

Covid-19 Guidance for Full Opening September 2020

RA100 V2

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: Swimbridge C of E Primary School	Establishment Risk Assessment	RA100 V2
	Address: BARNSTAPLE ROAD, SWIMBRIDGE, DEVON. EX32 0PJ		
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. 30/06/20 Under constant review and amendments will be made as and when necessary. This is a working document. This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.		
Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: 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. 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	Assessor(s): Sandra Tibbles Stephanie Bull Whole school staff have been given an opportunity to input into / feedback on this risk assessment (6/7/2020).		

<p>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>	
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Significant Hazard Section	Control measures in place	Optional: School's comments re. mitigations put in place
Social distancing and reducing risk of transmission	<p><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></p>	
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p><i>Staggered start and end times for drop offs and pick-ups (one class bubble at a time) to minimize adult to adult contact:</i></p> <ul style="list-style-type: none"> • Adventurers Class: Children arrive at 9am and go home at 3.00pm via the main gate entrance. • Discoverers Class: Children arrive at 8.40am and go home at 3.10pm via the main gate entrance. • Explorers Class: Children arrive at 8.50am and go home at 3.20pm via the main gate entrance. • Inventors Class: Children arrive at 8.45am and go home at 3.15pm via the side gate by the community room <p><i>Yellow triangles painted on the pavement leading to the slope and up the slope to encourage 2 m distancing beyond the school gates.</i></p> <p><i>Clear guidance and communication to parents about this prior to full school reopening. Children will be directed into school via their appropriate entrances/exits depending on the class bubble they are in.</i></p> <p><i>Phased reopening in the first week so that parents can become familiar with the system with smaller numbers and staff can support new groups returning with the new systems. Inventors and Explorers to come in on Mon 7th Sept, add Discoverers and Adventurers year 1's on Tues 8th Sept, then Reception to start on Wed 9th Sept.</i></p>	

	<u>Staying safe outside of your home: face coverings</u>	
Parents gathering at school gate not social distancing	<p><i>Plan parents' drop-off and pick-up protocols that minimize adult to adult contact.</i></p> <p><i>Make clear to parents that they cannot gather at the gate and only 1 parent to escort their child/children</i></p> <p><i>Yellow triangles painted on the pavement leading to the slope and up the slope to encourage 2 m distancing.</i></p> <p><i>Office not open for face to face business for parents – telephone, email or by strict appointment only.</i></p> <p><i>Information regularly communicated through letters and emails to parents.</i></p> <p><i>SLT to be visible during pick up and drop offs and advise/ remind parents of expectations where necessary with a clear escalation process in place if a parent refuses to comply.</i></p>	
Overcrowding in classrooms and corridors.	<p><i>The school has been split into zones for each class bubble (see detail in spread of virus section).</i></p> <p><i>Keep to smaller groups - no more than a full class per bubble group and one teacher and up to 2 additional adults to work within a bubble group at any one time. This will create a "class bubble" that will reduce the number of adults that the group has close interaction with during the school day.</i></p> <p><i>Staff only to move between groups and only when necessary.</i></p> <p><i>All desks to face the front and children to sit side by side, spaced as far apart as the classroom/ year group allows.</i></p> <p><i>Disc, Exp & Inv class - teachers to deliver from the front if/as appropriate and teachers and TA's to maintain some contact distance when supporting children with work (avoid same level, face to face discussion).</i></p> <p><i>Corridors clear of any storage (coats, lunch boxes and water bottles to be stored in classrooms (on desks and back of chairs where possible, except Discoverers coats which will be on hooks in the corridor and this area carefully supervised - 5 children at a time).</i></p> <p><i>Discoverers and Explorers to enter via main double green doors (carefully staggered) These groups will use the boy's toilets (now unisex) with extra (4x a</i></p>	

