


**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.



	Establishment/Department: Ladysmith Infant and Nursery School	Establishment Risk Assessment	RA100 V2.3
	Address: Ladysmith Road Exeter EX1 2PS		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed:3.9.20, review 11.10.20 20.11.20 Latest review: 3.12.2020 8.1.21 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.	
<p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Covid-19 Implementing protective measures in education and childcare settings (15 May 2020) and updated following the publication of Guidance for Full Opening (2 July 2020) and Managing School Premises during the Covid-19 outbreak (7 July) As part of planning for full return in the autumn term, it is a <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.</p> <p>This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside DCC guidance document C-19, checklist C-19 and the latest government guidance: <a href="#">Guidance for Full Opening</a></p> <p>General guidance on completing risk assessments is available at arrangements note HS47.</p> <p>Updates:</p> <p>When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p>		Assessor(s):  Mark Wilkinson Dave Broad	
Version Control: RA 100 Version 2.1			

Update – 15/7/20, page 6. Premises related matters - Management of waste	
Update – 25/08/20, page 12,13,14. School Transport	
Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&T Music Dance and Drama – link to new guidance and guidance for performing arts)	
Update – 25/8/20, page 8. Managing supply teachers, visitors, contractors and other temporary visiting staff	
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 31/820	
Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.	
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 – 15/09/20, page 16. Educational Visits - updated link.	
Update – 29/10/20, page 5 – 6. Premises related matters, ventilation to reduce to spread and thermal comfort – Updated following HSE spot checks.	
Update – 29/10/20, page 15. Curriculum considerations, update on Music Dance and Drama	
Update – 14/12/2020, page 11 - Dealing with suspected and confirmed case/ cases and outbreak	
Update – 04/01/2021 – page 2 – new links to DfE school's website for up to date guidance and consultation with staff	
Update – 04/01/2021 page 3 – definition of close contact	
Update – 04/01/2021 page 9 - Staff measures to reduce contact and transmission Covid-19.	
Update – 04/01/2021 page 14 – Lateral Flow Testing (Secondary Schools)	

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
<b>Social distancing and reducing risk of transmission</b>		
<b>Definition of close contact</b>	<p><b>When completing your risk assessment, it is important that your mitigations control measures in all aspects of the school day, considers PHE definition of 'close contact'. The following definition of 'close contact':</b></p> <p><b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</b></p> <ul style="list-style-type: none"> <li><b>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</b></li> <li><b>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</b></li> <li><b>• travelling in a small vehicle, like a car, with an infected person</b></li> </ul> <p><b>Focusing on obtaining mitigations they reduce close contact, will reduce staff and pupil absences when there are cases within the school.</b></p>	
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p>Phased start and end times for each class within each year group to eliminate a large number of parents congregating in the same areas of the playground. Only one parent to attend the site, unless unavoidable.</p> <p>One lidded bin to be placed outside at the start of the school day in each drop-off area.</p> <p>All children to wash their hands on arrival at school.</p>	<p><i>Included in communication to parents on 16.7.20 via ParentMail, on website and shared by What's App groups to include:</i></p> <p><i>One parent only, face coverings to be worn. Handwashing before leaving the house.</i></p> <p><b>Reduced numbers in school for lockdown – school will go back to core drop off and pick up times but through different entrances.</b></p>
Parents gathering at school gate not social distancing	<p>Phased entrance and exits through specified gates. Doors into the classrooms to be open for children over a ten minute window.</p> <p>Parents to be asked to not congregate at entrances or enter the school site</p>	<p><i>Included in communication to parents on 16.7.20 via ParentMail, on website and shared by What's App groups to include:</i></p>

