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| **Covid-19 Guidance for Full Opening September 2020** | **RA100 V4** |

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.



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| leaflogo | **Establishment/Department: Littletown Primary Academy** | **Establishment Risk Assessment** | **RA100 V4** |
| **Address: Honiton Bottom Road**  |
| **Person(s)/Group at Risk****Staff, Pupils, Visitors and Contractors** | Date assessment completed: 06.10.20Updated 9.11.20This 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. Weekly review of risk assessment by Headteacher and Chair of Governors Board updated via email as necessary |
| **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 guidance document C-19, checklist C-19 and the latest government guidance:** [**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)**General guidance on completing risk assessments is available at arrangements note HS47.** **Updates:** **When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.**  | Assessor(s):   |
| To be read in conjunction with the following documents  | Site Management PlanOutside spaces Management PlanCleaning Timetable |
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| **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**  |  |  |
| 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. Schools should also have a process for safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them, following the recommendations in the government guidance* [*Staying safe outside of your home: face coverings*](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*.* Parents were notified of staggered drop using one way entrance and exit depending on pod location (not cohort group). (Letter to parents via email Monday 20th July)
* Parents are reminded to social distance on the playground until children are collected by staff. **(see Timings doc and Site Management Plan).** (Letter to parents via email Monday 20th July)
* Signage on school gates to ensure compliance. All signage to be in place and checked Tuesday 6th October 2020). Signage expectations outlined to parents in letter via email Monday 20th July
* SLT presence on playground to ensure social distancing and following of protocols.
* All pupils to wash hands on arrival
 | Continuation of arrangements used in Phased Reopening Summer Term 2020 |
| Parents gathering at school gate not social distancing | *Plan parents’ drop-off and pick-up protocols that minimise adult to adult contact. Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely.** Each pod has a separate entrance and one way system for parents to follow when dropping children at pod entrances **(See Site Management Plan)**.
* Parents will be notified to leave the premises as soon as possible via letter Monday 20th July . Principal and Vice Principal to supervise to ensure compliance.
* Removal of outside furniture such as picnic benches, to eliminate potential gathering areas. To be completed Friday 4th September.
* SLT presence on playground to ensure social distancing and following of protocols.
* Signage at entrance stating that the school is closed to visitors. Gates will be locked unless phased drop off or pick up windows
* Signage at entrance encourages visitors to phone the office if they have a query, as visitors will not be allowed inside the school without an appointment or pre approved reason.
* Headteacher to check signage present and correct each morning and replace as necessary
* Parents using Breakfast club and after school club will follow the one way system and ring the bell to drop off/collect children. Parents will not be allowed in the nursery or school building. A letter detailing this is being sent to parents 20th July 2020
* As of Monday 9th November 2020 parents recommended to wear facemasks at drop off and pick up communicated via Newsletter Friday 6th November
 | Continuation of arrangements used in Phased Reopening Summer Term 2020 |
| Overcrowding in classrooms and corridors. | *Children are to be grouped into consistent groups with contact between groups avoided (see Curriculum section below). Desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided. Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups. Removal of some furniture may be required to enable this. Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. Stagger assembly groups** Desks spread out as far as possible in classrooms and front facing in row.
* Every individual classroom has entrance and exit routes, including to toilets and outdoor spaces that prevent mixing with persons from other pods **(see Site Management Plan)**
* Assemblies to be held remotely in classrooms using google meet technology
* Strict timetabling ensures movement around school is carefully choreographed to minimise risk and traffic **(see Timings doc)** This will be monitored daily by SLT.
* Access to cloakrooms staggered via timings
 | To be put in place during INSET day Thursday 3rd and Friday 4th September 2020 |
| 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:** Parents will drop children at the Nursery door, standing in a ‘socially distanced’ yellow box. No parents to come into the building.
* Staff will continue to socially distance from parents, not taking children from their parents arms.
* Nursery will not mix with other year groups during the day and will not come onto the playground for playtime at all.
* Equipment and resources will continue to be limited, rotated and cleaned weekly.
* Children will continue to wash their hands at regular intervals.
* Toilets will be in normal use, but children will be limited and supervised.
* Sand, playdough and other malleable materials will only be used with hand washing protocols.
* Specifically for Dough Disco children will have individual named pots of dough only to be used during this time.
* Children will not be allowed to bring in toys and comforters from home.
* PPE will be used for intimate care and some first aid.
* Parents will collect children at the Nursery door, standing in a ‘socially distanced’ yellow box. No parents to come into the building.

