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| **Covid-19 increase in school numbers from June 2020** | **RA100** |

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.

Please report **suspected or confirmed cases of COVID-19** 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.



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| leaflogo | **Establishment/Department: Littletown Primary Academy** | **Establishment Risk Assessment** | **RA100** |
| **Address: Honiton Bottom Road Honiton Devon EX14 2EG** | | |
| **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.  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: Coronavirus (COVID-19): implementing protective measures in education and childcare settings (15 May 2020)**  **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:** [**https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings**](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)  **General guidance on completing risk assessments is available at arrangements note HS47.**  **Updates:** | | Assessor(s): | |
| To be read in conjunction with the following documents | | Site Management Plan  Outside spaces Management Plan  Cleaning Timetable  NEU/GMB/Unison/Unite commentary and checklist (paper copies available)  Week Beginning 1st June staffing  Phased reopening training doc  Phase 1 timings  Pods doc | |

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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* |
| Movement of persons around the school |  |
| 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. Use alternative drop off locations where possible*   * Parents were notified of staggered drop using one way entrance and exit depending on pod location (not cohort group). (Letter to parents via email Thursday 23rd May) * Parents are reminded to social distance on the playground until children are collected by staff. **(see Phase 1 Timings doc and Site Management Plan).** (Letter to parents via email Thursday 23rd May) * Signage on school gates to ensure compliance. All signage to be in place and checked Friday 5th June 2020. Signage expectations outlined to parents in letter via email Tuesday 2nd June * SLT presence on playground to ensure social distancing and following of protocols. |
| 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 Outside Spaces Management Plan)**. * Parents will be notified to leave the premises as soon as possible via letter Tuesday 2nd June. Principal and Vice Principal to supervise to ensure compliance. * Removal of outside furniture such as picnic benches, to eliminate potential gathering areas. To be complete Friday 7th June. * 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 |
| Overcrowding in classrooms and corridors. | *Keep to small groups - classes split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant).*  *Desks to be spaced as far apart as possible.*  *Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other class groups.*  *Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. Stagger assembly groups*   * Phase 1 groupings well below that within DfE guidance (approx 8 pupils per pod in phase 1). * Teacher and Teaching assistant allocated to each pod and some capacity for cover from SLT * Desks spread out as far as possible in classrooms (pods). Photo of each pod added to site management plan Friday 7th June * Every individual pod 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 pods using google meet technology * Strict timetabling ensures movement around school is carefully choreographed to minimise risk and traffic **(see Phase 1 Timings doc)** This will be monitored daily by SLT and supported by clear signage. * Cloakrooms out of use for keeping personal effects. Coats to be kept with children in the child’s individual pod space |
| Increased numbers during breaks compromising social distancing. | *Staggered break times and ensure appropriate supervision is in place. Use different playground locations where possible*   * Staggered break times of pods with safe routes to allocated outside spaces **(see Site Management Plan, Outside Spaces Management Plan and Phase 1 Timings doc)** * Different outside spaces used, clearly demarcated with 2 metre ‘corridor’ spaces between allocated spaces **(see Outside Spaces Management Plan)** In place by Friday 7th June. Checked daily by Headteacher * Staff protocol for ensuring social distanced break whilst continuing supervision of children via a rota of pod staff accordingly. |
| Increased numbers during lunchtime compromising social distancing. | *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.*   * Adults to collect ‘packed lunches’ from kitchen hatch at allotted time * School hall not used for eating lunch * Handwashing before and after eating lunch * Children to eat in their pods socially distanced * Pods cleaned after lunch via additional cleaning hours **(Cleaning Timetable doc)** * MTAs to collect and take children from pod following agreed route to outside space for lunch play * MTAs allocated to 1 pod only |
| 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 that only 1 parent can accompany children to school. When two parents arrive with a child SLT will request 1 adult remains outside the school gates. * No parents allowed inside school site |
| Inadequate social distancing measures leading to spread of the virus. | *Always keep cohorts together where possible – in same small groups of maximum 15 pupils and not mixed on subsequent days. Each cohort should retain the same teacher / TA. No mixing of groups e.g. for sports.*   * Where possible, toilets will be allocated to one pod, with a maximum of 2 pods using a toilet. Some toilets used by two pods, but cubicle and sink allocated to each pod and supported by clear signage. Signage checked by Headteacher each morning * Children will spend the whole school day in their small pod including breaks and lunch. Staggered drops off and pick ups ensure social distancing **(see Site Management Plan)** * Child friendly signage to support the adherence of routes and spaces. In place by Friday 7th June * Same staff will remain allocated to pods of children - job shares will ‘bridge’ Wednesday deep cleaning. Headteacher to check signage present and correct each morning and replace as necessary |