		<p><i>Encouragement to not gather in groups</i></p> <p><i>Face coverings to be worn by visitors to the school site</i></p> <p><i>Staff to wear visors or face coverings when welcoming children in or seeing them out.</i></p> <p><i>To not enter the school building unless they have an appointment.</i></p> <p><i>Lines painted on the pavement outside the gates so that the caretaker is given a 2m social distance when unlocking</i></p>
Overcrowding in classrooms and corridors.	<p>Children will remain in their class groups while indoors. Maximised use of outside space in Nursery, Reception, Year One. Year Two maximised use of extra classroom space on Year Two floor.</p> <p>Class groups will minimise their use of other indoor spaces around the building, other than the toilet areas.</p> <p>Furniture will be organised to facilitate movement with as little contact with others as possible.</p> <p>Assemblies will not take place, except where the person taking the assembly can speak to one class at a time or via video conference</p> <p>Movement around the school will be limited to access to toilets and outdoor spaces</p>	<p><i>Time during inset day to consider best arrangements of furniture.</i></p> <p><i>Areas used by more than one group include the hall, the canteen, the forest school room. These are for limited reasons and only to trackable groups.</i></p> <p><i><u>Hall:</u> In case of rain, children in the same year group will use the hall over one mornings. The sports coach will only take half a class into the space, will encourage SD and clean equipment between classes.</i></p> <p><i><u>Canteen:</u> Space cleaned after the breakfast club has left. Used by other year groups over lunchtime.</i></p> <p><i>Good ventilation, cleaned between year groups, class groups kept separate in the space, separate toilet cubicles for each year group. Space cleaned before the after school club arrives.</i></p>
Risk of transmission within EYFS settings	<p>Updated Guidance for EYFS (2 July 2020) to be followed. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a> removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.</p>	

	Parents and carers have been encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff.	
Groups mixing during breaks and lunchtime compromising social distancing.	Break times for KS1 children will be staggered, with year groups taking different break times. EYFS children do not have set break times but will access outside areas consistently throughout the day, only mixing outdoors with other children in their year group. Nursery will eat in their own dining area within the nursery building. <b>Reception and Year One and Year 2 will eat in the canteen – staggered times.</b> Items used by one group will be put into quarantine after use. Handwashing will take place before and after eating.	<i>Included in communication to staff on 14.7.20 with follow-up meeting 15.7.20.re: timings</i> <i>Organisation of new lunchtime rota for staffing to remain as consistent as possible</i> <i>Systems in place for cleaning and quarantining</i>
Wraparound provision: Groups mixing during extra-curricular provision	Wrap around provision is in place, with an external provider using protective measures such as children remaining in their bubble. We have consulted <a href="#">providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a> , <a href="#">guidance for parents and carers</a> :  Where parents use childcare providers or out of school extra-curricular activities for their children, schools should 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. DfE have issued <a href="#">guidance for parents and carers</a> , which schools may want to circulate.	<i>Recirculate to parents.</i> <i>Extra-curricular clubs are run by our sports coach in Year Group Bubbles only</i> <b>No extra-curricular clubs during lockdown</b>
Groups mixing during extra-curricular provision	Wrap around care will take place in the school canteen and forest school room, with each year group being kept apart within each large indoor space. Use of the Forest School area for outdoor play to be utilised. Staffing to be as consistent as possible.	<i>Canteen remodeled to support wrap around care</i>
Spread of virus due to increased numbers of people within the building.	Parents will be informed that only one parent should attend the school site.	<i>Included in communication to parents on 16.7.20 via ParentMail, on website and shared by What's App groups</i>
Staff	Staff should maintain Public health guidance of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering doesn't count). The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils.	<i>Included in communication to staff on 14.7.20 with follow-up meeting 15.7.20.</i>

Premises related matters		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape	Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) and this must include curriculum risk assessments where necessary. Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).	
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	Review First Aid risk assessment (RA22 or equivalent). Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings. PPE within first aid supplies	
Fire Procedures	Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes. Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.	<i>All routes remain the same.</i>
Water hygiene – management of legionella	Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance <a href="#">Managing School Premises during the Covid-19 outbreak</a> .	
Using and monitoring new practices to reduce risk of Covid-19 transmission	Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. Explaining to children about the use of face coverings – to support children with adhering to social distancing. Headteachers and school leaders must monitor arrangements and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.	Training to take place prior to 7.9.20  Questions encouraged at weekly bulletin meetings <b>RA100 v2.3 shared 9.1.21</b>
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed	
Staff rooms and offices to comply with social distancing and safe working practice	Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities	Included in communication to staff on 14.7.20 with follow-up meeting 15.7.20.