	<p><i>day) cleaning protocols and a hand sanitizer station in place just outside the toilet block.</i></p> <p><i>Inventors to enter through the library entrance. This group will use the girl's toilets (now unisex)</i></p> <p><i>No whole school assemblies to take place until further notice. *Zoom assemblies (Mon SLT (Collective Worship focus), Tues-ELo (singing), Wed-CGi (wellbeing), Thurs-N/A (class assemblies instead) Fri-SLT (celebration), delivered through interactive whiteboards to each class simultaneously to ensure collective worship still takes place.</i></p>	
Risk of transmission within EYFS settings	<p><i>Updated Guidance for EYFS (2 July 2020) to be followed.</i></p> <p><i>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>Minimise mixing by keeping Adventurers bubble separate to other class bubbles. Increased hygiene and cleaning regime to mitigate the increased risk factor to staff where younger children are unable to maintain a distance.</i></p>	
Groups mixing during breaks and lunchtime compromising social distancing.	<p><i>Use different playground locations and staggered outdoor play times.</i></p> <p><i>School is zoned so breaks can be taken within those zones as all groups have access to a suitable outdoor space.</i></p> <p><i>Staggered lunch serving times with children eating in classrooms:</i></p> <ul style="list-style-type: none"> - Lunchtimes - children to eat lunch in their classrooms. Each group to have 30 mins inside and 30 mins outside as follows: <ul style="list-style-type: none"> o Adventurers - 11.50am – 12.20pm – eating in their classroom, 30 mins out on EYFS playground o Discoverers - 11.50am – 12.20pm – out on EYFS playground, 30 mins eating in their classroom o Explorers - 12pm – 12.30pm – eating in their classroom, 30 mins out on top and bottom playgrounds o Inventors - 12pm – 12.30pm – out on top and bottom playgrounds, 30 mins eating in their classroom <p><i>Kitchen serving times = Adv 11.50am, Exp 12pm, Disc 12.20pm, Inv 12.30pm</i></p> <p><i>Use different playground locations and staggered outdoor play times. School is zoned so breaks can be taken within those zones as all groups have access to a suitable outdoor space.</i></p> <ul style="list-style-type: none"> - Breaktimes: <ul style="list-style-type: none"> o Adventurers - 10.00 - 10.10 – EYFS playground o Discoverers - 10.10 - 10.20 – lower and upper playgrounds (middle door exit) 	

	<ul style="list-style-type: none"> ○ Explorers - 10.40 - 10.50am – lower and upper playgrounds (middle door exit) ○ Inventors- 10.25 - 10.35 – lower and upper playgrounds (library door exit) 	
Groups mixing during extra-curricular provision	<ul style="list-style-type: none"> • <i>Cool Kids Club will operate with a strictly applied maximum capacity of 15 children during any session.</i> • <i>Children with a temperature or any other COVID-19 symptoms will not be permitted to attend.</i> • <i>Parents will have to book before school and after school places in advance (there will be no drop-in service) and we would recommend that you do this immediately, to avoid disappointment, as places will be provided on a first come, first served basis.</i> • <i>Once booked, Cool Kids Club will charge for the session, regardless of whether the session is attended (except in the case of illness) unless the place is cancelled at least 5 working days prior to the session taking place.</i> • <i>The morning session will run from 8am—the start of the school day, until 8.45 / 8.50 / 9am, depending on your child's class bubble staggered start time.</i> • <i>The after-school session will run from the end of the school day to 5.30pm.</i> • <i>Cool Kids Club will need to remain separate to the school and so children will enter and leave Cool Kids provision via the side gate entrance to the school, nearest the Community Room.</i> • <i>Cool Kids Club attendees will have access to the facilities within the Community Room, and the play area on the fake grass surface and the climbing frame nearest the Community Room on site only. Children may also be escorted to the field to play when the weather is suitable.</i> • <i>Children attending the before and after school provision will be delivered to their class bubbles at the beginning of the school day and collected from their class bubbles at the end of the day by Cool Kids staff, to ensure that school zoning remains uncompromised and that the 15 children attending the club either before or after school remain within their Cool Kids Club bubble only.</i> <p><i><u>Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.</u></i></p>	
Spread of virus due to increased numbers of people within the building.	<p><i>Good ventilation is a priority so windows and doors are to be opened each morning and stay open wherever possible throughout the day (weather permitting).</i></p> <p><i>Children to be met at their entrance gate by appropriate staff member, so no parents need to come onto the site.</i></p>	