| 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)*  *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).*   * **(see Site Management Plan)** * Classroom pods resourced to support learning for children organised and prepared prior to receiving children. Notification via letter to parents on Tuesday 2nd June * Toilets will be unisex to avoid cross contamination of pods where possible. Notification via letter to parents on Tuesday 2nd June * Urinals to be out of action. Notification via letter to parents on Tuesday 2nd June * Doors wedged open to enable a child to call into the toilet to check that it’s clear. Notification via letter to parents on Tuesday 2nd June 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 Tuesday 2nd June * Handwashing protocol in place for teachers to follow (posters, 20 second songs etc) * 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 pods have safe access to allocated outside spaces * Fire evacuation routes can be the same as their standard exits for each pod 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 Tuesday 2nd June 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.*   * Paediatric first aid trained staff onsite at all times with access to Personal Protection Equipment. Full training to staff week beginning 1st June. PPE available and locations listed * First aid provision in place for all pods **(see Pods doc)** * First aid procedures outlined to staff within staff training to be held week beginning 1st June * First aid resources audited and sufficient. Weekly 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 pods * Fire procedures outlined to staff within staff training to be held week beginning 1st June * 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 |
| 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* [*https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-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) *(and NPS guidance: Water Hygiene Management during Covid-19 Lockdown) )*   * All water hygiene arrangements to continue by site manager when children not on site * Monitoring has been maintained fully during period of partial closure |
| 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.*  *Daily morning and end of the day briefings. Headteachers and school leaders must monitor arrangements throughout the day and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.*   * Training for all staff on rota to reduce risk week beginning 1st June. Training to be socai distanced using 2 metre distanced seating. All staff to sign received training * Risk assessment along with NEU/GMB/Unison/Unite checklist to be shared with all staff * All protocols and arrangements to be shared and staff to sign to confirm read and understood * PPE training to take place week beginning 1st June * 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 * Headteacher and some SLT not allocated to pods in Phase 1 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 |
| Staff rooms and offices to comply with social distancing and safe working practice | *Numbers of people reduced at one time on a rota 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. 6 members of staff maximum in staffroom spaces at break. 12 members of staff maximum in staffroom spaces at lunch. Community room available for staff to use to increase spacing * Furniture to be spread and distanced (chair can’t be removed, but will be turned upside down to ensure suitable distance between usable chairs) * Kettles to be set up at ends of staffroom which in conjunction with boiler create 3 well spaced out tea and coffee areas. Wipes will be available for shared items to be wuped down before and after use |
| 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 these should be switched off. 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. * 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. |
| Management of waste | *Ensure bins for tissues are emptied throughout the day.*  *Follow guidance on disposal of waste (such as used fluid resistant masks)* [*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*](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)   * 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 |
| Lessons or activities to take place outdoors in line with social distancing. | *Decide which lessons or classroom activities can take place outdoors and refresh risk assessment for outdoor space*   * All pods have allocated outside space always available to them for outdoor learning **(see Outside Spaces Management Plan)** * Only time some allocated spaces are not available is when space also required as route to outside play spaces. This has been mitigated via **Outside Spaces Management Plan** * Planning will allow where possible for outside elements of learning |
| Cleaning and reducing contamination |  |
| Contaminated surfaces spreading virus. | *Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Regular cleaning. Remove items such as play dough, sand and soft furnishings and toys from early years setting to reduce contact surfaces. Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting* [*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)   * Unnecessary furniture removed or put to edges of classrooms week beginning 1st June * Soft furnishing removed from classrooms * Playdough, sand and toys removed from pod spaces * Equipment used to be spray cleaned break and lunch via extra cleaner hours and cleaned in Milton dilute at end of day * Procedure in place for suspected COVID-19 at setting **(See site management plan)** |
