

IMPORTANT – please read this information before completing this risk assessment.

**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](mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk)) to ensure the DCC Education team also know promptly.

	<b>Establishment/Department:</b> SOUTH DEVON STEINER SCHOOL	<b>Establishment Risk Assessment</b>	<b>RA100 V2.5</b>
	<b>Address:</b> HOOD MANOR DARTINGTON, DEVON. TQ9 6AB		
<b>Person(s)/Group at Risk</b> <b>Staff, Pupils, Visitors and Contractors</b>		<b>Date assessment completed:</b>	
<b>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance, latest: Guidance for Full Opening: Schools dated 7 August 2020</b> As part of planning for full return in the autumn term, it is a <b>legal requirement</b> 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. <b>This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance: <a href="#">Guidance for Full Opening</a></b> <b>General guidance on completing risk assessments is available at arrangements note HS47. When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</b>		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.	
<b>Version Control: RA 100 Version 2.2</b>		<b>Assessor(s):</b> KAYCEE FORDHAM REVIEWED BY JEFF VAN ZYL, JULIE THOMAS (SLT) Reviewed again 2.11.2020 Reviewed again 6.11.2020 Reviewed again 6.1.2021 Reviewed again 1.3.2021	
<b>Update – 15/7/20, page 6. Premises related matters - Management of waste</b>			
<b>Update – 25/08/20, page 12,13,14. School Transport</b>			
<b>Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&amp;T Music Dance and Drama – link to new guidance and guidance for performing arts)</b>			
<b>Update – 25/8/20, page 8. Managing supply teachers, visitors, contractors and other temporary visiting staff</b>			
<b>Update – 25/8/20, 28/08/20, 02/09/20 page 10-11. Dealing with suspected and confirmed case/cases and outbreak, link to access to testing kits, use of face coverings in education – link to new guidance, link to action cards and updated guidance of 31/8/20</b>			
<b>Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.</b>			
<b>Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision</b>			

Update – 02/09/20, page 6. Premises related matters - Hiring of premises	
Update - 2.11.20, page 6, Changes to bubbles, and core working hours for staff. Page 7, update to Fire safety, Page 9, update to ventilation protocols, Page 10, update to premises hire, Page 15, update to staff wellbeing provision, Page 17, update on Face covering protocols and additional information added, Page 21, update on supporting pupils to remove face coverings, Page 24, update on catering protocols and face coverings.	
Update - 6.11.20, significant changes highlighted in yellow throughout in line with new national restrictions implemented 5.11.2020. School will have all new measures in place by Monday 9th November.	
Update - 6.1.2021, changes to reflect the new lockdown procedures implemented at SDSS.	
Update - 1.3.2021, changes to reflect the revised System of Control and Government Guidance for full reopening on 8th March 2021.	

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>	Optional: School's comments re. mitigations put in place	Risk after measures in place	Responsible person
High number of contacts causing number of covid cases to increase.	<ul style="list-style-type: none"> <li>Schools to follow the revised System of Controls to ensure the environment remains COVID safe.</li> </ul>		Medium	KF
Physical distancing and reducing risk of transmission				
Entrance and egress to school site causing large groups of people inside school grounds compromising physical distancing.	<ul style="list-style-type: none"> <li>Stagger drop-off and collection times</li> <li>Provide information to parents.</li> <li>Use alternative drop off locations: Classes 1, 2 and 3 to use side gate. Classes 4-12 to enter via Main Gate. Kindergarten pupils to use Hood Barn gate. Visitors can enter via the School Office at Velwell Gate only and only with a pre-arranged appointment.</li> <li>School Office to reopen for specific times each day only to discourage drop in visits and to reduce contacts throughout the staff.</li> <li>Use clear signage to encourage physical distancing</li> </ul>	<ul style="list-style-type: none"> <li>Drop off and collection times published on school website 19.8.20.</li> <li>Information regarding staggered drop off and collection arrangements including gate allocation sent to parents and published on website.</li> <li>Parents to be notified of the School Office opening times and provided with a</li> </ul>		KF

	<p>and swift departure from the site.</p> <ul style="list-style-type: none"> <li>Continued use of the 'vehicle drop off and collection system' for pupils in classes 3 to 8 which allows parents to remain in their vehicle.</li> <li>Kit in place to safely remove and either dispose of/store face coverings upon arrival to site.</li> <li>Information relating to the use of face coverings for travel to and from school to be shared with parents - referral to <a href="#">Staying safe outside of your home: face coverings</a> and <a href="#">Guidance for Full Opening</a>.</li> <li>Pupils to be instructed to sanitise their hands, on arrival and departure from school.</li> </ul>	<p>telephone number to call should they require assistance i.e. if a pupil arrives after the office closes.</p> <ul style="list-style-type: none"> <li>Signage installed 1.9.20</li> <li>Car park marshalls to be in place during the first week as a minimum to ensure system flows efficiently.</li> <li>Information provided to parents.</li> <li>Brief teachers on the safe processes for mask removal and storage during meeting of 5.3.2021</li> <li>Face covering safety video by WHO re-sent to all staff and parents, 1.3.2021</li> </ul>		
Parents gathering at school gate not social distancing	<ul style="list-style-type: none"> <li>Plan parents' drop-off and collection protocols that minimise adult to adult contact.</li> <li>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 - signage installed to encourage physical distancing.</li> <li>Any parent meeting should be conducted on a strictly 'essential' basis. Room for meeting to be pre-booked ahead of the meeting to avoid movement around site.</li> </ul>	<ul style="list-style-type: none"> <li>Continuation of the vehicle drop off and collection system which encourages parents to remain in their vehicle.</li> <li>Communication to parents sent to request physical distancing when on site and to leave swiftly.</li> <li>Teachers to ensure they are on time for the gate.</li> </ul>		KF
Overcrowding in classrooms and corridors.	<ul style="list-style-type: none"> <li>Relocate larger classes to the larger classrooms and educational spaces as set out in the Policy.</li> <li>Remove any surplus furniture and resources from classrooms.</li> <li>Desks to be spaced as far apart as possible with pupils facing the front (towards the chalkboard).</li> <li>Set out classrooms where possible to ensure access to outside space - utilise external doors and reroute pupil entry points to minimise possible contact / mixing of groups in corridors (see site maps).</li> </ul>	<ul style="list-style-type: none"> <li>With conscious effort, physical distancing can be maintained within our classrooms. As such, it should not be necessary for pupils and staff to wear face coverings. This will be monitored closely.</li> <li>WHO safe wearing and removal of face covering</li> </ul>		KF  All teachers