	<p><i>Cleaning regime in place to disinfect and clean surfaces regularly during the day (am – touch points, lunchtime – touchpoints, desks and bins, after school – thorough clean of all areas used. 4x a day boy's toilets – first thing, lunchtime, after school by cleaner and after am break time by administrator. All equipment and toys – daily or straight after use by TA's and MTA's)</i></p> <p><i>Minimizing movement around the building and the school is clearly zoned for each class bubble:</i></p> <p>*Adventurers Class:</p> <ul style="list-style-type: none"> - Children arrive at 9am at the main gate entrance - Children enter the school building via the EYFS undercover area doors - Outdoor play on EYFS playground (NOT on or around climbing frame) - Children to use hand washing and toilet facilities in the EYFS toilets only - Children go home at 3.00pm via the main gate entrance. <p>*Discoverers Class:</p> <ul style="list-style-type: none"> - Children arrive at 8.40am at the main gate entrance - Children enter the school building via the main double green door pupil entrance - Outdoor play on top and bottom playground (or on the field) - Children to use hand washing and toilet facilities in the Boy's toilets only (these will be unisex) - Children go home at 3.10pm via the main gate entrance. <p>*Explorers Class:</p> <ul style="list-style-type: none"> - Children arrive at 8.50am at the main gate entrance - Children enter the school building via the main double green door pupil entrance - Outdoor play on top and bottom playground (or on the field) - Children to use hand washing and toilet facilities in the Boy's toilets only (these will be unisex) - Children go home at 3.20pm via the main gate entrance. <p>*Inventors Class:</p> <ul style="list-style-type: none"> - Children arrive at 8.45am at the side gate entrance by the community room - Children enter the school building via the library door entrance and go into their classroom through the library - Outdoor play on top and bottom playground (or on the field) - Children to use hand washing and toilet facilities in the Girl's toilets only (these will be unisex) - Children go home at 3.15pm via the side gate entrance by the community room <p><i>Use of Cpoms (safeguarding) and SIMs (registers, information and daily messages about children for teachers/school office) by staff, to reduce the need to visit the office or different class bubbles for communication purposes.</i></p> <p><i>Only essential items to be brought on site by children – book bag, lunch bag (optional) coat. Children to take reading record and reading books to and from</i></p>	
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	<i>school only. All other communication to be via email / Dojo, including homeworks, which will be set and completed via Class Dojo.</i>	
Staff	<p><i>Staff should maintain public health guidance of 2m wherever possible when on site, or of 1m with mitigations in place, e.g. not face to face, remain at a higher level to children, sit side by side to staff working etc.</i></p> <p><i>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 important for both staff and pupils.</i></p>	
Premises related matters		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p><i>Whole school risk assessment (RA22) reviewed and updated to ensure control measures remain suitable and in place and they include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms)</i></p> <p><i>The school is zoned and there will be minimal movement between zones wherever possible (staff only).</i></p> <p><i>The fire procedures reviewed and updated so that nearest exits are used for different groups and our evacuation procedure and fire assembly point allows for distancing of class bubbles (top playground for fire assembly point to keep groups apart).</i></p>	
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<p><i>Rota systems in place to ensure adequate numbers of first aid and Paediatric FA trained staff are on site.</i></p> <p><i>Communication of first aiders on site on the different days clearly displayed within medical area.</i></p> <p><i>Use of reflection area as medical treatment area for treatment if needed and cannot be administered in situ. Cleaning thoroughly by first aider administering first aid immediately after use (cleaning products available in staffroom and school office).</i></p> <p><i>Claire's House to be used as an isolation room in the event of a child showing symptoms. This room is separate to the main school building. If toilet is needed by anyone displaying symptoms, they are to use the Community Room toilet only and this must be cleaned immediately after use.</i></p> <p><i>Emergency PPE to be stored in the medical area. See protocol for dealing with symptomatic pupil/member of staff.</i></p>	