	and encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below.	Alternative tea and coffee making facilities in the back kitchen, nursery, year two space, green room and the LINK room
Ventilation to reduce spread	<p>Schools need to balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> <li>• opening high level windows in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing. For more information see <a href="#">School uniform</a></li> <li>• rearranging furniture where possible to avoid direct drafts</li> <li>• mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</li> <li>• Opening internal doors can also assist with creating a throughput of air</li> <li>• natural ventilation – if necessary external opening doors may also be used Where schools believe that ventilation could be improved by leaving fire doors, either internal or external, open, this must only be done once the fire risk assessment has been reviewed and amended. Schools must ensure that systems are in place to close doors in the event of a fire alarm, during breaks if they cannot be monitored or at the end of the day. There is also the security risk of leaving external doors open and therefore there must be procedures in place to mitigate this such as ensuring that they are closed at times when they cannot be sufficiently monitored.</li> <li>• Ventilation to chemical stores should remain operational.</li> </ul> <p>It is advisable to use a thermometer to monitor temperatures where opening windows and doors is being used as a mechanism to aid ventilation. For more information on suitable workplace temperatures see HSE: <a href="#">Guidance on temperature in the workplace</a></p>	<p>In line with guidance from DCC ventilation will be operated in the following manner:</p> <ol style="list-style-type: none"> <li>1. In nursery the windows will be opened before the start of the day. Once the day begins, the doors will be open to enable Continuous provision, this may be reduced to one door in cold weather.</li> <li>2. In Reception and Year One, windows will be open before school, doors to the canopy areas will be open during access to continuous provision</li> <li>3. In Year Two, windows will be opened at set points throughout the day – at break time, at lunchtime and at the end of the day. In between these points the windows may be closed.</li> <li>4. In the canteen, all the doors and windows will be open during the meal time, unless it is raining hard.</li> <li>5. In office spaces, doors and windows will be opened periodically, dependent on who is using the space.</li> <li>6. In the hall, the windows will be opened when the space is being used, and will be closed when the group leaves the space.</li> </ol>

Management of waste	Ensure bins for tissues are emptied throughout the day. 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. You must make sure that these items are disposed of properly rather than going into recycling bins.	
Management of incoming goods	Consider how to manage supplies coming into the school, which takes into consideration SD and hygiene measures. E.g. drop-off point – one person controls the process etc.	Drop off point in place outside reception window.
School owned outdoor play equipment	<i>Promote good hygiene and social distancing using signage and other methods of comms (community noticeboards, school newsletters) to set out: maximum numbers to enable SD, encouraging parents to clean children's hands before and after play, disposal of all rubbish. Consider limiting numbers (e.g. taking out swings), using time limits, one ways systems around pieces of equipment, cleaning regimes if applicable for high traffic touch points such as slides, monkey bars and climbing frames / walls, playhouses and huts, crawl through tunnels and tube slides, exercise equipment, gates, benches and picnic tables, refuse areas and bins. Encourage effective sanitation by users, parents etc. Consult guidance on <a href="#">Managing Outdoor Playgrounds</a> for equipment also used by the community. When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.</i>	Play Trail is not used by chd before or after school. Yr R & Yr 2 have their own play trail in their Year Group playground and there is no mixing between year group.
Hiring out premises	<i>Schools should ensure they are considering carefully how to hire out to external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. Such arrangements can only operate within their 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 they do so in line with government guidance on <a href="#">working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities</a>.</i>	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 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	

