

Covid-19 Safety management risk assessment

RA100 V2.5

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

Suspected or confirmed cases of COVID-19 must be reported to the DfE using their daily online reporting system.

	Establishment/Department: SOUTH DEVON STEINER SCHOOL	Establishment Risk Assessment	RA100 V2.5
	Address: HOOD MANOR DARTINGTON, DEVON. TQ9 6AB		
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.		Assessor(s): KAYCEE FORDHAM
<p>This document has arisen out of the original document COVID-19 Guidance for Full Opening: Schools dated 7 August 2020. There have been many revisions of the original Government issued guidance which resulted in a risk assessment which began to lack the clarity required to ensure risks were managed effectively.</p> <p>This document seeks to replace the original risk assessment and all revisions up to and including Version 2.4 (January 2022)</p> <p>It remains a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to ensure infection control procedures are effective and practical to achieve.</p> <p>The latest government guidance can be found online: Guidance for Full Opening</p>			

Significant Hazard Section	Control measures in place Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document	Optional: School's comments re. mitigations put in place	Risk after measures in place	Responsible person
Transmission of COVID-19 in school	<ul style="list-style-type: none"> ● All staff, children, pupils and students, as well as visitors to the school will adhere to the System of Controls as set out by DfE as follows: <ul style="list-style-type: none"> ○ Ensure good hygiene for everyone ○ Maintain appropriate cleaning regimes. ○ Keep occupied spaces well ventilated. windows must remain open. ○ Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. 	<ul style="list-style-type: none"> ● Regular handwashing, good respiratory hygiene (catch it, bin it, kill it). ● High touch areas cleaned twice per day. ● Windows must remain open throughout school day and during meetings. ● Leaders to continually monitor public health advice and amend protocols accordingly. ● COVID safety walks take place regularly. 	Medium	KF
Reducing risk of transmission				
Large groups of people at school entrances, and within buildings increasing risk of COVID-19 transmission	<ul style="list-style-type: none"> ● All stakeholders to follow the System of Controls as set out above. ● Drop off and collection times are staggered. ● Designated gates used for specific classes to reduce number of parents onsite. ● School Office to be open only at drop off and collection times. ● 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. ● Kit in place to safely remove and either dispose of/store face coverings upon arrival to site. ● Information relating to the use of face coverings for travel to and from school to be shared with parents - referral to Staying safe outside of your home: face coverings and Guidance for Full Opening. 	<ul style="list-style-type: none"> ● Drop off and collection times published on school website. ● Information regarding staggered drop off and collection arrangements including gate allocation sent to parents and published on website. ● Parents aware of School Office opening times. ● Staff trained on the safe processes for mask removal and storage (3.9.20) ● Face covering safety video by WHO sent to all staff and parents (11/2020) and displayed on website. 		KF

Overcrowding in classrooms and corridors.	<ul style="list-style-type: none"> 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). Implement 'walk on the left' policy in all corridors. Children grouped into bubbles (Kindergarten, Hood Manor and High School) for the purpose of staggered drop off and collection, and designated play areas. Rooms to be well ventilated with windows open at all times during the school day. 			KF All teachers
Risk of transmission within EYFS settings	Updated Guidance for EYFS (20.1.2022) to be followed. https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures	<ul style="list-style-type: none"> Control measures are the same as for the rest of the school 		AT
Groups mixing during breaks and lunchtime compromising physical distancing.	<ul style="list-style-type: none"> Play areas are allocated according to bubbles. Thorough clean down before lunchtime in every classroom. Pupils eat in their classrooms or outside where possible. Thorough clean down after eating in every classroom. Hot school meals to be delivered to each classroom to avoid pupils needing to queue. 	<ul style="list-style-type: none"> Teachers and support staff to supervise break times and support each other to take short breaks during the 30 minute period. Teachers and support staff can refer to break and lunch time schedule (distributed by JvZ). 		KF All teachers
Wraparound provision: Groups mixing during extra-curricular provision	<ul style="list-style-type: none"> Kindergarten afternoon care to create a small, consistent group, combining children of all three Kindergarten groups. The school will consult the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children 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. Circulate DfE guidance for parents and carers 	<ul style="list-style-type: none"> Circulate Guidance for parents and carers to the parent community. 		KF
Spread of virus due to increased numbers of	<ul style="list-style-type: none"> Each bubble to use allocated exits from buildings to avoid other groups (see site maps). 	Introduction of hall pass system in Greenwood to reduce footfall in		KF All teachers