	<ul style="list-style-type: none"> <li>• Reduce movement around the school by relocating some classes and teaching as many lessons as possible in the class's main classroom.</li> <li>• Implement 'walk on the left' policy in all corridors.</li> <li>• Children grouped into bubbles (Willow, Hazelwood, Appletree, Acorn, Oak, Greenwood and Hood Barn). Bubbles should not mix and will only use their allocated buildings.</li> <li>• Classes will be taught individually most of the time, with classes combining for some lessons only and always within their bubble.</li> <li>• Teachers to move around the site to teach lessons generally speaking, rather than pupils, with the exception of Games, Handwork, Gardening, Craft, Science (Lab work) and Art.</li> <li>• Assemblies not currently timetabled.</li> <li>• Face coverings to be worn by all pupils over eleven and all staff wherever physical distancing cannot be maintained inside buildings including classrooms.</li> </ul>	<p>video sent to all staff and parents again.</p> <ul style="list-style-type: none"> <li>• System for the safe wearing and removal of face coverings to be implemented and staff trained (5.3.2021)</li> <li>• EM and COVID DP to undertake site walks to ensure physical distancing is being implemented in classrooms.</li> <li>• Pupils and staff who wish to wear a face covering may do so.</li> </ul>		
Risk of transmission within EYFS settings	Updated Guidance for EYFS (2 July 2020) to be followed. <a href="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</a> removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.			
Groups mixing during breaks and lunchtime compromising physical distancing.	<ul style="list-style-type: none"> <li>• Staggered break times and ensure appropriate supervision is in place.</li> <li>• Allocate outdoor play areas to classes to avoid groups mixing.</li> <li>• Stagger play times and use of outdoor spaces.</li> </ul>	<ul style="list-style-type: none"> <li>• Subject teachers and volunteer lunch time assistants to supervise.</li> <li>• Teachers to supervise break times and support</li> </ul>		<p>KF</p> <p>All teachers</p>

	<ul style="list-style-type: none"> <li>• Ensure older pupils understand the need to maintain distance during play and break times.</li> <li>• Ensure younger pupils understand the need to avoid mixing with other bubbles / groups.</li> <li>• Teachers to ensure pupils in classes 4 - 6 maintain space between each other, and that pupils in classes 7 and above adhere to strict physical distancing as far as possible.</li> <li>• Thorough clean down before lunchtime in every classroom.</li> <li>• Pupils eat in their classrooms or outside where possible.</li> <li>• Staggered lunchtime play times as above.</li> <li>• Thorough clean down after eating in every classroom.</li> <li>• Hot school meals to be delivered to each classroom to avoid pupils needing to queue.</li> </ul>	<p>each other to take short break during the 30 minute period.</p> <ul style="list-style-type: none"> <li>• Teachers can refer to break and lunch time schedule (distributed).</li> </ul>		
Wraparound provision: Groups mixing during extra-curricular provision	<ul style="list-style-type: none"> <li>• Kindergarten afternoon care to create a small, consistent group, combining children of both Kindergarten groups - <b>this will be phased back in after Easter.</b></li> <li>• The school will consult the guidance produced for <a href="#">providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a></li> <li>• Where parents use childcare providers or out of school extra-curricular activities for their children, the school will encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this.</li> <li>• DfE have issued <a href="#">guidance for parents and carers</a>, which schools may want to circulate.</li> </ul>	<ul style="list-style-type: none"> <li>• Circulate Guidance for parents and carers to the parent community.</li> <li>• Extra curricular provision not for the sole purpose of providing registered childcare is suspended for the lockdown period (January 2021)</li> </ul>		KF
Spread of virus due to increased numbers of people within the building.	<ul style="list-style-type: none"> <li>• Each bubble to use allocated exits from buildings to avoid other groups (see site maps).</li> <li>• Restricted movements around each building.</li> <li>• Each bubble to only access their own building i.e. Class 1 would only enter Hood Manor not Kindergarten or Greenwood.</li> </ul>	<p><b>Bubbles / Buildings:</b></p> <ul style="list-style-type: none"> <li>• Willow, Appletree and Hazelwood Kindergartens in the new Kindergarten bubble (2.11.2020)</li> <li>• Acorn / Hood Manor (GF)</li> <li>• Oak / Hood Manor</li> </ul>		KF  All teachers