	<p>toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.</p> <p>In cases where soft furnishings are still in use, they should be laundered by following the guidance in the attached link: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Consideration should also be given to soft furnishings within Sensory Rooms and where possible these furnishings should be child specific so as to avoid cross contamination. If this is not possible then they should be laundered as per the guidance contained in the above link.</p> <p>Follow government <a href="#">guidance for working in education and childcare</a> if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on <a href="#">Cleaning and decontamination of non-health care settings</a></p>	
Shared resources and equipment increasing spread	<p>Staff to use own stationary and limit the use of shared items. Other items used by different staff:</p> <ul style="list-style-type: none"> <li>• Photocopier, laminating machines, items of cleaning equipment, items in the staffroom – handwashing and/or sanitiser to be used before touching the photocopier.</li> </ul> <p>Enhanced cleaning of these items to be in place.</p>	
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p>Cleaning staff are aware of the additional cleaning requirements and have hours to allow for this. Cleaning products being used are suitable and that adequate supplies of cleaning materials are available.</p> <p>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>.</p> <p>An enhanced cleaning schedule is in place as is more frequent cleaning of shared areas or those used by different groups.</p>	
Sufficient handwashing facilities for staff and pupils	<p>All classrooms in Nursery, YR and Y1 have 2 sinks. In Year Two classrooms have one sink only but they also have access to year toilet blocks with sufficient sinks. Hand sanitiser also available in classrooms, outside and at entrance and exit points. Regular reminders to handwash to continue. Sanitiser stations are available in all classrooms.</p>	
Additional time for staff and pupils to carry out handwashing	<p>Frequent hand cleaning is part of normal routine. Each pod has access to own sink in the room. Access to handwashing facilities is staggered through the day. Routines are built into behaviour expectations and school culture.</p>	
Handwashing practice with children	<p>Guidance on hand cleaning and introduce handwashing songs for younger children to be sent to parents prior to children starting school. Support available for children and young people who have trouble cleaning their hands independently.</p> <p>See guidance and resources available at <a href="#">e Bug</a>.</p>	

	Sanitiser stations sited out of reach of children.	
Good respiratory hygiene	Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil's individual risk assessment.	
Sufficient supplies of soap and cleaning products	Sufficient supplies and deliveries in place. COSHH assessments (RA05) have been reviewed and additional controls implemented where there has been any change in products.	
Toilets being overcrowded	Limited numbers of children using the toilet facilities at one time with each year group having own access to allocated toilet block. Toilets cleaned regularly and pupils are routinely encouraged to clean their hands thoroughly after using the toilet.	
Staff related issues		
<p>Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people who present as - asymptomatic.</p>	<p>When assessing the return to full opening the following section of the DfE guidance must be followed:  <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>  <b>Where this cannot be met, then the school must record why and what other control measures they will adopt.</b>  All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).</p> <p><b>Focusing on control measures that reduce close contact, will reduce the number of staff and pupils required to self-isolate when there are cases within the school.</b></p> <p><i>PHE have identified issues that have arisen in IMTs in schools and some adjustments are being made by schools as a result. There may be difficult to implement due to disruption to learning or operational issues. But schools are also identifying that actually having positive cases and seeing the impact on</i></p>	<p>Communicated with staff on 17.11.20  When staff move between their year group bubble they wear a face visor when teaching the children.  When staff move around the school building outside of their year group bubble they wear a face masks.</p> <p>Numbers of children in class in reception, Year 1 and Year 2 limited to no more than 15 on the class key worker and vulnerable list at any time.</p> <p>Places will be allocated against criteria if there is over-subscription.</p> <p>Staff based in limited classes where possible</p> <p>Break times split</p> <p>Regular cleaning continues</p>

	<p><i>numbers being sent home to self-isolate (staff and pupils) will also affect learning and operational issues.</i></p> <p><i>Mitigating measures that will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Reducing bubble sizes,</i></li> <li>▪ <i>reducing face to face meetings (move to video calling if appropriate),</i></li> <li>▪ <i>reducing or eliminating the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.</i></li> <li>▪ <i>reducing or eliminating the movement around the school of pupils and teaching staff,</i></li> <li>▪ <i>reducing or eliminating the movement across bubbles of pupils and teaching staff,</i></li> <li>▪ <i>no car sharing between staff to school</i></li> <li>▪ <i>keeping to the 2m distancing (for teachers especially) if at all possible</i></li> </ul> <p><i>Other measures that will reduce the spread of the virus in the school – face coverings, thorough regular cleaning regimes throughout the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it messages.</i></p>	
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, 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. Schools should 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. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.</p>	<p>Visitors to site will be asked to call the office first before entering. Appointments will be made in advance and hygiene protocols followed.</p> <p>Admin staff to be conversant on SD and hygiene protocols.</p>
Insufficient staff capacity to deal with increased numbers of pupils -	<p>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher. Careful planning of the year</p>	