*Reception (2 classes):** The two classes will have staggered start/end times to ensure only one class at a time are using the cloakroom.
* Children will be collected from the playground - no parents coming into school.
* Staff will continue to socially distance from parents, not taking children from their parents arms.
* Classes will not mix at playtime and lunchtime.
* Equipment/Resources will continue to be limited, rotated and cleaned weekly.
* Children will continue to wash their hands at regular intervals.
* Toilets will be in normal use but children will be limited and supervised.
* Sand, playdough and other malleable materials will only be used with hand washing protocols. Specifically for Dough Disco children will have individual named pots of dough only to be used during this time.
* Children will not be allowed to bring in toys and comforters from home.
* PPE will be used for intimate care and some first aid.
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| Groups mixing during breaks and lunchtime compromising social distancing. | *Staggered break times and ensure appropriate supervision is in place. Use different playground locations where possible Staggered lunchtimes & in set groups with handwashing – tables kept apart. Or lunches delivered to classrooms. Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.* * Staggered break times of classes with safe routes to allocated outside spaces **(see Site Management Plan and Timings doc)**
* Different outside spaces used, clearly demarcated with 2 metre ‘corridor’ spaces between allocated spaces In place by Friday 4th September. Checked daily by Headteacher
* Staff protocol for ensuring social distanced break whilst continuing supervision of children via a rota of staff accordingly.
* Reception and Year 1 to eat in school hall facing in one direction rows.
* Other classes eating in classrooms in table rows
 | *Principal to oversee setting of cones corridors Friday 4th September* |
| Groups mixing during extra-curricular provision | *Carefully consider how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups.* *Holiday club guidance suggests delivering sessions outside where possible* *As with physical activity during the school day, contact sports should not take place and recommendations set out in* [*Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak*](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) *should also be taken into consideration.* * Children attending Breakfast and After School Club will be kept in phase zones in the Nursery and school hall (mixing with a maximum of 1 other year group (2 year groups per location)
 | The bubble would be similar to our key worker pods provision Summer Term 2020 with children allocated to bubbles even though different combinations will be attending on different days  |
| 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** Parents informed via letter on Monday 20th July that only one parent allowed on site per family
* No parents allowed inside school site unless exceptional circumstances (eg medical needs). All decisions made by Principal.
 | Continuation of phased reopening arrangements  |
| 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.** Staff told to distance as much as possible
* PPE to be used as appropriate inline with training
* Hand sanitiser dispensers in place around school for regular use by staff
* Toilet allocations to smaller numbers of staff
* Staggered timings ensure small numbers of staff in staffroom at any given time **(See Timings doc)**
 | Delivered in staff training Friday 4th September |
| Premises related matters  |  |  |
| Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape. | *Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) and this must include curriculum risk assessments where necessary.* *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).* * Classrooms resourced to support learning for children organised and prepared prior to receiving children. Notification via letter to parents on Monday 20th July and reminded in letters Friday 28th August and Friday 4th September
* Doors wedged open to enable a child to call into the toilet to check that it’s clear. Notification via letter to parents on Monday 20th July SLT to monitor presence of door wedges
* Hand dryers disconnected via socket switch and checked by Premises Manager. Paper towels to be used instead. Notification via letter to parents on Monday 20th July
* Handwashing protocol in place for teachers to follow (posters, 20 second songs etc) **(See guidance from Public Health England)**
* Routes and one way systems demarcated with child friendly signage
* Door wedges used to ensure all doors legally allowed to be open are open to increase ventilation
* All classrooms have safe access to allocated outside spaces
* Fire evacuation routes can be the same as their standard exits for each classroom as in all cases these are the quickest routes
* Waiting spots marked on the floor where passing places are narrow. Notification via letter to parents on Monday 20th July and reminded in letters Friday 28th August and Friday 4th September