Fire Procedures	<p><i>The fire procedures reviewed and updated so that nearest exits are used for different groups and our evacuation procedure and fire assembly point allows for distancing of class bubbles (top playground for fire assembly point to keep groups apart).</i></p> <p><i>All fire alarm and extinguisher testing and emergency lighting tests to continue throughout the summer, as for a normal academic year.</i></p> <p><i>Fire drill to take place during the second week of the autumn term. Staff to walk through with their groups in the first week of the autumn term, before this test drill.</i></p>	
Water hygiene – management of legionella	<p><i>All regimes for flushing and monitoring of temperatures have been maintained throughout the summer as for a normal academic year.</i></p> <p><i>Water fountains taped off and not in use.</i></p> <p><i>Plastic cups available where necessary (to be cleaned thoroughly immediately after use).</i></p> <p><u><i>Managing School Premises during the Covid-19 outbreak.</i></u></p>	
Using and monitoring new practices to reduce risk of Covid-19 transmission	<p><i>Re- cap of training of all staff during INSET at the start of the autumn term – to include contents of this revised RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases etc.</i></p> <p><i>Weekly SLT review of RA and all arrangements closely monitored on a daily basis by all staff to ensure compliance and trouble shooting as necessary.</i></p> <p><i>Revised risk assessment to be shared and agreed by all staff and at FGB for ratification prior to 1/9/2020.</i></p>	
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<p><i>On site signage to communicate arrangements to ensure that arrangements, requirements and controls are understood by contractors to site.</i></p> <p><i>Work to ideally take place when no pupils are on site.</i></p> <p><i>All maintenance work has been kept up to date as within any normal academic year.</i></p>	
Staff rooms and offices to comply with social distancing and safe working practice	<p><i>Staff not working with class bubbles to enter and exit via main office entrance and work from home at certain times by prior arrangement.</i></p> <p><i>Staggered breaks and lunchtimes mean staff should be able to socially distance in the staffroom.</i></p>	

	<p><i>Staff workroom to be limited to 3 adults at a time.</i></p> <p><i>Staff to use own laptops where possible. Where sharing is necessary, hand sanitiser before and after use is essential and cleaning of mouse and keyboard / spray to be used, as for phone.</i></p> <p><i>Staff to conscientiously observe distancing measures in staff room / shared working areas at all times.</i></p> <p><i>Chairs rearranged within staff areas to comply with social distancing.</i></p>	
Ventilation to reduce spread	<p><i>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</i></p>	
Management of waste	<p><i>Ensure bins for tissues are emptied throughout the day (lunchtime and after school by cleaner).</i></p> <p><i>Disposable plastic gloves to be used when cleaning and available in all classrooms.</i></p> <p><i><u>Guidance on disposal of PPE waste</u></i></p>	
Management of incoming goods	<p><i>Post and deliveries to be collected from the gate.</i></p> <p><i>Larger deliveries, including food for the kitchen will be taken to the drop off point outside of main reception, with the administrator controlling the process.</i></p>	
School owned outdoor play equipment	<p><i>Groups can use the field during lesson times as appropriate but must use different areas of the field and stagger arrival and departure times.</i></p> <p><i>Forest school to be used by different groups on different days (class teachers to coordinate)</i></p> <p><i>Equipment stored separately for different classes or washed thoroughly between use. Equipment not cleaned should not be used by another group for 48 hours (72 hours if plastic).</i></p> <p><i><u>Managing Outdoor Playgrounds</u></i></p>	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<p><i>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.</i></p>	

	<p><i>Removal of items such as soft furnishings and excess toys from classrooms to reduce contact surfaces.</i></p> <p><i>Follow government cleaning guidance if a someone becomes ill with suspected COVID-19: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</i></p> <p><i>Any suspected cases to be relocated to Claire's House and parents to be called immediately. If a staff member is suspected of having symptoms, they should leave the school site immediately. Testing and contact tracing process to be arranged immediately.</i></p> <p><i>Classes re-organised and furniture reduced to minimum to reduce potential surfaces.</i></p> <p><i>Cleaning regime in place for regular cleaning of surfaces and touch items.</i></p> <p><i>Equipment stored separately for different classes or washed thoroughly between use. Equipment not cleaned should not be used by another group for 48 hours (72 hours if plastic).</i></p> <p><i>Each classroom to have disinfectant fluid in spray bottles to use alongside paper towels and disposable gloves. Must be stored in a safe, high place out of reach of children.</i></p> <p><i>'Catch it, kill it, bin it' signage to be displayed throughout the school and appropriate respiratory hygiene to be taught to the children and maintained by all on site.</i></p>	
Shared resources and equipment increasing spread	<p><i>Equipment stored separately for different classes or washed thoroughly between use. Equipment not cleaned should not be used by another group for 48 hours (72 hours if plastic).</i></p> <p><i>Climbing frame to be used by Cool Kids Club only.</i></p> <p><i>Library to be closed to pupils. Staff to collect selected books stored in boxes within the classrooms.</i></p> <p><i>Each child to have own equipment and resources on their desks in Disc, Exp & Inv and as/where appropriate within Adv.</i></p>	

