

	Establishment/Department: Exeter Road Community Primary School	Establishment Risk Assessment	RA100 V2
	Address: 41 Exeter Road, Exmouth, EX8 1PU		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.	
<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): Paul Gosling Bev Alderson Marnie England Siân Gosling	

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 exiting to school site causing large groups of people inside school grounds compromising social distancing.	<table border="1" data-bbox="676 437 1588 1197"> <thead> <tr> <th>Time</th> <th>Who</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>08:40 - 08:50</td> <td>Year 5 & 6</td> <td>Children enter via Egremont Road gate and go straight to class, parents do not need to enter site.</td> </tr> <tr> <td>08:50</td> <td>Year 1</td> <td>Children and parents enter via New North Road gate and then go to door at the back of the 'old library'. Parents drop off children then leave via gate on Exeter/NN Road.</td> </tr> <tr> <td>8:50 - 09:00</td> <td>Year 2</td> <td>Children enter via little gate on New North Road and go straight into Horizon and up the stairs through the fire doors.</td> </tr> <tr> <td>08:50 - 09:00</td> <td>Year 3</td> <td>Children enter via Egremont Road gate and go and stand on playground parents leave ASAP as playground will be supervised.</td> </tr> <tr> <td>08:50 - 09:00</td> <td>Year 4</td> <td>Children enter via New North Road gate and go straight into class in Horizon.</td> </tr> <tr> <td>09:00- 09:10</td> <td>Year R</td> <td>Children and parents enter via New North Road gate and then go across the playground to the hall. Parents drop off children then leave the way they entered the site.</td> </tr> <tr> <td>09:00</td> <td>Pre-school</td> <td>Parents bring children through gate on Exeter Road and staff take children at steps to new staff room. Parents leave via gate on Exeter/NN Road.</td> </tr> <tr> <td colspan="3" style="background-color: #cccccc;"></td> </tr> <tr> <td>15:00</td> <td>Pre-school</td> <td>Parents enter through gate on Exeter Road and staff dismiss children at steps to new staff room. Parents leave via gate on Exeter/NN Road.</td> </tr> <tr> <td>15:10</td> <td>Year 5 & 6</td> <td>Dismissed, leave site ASAP via Egremont gate</td> </tr> <tr> <td>15:15</td> <td>Year R</td> <td>Parents enter through gate on Exeter Road and staff dismiss children at steps to new staff room. Parents leave via gate on Exeter/NN Road.</td> </tr> <tr> <td>15:15</td> <td>Year 1</td> <td>Children leave via back of the 'old library'. Parents collect children then leave via gate on Exeter/NN Road.</td> </tr> <tr> <td>15:20</td> <td>Year 2, 3, & 4</td> <td>Exit to playground where parents can collect, entering via gate on New North Road.</td> </tr> </tbody> </table> <p data-bbox="676 1228 1588 1289">Pupils must be instructed to wash their hands, on arrival managed so that there are not too many in toilet/ at sink at the same time.</p>	Time	Who	Notes	08:40 - 08:50	Year 5 & 6	Children enter via Egremont Road gate and go straight to class, parents do not need to enter site.	08:50	Year 1	Children and parents enter via New North Road gate and then go to door at the back of the 'old library'. Parents drop off children then leave via gate on Exeter/NN Road.	8:50 - 09:00	Year 2	Children enter via little gate on New North Road and go straight into Horizon and up the stairs through the fire doors.	08:50 - 09:00	Year 3	Children enter via Egremont Road gate and go and stand on playground parents leave ASAP as playground will be supervised.	08:50 - 09:00	Year 4	Children enter via New North Road gate and go straight into class in Horizon.	09:00- 09:10	Year R	Children and parents enter via New North Road gate and then go across the playground to the hall. Parents drop off children then leave the way they entered the site.	09:00	Pre-school	Parents bring children through gate on Exeter Road and staff take children at steps to new staff room. Parents leave via gate on Exeter/NN Road.				15:00	Pre-school	Parents enter through gate on Exeter Road and staff dismiss children at steps to new staff room. Parents leave via gate on Exeter/NN Road.	15:10	Year 5 & 6	Dismissed, leave site ASAP via Egremont gate	15:15	Year R	Parents enter through gate on Exeter Road and staff dismiss children at steps to new staff room. Parents leave via gate on Exeter/NN Road.	15:15	Year 1	Children leave via back of the 'old library'. Parents collect children then leave via gate on Exeter/NN Road.	15:20	Year 2, 3, & 4	Exit to playground where parents can collect, entering via gate on New North Road.	Key staff to supervise gates and doors and remind people of the need to maintain physical distance.
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Parents gathering at school gate not social distancing	<p data-bbox="676 1294 1588 1353">See above plan for the start and end of the school day which is produced to reduce close contact of adults.</p> <p data-bbox="676 1385 1588 1474">Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged invitation or appointment), which should be conducted safely.</p>																																											

