


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) to ensure the DCC Education team also know promptly.



	Establishment/Department:	Establishment Risk Assessment	RA100 V2
	Address:		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: 12.7.20 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 legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to 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: Guidance for Full Opening</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): Emma Brown	

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
Social distancing and reducing risk of transmission		
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	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. One lidded bin to be placed outside at the start of the school day in each drop-off area. All children to wash their hands on arrival at school.	<i>Included in communication to parents on 16.7.20 via ParentMail, on website and shared by What's App groups to include: One parent only, where and how to remove face coverings. Handwashing before leaving the house.</i>
Parents gathering at school gate not social distancing	Phased entrance and exits through specified gates. Doors into the classrooms to be open for children over a ten minute window. Parents to be asked to not congregate at entrances or enter the school site	<i>Included in communication to parents on 16.7.20 via ParentMail, on website and shared by What's App groups to include: Encouragement to not gather in groups To not enter the school building unless they have an appointment.</i>
Overcrowding in classrooms and corridors.	Children will remain in their class groups while indoors. They will have access to outside space for the vast majority of their time in EYFS and for an increased amount of time for KS1. Class groups will not use other indoor spaces around the building, other than the toilet areas. Furniture will be organised to facilitate movement with as little contact with others as possible. Assemblies will not take place, except where the person taking the assembly can speak to one class at a time or via video conference Movement around the school will be limited to access to toilets and outdoor spaces	<i>Time during inset day to consider best arrangements of furniture.</i>
Risk of transmission within EYFS settings	<i>Updated Guidance for EYFS (2 July 2020) to be followed. https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.</i>	

	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 groups. Lunches will be eaten in classrooms with children moving to their outdoor space after eating. For year two pupils, the outdoor play will take place first thing and they will move indoors afterwards. Items used by one group will be cleaned or 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 Organisation of new lunchtime rota for staffing to remain as consistent as possible Systems in place for cleaning and quarantining</i>
Groups mixing during extra-curricular provision	Wrap around care will take place in the school canteen, 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 to be 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.	Whole school risk assessment (RA22) has been reviewed, to ensure control measures remain suitable and in place. Risk assessments have been updated to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) including how the layout will enable access to outdoor space and the equipment necessary for teaching.	
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	First Aid risk assessment (RA22) has been reviewed. Communication of first aid arrangements during weekly bulletin meetings.	
Fire Procedures	Fire risk assessment takes into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes. Testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements are managed so	<i>All routes remain the same.</i>

	that they do not compromise fire protection and security measures. Fire evacuation routes and assembly points have been reviewed to ensure that social distancing guidelines are being met.	
Water hygiene – management of legionella	Water hygiene management plan has been reviewed. Regimes for flushing and monitoring of temperatures have been maintained throughout any period of partial opening.	
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. Leadership team to monitor arrangements and make remedial actions where needed. Opportunities for all employees to raise concerns / make suggestions through weekly bulletin, line management and team meetings (Virtually)	<i>Training to take place prior to 7.9.20</i>
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	Arrangements in place to ensure that requirements and controls are understood by responsible persons for signing-in processes for contractors.	
Staff rooms and offices to comply with social distancing and safe working practice	Staff are encouraged to bring their own catering supplies. Chairs spaced out in the staffroom. Alternative tea and coffee making facilities in the back kitchen, nursery, year two space and the LINK room. Enhanced cleaning regimes as per below.	<i>Included in communication to staff on 14.7.20 with follow-up meeting 15.7.20.</i>
Ventilation to reduce spread	Windows and doors will be open wherever possible bearing in mind fire safety, security and safeguarding.	
Management of waste	Lidded bins will be in place in all rooms with twice daily emptying throughout the day. Follow guidance on disposal of waste (such as used fluid resistant masks) Follow Guidance on disposal of PPE waste (such as used fluid resistant masks)	
Management of incoming goods	<i>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.</i>	<i>SBM review with admin staff</i>
School owned outdoor play equipment	Promotion of good hygiene and social distancing using signage and other methods of comms (community noticeboards, school newsletters) to set out: <ul style="list-style-type: none"> • maximum numbers to enable SD • disposal of all rubbish. • cleaning regimes 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. • not to be used by children before and after school 	<i>SBM review with cleaning/caretaking/lunchtime staff</i>