	<p><i>Avoid exercise books being taken out of school by staff, all marking to be completed on site wherever possible.</i></p> <p><i>Hand sanitiser and cleaning wipes located to areas where staff work – photocopier, computers etc.</i></p> <p><i>Ipads to be wiped down by users prior to and straight after use.</i></p> <p><i>Laptops to be allocated to different groups on different days and to be wiped down by users straight after use.</i></p>	
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p><i>Discuss with cleaning staff the additional cleaning requirements.</i></p> <p><i>Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See:</i> https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe and https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings.</p>	
Sufficient handwashing facilities for staff and pupils	<p><i>Where a sink is not nearby, provide supervised access to hand sanitizer in classrooms and other locations / learning environments.</i></p> <p><i>Each classroom has a dedicated sink (cold water only) as well as access to toilet area with hot water and soap. Washing up bowls full of soapy water could be used in classes together with paper towels to facilitate regular handwashing where toilets are shared.</i></p>	
Additional time for staff and pupils to carry out handwashing	<p><i>Plan in regular access to handwashing throughout the day:</i></p> <ul style="list-style-type: none"> - All children to be supervised handwashing at the following times: <ul style="list-style-type: none"> o On arrival to school o Before morning break o After morning break o Before lunchbreak o After lunchbreak o After afternoon break (approx. 2.15-2.30pm) <p><i>Sanitiser and handwashing available to all groups and sanitizer at entry/exit points and in classrooms.</i></p>	
Handwashing practice with children	<p><i>Review the guidance on hand washing and continue to use handwashing songs for younger children.</i></p> <p><i>Ensure age appropriate hand washing information is on display throughout the school.</i></p>	

	<p><i>Ensure that help is available for children who have trouble cleaning their hands independently. See resources available at:</i> https://ebug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus.</p>	
Good respiratory hygiene	<p><i>Promote 'catch it, bin it, kill it' with posters throughout school and tissues and bins in each classroom.</i></p> <p><i>Support to be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil's individual risk assessment.</i></p>	
Sufficient supplies of soap and cleaning products	<p><i>Discuss with suppliers and cleaner to ensure sufficient supplies and deliveries.</i></p> <p><i>Use regular detergents and bleach.</i></p> <p><i>Review COSHH assessments (RA05) and implement additional controls required where there is any change in products.</i></p>	
Toilets being overcrowded	<p><i>Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary.</i></p> <p><i>Where possible, different class bubbles to use different toilets. Where this is not possible – extra, cleaning and hand sanitiser station in place.</i></p>	
Staff related issues		
Staff measures to reduce contact and transmission	<p><i>The DfE guidance will be followed wherever possible:</i> https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p> <p><i>All teachers and other staff can operate across the different class bubbles in order to facilitate the delivery of the school timetable.</i></p> <p><i>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.</i></p> <p><i>It will not be possible, when working with pupils who have complex needs or who need close contact care and so these pupils' educational and care support should be provided as normal.</i></p> <p><i>When considering the return of support staff who do not work directly with children, SLT will recognise the wider government policy that staff who can</i></p>	

