3Aw%3A/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy) | *DH/BB to complete RA with appropriate staff.* Feb ‘21 - EN/BB/CSH review RA’s.  |
| Staff use of PPE  | *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*](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*](http://devon.cc/ppe) |  |
| Use of face coveringsLack of understanding | [*Guidance on the use of face coverings for pupils in year 7*](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education) *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*](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education#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*](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.**Staff will receive a refresher session on the use of PPE and disposal of PPE on NPD. The use of face coverings will also be discussed. Posters about donning and removing PPE in isolation, nursery and reception toilets and cleaning cupboard* 12th Oct – staff on gate duty advised to wear a face covering 21st Oct – staff are advised they should wear a face covering when in communal areas of school. TAs working closely 1-1 with a child for more than 15 mins should wear a face visor.  | *Training on NPD* Regular emails with reminders Feb 2021– remind staff that face coverings must be worn in communal areas throughout the school and when sending children home at the end of the day.  |
| Dealing with suspected and confirmed case/ cases and outbreak. | ***Dealing with suspected and confirmed case/ cases and outbreak.*** *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.**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*](https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers?utm_source=cfddd7d1-6426-45af-830d-f6fe10317a3f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)*.* *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/*](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*](https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/Education-Action-Cards/)[*PHE SW HPT: Flowchart for childcare and Educational settings V 4*](https://www.devon.gov.uk/schools/my-account/information-for-schools/)*Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the* [*Actions for Schools Guidance Section 5*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks)***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*

[*https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc) | *AB/DH to update school's emergency plan*  |
| Lateral Flow testing **(Secondary Schools)** | ***Guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges***DfE have created a [schools and colleges document sharing platform](https://drive.google.com/drive/folders/1jYv0MjFyIIbzgPn_1S10OuRgfrj_b5_P?usp=sharing) for asymptomatic testing. This area contains additional information to support schools and college staff in preparing and operating LFT. | *NA*  |
| Lateral Flow testing **(Primary home testing)** | *Guidance on the coronavirus (COVID-19) LFT testing programme for primary staff home.**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.**Key points** *Recommended twice weekly before coming into school 3-4 days apart*
* *Read guidance and watch video*
* *This process is not for releasing people early from Self Isolation*
* *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.*

