

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 V2.7</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>  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>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>		<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 Reviewed again 15.06.2021 Reviewed again 23.08.2021	
<b>Version Control: RA 100 Version 2.2</b>			
<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>			

Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision	
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.	
Update - 15.06.2021, changes to reflect the revised Government Guidance around school trips.	
Update - 23.08.2021, changes to reflect the ‘stepping down’ of COVID safety measures as proposed by the Government, taking into account the particular demographic of individuals within our school.	

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 so far as reasonably practicable.</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	<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 and 2 to use side gate. Classes 3-8 to enter via Main Gate.</li> </ul>	<ul style="list-style-type: none"> <li>Drop off and collection times published on school website 23.8.2021</li> <li>Revised information</li> </ul>		KF

<p>compromising physical distancing.</p>	<p><i>Kindergarten and Upper School pupils to use Hood Barn gate. Visitors can enter via the School Office at Velwell Gate only and only with a pre-arranged appointment.</i></p> <ul style="list-style-type: none"> <li>● <i>School Office to reopen for specific times each day only to discourage drop in visits and to reduce contacts throughout the staff.</i></li> <li>● <i>Use clear signage to encourage swift departure from the site.</i></li> <li>● <i>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.</i></li> <li>● <i>Kit in place to safely remove and either dispose of/store face coverings upon arrival to site.</i></li> <li>● <i>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>.</i></li> <li>● <i>Pupils to be instructed to sanitise their hands, on arrival and departure from school.</i></li> </ul>	<p><i>regarding staggered drop off and collection arrangements including gate allocation sent to parents and published on website, 23.08.2021</i></p> <ul style="list-style-type: none"> <li>● <i>Parents to be notified of the School Office opening times and provided with a telephone number to call should they require assistance i.e. if a pupil arrives after the office closes, 23.08.2021.</i></li> <li>● <i>Revised signage installed 31.8.2021</i></li> <li>● <i>Car park marshalls to be in place during the first week of the academic year to ensure system flows efficiently.</i></li> <li>● <i>Information provided to parents.</i></li> <li>● <i>Brief teachers on the safe processes for mask removal and storage during COVID safety revision meeting, 9/2021</i></li> <li>● <i>Face covering safety video by WHO re-sent to all staff and parents, 1.3.2021</i></li> </ul>		
<p>Parents gathering at school gate in close (physical) contact.</p>	<ul style="list-style-type: none"> <li>● <i>Plan parents' drop-off and collection protocols that minimise adult to adult contact.</i></li> <li>● <i>Parents informed that social distancing is not now required in the workplace/at school but that 'hugs should be saved for their nearest and dearest whilst at school' to reduce the risk of transmission.</i></li> <li>● <i>Parent meetings should continue to be conducted on a strictly 'essential' basis. Room for meeting to be pre-booked ahead of the meeting to avoid unnecessary movement around the site.</i></li> </ul>	<ul style="list-style-type: none"> <li>● <i>Continuation of the vehicle drop off and collection system which encourages parents to remain in their vehicle.</i></li> <li>● <i>Communication to parents sent to request that where possible, physical contact with other adults should be avoided when onsite.</i></li> </ul>		<p>KF</p>

		<ul style="list-style-type: none"> <li>Teachers to ensure they are on time for the gate.</li> </ul>		
Overcrowding in classrooms and corridors.	<p><u>There is currently no requirement to ask pupils/students/staff to remain physically distant within the System of Controls.</u></p> <p>Should our school need to 'step up' its safety measures, the following would be implemented:</p> <ul style="list-style-type: none"> <li>Relocate larger classes to the larger classrooms and educational spaces.</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> <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 (Kindergarten, Hood Manor and High School). 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> </ul>	<ul style="list-style-type: none"> <li>Staff to be briefed and parents informed that no physical distancing is expected in September 2021 but that caution should be exercised to protect the community.</li> <li>With conscious effort, physical distancing can be maintained within our buildings.</li> <li>EM and COVID DP to undertake site walks to ensure physical distancing is being implemented in classrooms.</li> </ul>		<p>KF</p> <p>All teachers</p>
Risk of transmission within EYFS settings	<p>Updated Guidance for EYFS (21 August 2021) to be followed <a href="https://www.gov.uk/government/publications/corona-virus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic">https://www.gov.uk/government/publications/corona-virus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic</a></p>	<ul style="list-style-type: none"> <li>See separate EY Risk Assessment.</li> </ul>		