people within the building.	<ul style="list-style-type: none"> Each bubble to only access their own building i.e. Class 1 would only enter Hood Manor not Kindergarten or Greenwood. 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). Relocation of school office to former music room to provide more space for physical distancing and an office layout conducive with physical distancing guidelines. Introduction of an expanded and improved cleaning regime throughout the school day. SDSS Cleaning Policy and Risk Assessment to take into account COVID safety protocols. Cleaners to receive COVID safety briefing 	communal lobby area and toilets, 9.11.2020 Cleaning staff onsite during the school day as well as after school.		
Staff	<ul style="list-style-type: none"> All teachers to maintain a distance from pupils and each other, so far as is reasonably practicable. Where physical distancing is not possible, staff to avoid face-to-face close contact i.e. standing beside a pupil to look at work. Staff to adhere to the System of Controls. 	Staff to be regularly briefed on the priority to maintain physical distancing. Regular hand washing / sanitising and good respiratory hygiene are also important for all parties.		
Possible infection of resident teachers and their families	<ul style="list-style-type: none"> 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. Resident staff and their families to use their designated outdoor space only during the school day. 	Resident children are also pupils and two residents are also school staff.		JH & RR
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"> Review Whole school risk assessments to ensure control measures remain suitable and in place. Update risk assessments to include the changes that have been necessary Review fire evacuation policy and routes to ensure all pupils can evacuate safely. Ensure all signage is installed safely with no trip hazards. Ensure changes are communicated to parents, pupils and staff ahead. Update curriculum risk assessments where necessary. Update site maps to show access to outdoor space for classes where possible. 	Review Fire Evacuation policy Ensure new caretaker is trained in running Fire Evacuations Undertake Fire Evacuation drill in Spring term 2022.		KF / MT KF KF

	<ul style="list-style-type: none"> Further restrictions implemented 6.11.20 to reduce the footfall in communal areas in Greenwood building. 	<ul style="list-style-type: none"> Hall passes to be issued to teachers, 6.11.2020 (complete) 		<p>JvZ</p> <p>KF</p>
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<ul style="list-style-type: none"> Review First Aid risk assessment. Ensure all teaching staff have up to date First Aid training. Relocation of First Aid supplies and Quiet Room to new ‘Medical Room’ in Hood Manor on ground Floor. Teachers on duty during break and lunchtime play, to administer First Aid (with the exception of suspected cases of covid-19 which should be dealt with by Gaby Wood. PPE stored in COVID isolation room, Greenwood. 			<p>KF</p> <p>All teachers</p>
Fire Procedures	<ul style="list-style-type: none"> 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 fire evacuation routes and assembly points to ensure that physical distancing guidelines are being met. 	<p>Fire risk assessment completed by Natwest Mentor on 28/10/2020 and updated again, 2021.</p> <ul style="list-style-type: none"> Newly implemented testing and monitoring regimes are now in place. Protego have completed fire alarm and equipment check October 2021. Staff Fire Warden training to be updated when new alarm installation is complete - February 2022. 		<p>KF</p> <p>JA</p> <p>JT</p> <p>KF</p>
Water hygiene – management of legionella	<ul style="list-style-type: none"> Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance Managing School Premises during the Covid-19 outbreak. External water fountain to be taken out of use. 	<ul style="list-style-type: none"> Recent Legionella risk assessment in place. Bacterial testing completed in June 2020. Regular temperature checking now in place. TMV installation across the site is ongoing (concluding February 2022) for full compliance. 		<p>KF</p>

Using and monitoring new practices to reduce risk of Covid-19 transmission	<ul style="list-style-type: none"> • 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 • Briefings by email to every department chair to include changes to this risk assessment. • 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. • Ensure ongoing opportunities for teachers to discuss the measures implemented to review and improve. • DP for COVID safety precautions (KF) and SLT must monitor arrangements and make remedial actions where needed. • Ensure there are opportunities for all employees to raise concerns / make suggestions. 	<ul style="list-style-type: none"> • Session held 28.8.2020 • Staff must check their emails each day before 8am. • Staff to report issues to Kaycee Fordham or Jeff van Zyl via email. • Ongoing staff training and discussions to ensure systems are working. 		<p>KF</p> <p>All teachers/ staff</p> <p>KF / SLT</p>
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Site is asbestos free. 		<p>JT</p>
Staff rooms and offices to comply with social distancing and safe working practice	<ul style="list-style-type: none"> • Number of people reduced at one time to allow physical distancing. • Remove some soft furnishings to make more space. • Install additional physically distanced work stations. • Avoid unnecessary gatherings. • 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. 	<ul style="list-style-type: none"> • Maximum number of people in the staff room is 5 staff members. • Maximum number of people in School Office is 5 		<p>KF</p> <p>NT</p> <p>KF</p>
Ventilation to reduce spread	<ul style="list-style-type: none"> • 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. • 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. 	<ul style="list-style-type: none"> • Teachers to ensure that there is a cross draft within any teaching space. • All parties asked to wear additional layers to guard against feeling cold during lesson time. 		<p>All teachers</p>