[*https://drive.google.com/drive/folders/1X4fLxy6\_ppmpmKrv3hT2M6cduAN\_GS54*](https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54) | *22nd January – information shared with staff* *25th January – staff meeting with further information* *26th January – letter sent to parents* *26th January – tests arrived**27th January – tests started* *08th March – tests will continue. Staff will report results to NHS track and trace as well as to the school via email:* *attendance@heathcoat.devon.sch.uk**If staff test positive they must book a PCR test and self-isolate. Staff must report the result following the above procedures.*  |
| Pupil related issues |  |  |
| Vulnerable groups who are clinically, extremely vulnerable. | *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*](https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield) *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.*  |  |
| Children with EHCP and pupils who attend dual settings  | *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.*  | *CSH to update RA for pupils with EHCP, CSH to meet children individually with parents at school prior to 7th Sept.* 5th Jan – pupils with EHCP invited to attend school during 3rd lockdown  |
| Pupils unable to follow guidance  | *Some pupils will need additional support to follow these measures.* [*https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)*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.*  | *Update behaviour policy*  |
| Pupils equipment | *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.**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.* *Where children have a transition object it will be advised that one remains at school and one at home.*  | *Create sets of resources for staff*  |
| Member of a class becoming unwell with COVID-19 | *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  designated “dirty area” adjacent to the isolation room. Dispose of PPE in line with government guidance.* *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.* *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.* *UPDATED 18082020*  |  |
| School Uniform | *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. School uniform will be expected to be worn.*  |  |
| **Transport** |  |  |
| Travel to school and provision of safe school transport:  | *Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.* *Encourage children and parents to walk or cycle to school where possible. Bikes and scooters can be stored in the bike shed.* *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.*  |  |
| Dedicated school transport, including statutory provisionFace coverings & PPELoading for vehicles above nine passenger seatsGood practice & personal careCarriage of passengers with symptomsChildren with Special Educational Needs: | [*transport-to-school-and-other-places-of-education-autumn-term-2020*](https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020?utm_source=de9e20dc-895e-4cd3-baad-06e6b2575eb7&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)*Although there is no requirement for students to sit with the group of students or “bubble” with which they are educated, students should sit in year groups as far as possible when travelling – this will be in ascending year groups front to back (youngest students at the front of the vehicle).* *Schools may even wish to draw up seating arrangements on vehicles.* *Consider how you are going to “police” any seating arrangements as this is not the driver’s responsibility – their role is to focus on driving the vehicle safely.* *Any arrangements will require clear communication between schools and families/students, and school staff should initially be on hand at the end of each day to assist the students.**Where possible, transport operators will aim to keep windows on home to school transport open to increase ventilation; or use air conditioning.* *Ensure organised queuing/boarding and distancing within vehicles if possible.**It is now the law that people age 11 and over must wear a face covering on public transport. This law does not apply to school transport. However, DCC, supported by PHE,* ***recommend*** *that people aged 11 and over wear a face covering when travelling on dedicated school transport from the start of the autumn term. However, there are some exemptions:* [*https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings*](https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings)*Face coverings should not be worn by those who may not be able to handle them as directed (for example, young students, or those with special 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.* *Transport Co-ordination Service will work with operators, schools and parents to manage arrangements for organised queueing and boarding.**Students should be asked to respect the driver’s personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, and then do so one by one in an orderly manner. They should hold their bus pass so it is visible to the driver (and produce for closer examination if requested).**Seats alongside or immediately to rear of the driver may be out of use and if so, would be clearly marked as “out of use” by the operator.* *ALL students will be expected to abide by the DCC Code of Conduct* *Students, drivers and escorts should clean their hands, before boarding home to school transport and when arriving at school or home. It should not normally be necessary for students to clean their hands during the journey. 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.**Parents must be advised that students MUST NOT board home to school transport, if they or a member of their household has symptoms of coronavirus.* *Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should be sent home immediately. They must not travel on home to school transport. The school should contact the parent or carer who should make arrangements for the child or young person’s journey home. In exceptional circumstances, where this is not possible, and where a symptomatic child or young person or other passenger needs to be transported to their home, you must contact the Transport Coordination Service at DCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak.* *Students, drivers and passenger assistants who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless;**• they develop symptoms themselves (in which case, they should arrange a test) or**• the symptomatic person subsequently tests positive (see below) or**• if they have been requested to do so by NHS Test and Trace.**When deciding on the package of measures that is appropriate on transport for children and young people with special educational needs, Transport Coordination Service will need to take account of the particular needs of the children using the transport and will work with the parents and school.*  |  |
| Wider public transport | *It is the law that you* [*must wear a face covering when travelling in England*](http://www.legislation.gov.uk/uksi/2020/592/contents/made) *on public transport. Some people* [*don’t have to wear a face covering*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings) *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.**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.* |  |
| School Transport arrangements support changes to school times | *NA**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*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles) |  |
| **Curriculum considerations** |  |  |
| Planned return to normal curriculum in all subjects by Summer Term 2021 | *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.* *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.* *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.* | *Review and update marking policy*  |
| Suspension of some subjects for some pupils in exceptional circumstances. | *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.*  | *Review curriculum offer during the first half of the autumn term.*  |
| 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. As a result, schools must refer to the detailed* [*Guidance for Music, Dance and Drama*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school) *as well as* [*Guidance for the Performing Arts*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts) *and should take particular care to observe social distancing which may limit numbers taking part in group activity, and prevent physical correction by teachers, and contact between pupils in drama and dance.* *Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on* [*handling equipment*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#handling-equipment)*If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the DCMS* [*performing arts*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts) *guidance, implementing events in the lowest risk order as described. If planning an outdoor performance they should also give particular consideration to the guidance on delivering* [*outdoor events*](https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19)*.**Schools should consider risk reduction measure such as physical distancing and playing and singing outside wherever possible, limiting group sizes, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. The guidance should be consulted for further information relating to:**- peripatetic music staff,* *-* [*cleaning and handling of equipment*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts)*,**- singing and playing brass and woodwind instruments**- Avoiding sharing of musical instruments**- Handling scripts*  | *Music team to consider curriculum in line with DfE guidance.* *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.* |
| Physical activity in schools | *In junction with the PE leader the curriculum for September will be planned to take into consideration the following safety measures - 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:** [*guidance on the phased return of sport and recreation*](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) *and guidance from* [*Sport England*](https://www.sportengland.org/how-we-can-help/coronavirus) *for grassroot sport*
* *advice from organisations such as the* [*Association for Physical Education*](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) *and the* [*Youth Sport Trust*](https://www.youthsporttrust.org/coronavirus-support-schools)