* As of Monday 2nd November Anti-bactreial sanitiser dispensers installed in each classroom and used regularly by children to clean hands. Explained to parents via newsletter Friday 6th November
 | Very similar to Phased Reopening Summer Term 2020SLT to monitor presence of door wedges Premise manager to ensure disconnected hand dryersSLT to monitor presence of door wedges SLT to monitor presence of waiting spots |
| First Aid procedures – Reduced numbers of first aiders and Paediatric first aider. | *Review First Aid risk assessment (RA22 or equivalent). Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings. PPE within first aid supplies** Paediatric first aid trained staff onsite at all times with access to Personal Protection Equipment. Full training to staff week beginning 1st June and revised Friday 4th September. PPE available and locations listed
* First aid provision in place for all classrooms
* First aid procedures outlined to staff within staff training to be held Friday 4th September
* First aid resources audited and sufficient.
 | Continuation of arrangements in place during Phased Reopening Summer Term 2020Weekly audit by Family Support Worker  |
| Fire Procedures | *Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.* *Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.* * All escape routes still operational for classrooms
* Fire procedures outlined to staff within staff training to be held week beginning 1st June revised Friday 4th September
* Testing and monitoring arrangements continue as normal by site manager wehn children not on site
* All doors opened do not compromise fire protection or security
* Social distanced assembly points remain unchanged as all classroom pods use established routes
* Fire Drill for whole school within first full week of Autumn Term
 | Principal and Premises Manager to arrange and oversee Fire Drill  |
| Water hygiene – management of legionella | *Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance* [*Managing School Premises during the Covid-19 outbreak*](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)*.** All water hygiene arrangements to continue by site manager when children not on site
* Monitoring has been maintained fully during period of partial closure
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| Using and monitoring new practices to reduce risk of Covid-19 transmission | *Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. Explaining to children about the use of face coverings – to support children with adhering to social distancing*. *Headteachers and school leaders must monitor arrangements and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.* * Training for all staff Friday 4th September. Training to be social distanced using 2 metre distanced seating. All staff to sign received training
* Risk assessment shared with all staff and discussed
* All protocols and arrangements to be shared and staff to sign to confirm read and understood
* PPE training completed week beginning 1st June revised Friday 4th September
* Use of allocated spaces and procedures/protocols for suspected cases to be part of training
* Daily briefings able to be introduced as necessary using technology to ensure social distancing
 | Principal with support of SLT to ensure the successful operational running of all procedures  |
| 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.* * Statutory tests to be conducted and scheduled after 3:15pm when no children or teaching staff onsite
 | Continuation of arrangements in place during Phased Reopening Summer Term 2020 |
| Staff rooms and offices to comply with social distancing and safe working practice  | *Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below.* * Staggered breaks and lunches ensure low capacity of staffroom. Community room available for staff to use to increase spacing
* Furniture to be spread and distanced (chair can’t be removed, but will be marked with an ‘X’ to ensure suitable distance between usable chairs)
* Wipes will be available for shared items to be wiped down before and after use
 | Continuation of arrangements in place during Phased Reopening Summer Term 2020 |
| Ventilation to reduce spread | *Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).* *Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air systems should be operated as normal. Ventilation to chemical stores should remain operational.** Door wedges used to ensure all doors legally allowed to be open are open to increase ventilation.
* Air conditioning in Community Room only. This will be permanently switched off while this Risk Assessment is active
* Where external doors lead to an unsafe space, e.g. staff car park, appropriate barriers will be put in place to ensure both ventilation and the safety of the children.
 | Continuation of arrangements in place during Phased Reopening Summer Term 2020 |
| Management of waste | *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)* * Cleaners to empty pedal lid bins as part of additional daily cleaning of pods
* Waste contractor agreed to take double bagged pedal bin waste in collection
 | Continuation of arrangements in place during Phased Reopening Summer Term 2020 |