		<ul style="list-style-type: none"> This will allow the aerosols in the room to dissipate thus reducing risk of virus spread. 		
Management of waste	<ul style="list-style-type: none"> Ensure bins for tissues are emptied throughout the day. Follow Guidance on disposal of PPE waste (such as used fluid resistant masks) and Government guidance on disposal of waste, 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. 	<ul style="list-style-type: none"> Tissue and face covering bins should be black bag 		KF / Clean Eco
Management of incoming goods	<ul style="list-style-type: none"> Deliveries to be made to School Office, ideally outside of normal school hours. Delivery personnel to follow normal procedures for arriving on site (sanitise hands). Goods to be stored in the former school office pending unpacking and should not be stored in the School Office. Gaby Wood to handle incoming stock. 			GW / EB
School owned outdoor play equipment	<ul style="list-style-type: none"> Play equipment no longer accessible to parents and pupil siblings as not permitted in play areas. Play equipment to be used by groups allocated to the area in which they are located. Sports equipment, science, gardening, woodwork and art tools to be cleaned between groups. Promote good hygiene using signage and other methods of communication Encourage effective sanitation by users, Consult guidance on Managing Outdoor Playgrounds 			All teachers
Hiring out premises	<ul style="list-style-type: none"> Consider carefully how to hire out to external bodies or organisations, such as external coaches, after-school or holiday clubs or activities. 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 for external use, ensuring we do so in line with government guidance on working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities. 	<ul style="list-style-type: none"> SDSS will cease hiring of premises for the foreseeable future. Exemption applies to peripatetic music teachers who have provided their own risk assessment. School Shop and Parent Space are now open - January 2022. Individual risk assessments are submitted before use. 		GW

Cleaning and reducing contamination				
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> ● Regular cleaning throughout and after each school day. ● Ensure each teacher has a basic cleaning kit for classroom and teaching spaces. ● Classroom based resources such as sports, art and science equipment can be used and shared with frequent cleaning. ● 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. ● In order to facilitate cleaning, remove unnecessary items from learning environments where there is space to store them elsewhere. ● Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs. ● In cases where soft furnishings are still in use, they should be laundered by following the guidance in the attached link: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings ● Follow government guidance for working in education and childcare if someone becomes ill with suspected COVID-19 at the setting. Follow guidance on Cleaning and decontamination of non-health care settings. 			<p>All teachers</p> <p>CleanEco</p> <p>KF</p> <p>All teachers</p>
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> ● 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. ● One person only at a time allowed in the photocopier shed. 	<ul style="list-style-type: none"> ● Individual equipment should not be shared between pupils. 		All teachers

	<ul style="list-style-type: none"> Enhanced cleaning regimes throughout the school site 			
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<ul style="list-style-type: none"> Discuss with cleaning 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. Cleaning Supervisor to monitor cleaning equipment, hand washing facilities and hand sanitiser supplies and let the School Office know in good time when supplies are needing replenishment. See Safe working in education and childcare for guidance on PPE and guidance on cleaning non-health care settings. Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or those used by different groups. Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term. 			JT / KF
Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments - most classrooms have their own sink. Plan for regular access to facilities throughout the day - teachers briefed on when handwashing should happen throughout the day. Ensure enough handwash and sanitiser stations are available based on what we have learned from usage to date. 			KF
Additional time for staff and pupils to carry out handwashing	<ul style="list-style-type: none"> Frequent hand cleaning as part of a normal routine. Stagger regular access to handwashing facilities through the day 			All teachers
Handwashing practice with children	<ul style="list-style-type: none"> Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at e Bug. 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. 	<ul style="list-style-type: none"> Teachers to re-double their efforts to ensure all pupils wash their hands regularly and effectively, 9.2.2022 		KF