	<ul style="list-style-type: none"> <li>• Meetings with parents to be via telephone, email or zoom as appropriate - onsite visits should be avoided unless absolutely necessary (see separate risk assessment for onsite parent visits).</li> <li>• Supply staff to be employed on maximum term contracts where possible to minimise the number of settings they work within (same applies to peripatetic teachers).</li> <li>• All staff to strictly adhere to physical distancing guidelines, including whilst using the staff room and when working in offices.</li> <li>• Relocation of school office to former music room to provide more space for physical distancing and an office layout conducive with physical distancing guidelines.</li> <li>• Inform parents that if their child needs to be accompanied to school only one parent should attend where possible.</li> <li>• School tours suspended until further notice (6.11.20)</li> <li>• Introduction of an expanded and improved cleaning regime throughout the school day.</li> <li>• Cleaners to provide their policies and procedures to SDSS.</li> <li>• Cleaners to receive COVID safety briefing</li> <li>• Face coverings to be worn by all pupils over eleven and all staff wherever physical distancing cannot be maintained inside buildings including classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>• Greenwood and Hood Barn bubbles to merge into Gemel Bubble to allow full curriculum from 9.11.2020. Individual classes to remain separate with the exception of some subject lessons (German and Maths).</li> </ul> <p>Posters to remind all parties about physical distancing.</p> <p>Introduction of hall pass system in Greenwood to reduce footfall in communal lobby area and toilets, 9.11.2020</p> <p>Class 8 coat pegs moved to allow pupils to use external routes to their classroom and avoid communal lobby area, 6.11.2020.</p>		
Staff	<ul style="list-style-type: none"> <li>• All teachers to maintain a distance of at least 2 metres from the pupils and each other, so far as is reasonably practicable and according to the Policy.</li> <li>• All teachers to wear a face covering where physical distancing between adults and pupils over eleven cannot be maintained.</li> <li>• Where 2m physical distancing is not possible, 1m distance must be maintained at all times between staff, with mitigations in place i.e. not face-to-face or with a perspex screen in place (face coverings do not count).</li> <li>• All staff to work from home as much as possible - core hours for teachers have been reduced</li> </ul>	<p>Staff to be regularly briefed on the priority to maintain 2m physical distancing.</p> <p>Regular hand washing / sanitising and good respiratory hygiene are also important for all parties.</p> <p>EM and COVID DP to conduct regular COVID safety walks to ensure physical distancing is being consistently maintained where face coverings are not in use.</p>		

	<p>(November 2020) to allow for more home working than usual.</p> <ul style="list-style-type: none"> <li>•</li> </ul>			
Possible infection of resident teachers and their families	<ul style="list-style-type: none"> <li>• Resident staff and their families to totally refrain from contact with onsite classes/groups and observe strict physical distancing rules if an accidental meeting occurs.</li> <li>• Resident staff and their families to use their designated outdoor space only during the school day.</li> </ul>	Resident children are also pupils and three residents are also school staff.		JH & RR KF & BF
Premises related matters				
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<ul style="list-style-type: none"> <li>• Review Whole school risk assessments to ensure control measures remain suitable and in place.</li> <li>• Update risk assessments to include the changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms)</li> <li>• Review fire evacuation policy and routes to ensure all pupils can evacuate safely.</li> <li>• Ensure all signage is installed safely with no trip hazards.</li> <li>• Ensure changes are communicated to parents, pupils and staff ahead of reopening on 8th March 2021.</li> <li>• Update curriculum risk assessments where necessary.</li> <li>• Update site maps to show access to outdoor space for classes where possible.</li> <li>• Further restrictions implemented 6.11.20 to reduce the footfall in communal areas in Greenwood building.</li> </ul>	<p>Provide teacher briefing on Fire Evacuation policy.</p> <p>Arrange Fire Drill in the Spring term to test the recently reviewed Fire Evacuation procedures.</p> <ul style="list-style-type: none"> <li>• Hall passes to be issued to teachers, 6.11.2020 (complete)</li> </ul>		JT  JT  KF  KF  KF
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<ul style="list-style-type: none"> <li>• Review First Aid risk assessment.</li> <li>• Ensure all teaching staff have up to date First Aid training.</li> <li>• Relocation of First Aid supplies and Quiet Room to new 'Medical Room' in Hood Manor on ground Floor.</li> <li>• Teachers on duty during break and lunchtime play, to administer First Aid (with the exception of</li> </ul>	<ul style="list-style-type: none"> <li>• Educare course available for those whose training has lapsed.</li> </ul>		KF All teachers

	<p><i>suspected cases of covid-19 which should be dealt with by Gaby Wood / Emma Brealey).</i></p> <ul style="list-style-type: none"> <li>• <i>PPE stored in COVID isolation room.</i></li> </ul>			
Fire Procedures	<ul style="list-style-type: none"> <li>• <i>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.</i></li> <li>• <i>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.</i></li> <li>• <i>Review fire evacuation routes and assembly points to ensure that physical distancing guidelines are being met.</i></li> </ul>	<p><i>Fire risk assessment completed by Natwest Mentor on 28/10/2020</i></p> <ul style="list-style-type: none"> <li>• <i>Newly implemented testing and monitoring regimes are now in place.</i></li> <li>• <i>Devon and Cornwall Fire Safety completed fire equipment and alarm check October 2020.</i></li> <li>• <i>More staff trained as Fire Wardens, September and December 2020.</i></li> <li>• <i>Fire Evacuation procedures reviewed again in light of training, January 2021 - Complete.</i></li> </ul>		<p>KF</p> <p>JA</p> <p>JT</p> <p>KF</p>
Water hygiene – management of legionella	<ul style="list-style-type: none"> <li>• <i>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 <a href="#">Managing School Premises during the Covid-19 outbreak.</a></i></li> <li>• <i>External water fountain to be taken out of use.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Recent Legionella risk assessment in place.</i></li> <li>• <i>Bacterial testing completed in June 2020.</i></li> <li>• <i>Regular temperature checking now in place.</i></li> </ul>		KF
Using and monitoring new practices to reduce risk of Covid-19 transmission	<ul style="list-style-type: none"> <li>• <i>Training of all staff via briefing prior to start – to include contents of this RA, use of PPE, location of designated room for suspected cases</i></li> <li>• <i>Daily briefings by email to every department chair to include changes to this risk assessment.</i></li> <li>• <i>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.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Session held 28.8.2020</i></li> <li>• <i>New training session planned for 5.3.2021</i></li> <li>• <i>Staff must check their emails each day before 8am.</i></li> <li>• <i>Staff to report issues to Kaycee Fordham or Jeff van Zyl via email.</i></li> </ul>		<p>KF</p> <p>All teachers/ staff</p> <p>KF / SLT</p>