<p>Groups mixing during breaks and lunchtime compromising physical distancing.</p>	<p><u><i>Our school will retain larger bubbles (Kindergarten, Hood Manor and High School) taking into account our particular demographic of children, pupils, students, staff and parents.</i></u></p> <ul style="list-style-type: none"> <li>● <i>Breaktimes may return to their normal length with no need to stagger time outside (1pm-2pm).</i></li> <li>● <i>Outdoor play areas remain allocated to avoid bubbles mixing.</i></li> <li>● <i>Ensure appropriate supervision is in place.</i></li> <li>● <i>Teachers to reinforce playground rules around play area perimeters so that all children, pupils and students understand where they can play.</i></li> <li>● <i>Thorough clean down before lunchtime in every classroom.</i></li> <li>● <i>Pupils eat in their classrooms or outside where possible.</i></li> <li>● <i>Thorough clean down after eating in every classroom.</i></li> <li>● <i>Hot school meals to be delivered to each classroom to avoid pupils needing to queue.</i></li> </ul>	<ul style="list-style-type: none"> <li>● <i>Teachers to supervise break times and support each other to take short breaks.</i></li> </ul>		<p>KF</p> <p>All teachers</p>
<p>Wraparound provision: Groups mixing during extra-curricular provision</p>	<ul style="list-style-type: none"> <li>● <i>Kindergarten afternoon care to create a small, consistent group, combining children of all Kindergarten groups.</i></li> <li>● <i>The school will consult the guidance produced for <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings</a></i></li> <li>● <i>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.</i></li> <li>● <i>DfE have issued <a href="#">guidance for parents and carers</a>, which schools may want to circulate.</i></li> </ul>	<ul style="list-style-type: none"> <li>● <i>Circulate Guidance for parents and carers to the parent community.</i></li> <li>● <i>Extra curricular provision not for the sole purpose of providing registered childcare is suspended for the lockdown period (January 2021)</i></li> </ul>		<p>KF</p>
<p>Spread of virus due to increased numbers of</p>	<ul style="list-style-type: none"> <li>● <i>Symptomatic individuals to remain at home.</i></li> <li>● <i>Request to all individuals over 11 years to test twice weekly (asymptomatic testing).</i></li> </ul>			<p>KF</p> <p>All teachers</p>

people within the building.	<ul style="list-style-type: none"> <li>• Promote the use of home test kits to pupils, students, staff and school families.</li> <li>• Each bubble to stay within their allocated building/s to avoid contact with other groups (see site maps).</li> <li>• Each bubble to only access their own building i.e. Class 1 would only enter Hood Manor not Kindergarten or Greenwood.</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>• Staff to exercise caution around close and/or physical contact with each other whilst at school.</li> <li>• Continuation of an expanded and improved cleaning regime across the school.</li> <li>• Cleaners to provide their policies and procedures to SDSS.</li> <li>• Cleaners to receive COVID safety briefing.</li> <li>• Hall Pass system to remain in place in Greenwood building to reduce football in lobby area and toilets.</li> </ul>			
Staff	<ul style="list-style-type: none"> <li>• All teachers to exercise caution around close and/or physical contact with each other whilst at school.</li> <li>• Regular hand washing / sanitising and good respiratory hygiene are key controls and important for all parties to adhere to.</li> <li>• Staff requested to undertake asymptomatic testing, twice weekly.</li> </ul>	EM and COVID DP to conduct regular COVID safety walks.		
Possible infection of resident teachers and their families	<ul style="list-style-type: none"> <li>• Resident staff and their families to avoid contact with onsite classes/groups.</li> <li>• Resident staff and their families to use their designated outdoor space only during the school day.</li> <li>• Families requested to undertake asymptomatic testing, twice weekly,</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,	<ul style="list-style-type: none"> <li>• Review Whole school risk assessments to ensure control measures remain suitable and in place.</li> </ul>			JT

<p>one-way systems, floor tape.</p>	<ul style="list-style-type: none"> <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 6th September 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> </ul>	<p>Arrange Fire Drill in the Autumn term to test the recently reviewed Fire Evacuation procedures.</p>		<p>JT</p> <p>KF</p> <p>KF</p> <p>KF</p>
<p>First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.</p>	<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 suspected cases of covid-19 which should be dealt with by Gaby Wood / Emma Brealey).</li> <li>PPE stored in COVID isolation room.</li> </ul>	<ul style="list-style-type: none"> <li>Class teachers completed First Aid refresher course on 7/6/2021.</li> </ul>		<p>KF</p> <p>All teachers</p>
<p>Fire Procedures</p>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	<p>Fire risk assessment completed by Natwest Mentor on 28/10/2020</p> <ul style="list-style-type: none"> <li>Newly implemented testing and monitoring regimes are now in place.</li> <li>Devon and Cornwall Fire Safety completed fire equipment and alarm check April 2021.</li> <li>More staff trained as Fire Wardens, September and December 2020.</li> <li>Fire Evacuation procedures reviewed again</li> </ul>		<p>KF</p> <p>JA</p> <p>JT</p> <p>KF</p>