| Using play equipment – multiple-use | *Appropriately cleaned between groups of children and only one group / class of 15 maximum at a time*   * Outdoor play features (climbing wall and ‘pirate ship’ out of bounds for children as can’t be cleaned after every usage |
| 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 reduce social distancing. Enhanced cleaning regimes.*   * Each child to have a tray in their space with learning resources and stationery * Social distance queue markers by photocopiers and printers. Headteacher to check markers in place each morning * Wipes available by printers, photocopiers and phones for wiping before and after use * Additional cleaning hours each day in place * Deep clean mid week of all communal spaces |
| 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* [*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) *and* [*https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)*.*   * Cleaning staff extra rota agreed for cleaning of pods during breaks and lunch breaks **(see Cleaning Timetable)** * Cleaning staff extra hours agreed for Wednesday deep clean of all pod areas * Extra cleaning products ordered to enable quick regular cleaning of surfaces * Extra cleaning products ordered (fog spray) to enable deep clean Wednesday and Friday. COSH assessments produced by premises manager as required. Training given to cleaning staff by Premises manager |
| 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*   * 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) * Regular access part of daily pod routines - part of staff training week beginning 1st June |
| 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*   * Agreed part of pods daily routine - part of staff training week beginning 1st June |
| 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:* [*https://e-bug.eu/eng\_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus*](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)   * Resources and emphasis shared with staff as part of staff training week beginning 1st June |
| 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 5th June * 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 to train cleaning staff week beginning 1st June |
| 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. Where possible different toilets should be used by each different group.   * Where possible, toilets will be allocated to one pod, with a maximum of 2 pods using a toilet. Some toilets used by two pods, but cubicle and sink allocated to each pod and supported by clear signage. Signage checked by Headteacher each morning * Urinals will be cordoned off and boys and girls of a pod will use cubicles of allocated toilet 1 at a time at all times including all breaks and lunch breaks * Adults to ensure only one child leaves pod to go to the toilet at a time * Some children may need to be supervised and escorted by a pod adult if possible |
| Staff related issues |  |
| Inadequate training for Heads on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff | *Guidance, risk assessment and checklist provided to schools, Schools DfE Helpline and resources, access to support via LA*   * Devon risk assessment document used with all suggestion implemented * DfE guidance read and used to inform planning and decision making * NAHT guidance on risk assessments followed * NEU reopening checklist used to inform planning and risk assessing * SLT and other staff used to contribute to practical planning and arrangements * Regular consultation and briefing of staff throughout planning * Head meets regularly with NEU rep and members of other teaching Unions invited to comment in discussions * Staff governors key part of Board discussions and decision making * Opportunities given for staff to share anxieties and ask questions * Risk Assessment and accompanying docs to all be shared with staff prior to reopening * All staff to receive training week beginning 1st June in small groups to allow rich dialogue |
| 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, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.* *Carefully planning the year groups for whom provision is offered (using the Dfe priority list) based on staff availability. Follow government guidance on creating and staffing your temporary teaching groups:* [*https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#creating-and-staffing-your-temporary-teaching-groups*](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#creating-and-staffing-your-temporary-teaching-groups)   * Phased plan to ensure teaching capacity initially and to be monitored and considered when moving to subsequent phases * Teaching Assistants allocated to groups, but not in lead capacity in initial phase * DfE guidance followed in prioritising returning year groups (Nursery, Reception and Year 1 in phase 1, Year 6 in phase 2) |
| Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes. | *Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. If appropriate, seek GP or occupational health advice*   * Staff spoken to fully and often to reassure as much as possible * Plans shared with staff at every stage * Full training in week beginning 1st June * Wellbeing and mental health support a focus for SLT. New role created on SLT to support this |
| 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.*   * Training to be delivered in small groups week beginning 1st June |
| Accessing testing arrangements are clear for all staff | *Access to testing is already available to all essential workers* [*https://www.gov.uk/apply-coronavirus-test*](https://www.gov.uk/apply-coronavirus-test)   * Guidance understood by school leaders regarding signposting staff to staff. Shared in staff training week beginning 1st June |
| 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 |
| Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors | *A risk assessment should be undertaken for clinically vulnerable staff, and where possible for all staff especially those who may be anxious, using the ’DCC Covid -19 vulnerable groups risk assessment’ document* [*https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/EeSzC8lWQJdGmL4VP4qrdcQB7zfj7qMSSdDt6Nobjf\_kYw?e=AyIGOQ*](https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/EeSzC8lWQJdGmL4VP4qrdcQB7zfj7qMSSdDt6Nobjf_kYw?e=AyIGOQ) *along with DCC* [*‘Managers Guide to Supporting BAME colleagues’*](https://devoncc.sharepoint.com/sites/PublicDocs/Education/Children/Forms/AllItems.aspx?id=%2Fsites%2FPublicDocs%2FEducation%2FChildren%2FSchools%20Support%2FAdministration%2FPersonnel%2FCoronavirus%20policy%20and%20guidance%20for%20schools%2FSchools%5FGuide%20to%20supporting%20BAME%20employees%2Epdf&parent=%2Fsites%2FPublicDocs%2FEducation%2FChildren%2FSchools%20Support%2FAdministration%2FPersonnel%2FCoronavirus%20policy%20and%20guidance%20for%20schools&p=true&originalPath=aHR0cHM6Ly9kZXZvbmNjLnNoYXJlcG9pbnQuY29tLzpiOi9zL1B1YmxpY0RvY3MvRWR1Y2F0aW9uL0VmY1RiOTVlNUZsQnFERVk0MFpFYUFBQnE4N3pqakxCdGdRMktULXREVHNEMkE_cnRpbWU9THhJQWNTajcxMGc)  *Guidance on shielding and protecting extremely vulnerable persons* [*https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) *and clinically vulnerable people* [*https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people*](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people) *should also be followed when considering staffing arrangements.*   * Guidance followed to risk assess staff as appropriate. As a result of risk assessment currently 1 Teacher, 2 Teaching Assistants and 1 Meal Time Assistant not initially returning to work. |
| 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)   * 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 PPE  Lack 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 week beginning 1st June * Pedal lidded bins available in each classroom |
| Dealing with suspected and confirmed cases / cases | *Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting* [*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*](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)  *Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.*   * Guidance followed to inform procedure **(see Site Management Plan)** * Procedures and briefing on government advice linked above part of staff training week beginning 1st June |
| Pupil related issues |  |
| Vulnerable groups who are clinically, extremely vulnerable. | *Parents should follow 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*](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*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)   * Communication and liaison with parents of children who are in this category * Remote learning supported and continued for returning year groups |
| Children with EHCP | *Complete risk assessment before attendance*   * All EHCP children fully risk assessed by SENCO team and dialogue with parents taken place |
| Pupils unable to follow guidance | *Ensure that the same teacher(s) and other staff are assigned to each group. some children will need additional support to follow these measures*   * Extra consideration given to children who may struggle to follow guidance |
| Specific issues for EY stage children understanding social distancing | *Further EYFS stage guidance to be issued*   * Pod set up, child friendly signage and clear routes to support social distancing for EYFS children **(see Site Management Plan)** |
| 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. **(see Site Management Plan)** * Allocated spaces have large windows for ventilation * PPE (including fluid resistant face mask) is available at these locations |
| 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 consider needs to be given to taxi and escort services.*   * Taxi procedure to remain unchanged as complies with procedures in place |
| 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)   * Staggered start and finish times incorporate taxi times |
| Provision of food |  |
| Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination | *Follow usual food safety and hygiene procedures and Government guidance for catering establishments* [*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) *. Ensure Health & Safety policies are followed*   * Kitchen will remain closed until September 2020 at earliest. Review and risk assessment required before reopening of school kitchen alongside catering partner |
| Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance | *As above*   * No food will be prepared onsite |
| Catering staff are operating in a safe environment | *Catering staff to follow government guidance* [*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)   * No catering staff onsite |
| 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 week beginning 1st June outlining arrangements for their child returning to school week beginning 8th June * All avenues for questions and queries open to parents during week beginning 1st June and ongoing |
| Parent aggression  due 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 week beginning 1st June * 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 |

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| **Assessor’s Recommendations - Additional Control Measures or Actions** | | | |
| **Section** | **List Actions / Additional Control Measures** | **Date action to be carried out** | **Person Responsible** |
| Staff use of PPE | Liaise with local learning community lead regarding County provision on aprons as part of PPE provision to schools | 1.6..20 | DP |
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**Signed: Headteacher/Head of Department: David Perkins Date 28.5.20**

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.