	<ul style="list-style-type: none"> <li>• Ensure ongoing opportunities for teachers to discuss the measures implemented to review and improve.</li> <li>• DP for COVID safety precautions (KF) and SLT must monitor arrangements and make remedial actions where needed.</li> <li>• Ensure there are opportunities for all employees to raise concerns / make suggestions.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing staff training and discussions to ensure systems are working.</li> </ul>		
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Site is asbestos free.</li> </ul>		JT
Staff rooms and offices to comply with social distancing and safe working practice	<ul style="list-style-type: none"> <li>• Numbers of people reduced at one time to allow physical distancing.</li> <li>• Remove some soft furnishings to make more space.</li> <li>• Install additional physically distanced work stations.</li> <li>• Avoid unnecessary gatherings.</li> <li>• Reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils.</li> <li>• Enhanced cleaning regimes as per below.</li> <li>• Face coverings to be worn by all staff wherever physical distancing cannot be maintained inside buildings including classrooms, staff rooms and offices.</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum number of people in the staff room is 5 staff members.</li> <li>• Maximum number of people in School Office is 5 (1 person only in front of perspex screen)</li> <li>• EM and COVID DP to carefully monitor whether physical distancing is being maintained in the absence of face coverings.</li> </ul>		KF NT KF
Ventilation to reduce spread	<ul style="list-style-type: none"> <li>• Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</li> <li>• 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.</li> <li>• Teachers to 'break out' of any lesson over 1 hour and leave the classroom for a few minutes leaving windows and doors (not fire doors) open.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers to ensure that there is a cross draft within any teaching space.</li> <li>• All parties asked to wear additional layers to guard against feeling cold during lesson time.</li> <li>• This will allow the aerosols in the room to dissipate thus reducing risk of virus spread.</li> </ul>		All teachers

Management of waste	<ul style="list-style-type: none"> <li>• Ensure bins for tissues are emptied throughout the day.</li> <li>• Follow <a href="#">Guidance on disposal of PPE waste</a> (such as used fluid resistant masks) and <a href="#">Government guidance on disposal of waste</a>, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school.</li> </ul>	<ul style="list-style-type: none"> <li>• Tissue and face covering bins should be black bag</li> </ul>		KF / Clean Eco
Management of incoming goods	<ul style="list-style-type: none"> <li>• Deliveries to be made to School Office, ideally outside of normal school hours.</li> <li>• Delivery personnel to follow normal procedures for arriving on site (sanitise hands).</li> <li>• Goods to be stored in the former school office pending unpacking and should not be stored in School Office.</li> <li>• Emma Brealey and Gaby Wood to handle incoming stock.</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery drivers to call 01803-897377 during office closure periods.</li> </ul>		GW / EB
School owned outdoor play equipment	<ul style="list-style-type: none"> <li>• Play equipment no longer accessible to parents and pupil siblings as not permitted in play areas.</li> <li>• Play equipment to be used by groups allocated to the area in which they are located.</li> <li>• Appropriately cleaned between groups of children and only one bubble at a time - this mainly applies to climbing frames and swings.</li> <li>• Teachers to ensure swing chains near Horse Shoe area are cleaned between groups.</li> <li>• Sports equipment, science, gardening, woodwork and art tools to be cleaned between groups.</li> <li>• Promote good hygiene and physical distancing using signage and other methods of communication</li> <li>• Encourage effective sanitation by users,</li> <li>• Consult guidance on <a href="#">Managing Outdoor Playgrounds</a></li> </ul>	<ul style="list-style-type: none"> <li>• Basket swing has been reopened in line with other local play parks.</li> </ul>		All teachers
Hiring out premises	<ul style="list-style-type: none"> <li>• Consider carefully how to hire out to external bodies or organisations, such as external coaches, after-school or holiday clubs or activities.</li> <li>• Such arrangements can only operate within wider protective measures and should also have regard to any other relevant government guidance. For example, where opening up school leisure facilities</li> </ul>	<ul style="list-style-type: none"> <li>• SDSS will cease hiring of premises for the foreseeable future.</li> <li>• Exemption applies to peripatetic music teachers who have provided their own risk assessment.</li> </ul>		GW

	<i>for external use, ensuring we do so in line with government guidance on <a href="#">working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities</a>.</i>			
Cleaning and reducing contamination				
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> <li>• <i>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.</i></li> <li>• <i>Regular cleaning throughout and after each school day.</i></li> <li>• <i>Ensure each teacher has a basic cleaning kit for classroom and teaching spaces.</i></li> <li>• <i>Classroom based resources such as sports, art and science equipment can be used and shared within the bubble.</i></li> <li>• <i>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.</i></li> <li>• <i>In order to facilitate cleaning, remove unnecessary items from learning environments where there is space to store them elsewhere.</i></li> <li>• <i>Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.</i></li> <li>• <i>In cases where soft furnishings are still in use, they should be laundered by following the guidance in the attached link: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></i></li> <li>• <i>Follow government <a href="#">guidance for working in education and childcare</a> if someone becomes ill with suspected COVID-19 at the setting. Follow guidance</i></li> </ul>		<p><i>All teachers</i></p> <p><i>CleanEco</i></p> <p><i>KF</i></p> <p><i>All teachers</i></p>	