| Management of incoming goods | *Consider how to manage supplies coming into the school, which takes into consideration SD and hygiene measures. E.g. drop-off point – one person controls the process etc.** Deliveries to be met at entrance with blue doors and unloaded before white doors so no contact possible with children or adults in school
* One way route to be followed pointed out by signage for all delivery staff
 | Continuation of arrangements in place during Phased Reopening Summer Term 2020 |
| School owned outdoor play equipment  | *Promote good hygiene and social distancing using signage and other methods of comms (community noticeboards, school newsletters) to set out: maximum numbers to enable SD, encouraging parents to clean children’s hands before and after play, disposal of all rubbish. Consider limiting numbers (e.g. taking out swings), using time limits, one ways systems around pieces of equipment, cleaning regimes if applicable for high traffic touch points such as slides, monkey bars and climbing frames / walls, playhouses and huts, crawl through tunnels and tube slides, exercise equipment, gates, benches and picnic tables, refuse areas and bins. Encourage effective sanitation by users, parents etc. Consult guidance on* [*Managing Outdoor Playgrounds*](https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms) *for equipment also used by the community.**When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.* * ‘Pirate ship’ climbing frame and climbing wall to remain closed until further notice.
 | Complex arrangements required to open equipment alongside identified increased risks  |
| 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.**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)*. Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term.* * Unnecessary furniture removed or put to edges of classrooms Thursday 3rd and Friday 4th September
* Soft furnishing removed from classrooms
* Playdough, sand and toys removed from easy access areas so only used under correct protocols
* Equipment used to be spray cleaned break and lunch via extra cleaner hours and cleaned in Milton dilute regularly
* Surface cleaner spray in each classrooms for use as necessary
* Procedure in place for suspected COVID-19 at setting **(See site management plan)**
 | Continuation of arrangements in Summer Term 2020 |
| 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 to have their own pencil case with key stationery
* Social distance queue markers by photocopiers and printers.
* Wipes available by printers, photocopiers and phones for wiping before and after use
* Additional cleaning hours each day in place
 | Principal to check markers in place each morning and ensure wipes in place |
| Cleaning staff and hygiene contractor's capacity - providing additional requirements | *Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See* [*Safe working in education and childcare*](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.** Cleaning staff extra rota agreed for cleaning of pods during breaks and lunch breaks **(see Cleaning Timetable)**
* Extra cleaning products ordered to enable quick regular cleaning of surfaces
* Extra cleaning products ordered (fog spray). COSH assessments produced by premises manager as required. Training given to cleaning staff by Premises manager
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| Sufficient handwashing facilities for staff and pupils | *Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. Plan in regular access to facilities throughout the day. Provide additional sinks where possible. Ensure enough handwash and sanitiser stations are available based on what you have learned from usage to date.* * Hand sanitiser sourced and purchased to be placed on stands in places of heavy traffic and areas without sinks if required to be used (hall and community room)
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| Additional time for staff and pupils to carry out handwashing | *Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.** Class timetables shared with SLT to clearly show handwashing timings
* Staggered timings ensures limits usage of toilet sinks
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| Handwashing practice with children | *Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at* [*e Bug*](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)*.**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.** Resources and emphasis shared with staff as part of staff training Friday 4th September
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| Good respiratory hygiene  | *Promote ‘catch it, bin it, kill it’ ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil’s individual risk assessment.* * ‘catch it, bin it, kill it’ resources shared and used
* Individual risk assessment for children requiring additional support or with complex needs
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| Sufficient supplies of soap and cleaning products | *Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.* * Extra soap and cleaning products ordered by site manager and in place prior to opening. To be checked by Headteacher Friday 4th September
* No perceived issued with ongoing supply chain. Contingency fund via Devon County Council to be accessed if local supply chain issues