	<i>work from home should do so and apply this where feasible (e.g. in administrative roles).</i>	
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<p><i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</i></p> <p><i>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</i></p> <p><i>Administrator and SLT to ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</i></p> <p><i>Where visits can happen outside of school hours, they should.</i></p> <p><i>A record will be kept of all visitors (sign in book at reception).</i></p>	
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<p><i>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</i></p> <p><i>In exceptional circumstances only, the school would have to close one class bubble or part weeks could be offered to different class bubbles if impossible any other way to maintain staffing ratios.</i></p>	
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<p><i>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times) during staff INSET at the beginning of the autumn term.</i></p> <p><i>Share all documentation, including RA in a timely manner so that staff have an opportunity to comment on it and provide amendments as necessary.</i></p> <p><i>Continue to provide ongoing wellbeing support and updates so that staff feel supported and understand all decision making where possible.</i></p>	
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<i>As for anxiety levels above – training and ongoing support.</i>	
Accessing testing arrangements are clear for all staff	<p><i>Access to testing is available to all staff.</i></p> <p><i>Ensure all staff and parents remain clear on how to access tests and what the procedures / expectations are on the test and trace system – email updates to this information to staff and parents on Sept 1st.</i></p>	
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic	<i>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can</i>	

child are clear and understood by staff.	<p><i>return home a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</i></p> <p><i>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</i></p> <p><i>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</i></p> <p><i>The school will ensure that PPE equipment, including fluid resistant face masks are available on site, located in the medical area.</i></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><i>A risk assessment has been undertaken for vulnerable staff and all advice has been read and applied in relation to those shielding or extremely vulnerable.</i></p> <p><i>As appropriate to the latest guidance and wherever possible, staff from these groups will be given non-pupil contact roles where they can maintain social distancing or roles where they work with fewer / older children, depending on what is most appropriate and in liaison with the staff member concerned.</i></p>	
Staff use of PPE	<p><i>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. See guidance:</i>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>	
Use of PPE Lack of understanding	<p><i>Training on application of PPE to be included within the autumn term inset (further to previous information already emailed to all staff in June). School staff to follow the guidance on putting on and taking off standard PPE</i> 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>	
Dealing with suspected and confirmed case/ cases and outbreak.	<p><i>School will follow up to date government guidance (LEA / DFE Update emails received by Headteacher) on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in the school:</i> 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#when-open</p>	

	<p><i>School will inform all parents and staff of the need to comply with the NHS test and trace system in place.</i></p> <p><i>School will ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes and will manage confirmed cases in line with guidance.</i></p> <p><i>School will contain the spread by following local health protection team advice.</i></p> <p><i>All class bubbles have been allocated to zones and staff and timetables will be adhered to closely to ensure compliance with this.</i></p> <p><i>Staff to conscientiously maintain social distancing guidelines to prevent cross contamination.</i></p> <p><i>Clear understanding of procedures for suspected / confirmed cases. Each staff member to be made aware (Training during INSET at the start of the autumn term and email updates).</i></p>	
Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<p><i>Parents should follow specific medical advice if their child is in this category: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version or if someone within their household is in this category: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</i></p>	
Children with EHCP and pupils who attend dual settings	<p><i>Child with EHCP has had a risk assessment completed prior to attendance. This has been shared with the LEA. No Specific concerns noted. Parent happy for child to be in school (since June 2020).</i></p>	
Pupils unable to follow guidance	<p><i>Provide extra support where necessary to help children to follow the guidance or to mitigate concerns (e.g. extra 1-1, small group TA support as/where necessary)</i></p> <p><i>Weekly review and discussion as staff team to establish concerns and support as appropriate. 1-1 / small group Thrive available as needs are identified.</i></p> <p><i>Behaviour plans can be written to support individual children as needs arise and appropriate support put in place (SENDCo).</i></p>	