	<p>on <a href="#">Cleaning and decontamination of non-health care settings</a>.</p> <ul style="list-style-type: none"> <li>• Cleaning contractors to wear face coverings when school staff and pupils are on the premises.</li> </ul>			
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> <li>• Prevent the sharing of stationery and other equipment where possible by asking pupils to bring their own crayons, pencils and pens, providing pupils with their own desk or tray in which to keep personal belongings and supplies such as scissors, paint brushes and paints (to be allocated to individual pupils) etc.</li> <li>• One person only at a time allowed in the photocopier shed.</li> <li>• Enhanced cleaning regimes throughout the school site by cleaning contractor cleanEco</li> </ul>	<ul style="list-style-type: none"> <li>• Individual equipment should not be shared between pupils.</li> <li>• Pupils should not bring Pokemon/Magik/playing cards to school due to increased risk of spreading the virus.</li> </ul>		All teachers
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<ul style="list-style-type: none"> <li>• Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</li> <li>• Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available.</li> <li>• Teachers instructed to monitor cleaning equipment, hand washing facilities and hand sanitiser supplies and let Emma Brealey know in good time when supplies are needing replenishment.</li> <li>• See <a href="#">Safe working in education and childcare</a> for guidance on PPE and guidance on <a href="#">cleaning non-health care settings</a>.</li> <li>• Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or those used by different groups.</li> <li>• Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning will be carried out by CleanEco throughout the school day and weekends.</li> <li>• CleanEco staff to be trained by KF in COVID safety precautions.</li> <li>• CleanEco to provide SDSS with their policies and procedures for our records (Received).</li> </ul>		JT / KF
Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> <li>• Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments - most classrooms have their own sink.</li> <li>• Plan for regular access to facilities throughout the day - teachers briefed on when handwashing should happen throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>• All pupils to use the hand sanitiser provided by the school unless there is a medical reason not to do so.</li> <li>• Parents must provide the medical reason in writing</li> </ul>		KF

	<ul style="list-style-type: none"> <li>• <i>Ensure enough handwash and sanitiser stations are available based on what we have learned from usage to date.</i></li> </ul>	<p><i>and provide alternative hand sanitiser at the gate which must be applied in front of a school official.</i></p>		
Additional time for staff and pupils to carry out handwashing	<ul style="list-style-type: none"> <li>• <i>Frequent hand cleaning as part of a normal routine.</i></li> <li>• <i>Stagger regular access to handwashing facilities through the day</i></li> </ul>			All teachers
Handwashing practice with children	<ul style="list-style-type: none"> <li>• <i>Review the guidance on hand cleaning and introduce handwashing songs for younger children.</i></li> <li>• <i>Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at <a href="#">e Bug</a>.</i></li> <li>• <i>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.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teachers to re-double their efforts to ensure all pupils wash their hands regularly and effectively, 5.3.2021</i></li> </ul>		KF
Good respiratory hygiene	<ul style="list-style-type: none"> <li>• <i>Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available.</i></li> <li>• <i>Support to be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil's individual risk assessment.</i></li> <li>• <i>All parties to be asked to catch unexpected coughs and sneezes in their elbow.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Tissue bins located in every classroom and office space.</i></li> <li>• <i>Posters to be displayed abundantly to remind all parties to catch it, bin it, kill it.</i></li> </ul>		All teachers
Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> <li>• <i>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries.</i></li> <li>• <i>Use regular detergents and bleach.</i></li> <li>• <i>Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>CleanEco to provide their list of cleaning products.</i></li> <li>• <i>No COSHH required for DEW hand sanitiser products.</i></li> </ul>		JT
Toilets being overcrowded	<ul style="list-style-type: none"> <li>• <i>Limit the number of children or young people who use the toilet facilities at one time, visiting the toilet one after the other if necessary.</i></li> <li>• <i>Where possible different toilets should be used by each different bubble.</i></li> <li>• <i>Break times staggered to limit the number of pupils accessing toilets at any one time.</i></li> <li>• <i>Pupils to wash hands after using the bathrooms.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Break and lunch times allow staggered indoor times for toilet use.</i></li> </ul>		All teachers

	<ul style="list-style-type: none"> <li>Hall pass system introduced to reduce the number of pupils in the toilets (Greenwood, 6.11.2020)</li> </ul>			
Staff related issues				
Staff measures to reduce contact and transmission	<p>The School will adhere to the following section of the DfE guidance upon opening in September 2020:  <a href="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</a></p> <ul style="list-style-type: none"> <li>All pupils over eleven years and staff to wear face coverings wherever physical distancing cannot be maintained.</li> <li>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</li> <li>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.</li> <li>This 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.</li> <li>When considering the return of non-teaching staff, the SLT will consider the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).</li> <li>All staff have the choice to wear a face covering when moving around the premises, particularly where distancing is difficult to maintain.</li> <li>All staff to complete a 'covid check' upon entry to any classroom - wash hands, ventilation, physical distancing from (and between) pupils.</li> </ul>	<ul style="list-style-type: none"> <li>Physical distancing should be possible to maintain with close management, without the introduction of face coverings.</li> <li>EM and COVID DP to closely monitor physical distancing to ensure it can be maintained.</li> <li>Teachers to find creative ways to support students whilst also maintaining physical distance.</li> <li>Side by side support from 1 metre is best when looking at work.</li> </ul>	KF	All teachers

<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<ul style="list-style-type: none"> <li>● <i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</i></li> <li>● <i>They should ensure they minimise contact and maintain as much distance as possible from other staff.</i></li> <li>● <i>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</i></li> <li>● <i>The School will consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff and site staff who may be working throughout the school and across different groups / sites. This will require close cooperation between both schools and the other relevant employers.</i></li> <li>● <i>The School will have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</i></li> <li>● <i>Where essential visits must go ahead in person, these should happen outside of school hours. 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.</i></li> </ul>	<p><i>All non essential visits and meetings are suspended. Essential is considered to be for H&amp;S and educational reasons only from 6.11.2020.</i></p>		<p>JvZ / JT</p>
<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<ul style="list-style-type: none"> <li>● <i>If there are any shortages of teachers, then subject teachers can be allocated to lead a class bubble, working under the direction of the class teacher.</i></li> <li>● <i>Conduct a staff audit to ascertain availability of staff</i></li> <li>● <i>Careful planning of the year groups/classes will be undertaken based on staff availability.</i></li> <li>● <i>Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidanc">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidanc</a></i></li> </ul>	<ul style="list-style-type: none"> <li>● The School is vulnerable in terms of insufficient staff capacity.</li> <li>● Where possible, build a bank of potential supply teachers as well as maintaining an up-to date cover list.</li> <li>● It is the primary aim of all protective measures to protect the health of staff and pupils, and this. Staff</li> </ul>		<p>JvZ</p>