Good respiratory hygiene	<ul style="list-style-type: none"> Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available. 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. All parties to be asked to catch unexpected coughs and sneezes in their elbow. 	<ul style="list-style-type: none"> Tissue bins located in every classroom and office space. Posters to be displayed abundantly to remind all parties to catch it, bin it, kill it. 		All teachers
Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> 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. 			JT
Toilets being overcrowded	<ul style="list-style-type: none"> 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 bubble. Pupils to wash hands after using the bathrooms. Hall pass system introduced to reduce the number of pupils in the toilets (Greenwood, 6.11.2020) 	<ul style="list-style-type: none"> Break and lunch times allow staggered indoor times for toilet use. 		All teachers
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: Actions for schools during the coronavirus outbreak - GOV.UK</p> <ul style="list-style-type: none"> All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. This will not be possible when working with many pupils who have complex needs or who need close contact care. 	<ul style="list-style-type: none"> Teachers to find creative ways to support students whilst also maintaining physical distance. 		KF All teachers

	<p>These pupils' educational and care support should be provided as normal.</p> <ul style="list-style-type: none"> All staff to complete a 'covid check' upon entry to any classroom - wash hands, ventilation, physical distancing from (and between) pupils. 	<ul style="list-style-type: none"> Side by side support from 1 metre is best when looking at work. 		
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<ul style="list-style-type: none"> Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. 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. 	<ul style="list-style-type: none"> Visits from prospective parents and others may take place - visitors must be asked to take an LFD test before arriving on site (Negative) and should not attend if showing symptoms of COVID-19 (February 2022) 		JvZ / JT
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<ul style="list-style-type: none"> 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. Conduct a staff audit to ascertain availability of staff Careful planning of the year groups/classes will be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks 	<ul style="list-style-type: none"> The School is vulnerable in terms of insufficient staff capacity. Where possible, build a bank of potential supply teachers as well as maintaining an up-to date cover list. It is the primary aim of all protective measures to protect the health of staff and pupils, and this. Staff absence has a direct impact on school finances. 		JvZ
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<ul style="list-style-type: none"> 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 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. Where the member of staff has anxieties about returning, this conversation can be held and recorded 	<ul style="list-style-type: none"> All teachers and some administrators took part in a pre-term workshop with Kate Barker to prepare them to return to work. Staff are invited to meet with the SBM if they have concerns around working during the pandemic. 		JT

	<p>using the 'Risk assessment for all staff including vulnerable groups' - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyLLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p> <ul style="list-style-type: none"> Further advice is available from Peninsula if required. All staff to be offered an opportunity to talk about their wellbeing with HR. 			
Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> Guidance about testing, including the NHS 'Test and Trace' service, is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/ Notices in staffroom 	<ul style="list-style-type: none"> Any staff member displaying symptoms of COVID-19 will be sent home and asked to seek a test. Staff can collect LFD tests from the School Office and are asked to test twice weekly as a minimum (February 2022) 		KF
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<ul style="list-style-type: none"> 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 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 	<ul style="list-style-type: none"> Gaby Wood is the Designated Person for use of PPE. 		EB and GW
Staff bringing children on site before their official time to arrive - pupils in wrong buildings before school.	<ul style="list-style-type: none"> Staff should where possible, arrange for their child to go straight to their teacher and the correct classroom. 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. All other adults should ensure they adhere to strict physical distancing requirements. 	<ul style="list-style-type: none"> See additional risk assessment. 		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"> • A risk assessment should be undertaken with staff formerly considered 'clinically vulnerable' especially where they are returning to the school for the first time since the pandemic commenced. • A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyLLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy • All other staff should continue to work, including those living in a household with someone who was formerly considered 'clinically extremely vulnerable'. 	<ul style="list-style-type: none"> • 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. 		<p>JT</p> <p>JT</p> <p>JT</p>
<p>Staff use of PPE</p>	<ul style="list-style-type: none"> • 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 • Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe 	<ul style="list-style-type: none"> • Only those staff who are trained may use PPE 		<p>GW and EB</p>
<p>Dealing with suspected and confirmed case/ cases and outbreak.</p>	<p>Dealing with suspected and confirmed case/ cases and outbreak.</p> <ul style="list-style-type: none"> • The school will follow the most up to date Guidance issued by the Government https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf • The School will make daily submissions to the DfE in relation to attendance, and also report new cases or outbreaks to the UKHSA, South West. • The School will work closely with the UKHSA and Public Health Team to manage outbreaks as they occur, and be ready and primed to step-up or step-down COVID safety protocols onsite at short notice. 			<p>KF / GW</p>