		<p><i>in light of training, January 2021 - Complete.</i></p> <ul style="list-style-type: none"> <li>• <i>Work is ongoing to improve Fire Action Plan including a move to upgrade existing alarm systems.</i></li> </ul>		
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 and June 2021. NFA required.</i></li> <li>• <i>Regular temperature checking now in place.</i></li> <li>• <i>Remedial works carried out in May/June 2021 by GES water.</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 of academic year – to include contents of this RA, use of PPE, location of designated room for suspected cases etc.</i></li> <li>• <i>Ensure ongoing opportunities for teachers to discuss the measures implemented to review and improve.</i></li> <li>• <i>DP for COVID safety precautions (KF) and SLT must monitor arrangements and make remedial actions where needed.</i></li> <li>• <i>Ensure there are opportunities for all employees to raise concerns / make suggestions.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Session planned for September 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> <li>• <i>Ongoing staff training and discussions to ensure systems are working.</i></li> </ul>		<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"> <li>• <i>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.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Site is asbestos free.</i></li> </ul>		JT
Staff rooms and offices to comply with social distancing and safe working practice	<p><u><i>There is currently no requirement for staff to practice social distancing within the workplace.</i></u></p>			<p>KF</p> <p>NT</p> <p>KF</p>

	<p><u>However, given the particular demographic of children, pupils, students and staff within our school, staff are asked to exercise caution around close and/or physical contact.</u></p> <ul style="list-style-type: none"> <li>• Work stations to remain physically distant.</li> <li>• Avoid unnecessary informal gatherings.</li> <li>• Enhanced cleaning regimes as per below.</li> <li>• <b>MAXIMUM 5 staff members in staff room at any one time.</b></li> </ul>			
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> </ul>	<ul style="list-style-type: none"> <li>• Delivery drivers to call 01803-897377 during office closure periods.</li> </ul>		GW / EB

	<ul style="list-style-type: none"> <li>• Emma Brealey and Gaby Wood to handle incoming stock.</li> </ul>			
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>			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 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>.</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
Cleaning and reducing contamination				

Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> <li>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.</li> <li>Regular cleaning throughout and after each school day.</li> <li>Ensure each teacher has a basic cleaning kit for classroom and teaching spaces.</li> <li>Classroom based resources such as sports, art and science equipment can be used and shared within the bubble.</li> <li>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.</li> <li>In order to facilitate cleaning, remove unnecessary items from learning environments where there is space to store them elsewhere.</li> <li>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 on <a href="#">Cleaning and decontamination of non-health care settings</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers to store cleaning materials out of reach of pupils.</li> </ul>		<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"> <li>Limit 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>Two people only at a time allowed in the photocopier shed.</li> <li>Enhanced cleaning regimes throughout the school site by cleaning contractor cleanEco</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> </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> </ul>		JT / KF

	<ul style="list-style-type: none"> <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>CleanEco to provide SDSS with their policies and procedures for our records (Received).</li> </ul>		
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> <li>Ensure enough handwash and sanitiser stations are available based on what we have learned from usage to date.</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 and provide alternative hand sanitiser at the gate which must be applied in front of a school official.</li> </ul>		KF
Additional time for staff and pupils to carry out handwashing	<ul style="list-style-type: none"> <li>Frequent hand cleaning as part of a normal routine.</li> <li>Stagger regular access to handwashing facilities through the day</li> </ul>			All teachers
Handwashing practice with children	<ul style="list-style-type: none"> <li>Review the guidance on hand cleaning and introduce handwashing songs for younger children.</li> <li>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>.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers to continue with their efforts to ensure all pupils wash their hands regularly and effectively.</li> </ul>		KF
Good respiratory hygiene	<ul style="list-style-type: none"> <li>Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available.</li> </ul>	<ul style="list-style-type: none"> <li>Tissue bins located in every classroom and office space.</li> </ul>		All teachers