	<a href="#">e-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a>	absence has a direct impact on school finances.		
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<ul style="list-style-type: none"> <li>• 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.</li> <li>• If appropriate, seek GP or occupational health advice</li> <li>• All staff to be offered a back to work meeting with Julie Thomas and the opportunity to self declare a need for a health risk assessment.</li> <li>• 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' - <a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a></li> <li>• Further advice is available from Peninsula if required.</li> <li>• All staff to be offered an opportunity to talk about their wellbeing with HR.</li> </ul>	<ul style="list-style-type: none"> <li>• All teachers and some administrators took part in a pre-term workshop with Kate Barker to prepare them to return to work.</li> <li>• Staff are invited to meet with the SBM if they have concerns around working during the pandemic.</li> </ul>		JT
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<ul style="list-style-type: none"> <li>• 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.</li> <li>• All staff briefing to take place 27/8/20 to ensure all members understand the new framework, policy and protocols.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff training event on 5.3.2021</li> <li>• Ongoing briefings as appropriate.</li> <li>• Feedback to staff following COVID safety walks.</li> </ul>		KF
Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> <li>• Guidance about testing, including the NHS 'Test and Trace' service, is available via this link <a href="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/</a></li> <li>• Notices in staffroom</li> <li>• All staff to be offered self-testing Lateral Flow Device kits from 8.3.2021.</li> </ul>	<ul style="list-style-type: none"> <li>• Any staff member displaying symptoms of COVID-19 will be sent home and asked to seek a test.</li> </ul>		KF

<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 and that a supply is maintained. <a href="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</a></li> </ul>	<ul style="list-style-type: none"> <li>• Emma Brealey and Gaby Wood are the Designated Persons for use of PPE.</li> </ul>		EB and GW
<p>Staff bringing children on site before their official time to arrive - pupils in wrong buildings before school.</p>	<ul style="list-style-type: none"> <li>• Staff should where possible, arrange for their child to go straight to their teacher and the correct classroom.</li> <li>• Where this cannot be achieved, the child should wait in a contained area (ideally an office) which must be sanitised thoroughly before use by another party.</li> <li>• All other adults should ensure they adhere to strict physical distancing requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• See additional risk assessment.</li> </ul>		KF
<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<ul style="list-style-type: none"> <li>• The School will refer to the current Government Guidance: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19?utm_source=22%20February%202021%20C19&amp;utm_medium=Daily%20Email%20C19&amp;utm_campaign=DfE%20C19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19?utm_source=22%20February%202021%20C19&amp;utm_medium=Daily%20Email%20C19&amp;utm_campaign=DfE%20C19</a></li> <li>• Staff deemed to be clinically extremely vulnerable are advised to work from home and not to go to work. Individuals in this group will have been identified through a letter from the NHS or from their GP.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff with health conditions and/or anxiety around working during the national lockdown period to seek a wellbeing and pastoral care meeting with Julie Thomas.</li> </ul>		JT  JT  JT

	<ul style="list-style-type: none"> <li>● Staff deemed to be clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend early years and childcare settings in line with current guidance.</li> <li>● A risk assessment should be undertaken with clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced.</li> <li>● 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 -  <a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a></li> <li>● All other staff should continue to work, including those living in a household with someone who is clinically extremely vulnerable.</li> <li>● 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  <a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a> along with DCC 'Managers Guide to Supporting BAME colleagues'</li> </ul>			
Staff use of PPE	<ul style="list-style-type: none"> <li>● 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</li> <li>● <a href="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</a></li> </ul>	<ul style="list-style-type: none"> <li>● Only those staff who are trained may use PPE</li> </ul>		GW and EB

	<ul style="list-style-type: none"> <li>Guidance on the appropriate selection and use of PPE from DCC can be found here: <a href="http://devon.cc/ppe">http://devon.cc/ppe</a></li> </ul>			
Use of face coverings Lack of understanding	<ul style="list-style-type: none"> <li><a href="#">Guidance on the use of face coverings for pupils in year 7</a> and above should be followed with consideration given to communal areas such as corridors where physical distancing is hard to maintain.</li> <li>Additional precautionary measures should also be taken <a href="#">where local restrictions apply</a>.</li> <li>Adequate training / briefing on use and safe disposal.</li> <li>Follow guidance on putting on and taking off standard PPE <a href="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</a> and above guidance on use in education settings.</li> </ul>	<ul style="list-style-type: none"> <li>WHO video on how to use face coverings safely, distributed to staff and parents, November 2020</li> <li>Face covering bins to be installed at all gates with supply of sealable plastic bags, 6.11.2020</li> <li>Transparent face coverings to be used when teaching science, craft and handwork due to the need to assist pupils in close range.</li> <li>Pupils to exit classrooms via external doors to avoid the need to wear face coverings in the buildings.</li> <li>Introduction of hall passes where corridors might otherwise become busy.</li> </ul>		KF and all school staff
Dealing with suspected and confirmed case/ cases and outbreak.	<p><b>Dealing with suspected and confirmed case/ cases and outbreak.</b></p> <ul style="list-style-type: none"> <li>The school will follow the most up to date Guidance issued by the Government:</li> <li><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/94370/7/Symptomatic_children_action_list_schools.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/94370/7/Symptomatic_children_action_list_schools.pdf</a></li> <li><a href="https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19/covid-19-early-outbreak-management">https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19/covid-19-early-outbreak-management</a></li> <li>If there is a confirmed case, a complex situation or an outbreak is declared in our setting, the School may be asked to join an Incident Management Team or Outbreak Control Team Meeting.</li> </ul>			KF / GW