	<p><i>If a child is unable to or will not follow guidance and compromises their and/or others safety, then there may be a decision made where the safest place for them to be educated is away from other children / staff. The aim of the school would be to work with the parents and support the child wherever possible.</i></p> <p><i>Social distancing in place wherever possible for “carpet” and “table” work. Continue to encourage, facilitate and promote social distancing through changes to environment and communication, whilst recognising the challenges for younger children to manage this.</i></p>	
Pupils equipment	<p><i>Pupils to limit the amount of equipment they bring into school each day, to essentials – book bag, reading record, water bottle and lunchbox (optional) only.</i></p> <p><i>For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared.</i></p>	
Member of a class becoming unwell with COVID-19	<i>Claire’s House has been identified as the most suitable room for anyone suffering from the onset of symptoms to be taken to at the earliest opportunity as it is away from the rest of the school (see previous sections to this RA).</i>	
School Uniform	<i>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</i>	
Transport		
Travel to school and provision of safe school transport:	<p><i>Parents to follow current government guidance in relation to travelling on public transport. Most / all of our children walk or travel in family vehicles.</i></p> <p><i>If face coverings are worn to and from school then these should be placed in a plastic bag by the child before entry to the school site and then placed inside the child’s book bag until needed again having left the site.</i></p>	
Dedicated school transport, including statutory provision	<i>N/A</i>	
Wider public transport	<i>It is the law that you must wear a face covering when travelling in England on public transport. Some people don’t have to wear a face covering including for health, age or equality reasons.</i>	
School Transport arrangements support changes to school times	<i>N/A</i>	
Curriculum considerations		

Planned return to normal curriculum in all subjects by Summer Term 2021	<p><i>We will modify our curriculum at the start of the year, to allow for a focus on behaviour for learning and wellbeing.</i></p> <p><i>Teaching time will be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.</i></p>	
Suspension of some subjects for some pupils in exceptional circumstances.	N/A	
Music activities	<p><i>Singing to take place outside only (not in classrooms).</i></p> <p><i>Flute lessons to take place 'virtually' and no other wind instruments to be included within music lessons until further changes to guidance is issued.</i></p>	
Physical activity in schools	<p><i>Pupils will be kept in consistent groups and sports equipment will be thoroughly cleaned between each use by different groups. The children can clean the equipment themselves using wipes before putting it away. Alternatively, a TA could be allocated this responsibility where younger children are concerned.</i></p> <p><i>Contact sports are to be avoided.</i></p> <p><i>Outdoor sports will be prioritised where possible, and the Jubilee Hall 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.</i></p> <p><i>External facilities can be used in line with government guidance however all of our PE provision will remain 'on site' during the autumn term.</i></p> <p><i>Following this term, when travelling off site, the school should refer to the following advice:</i></p> <ul style="list-style-type: none"> <i>• guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport</i> <i>• advice from organisations such as the Association for Physical Education and the Youth Sport Trust</i> <p><i>We are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so.</i></p> <p><i>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</i></p>	

Educational visits	<i>All educational visits will be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings For additional information check with EVOLVE guidance on website.</i>	
Groups of children mixing resulting in risk of more widespread transmission	<p><i>Children are grouped in class bubbles which are consistent groups that do not mix, this will enable track and trace and self-isolation where necessary.</i></p> <p><i>Groups will be as small as possible whilst providing the full range of curriculum subjects and for our school this is a full class size (up to 34).</i></p> <p><i>Whatever the size of the group, they will be kept apart from other groups where possible and older children will be encouraged to keep their distance within groups.</i></p> <p><i>Large gatherings such as assemblies and with more than one group will not take place.</i></p>	
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<i>School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)</i>	
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>	
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<p><i>Tell parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site.</i></p> <p><i>Telephone number published in case immediate access required.</i></p> <p><i>Clear communication and signage to support this.</i></p>	
Suppliers understanding and complying with new arrangements	<i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i>	
Communications to parents and staff	<i>Regular communications through ParentPay, Dojo and school newsletters.</i>	
Pupils and families anxious about return	<i>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety.</i>	

	<i>SLT / Experienced teacher to be present outside at pick up and drop off times.</i>	
Parent aggression due to anxiety and stress.	<i>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety.</i>	
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p><i>The governing body will continue to meet regularly via online platforms.</i></p> <p><i>The governing body agendas will be structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</i></p> <p><i>The Headteacher's report to governors will include content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</i></p> <p><i>There will be regular dialogue with the Chair of Governors and those governors with designated responsibilities will remain in place.</i></p> <p><i>Minutes of governing body meetings will be reviewed to ensure that they accurately record governors' oversight and hold leaders to account for areas of statutory responsibility.</i></p>	

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

Signed: Headteacher/Head of Department: Mrs S E Tibbles

Date: 13/07/2020

The outcome of this assessment should be shared with the relevant staff.

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