All cleaning procedures checked and discussed with Premises manager to ensure compliance with guidance:<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>* Premises manager trained cleaning staff week beginning 1st June revised Tuesday 1st September
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| 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.** Teachers ensure that only ever 1 boy or one 1 girl is going to the toilet at any given time
* Toilets to be cleaned twice during each day via extra cleaning hours
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| Staff related issues |  |  |
| Staff measures to reduce contact and transmission | *When assessing the return to full opening in September the following section of the DfE guidance must be followed****:*** [*https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks)***Where this cannot be met, then the school must record why and what other control measures they will adopt.*** *All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.**Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal.**When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).* * Staffing structure updated accordingly to create as little as possible transmission between groups
* Training for staff working across multiple groups regarding increased distancing on Friday 4th September
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| Managing supply teachers, visitors, contractors and other temporary visiting staff. | *Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.** Internal staffing structure reducing amount of external supply teaching required
* Peripatetic visiting staff to use external location (the hut) and not use the staffroom. All lessons will be social distanced
* Reduced training during school days resulting in less teacher supply
* SLT capacity created for contributing to supply cover
* Visitors only on site during school hours if totally necessary and required to sign to confirm understanding of protocols in place
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| Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios | *If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher.* *Careful planning of the year groups/classes should be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. See ‘school Workforce’ section of the DfE guidance:* [*https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks*](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)* Teaching Assistants allocated to each class and accessed to planning and able to cover classes in short term periods in emergency circumstances
 |  |
| Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes. | *Talk to staff about (and/or put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including a discussion on whether training would be helpful. If appropriate, seek GP or occupational health advice.* *Where the member of staff has anxieties about returning, this conversation can be held and recorded using the ‘Risk assessment for all staff including vulnerable groups’ -* [*https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy*](https://devoncc.sharepoint.com/%3Aw%3A/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy)*Further advice is available from HR if required.* * Staff spoken to fully and often to reassure as much as possible
* Plans shared with staff at every stage
* Full training Friday 4th September
* Wellbeing and mental health support a focus for SLT. New role created on SLT to support this for academic year
 |  |
| Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment | *Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.** Full training Friday 4th September
 |  |
| Accessing testing arrangements are clear for all staff |  *Guidance about testing, including the NHS ‘Test and Trace’ service, is available via this link* [*https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing*](https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/)* Staff to be informed of testing access arrangements on Friday 4th September
 |  |
| 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)* All staff will have access to school provided face shield if they wish to use one. This will be the responsibility of each individual staff member
* PPE (face masks and gloves) will be available in each pod for assisting staff in moving a child displaying Covid19 symptoms to allocated covid centre space in school.
* PPE part of training delivered to staff week beginning 1st June revised Friday 4th September
 |  |
| Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors | *Staff deemed to be clinically extremely vulnerable and clinically vulnerable can return to school in the Autumn term subject to school leaders confirmation that the school is ‘covid-secure’, i.e. that every reasonable step has been taken to ensure the safety of children, staff, premises and community and that the full measures as provided in the DfE guidance have been applied.**A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The ‘Risk assessment for all staff including vulnerable groups’ can be used to aid and record this assessment -* [*https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy*](https://devoncc.sharepoint.com/%3Aw%3A/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy)* Guidance followed to risk assess staff as appropriate.
 |  |
| 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)* PPE (face masks and gloves) available for regular use in Nursery setting in line with guidance
* PPE (face masks and gloves) available for staff carrying out first aid duties in line with guidance
* All staff will have access to school provided face shield if they wish to use one. This will be the responsibility of each individual staff member
 |  |
| Use of PPELack of understanding | *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.** Guidance and demonstration using public health England documentation as part of staff training Friday 4th September
* Pedal lidded bins available in each classroom
 |  |
| Dealing with suspected and confirmed case/ cases and outbreak. | *If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email* *swhpt@phe.gov.uk**. Devon County Council’s Local Outbreak Management Plan (LOMP) is available here:* [*https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/*](https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/)*. IF A* ***SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS*** *Contact your local Health Protection Team on 0300 303 8162 or* *swhpt@phe.gov.uk* *and inform the local authority by emailing* *educate.schoolspriorityalerts-mailbox@devon.gov.uk**. If there is a complex situation or an outbreak is declared in your setting, you may be asked to join an Outbreak Control Team or Local Incident Management Team Meeting.  School should up-date the* ***Schools Emergency Plan*** *to incorporate the above links.** Guidance followed to inform procedure **(see Site Management Plan)**
* Procedures and briefing on government advice linked above part of staff training Friday 4th September
 |  |
| 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.* * Communication and liaison with parents of children who are in this category
* Remote learning supported and continued as necessary for children in all year groups
 | Continuation of ‘padlets’  |
| Children with EHCP and pupils who attend dual settings  | *A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child** All EHCP children fully risk assessed by SENCO team and dialogue with parents taken place
 |  |
| Pupils unable to follow guidance  | *Some pupils will need additional support to follow these measures. Insert measures here or attach additional document.** Extra consideration given to children who may struggle to follow guidance
 |  |
| 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.** Children will be given their own pencils and pens in pencil cases with other age appropriate equipment to be kept at school.
 |  |
| Member of a class becoming unwell with COVID-19 | *If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location.* * If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. **(see Site Management Plan)**
* Allocated spaces have large windows for ventilation
* PPE (including fluid resistant face mask) is available at these locations
 | Continuation of arrangements in place Summer Term 2020 |
| 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.** Children will wear school uniform
 |  |
| **Transport** |  |  |
| Travel to school and provision of safe school transport:  | *Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.* * Not applicable as of 13.7.20
 |  |
| Dedicated school transport, including statutory provision | *Consider how pupils are grouped together on transport and where possible this should reflect the bubbles that are adopted within school. Ensure organised queuing/boarding and distancing within vehicles if possible. Consider* *the use of face coverings for children over the age of 11, where appropriate. For example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. Consider the use of hand sanitiser upon boarding and/or disembarking.**Waiting for the DfE who will shortly publish new guidance to local authorities on providing dedicated school transport.** Detailed risk assessment to be written when planning school trips