	<ul style="list-style-type: none"> <li>• Schools should up-date the <b>Schools Emergency Plan</b> to incorporate the above links. The following resources should also be referred to in the event of cases at the setting:</li> <li>• <a href="#">Educational settings Action cards</a></li> <li>• <a href="#">PHE SW HPT: Flowchart for childcare and Educational settings V 4</a></li> </ul> <p>Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the <a href="#">Actions for Schools Guidance Section 5</a></p>			
Pupil related issues				
Vulnerable groups who are clinically, extremely vulnerable.	<ul style="list-style-type: none"> <li>• <a href="#">Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons</a> should be followed, and those under the care of a specialist encouraged to discuss their return to school.</li> <li>• Parents of clinically extremely vulnerable children to seek advice from their GP or specialist clinician to understand whether their child should be classed as clinically extremely vulnerable, 6.11.2020</li> <li>• Confirmed clinically extremely vulnerable children are advised not to attend school during this national lockdown period, 6.11.2020.</li> <li>• Children who live with someone who is clinically extremely vulnerable but who are not clinically extremely vulnerable themselves should still attend school.</li> </ul>	School to work with parents to reduce anxiety around school attendance and support families to access education.		KF
Children with EHCP and pupils who attend dual settings	<ul style="list-style-type: none"> <li>• A risk assessment should be completed before attendance.</li> <li>• 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</li> </ul>			Kate Barker
Pupils unable to follow guidance	<ul style="list-style-type: none"> <li>• Some pupils will need additional support to follow these measures. <a href="https://www.gov.uk/government/publications/corona">https://www.gov.uk/government/publications/corona</a></li> </ul>			All teachers

	<a href="#"><u>virus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</u></a>			
Pupils equipment	<ul style="list-style-type: none"> <li>• Pupils to limit the amount of equipment they bring into school each day, to essentials</li> <li>• 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.</li> </ul>			
Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Ideally, a window should be opened for ventilation.</li> <li>• If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>• Allocate a suitable room for this purpose and communicate intentions to staff - Designated room is the SEND room, Greenwood building.</li> <li>• Ensure suitable PPE (including fluid resistant face mask) is available at this location.</li> </ul>	<ul style="list-style-type: none"> <li>• COVID isolation room is situated in Greenwood building, ground floor.</li> </ul>		All staff
School Uniform	<ul style="list-style-type: none"> <li>• School wear does not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> </ul>			
<b>Transport</b>				
Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> <li>• Encourage parents and children and young people to walk or cycle to school where possible.</li> <li>• Ask parents and pupils to avoid the use of public transport to and from the school so far as reasonably practicable.</li> <li>• Encourage parents to use supervised drop off facilities for older pupils.</li> <li>• Parents to strictly adhere to their drop off and pick up times to avoid the mixing of bubbles/small groups.</li> </ul>			Parents and all school staff

	<ul style="list-style-type: none"> <li>The School reserves the right to refuse entry where late arrival poses a risk of cross contamination / mixing of bubbles/small groups.</li> <li>Issue physical distancing guidance for using bikeshed - no more than 2 people at a time in the shed.</li> <li>Pupils to wear a face covering on public transport or when lift sharing with a 'bubbled' household.</li> </ul>	School to provide designated face covering bins and share WHO facecovering instructional video with staff and parents to ensure this PPE is used safely.		
Dedicated school transport, including statutory provision	<ul style="list-style-type: none"> <li>There is no dedicated school transport to SDSS.</li> </ul>			
Wider public transport	<ul style="list-style-type: none"> <li>It is the law that you <a href="#">must wear a face covering when travelling in England</a> on public transport.</li> <li>Some people <a href="#">don't have to wear a face covering</a> including for health, age or equality reasons.</li> <li>Some transport staff may not wear a face covering if it is not required for their job.</li> <li>You should also wear a face covering in other enclosed spaces where it is difficult to maintain physical distancing. For example, at stations and in taxis and private hire vehicles.</li> <li>A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering.</li> </ul>	<ul style="list-style-type: none"> <li>School to support pupils arriving in face coverings to remove and dispose of / store them safely.</li> </ul>		Parents and all school staff
<b>Curriculum considerations</b>				
Planned return to normal curriculum in all subjects by Summer Term 2021	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Baseline assessment to be undertaken during the first part of the Autumn term to enable this - ongoing November 2020.</li> </ul>		JvZ
Suspension of some subjects for some pupils in exceptional circumstances.	<ul style="list-style-type: none"> <li>Schools should be able to show that this is in the best interests of these pupils and this should be subject to discussion with parents during the autumn term.</li> </ul>			JvZ

	<ul style="list-style-type: none"> <li>• They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021.</li> </ul>			
Music, dance and drama activities	<ul style="list-style-type: none"> <li>• 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.</li> <li>• This applies even if individuals are at a distance.</li> <li>• 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.</li> <li>• 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 <a href="#">Guidance for Music, Dance and Drama</a> as well as <a href="#">Guidance for the Performing Arts</a></li> </ul>	<ul style="list-style-type: none"> <li>• See separate Risk Assessment</li> </ul>		JvZ
Physical activity in schools	<ul style="list-style-type: none"> <li>• Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>• 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.</li> <li>• 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:</li> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>			AH

	<ul style="list-style-type: none"> <li>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.</li> <li>Schools should consider carefully how such arrangements can operate within their wider protective measures.</li> <li>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.</li> </ul>			
Practical science, art and D&T lessons	<ul style="list-style-type: none"> <li>Guidance from CLEAPSS should be followed when planning practical lessons, using resources such as the <a href="#">Guide to doing practical science work during Covid-19</a>, <a href="#">Guide to doing practical work in D&amp;T, food and art</a>, <a href="#">Carrying out practical science work in non-lab environments</a> and for primaries <a href="#">Practical activities in a bubble</a>.</li> <li>Schools must ensure that they stay up to date with the latest guidance in these specialist areas.</li> </ul>	<ul style="list-style-type: none"> <li>Upper School students and teacher to wear face shields during lab work.</li> <li>Craft subject teachers to wear face shields during close contact work with pupils.</li> </ul>		RW, RG, MvV
Educational visits	<ul style="list-style-type: none"> <li>All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the <a href="#">Covid-19 DfE travel guidance for educational settings</a></li> <li>For additional information check with EVOLVE guidance on website.</li> </ul>	<ul style="list-style-type: none"> <li>Overnight educational visits remain suspended.</li> </ul>		All teachers