*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.**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. This will be reviewed in the second half of the autumn term.*  | *PE leader to create PE curriculum for autumn term based on current guidance.*  |
| 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*](http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf)*,* [*Guide to doing practical work in D&T, food and art*](http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf) *,* [*Carrying out practical science work in non-lab environments*](http://science.cleapss.org.uk/Resource/GL352-Managing-practical-work-in-non-lab-environments-COVID-19-pandemic.pdf) *and for primaries* [*Practical activities in a bubble*](http://primary.cleapss.org.uk/Resource/P110-Practical-activities-in-a-bubble.aspx)*. Schools must ensure that they stay up to date with the latest guidance in these specialist areas.*  |  |
| 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*](https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings) *For additional information check with EVOLVE guidance on website.**Education visits to be discussed in advance with head before any decisions are made about going ahead.* *1st October - Ensuring any ‘travelling’ first aid kits have; face masks, aprons, extra gloves, extra hand sanitiser etc.**School or hired minibuses where used are cleaned between use by each “bubble” and extra cleaning materials are kept in the vehicle* | *5th Jan no school visits during 3rd lockdown.* 24th Feb - No school visits during the Spring term.  |
| Groups of children mixing resulting in risk of more widespread transmission | *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.*  | *5th Jan – pupils remain in year groups bubbles for break and lunchtimes. These are smaller groups due to lockdown*  |
| 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)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/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  | *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*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery)*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 | *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 including the school number. Poster also on entrance door.*   |  |
| Suppliers understanding and complying with new arrangements | *AB to discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours.*  | *AB to ensure deliveries are not at the start or end of the day.*  |
| Communications to parents and staff | *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.*  |  |
| Pupils and families anxious about return  | *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.* | *CSH to arrange visits for 2nd Sept* Feb 2021 – Class teacher and FLT to arrange virtual meeting with pupils (where appropriate) to discuss child’s anxieties and reassure pupil.  |
| Parent aggressiondue to anxiety and stress. | *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.* *Updated 18082020*  | *Add photos to website towards the end of the holiday.*  |
| Oversight of the governing body |  |  |
| Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements | *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.* *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.*  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **List Actions / Additional Control Measures** | **Date action to be carried out** | **Person Responsible** |
| Social distancing and reducing risk of transmission  | * 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
 | July  1st/2nd Sept  August   August   August  4th Sept | DH  DH  JS   Class teachers under guidance from DH EN  SH/BB/EN   |
| Premises related matters   | * 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
 | 3rd Sept  3rd Sept  3rd Sept  4th Sept  4th Sept   | AB/DH  AW/DH  AB/DH  JS  JS  DH   |
| Cleaning and reducing contamination   | * 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 for each KS2 year group
 | Sept  1st Sept  August   August   7th Sept 4th Sept   | SW/JS  JS  JS   JS   DH  Class teachers   |
| Staff related issues   | * Visitor register created
* RA with staff who have been shielding
* Emergency plan updated
 | August  August  4th Sept   | AB  DH/BB  AB/DH   |
| Pupil related issues   | * RA for pupils with EHCP updated
* Behaviour policy updated
* Sets of key resources created for staff
 | 2nd 3rd Sept  August  4th Sept   | CSH DH  DH to direct staff   |
| Curriculum   | * Marking policy updated
* Curriculum offers reviewed
* Curriculum for music reviewed based on guidance
* Curriculum for PE reviewed based on guidance
 | August  Sept 4th Sept 4th  Sept 4th   | DH  DH  ME/FB/ CS  |
| Communications with parents and others   | * Pupils with EHCP meet with CSH
* Photos of how school looks shared on website
* Social story shared with all children
 | 2nd Sept  2nd Sept  3rd March ‘21 | CSH  DH  EN/BB/CSH |
|  |  |  |  |

**Signed: Headteacher/Head of Department: Demelza Higginson Date 7th March 2021**

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.