	<ul style="list-style-type: none"> <li>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.</li> <li>All parties to be asked to catch unexpected coughs and sneezes in their elbow.</li> </ul>	<ul style="list-style-type: none"> <li>Posters to be displayed abundantly to remind all parties to catch it, bin it, kill it.</li> </ul>		
Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> <li>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries.</li> <li>Use regular detergents and bleach.</li> <li>Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</li> </ul>	<ul style="list-style-type: none"> <li>CleanEco to provide their list of cleaning products.</li> <li>No COSHH required for DEW hand sanitiser products.</li> </ul>		JT
Toilets being overcrowded	<ul style="list-style-type: none"> <li>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.</li> <li>Where possible different toilets should be used by each different bubble.</li> <li>Break times staggered to limit the number of pupils accessing toilets at any one time.</li> <li>Pupils to wash hands after using the bathrooms.</li> <li>Hall pass system introduced to reduce the number of pupils in the toilets (Greenwood, 6.11.2020)</li> </ul>	<ul style="list-style-type: none"> <li>Teachers to limit the number of children using the toilets at one time, particularly in Hood Manor.</li> </ul>		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:  <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 teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</li> <li><b>Teachers to exercise caution around close and/or physical contact with other adults.</b></li> <li>All staff to complete a 'covid check' upon entry to any classroom - wash hands, ventilation, clean environment.</li> </ul>			KF  All teachers

	<ul style="list-style-type: none"> <li>Teachers requested to undertake asymptomatic testing, twice weekly.</li> </ul>			
<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<ul style="list-style-type: none"> <li>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</li> <li><b>Teachers to exercise caution around close and/or physical contact with other adults.</b></li> <li>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</li> <li>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.</li> <li>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.</li> <li>Where visits go ahead in person, these should happen outside of school hours wherever possible. 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 hygiene protocols within the school.</li> </ul>			<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>	<p><b>Those staff who have received two injections of the COVID-19 vaccination no longer have to self-isolate should they be a close contact of another person who has tested positive for COVID-19.</b></p> <p><b>Staff will not be asked to reveal their vaccination status to the school as their employer.</b></p> <ul style="list-style-type: none"> <li>Education Manager to work with raw data where it is available and make assumptions where it is not, to</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</li> </ul>		<p>JvZ</p>

	<p>have a cover plan in place should unvaccinated staff need to self-isolate.</p> <ul style="list-style-type: none"> <li>Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: <a href="#">Actions for schools during the coronavirus outbreak</a></li> </ul>	and pupils, and this. Staff absence has the potential to have a direct impact on school finances and Quality of Education received by pupils.		
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<ul style="list-style-type: none"> <li><b>New staff to be briefed on COVID safety measures in place.</b></li> <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>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 w/c 30th August 2021 to ensure all members understand the new framework, policy and protocols.</li> </ul>	<ul style="list-style-type: none"> <li>Staff training event on September 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> </ul>	<ul style="list-style-type: none"> <li>Any staff member displaying symptoms of COVID-19 will be sent</li> </ul>		KF

	<ul style="list-style-type: none"> <li>• Notices in staffroom</li> <li>• All staff to be offered self-testing Lateral Flow Device kits from 8.3.2021.</li> <li>• ALL staff requested to recommence asymptomatic testing from 1st September 2021.</li> </ul>	home and asked to seek a test.		
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"> <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
Staff bringing children on site before their official time to arrive - pupils in wrong buildings before school.	<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> </ul>	<ul style="list-style-type: none"> <li>• See additional risk assessment.</li> </ul>		KF
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<ul style="list-style-type: none"> <li>• The School will refer to the current Government Guidance: <a href="#">Guidance on protecting people who are clinically extremely vulnerable from COVID-19</a></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</li> </ul>	<ul style="list-style-type: none"> <li>• All staff with health conditions and/or anxiety around working to seek a wellbeing and pastoral care meeting with Julie Thomas.</li> </ul>		JT  JT  JT

	<p>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 -</p> <p><a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a></p> <ul style="list-style-type: none"> <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</li> </ul> <p><a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a> along with DCC 'Managers Guide to Supporting BAME colleagues'</p>			
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> <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>	<ul style="list-style-type: none"> <li>• Only those staff who are trained may use PPE</li> </ul>		GW and EB
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: <a href="#">Coronavirus (COVID-19): guidance and support</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="#">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>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>Existing risk assessments specifically linked to meeting the needs of the child, pupil or student should be reviewed (September 2021).</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> <li>Ensure that EHCP (Local Authority Funded) children, pupils and students receive a full time (online where necessary) education.</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.</li> </ul>	SENDCO to work with teachers to provide the necessary support.		All teachers