	<ul style="list-style-type: none"> Schools should up-date the Schools Emergency Plan to incorporate the above links. The following resources should also be referred to in the event of cases at the setting: Educational settings Action cards PHE SW HPT: Flowchart for childcare and Educational settings V 4 <p>Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the Actions for Schools Guidance Section 5</p>			
Pupil related issues				
Children with EHCP and pupils who attend dual settings	<ul style="list-style-type: none"> A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child 	<ul style="list-style-type: none"> Full support and remote learning will be provided to EHCP pupil in the event of self-isolation/lockdown in line with DfE expectations. 		Kate Barker
Pupils unable to follow guidance	<ul style="list-style-type: none"> Some pupils will need additional support to follow these measures. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 			All teachers
Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff - Designated room is the SEND room, Greenwood building. 	<ul style="list-style-type: none"> COVID isolation room is situated in Greenwood building, ground floor. 		All staff

	<ul style="list-style-type: none"> Ensure suitable PPE (including fluid resistant face mask) is available at this location. 			
School Uniform	<ul style="list-style-type: none"> 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. 			
Transport				
Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> Encourage parents and children and young people to walk or cycle to school where possible. Ask parents and pupils to avoid the use of public transport to and from the school so far as reasonably practicable. Encourage parents to use supervised drop off facilities for older pupils. Parents to strictly adhere to their drop off and pick up times to avoid the mixing of bubbles/small groups. The School reserves the right to refuse entry where late arrival poses a risk of cross contamination / mixing of bubbles/small groups. Pupils to wear a face covering on public transport 			Parents and all school staff
Dedicated school transport, including statutory provision	<ul style="list-style-type: none"> There is no dedicated school transport to SDSS. 			
Wider public transport	<ul style="list-style-type: none"> It is the law that you must wear a face covering when travelling in England on public transport. Some people don't have to wear a face covering including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is difficult to maintain physical distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering. 	<ul style="list-style-type: none"> School to support pupils arriving in face coverings to remove and dispose of / store them safely. 		Parents and all school staff
Curriculum considerations				

Physical activity in schools	<ul style="list-style-type: none"> ● Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. ● Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. ● External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice: ● guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport ● advice from organisations such as the Association for Physical Education and the Youth Sport Trust ● Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. ● Schools should consider carefully how such arrangements can operate within their wider protective measures. ● Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing. 			AH
Practical science, art and D&T lessons	<ul style="list-style-type: none"> ● Guidance from CLEAPSS should be followed when planning practical lessons, using resources such as the Guide to doing practical science work during Covid-19, Guide to doing practical work in D&T, food and art , Carrying out practical science work in non-lab environments and for primaries Practical activities in a bubble. ● Schools must ensure that they stay up to date with the latest guidance in these specialist areas. 			RW, RG, MvV
Educational visits	<ul style="list-style-type: none"> ● All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings 			All teachers

	<ul style="list-style-type: none"> For additional information check with EVOLVE guidance on website. 			
Performances, Presentations and Plays	<ul style="list-style-type: none"> Each event to be carefully planned and risk assessed with COVID safety protocols detailed in the invitation to parents and other stake-holders. Attendees to be asked to undertake an LFD test before coming to the school. All stakeholders are asked not to attend the site if showing any symptoms of COVID-19. Regular sign posting for parents and older pupils in relation to the COVID-19 vaccination programme. 	<ul style="list-style-type: none"> Risk assessments to be submitted to the H&S Manager prior to any planned event. 		
Provision of food				
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<ul style="list-style-type: none"> School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19) 	Separate risk assessments.		KF / CE
Catering staff are operating in a safe environment	<ul style="list-style-type: none"> Catering staff to follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery 	HACCP and kitchen risk assessment in place.		KF /JT
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"> Relocation of School Office to limit the number of visitors accessing the formal school site. 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. Publish this risk assessment on the school website. 			KF
Communications to parents and staff	<ul style="list-style-type: none"> Regular communications via email / class contacts / Friday Flier newsletter. Clear signage on site. 			KF
Parent aggression due to anxiety and stress.	<ul style="list-style-type: none"> 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. 	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 to the school failing to meet statutory requirements	<ul style="list-style-type: none"> • The Council of Trustees continues to meet regularly. • The Council of Trustees agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • 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. • Regular dialogue with the Chair of Trustees and those trustees with designated responsibilities is in place. • 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. 			CofT

Assessor's Recommendations - Additional Control Measures or Actions			
Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
	Communication to parents, downgrading the COVID-19 safety measures	4.2.2022	Kaycee Fordham

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.