Shortage of teachers to maintain staff to pupil ratios	groups/classes should be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: <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>	
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Plans will be fully shared with staff and discussion will be encouraged and training included where helpful (for example on safety measures, timetable changes and staggered arrival and departure times) If appropriate, seek GP or occupational health advice. Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups' - <a href="https://devoncc.sharepoint.com/:w/s/PublicDocs/Education/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w/s/PublicDocs/Education/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a> Further advice is available from HR if required.	
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	Plans will be fully shared with staff (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.	Staff sent RA100 v 2.3
Accessing testing arrangements are clear for all staff	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>	
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained. <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>	
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	Staff deemed to be clinically extremely vulnerable and clinically vulnerable can return to school in the Autumn term subject to school leaders confirmation that the school is 'covid-secure', i.e. that every reasonable step has been taken to ensure the safety of children, staff, premises and community and that the full measures as provided in the DfE guidance have been applied.	Risk assessments in place and CEV staff shielding as per latest government recommendations.

	<p>A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - <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>	
Staff use of PPE	<p>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 <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> 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></p>	
Use of PPE Lack of understanding	<p>Adequate training / briefing on use and safe disposal Follow guidance on putting on and taking off standard PPE <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a> and above guidance on use in education settings.</p>	<p><i>Included in communication to staff on 14.7.20 with follow-up meeting 15.7.20.– reminder about PPE training</i></p>
Dealing with suspected and confirmed case/ cases and outbreak.	<p><b>Dealing with suspected and confirmed case/ cases and outbreak.</b> ALWAYS contact the local Health Protection Team if one of the following: 1) The symptomatic person has been admitted to Hospital 2) The Possible case REFUSES testing 3) There are a cluster of possible cases/unexpected increase in absenteeism 4) The Possible case has DEFINITE link to a confirmed case 5) ALL confirmed cases.</p> <p>If a child or staff member in your education setting becomes symptomatic, you should advise them to access testing through the normal channels. However, in exceptional circumstances when you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the school provided home test kits to improve the chances that the individual will get tested. See the <a href="#">DfE guidance on test kits for schools</a>.</p> <p>If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162 or email <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a>. If the matter is not urgent you can also email <a href="mailto:ask.swhpt@phe.gov.uk">ask.swhpt@phe.gov.uk</a>.</p> <p>For <b>ALL SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS</b> inform the local authority by emailing <a href="mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk">educate.schoolspriorityalerts-mailbox@devon.gov.uk</a>.</p>	

	<p>Devon County Council's Local Outbreak Management Plan (LOMP) is available here: <a href="https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/">https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/</a>. If there is a confirmed case, a complex situation or an outbreak is declared in your setting you may be asked to join an Incident Management Team or Outbreak Control Team Meeting. 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:</p> <p><a href="#">Educational settings Action cards</a></p> <p><a href="#">PHE SW HPT: Flowchart for childcare and Educational settings V 4</a></p> <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> <p><b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</b></p> <ul style="list-style-type: none"> <li>• <i>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i></li> <li>• <i>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i></li> <li>• <i>travelling in a small vehicle, like a car, with an infected person</i></li> </ul> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc</a></p>	
Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<p>Shielding advice for all adults and children will pause on 1 August meaning that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. <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. Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required.</p>	Shielding children to remain at home.
Children with EHCP and pupils who attend dual settings	A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child	

Pupils unable to follow guidance	Some pupils will need additional support to follow these measures. See raft Behaviour Policy 2020	
Pupils equipment	<p>Pupils to limit the amount of equipment they bring into school each day, to essentials. Bags, bookbags, lunch boxes can be brought daily. Children to come to school wearing their PE kit on their designated day(days) and it should be sufficiently warm for outdoor use.</p> <p>Year 2 pupils to have named pencils in the class for their own use.</p> <p>Other children to have shared access to stationary but this has been limited in number so that items can be wiped down regularly.</p>	
Member of a class becoming unwell with COVID-19	<p>If a child is awaiting collection from Nursery, Reception or Year One, they will be moved to the back office where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. If in Year two, they will need to be moved to the orange room. 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.</p> <p>Ensure suitable PPE (including fluid resistant face mask) is available at this location.</p>	
School Uniform	Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.	
<b>Transport</b>		
Travel to school and provision of safe school transport:	School transport arrangements - where possible parents and children will be encouraged to walk or cycle to school where possible. Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.	Included in communication to parents on 16.7.20 via ParentMail, on website and shared by What's App groups
Wider public transport	<p>It is the law that you <a href="#">must wear a face covering when travelling in England</a> on public transport. Some people <a href="#">don't have to wear a face covering</a> including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering.</p>	Included in communication to parents on 16.7.20 via ParentMail, on website and shared by What's App groups
School Transport arrangements support changes to school times	Any alternative access arrangements for when students arrive at the school grounds should be communicated via the school to families/students.	