	<ul style="list-style-type: none"> must be appropriately cleaned between groups of children and only used by one group at a time. 	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<p>Classroom based resources used within the indoor class bubble can be used and shared within the bubble. Such resources should be cleaned frequently and meticulously.</p> <p>If used between bubbles they must be 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.</p> <p>Follow government guidance for working in education and childcare if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on Cleaning and decontamination of non-health care settings. Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term.</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"> Photocopier, laminating machines, items of cleaning equipment, items in the staffroom – handwashing and/or sanitiser to be used before touching the photocopier. Sign-in ipad to be discontinued and staff to use phones or classroom tech to sign-in <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 Safe working in education and childcare for guidance on PPE and guidance on cleaning non-health care settings.</p> <p>An enhanced cleaning schedule is in place as is more frequent cleaning of shared areas or those used by different groups.</p> <p><i>Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term.</i></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.</p> <p>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	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. <i>See guidance and resources available at e Bug.</i> 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		
Staff measures to reduce contact and transmission	The following section of the DfE guidance must be followed: 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 Most staff will only operate inside their year group, however in order to facilitate the delivery of the school curriculum a small number of staff will move between classes and year groups. These staff members 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. Where feasible the return of non-teaching staff who can work from home should do so and apply this.	
Managing supply teachers, visitors, contractors and other temporary visiting staff.	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. Visitors to the site, such as contractors, will receive site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. It is important that staff who are managing supply teachers, visitors, contractors and other	<i>Admin staff to be conversant on SD and hygiene protocols.</i>

	temporary visiting staff are conversant with SD and hygiene protocols within the school.	
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	If there are any shortages of teachers 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 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: 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	
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' - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy 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.	
Accessing testing arrangements are clear for all staff	Guidance about testing, including the NHS 'Test and Trace' service, is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/	
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe	

Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p>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.</p> <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 - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</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 https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe</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 https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings.</p>	<i>Included in communication to staff on 14.7.20 with follow-up meeting 15.7.20.– reminder about PPE training</i>
Dealing with suspected and confirmed case/ cases and outbreak.	<p>If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk. Devon County Council's Local Outbreak Management Plan (LOMP) is available here: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/. IF A SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS Contact your local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk and inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk. If there is a complex situation or an outbreak is declared in your setting, you may be asked to join an Outbreak Control Team or Local Incident Management Team Meeting. School should up-date the Schools Emergency Plan to incorporate the above links.</p>	<i>Links added to EMP</i>
Pupil related issues		

Vulnerable groups who are clinically, extremely vulnerable.	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. Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons 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.	
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	<i>Some pupils will need additional support to follow these measures. Insert measures here or attach additional document.</i>	
Pupils equipment	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. Year 2 pupils to have named pencils in the class for their own use. Other children to have shared access to stationary but this has been limited in number so that items can be wiped down regularly.	
Member of a class becoming unwell with COVID-19	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. Ensure suitable PPE (including fluid resistant face mask) is available at this location.	
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.	
Transport		
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.	<i>Included in communication to parents on 16.7.20 via ParentMail, on website and shared by What's App groups</i>

Wider public transport	It is the law that you must wear a face covering when travelling in England on public transport. Some people don't have to wear a face covering including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is difficult to maintain 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.	<i>Included in communication to parents on 16.7.20 via ParentMail, on website and shared by What's App groups</i>
Curriculum considerations		
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. Teaching time is prioritised to address PSHE, C&L and PD. This is so that pupils have the correct learning behaviours in place to ensure that significant gaps in pupils' knowledge are assessed and plans to close the gaps implemented. This is 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.	Currently the suspension of singing as part of the music curriculum is the only area that is not likely to be taught. This is due to health issues.	
Music 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. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further detailed DfE guidance will be published shortly.	
Physical activity in schools	<p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Use of the hall will be considered if the weather does not allow outside access. 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.</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport 	<i>Included in communication to parents on 16.7.20 via ParentMail, on website and shared by What's App groups re:trainers and warm outdoor sports clothing to be worn on PE days.</i>

	<ul style="list-style-type: none"> advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>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.</p> <p>Alongside OPAL activities at lunchtime and playtimes, activities such as go noodle, active miles, physical literacy and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p>	
Educational visits	All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings For additional information check with EVOLVE guidance on website.	
Groups of children mixing resulting in risk of more widespread transmission	<p>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.</p> <p>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.</p> <p>Sharing of rooms in other parts of the school will be avoided and will only take place when year groups access them with cleaning taking place between groups.</p> <p>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).</p> <p>Assemblies should not take place other than as class groups, outside or by VC. LT should arrange to have time in each class to share whole school messages but will need to keep a strict 2m distance form pupils.</p>	<p><i>Included in communication to parents on 16.7.20 via ParentMail, on website and shared by What's App groups</i></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>
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)	

Catering staff are operating in a safe environment	Catering staff to follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery	
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	Parents, carers or any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required.	<i>Included in communication to parents on 16.7.20 via ParentMail, on website and shared by What's App groups</i>
Suppliers understanding and complying with new arrangements	Arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours	
Communications to parents and staff	Regular communications	
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	<i>Included in communication to parents on 16.7.20 via ParentMail, on website and shared by What's App groups</i>
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	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. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 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.	

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Cleaning and reducing contamination	Shared resources and equipment increasing spread: Other high use items to be considered for inclusion as needing additional cleaning.	21.7.20	EB

Signed: Headteacher/Head of Department:
.....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.