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 - <u>Designated room is the SEND room, Greenwood building.</u></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> <li>• Kindergarten children and pupils of classes 1-5 should be cared for by an adult until their parents arrive.</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.</li> <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>• Pupils to wear a face covering on public transport.</li> </ul>	<p>School to provide designated face covering bins and share WHO face covering instructional video with staff and parents to ensure this PPE is used safely.</p>		Parents and all school staff
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>• Face coverings are recommended in other enclosed spaces where it is difficult to maintain physical distancing.</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>				
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, 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> </ul>			AH

	<ul style="list-style-type: none"> <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 grassroots 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> <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>			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.</li> <li>• For additional information check with EVOLVE guidance on website.</li> </ul>	•		All teachers

Groups of children mixing resulting in risk of more widespread transmission	<p><u>There is no longer a formal requirement to group children, pupils or students together in consistent groups. however our school has taken the decision to retain some larger bubbles due to its particular demographic of families and staff and the risks identified:</u></p> <ul style="list-style-type: none"> <li>• Children, pupils and students will be grouped together in large bubbles - Kindergarten, Hood Manor and High School. With the exception of all school assemblies, these groups would not usually mix on any given pre-covid day so the impact is minimal.</li> <li>• Maintaining distinct groups or 'bubbles' that do not mix reduces the risk of unvaccinated staff needing to isolate in the event of a positive case.</li> <li>• Bubbles to be kept apart from other bubbles where possible to minimise risk of transmission between bubbles.</li> <li>• Teachers should continue to work at a distance from pupils and other adults, so far as reasonably practicable to reduce the risk of transmission and to avoid needing to self-isolate.</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-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></li> </ul>	HACCP and kitchen risk assessment in place.		KF / JT
Communications with parents and others				
Parents, contractors and other staff entering or working in the	<ul style="list-style-type: none"> <li>• Ask parents, carers or any visitors, such as suppliers, not to enter the education or childcare</li> </ul>			KF

building – school complying with external requirements for staff safety	<p><i>setting if they are displaying any symptoms of coronavirus.</i></p> <ul style="list-style-type: none"> <li>• <i>Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site.</i></li> <li>• <i>Provide hand sanitizer stations at main entry points.</i></li> <li>• <i>Publish this risk assessment on the school website.</i></li> <li>• <i>Publish a site telephone number in case of immediate access required.</i></li> </ul>			
Suppliers understanding and complying with new arrangements	<ul style="list-style-type: none"> <li>• <i>Discuss arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i></li> </ul>			KF / EB
Communications to parents and staff	<ul style="list-style-type: none"> <li>• <i>Regular communications via email / class contacts / Friday Flier newsletter half termly.</i></li> <li>• <i>Clear signage on site.</i></li> </ul>			KF
Pupils and families anxious about return	<ul style="list-style-type: none"> <li>• <i>Support in place to address concerns and communications with parents on measures in place to reduce anxiety.</i></li> <li>• <i>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.</i></li> </ul>	•		KB
Parent aggression due to anxiety and stress.	<ul style="list-style-type: none"> <li>• <i>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety.</i></li> </ul>	<i>All teachers to ensure they arrive at the gates on time to avoid parents needing to wait / drive laps of the carpark.</i>		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"> <li>• <i>The Council of Trustees continues to meet regularly.</i></li> <li>• <i>The Council of Trustees agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</i></li> <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> </ul>			CofT

	<ul style="list-style-type: none"> <li>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.</li> </ul>			
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Assessor's Recommendations - Additional Control Measures or Actions			
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.	23.08.2021	Kaycee Fordham
Movement of persons around the school	Clean and prepare each classroom, ensuring exits to outside space and windows for ventilation are working.		CleanEco
Movement of persons around the school	Plan times for staggered drop off and pick ups.	COMPLETE	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/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a> along with DCC ' <a href="#">Managers Guide to Supporting BAME colleagues</a> '	COMPLETE AS APPROPRIATE	Julie Thomas
Pupil related issues	Review Risk Assessments for all EHCP pupils before reopening.	5.8.2021	Kate Barker / Kaycee Fordham

Pupil related issues	Complete separate Risk Assessment for the Kindergarten / Early Years before reopening.		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.		Kaycee Fordham
Premises	Ensure Fire Alarm testing is carried out prior to opening		Rosie Room
Cleaning	Ensure cleaning company has capacity for needs.		Kaycee
Cleaning	Check stock levels of cleaning supplies, soap, water, paper towels etc.		Clean Eco
Staffing	Decide how best to provide cover for teachers if they are asked to self-isolate or become unwell.		Jeff
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: Facilities & 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.