	Liaising with the School Transport Team before change are made. Follow government guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</a>	
Educational visits	All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the <a href="#">Covid-19 DfE travel guidance for educational settings</a> For additional information check with EVOLVE guidance on website.	
Groups of children mixing resulting in risk of more widespread transmission	Children will be grouped into class groups for indoor activities and Year Groups for outdoor activities to enable track and trace and self-isolation where necessary.  Year groups will be kept apart from other groups where possible and all will be encouraged keep their distance within groups. In Year Two where social distancing is more likely to be implemented effectively, shared indoor spaces can be considered once assessed and once children have been trained.	
<b>Curriculum considerations</b>		
Planned return to normal curriculum in all subjects by Summer Term 2021	Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.	
Suspension of some subjects for some pupils in exceptional circumstances.	Schools should be able to show that this is in the best the interests of these pupils and this should be subject to discussion with parents during the autumn term. They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021.	
Music, dance and drama activities	Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities. As a result, schools must refer to the detailed <a href="#">Guidance for Music, Dance and Drama</a> as well as <a href="#">Guidance for the Performing Arts and</a> should take particular care to observe social distancing which may limit numbers taking part in group activity, and prevent physical correction by teachers, and contact between pupils in drama and dance.  Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on <a href="#">handling equipment</a>  If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the DCMS <a href="#">performing arts</a>	Christmas performances have been outside in classes at Forest School with singing only. It has been filmed to reduce risk of an audience.

	<p>guidance, implementing events in the lowest risk order as described. If planning an outdoor performance they should also give particular consideration to the guidance on delivering <a href="#">outdoor events</a>.</p> <p>Schools should consider risk reduction measure such as physical distancing and playing and singing outside wherever possible, limiting group sizes, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. The guidance should be consulted for further information relating to:</p> <ul style="list-style-type: none"> <li>- peripatetic music staff,</li> <li>- <a href="#">cleaning and handling of equipment</a>,</li> <li>- singing and playing brass and woodwind instruments</li> <li>- Avoiding sharing of musical instruments</li> <li>- Handling scripts</li> </ul>	
Physical activity in schools	<p><i>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:</i></p> <ul style="list-style-type: none"> <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> </ul> <p><i>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..</i></p>	P.E lessons are taught in classes outside whenever possible.
Practical science, art and D&T lessons	<p><i>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>. Schools must ensure that they stay up to date with the latest guidance in these specialist areas.</i></p>	
Educational visits	<p>All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the information in the guidance at: <a href="https://www.gov.uk/government/publications/actions-for-">https://www.gov.uk/government/publications/actions-for-</a></p>	No visits during lockdown

	<a href="#">schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#educational-visits</a> For additional information check with EVOLVE guidance on website.	
Groups of children mixing resulting in risk of more widespread transmission	<p>Children should be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.</p> <p>Groups should be as small as possible whilst providing the full range of curriculum subjects and for primary this is likely to be up to the size of a year group. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is accepted that the youngest children cannot socially distance from each other or staff. Measures should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time). Large gatherings such as assemblies of more than one group should be avoided.</p>	
Pupils and families anxious about return	Support in place from FSW and LT to address concerns and communications with parents on measures in place to reduce anxiety. Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.	
Parent aggression due to anxiety and stress.	Parents will know 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	Included in communication to parents on 16.7.20 via ParentMail, on website and shared by What's App groups
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p>The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</p> <p>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</p>	Governing body updated Jan 21 with RA100 v2.3 and lockdown report from EHT.

	Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	
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**Signed: Headteacher/Head of Department: Mark Wilkinson**

**Date: 8.1.21**

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.