 |  |
| 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.* |  |
| School Transport arrangements support changes to school times | *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 | *Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils’ knowledge with the aim of returning to the school’s normal curriculum content by no later than summer term 2021.** Increased focus on assessment of knowledge and understanding using formative assessment vehicles and range of curriculum resources.
* Additional staffing to allow increased support for children in addressing gaps
* Increased focus on core subject connections through foundation subjects and thematic approaches
 |  |
| Suspension of some subjects for some pupils in exceptional circumstances. | *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.** Some time reductions for Foundation subjects in some weeks
* Replacing assemblies with teaching time to offset reduction of some subjects
 |  |
| Music, dance and drama activities  |  *Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities.*  *This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Schools should also consider* [*Guidance for Music, Dance and Drama*](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) * Singing limited largely distanced in outside spaces
 |  |
| Physical activity in schools | *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)
* PE will be outside apart form interventions and not happen if weather doesn’t allow
* Adults will collect all equipment and will be cleaned before returning with cleaning spray and wipes by PE cupboard.
* Designated outside PE spaces ensuring distancing

*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.** Outside coach has received school risk assessment training and is aware of all the school procedures.
 |  |
| 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.** All trips will take place under risk assessments via EVOLVE updated with DfE travel guidance
 |  |
| Groups of children mixing resulting in risk of more widespread transmission | *Children should be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Groups should be as small as possible whilst providing the full range of curriculum subjects and for primary this is likely to be up to the size of a year group. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is accepted that the youngest children cannot socially distance from each other or staff. Measures should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time).* *Large gatherings such as assemblies and with more than one group should be avoided** No whole school assemblies will take place
* Classes will have their own playground spaces and lunch space
* Cloakrooms and toilets will be shared by year groups, but procedures in place to limit usage ie. 1 boy or girl per time to toilet. Max of 5 children at a time collecting PE kits from cloakroom
* Social distancing expected in KS2 classrooms
* children are kept within limited numbers of intervention groups
 |  |
| 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)* School kitchen will be operational
* Protocols in place with contractor regarding safe practices
 |  |
| 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)* Contractor to confirm in writing kitchen compliance with gov.uk guidance
 |  |
| Communications with parents and others |  |  |
| Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety | *Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site*. *Publish a site telephone number in case of immediate access required.** All contractor work to take place after 3:30pm
* All visitors required to call reception so can escorted safely on to premises if absolutely necessary to visit during school hours
* Clear signage at school entrances
 |  |
| Suppliers understanding and complying with new arrangements | *Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours** Suppliers expected to follow protocol outlined in signage at school gates
* All arranged deliveries to be arranged outside of school hours
 |  |
| Communications to parents and staff | *Regular communications* * Each parent to receive letter Monday 20th July outlining arrangements for their child returning to school
* All avenues for questions and queries open to parents during week beginning 20th July and ongoing
 |  |
| Pupils and families anxious about return  | *Support in place to address concerns and communications with parents on measures in place to reduce anxiety. Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.* * A google form will be sent out to all parents so they can express any changes to family circumstances
* Children and Parents can access the transition padlets over the Summer to prepare children for September
* Student and Family Support Team can be contacted for further support.
 |  |
| Parent aggressiondue to anxiety and stress. | *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* * Parents notified of staggered starts and pick ups in initial and continued communication
* Detail of staggered drop off and pick ups shared via letter to each parent Monday 20th July
* Consideration given to parents with children in multiple returning year groups. These parents will drop off and pick up within the earliest eligible slot for their children accordingly
* SLT presence start and end of day to ensure compliance with procedures
 |  |
| 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 body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19.**Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.**Minutes of governing body meetings are reviewed to ensure that they accurately record governors’ oversight and holding leaders to account for areas of statutory responsibility.** Board continue to meeting using online platform
* Headteacher report to include update on content of RA100
* At least weekly dialogue with Chair of Governors
 |  |

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| --- | --- | --- | --- |
| **Section** | **List Actions / Additional Control Measures** | **Date action to be carried out** | **Person Responsible** |
|  | Complete staff training  | Friday 4th September | David Perkins Headteacher  |
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**Signed: Headteacher/Head of Department: David Perkins Date: 3.9.20 Updated 6.11.20 David Perkins**

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.

I have received, read and understood the September 2020 Covid 19 risk assessment for schools full re-opening

Name……………………………………

Signature………………………………..

Date ………………………....