Groups of children mixing resulting in risk of more widespread transmission	<ul style="list-style-type: none"> <li>• Children should be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary.</li> <li>• Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.</li> <li>• 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.</li> <li>• When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.</li> <li>• 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.</li> <li>• 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.</li> <li>• It is accepted that the youngest children cannot socially distance from each other or staff.</li> <li>• Measures should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time).</li> <li>• Large gatherings such as assemblies and with more than one group should be avoided.</li> </ul>			All teachers
Provision of food				
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<ul style="list-style-type: none"> <li>• School kitchens must comply with the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></li> </ul>	Separate risk assessments.		KF / CE
Catering staff are operating in a safe environment	<ul style="list-style-type: none"> <li>• Catering staff to follow the relevant aspects of government guidance for food premises: <a href="https://www.gov.uk/guidance/working-safely-during-">https://www.gov.uk/guidance/working-safely-during-</a></li> </ul>	HACCP and kitchen risk assessment in place.		KF /JT

	<a href="#">coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a>			
Communications with parents and others				
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<ul style="list-style-type: none"> <li>• Relocation of School Office to limit the number of visitors accessing the formal school site.</li> <li>• Ask parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus.</li> <li>• Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site.</li> <li>• Provide hand sanitizer stations at main entry points.</li> <li>• Publish this risk assessment on the school website.</li> <li>• Publish a site telephone number in case of immediate access required.</li> </ul>	Contractors and visitors to wear face coverings when inside the buildings. All non-essential meetings to take place online.		KF
Suppliers understanding and complying with new arrangements	<ul style="list-style-type: none"> <li>• Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</li> </ul>			KF / EB
Communications to parents and staff	<ul style="list-style-type: none"> <li>• Regular communications via email / class contacts / Friday Flier newsletter half termly.</li> <li>• Clear signage on site.</li> </ul>			KF
Pupils and families anxious about return	<ul style="list-style-type: none"> <li>• Support in place to address concerns and communications with parents on measures in place to reduce anxiety.</li> <li>• 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.</li> </ul>	•		KB
Parent aggression due to anxiety and stress.	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	All teachers to ensure they arrive at the gates on time to avoid parents needing to wait / drive laps of the carpark.		KF All teachers
Oversight of the governing body				
Lack of trustee oversight during the COVID-19 crisis leads	<ul style="list-style-type: none"> <li>• The Council of Trustees continues to meet regularly.</li> <li>• The Council of Trustees agendas are structured to ensure all statutory requirements are discussed and</li> </ul>			CofT

to the school failing to meet statutory requirements	<p><i>school leaders are held to account for their implementation.</i></p> <ul style="list-style-type: none"> <li>• <i>The Education Manager's report to trustees 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.</i></li> <li>• <i>Regular dialogue with the Chair of Trustees and those trustees with designated responsibilities is in place.</i></li> <li>• <i>Minutes of governing body meetings are reviewed to ensure that they accurately record trustees' oversight and holding leaders to account for areas of statutory responsibility.</i></li> </ul>			
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<b>Assessor's Recommendations - Additional Control Measures or Actions</b>			
Movement of persons around the school	Update map of site with new designated areas and direction of movement. Distribute to all staff.		Kaycee Fordham
Movement of persons around the school	Communicate expectations around drop off and pick up times and arrangements, and physical distancing with parents.	1.3.2021	Kaycee Fordham
Movement of persons around the school	Clean and prepare each classroom to be used by each bubble, ensuring desks are spaced out and exits to outside space and windows for ventilation are working.	by 7.3.2021 (booked)	CleanEco
Movement of persons around the school	Plan times for staggered drop off and pick ups, and break and lunch times to avoid small groups mixing on site.		Kaycee Fordham
Staff related issues	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 <a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ES">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ES</a>		Julie Thomas

	<a href="#">oXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a> along with DCC <a href="#">‘Managers Guide to Supporting BAME colleagues’</a>		
Pupil related issues	Complete Risk Assessment for all EHCP pupils before reopening.	COMPLETE	Kate Barker / Kaycee Fordham
Pupil related issues	Complete separate Risk Assessment for the Kindergarten / Early Years before reopening.	COMPLETE	Anja Toddington / Kaycee Fordham
Premises	Review Whole Site and Fire Risk Assessments to ensure physical distancing measures can be adhered to and that site can safely accommodate pupils according to the new framework.	31.8.2020 complete	Kaycee Fordham
Premises	All returning staff to be instructed to complete EduCare First Aid course and read COVID-19 addendum to First Aid policy.	31.8.2020 complete	Gaby Wood
Premises	Legionella -ensure risk assessment is in place and all regular checks are now being carried out.	1.9.2020	Mike Twomey
Premises	Complete separate Legionella risk assessment	COMPLETE	Kaycee
Premises	Ensure Fire Alarm testing is carried out prior to opening		Julie Thomas
Cleaning	Ensure cleaning company has capacity for extended needs.	COMPLETE	Kaycee
Cleaning	Check stock levels of cleaning supplies, soap, water, paper towels etc.		Kaycee
Staffing	Decide how best to provide cover for teachers if they are asked to self-isolate or become unwell.	COMPLETE	Jeff
Staffing	Assign Designated Person for care of pupils with suspected COVID and ensure they read guidance on how to use PPE	COMPLETE	Gaby
Travel	Communicate arrangements with parents, improve the drop off and collection facility in lower carpark including signage.	COMPLETE	Kaycee / Site Manager
Communication	Write to parents with all documentation and arrangements.	COMPLETE	Kaycee
Communication	Upload all risk assessments, amended policies and schedules to the website and promote on social media		Kaycee

**Signed: Education Manager**  
**Signed: Business and H&S Manager**

**Date**  
**Date**

**Signed: Chair of Trustees**  
**Signed: Trustee with responsibility for H&S**

**Date**  
**Date**

The outcome of this assessment should be shared with the relevant staff.  
A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.