<p>Overcrowding in classrooms and corridors.</p>	<p>Desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided. Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups. Removal of some furniture may be required to enable this. Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. There will be no gathering in the hall for assembly or singing practise</p> <p>The school will be divided into four 'bubbles':</p> <ul style="list-style-type: none"> • Pre-school • Reception & Year 1 • Year 2, 3 and 4 • Year 5 and 6 <p>However, with the exception of YR & Y1, contact between classes, even if part of the same bubble, will be minimized. The bubbles exist because the school cannot operate if, for example, Year 5 and 6 do not share the same toilets. Therefore, if the virus appears in a child in one class it cannot be guaranteed that the child did not have some contact with children in the rest of their bubble.</p>	<p>This will apply to Year 2 class upwards.</p> <p>EYFS, YR and Y1 will not be desk based but will have plenty of space in which to play.</p>																											
<p>Risk of transmission within EYFS settings</p>	<p>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.</p>	<p>EYFS/Y1 staff to wear visors on arrival/departure of children due to contact with large number of parents.</p>																											
<p>Groups mixing during breaks and lunchtime compromising social distancing.</p>	<p>Staggered break times and ensure appropriate supervision is in place. Use different playground locations where possible Staggered lunchtimes & in set groups with handwashing – tables kept apart. Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.</p> <table border="1" data-bbox="674 1078 1606 1465"> <tr> <td>10:30 -10:45</td> <td>Year 2, 3, & 4</td> <td>Breaktime – use Horizon toilets</td> </tr> <tr> <td>10:45 – 11:00</td> <td>Year 5 & 6</td> <td>Breaktime – Girls use Elliot building toilets; boys use toilets in main building.</td> </tr> <tr> <td colspan="3">Lunch</td> </tr> <tr> <td colspan="3"> <ul style="list-style-type: none"> • YR & Y1 to use playground at the front of the main building until October HT • 12:10 to 13:10 – Years 2, 3, 4 outside playground divided into two (MUGA on rota) • 12:20 to 13:20 – Year 5 & 6 outside playground divided into two (MUGA on rota) </td> </tr> <tr> <td>11:45 - 12:15</td> <td>YR & Y1</td> <td>Lunch in hall, teachers to supervise until 12:00 then MTAs.</td> </tr> <tr> <td>12:15 – 12:20</td> <td>Clean</td> <td>MTAs wipe down tables and other surfaces</td> </tr> <tr> <td>12:20 – 12: 45</td> <td>Year 2, 3, & 4</td> <td>Lunch in hall</td> </tr> <tr> <td>12:45 – 12:50</td> <td>Clean</td> <td>MTAs wipe down tables and other surfaces</td> </tr> <tr> <td>12:50 – 13:15</td> <td>Year 5 & 6</td> <td>Lunch in hall</td> </tr> </table>	10:30 -10:45	Year 2, 3, & 4	Breaktime – use Horizon toilets	10:45 – 11:00	Year 5 & 6	Breaktime – Girls use Elliot building toilets; boys use toilets in main building.	Lunch			<ul style="list-style-type: none"> • YR & Y1 to use playground at the front of the main building until October HT • 12:10 to 13:10 – Years 2, 3, 4 outside playground divided into two (MUGA on rota) • 12:20 to 13:20 – Year 5 & 6 outside playground divided into two (MUGA on rota) 			11:45 - 12:15	YR & Y1	Lunch in hall, teachers to supervise until 12:00 then MTAs.	12:15 – 12:20	Clean	MTAs wipe down tables and other surfaces	12:20 – 12: 45	Year 2, 3, & 4	Lunch in hall	12:45 – 12:50	Clean	MTAs wipe down tables and other surfaces	12:50 – 13:15	Year 5 & 6	Lunch in hall	<p>EYFS/Y1 will timetable use of front outside area to avoid mixing of bubbles.</p>
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Groups mixing during extra-curricular provision	Carefully consider how such provision can work alongside wider protective measures, including keeping children within their bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups.	Children using the school's Breakfast Club to sit and play with children in their 'bubble'. BC to use own resources to avoid risk of transmission through shared use of EYFS resources Ensure that BC room surfaces are wiped down before PS access the space Action – Inform parents that there will be no after school clubs this term.
Spread of virus due to increased numbers of people within the building.	Inform parents that if their child needs to be accompanied to school only one parent should attend.	
Staff	Staff should maintain Public health guidance of 2m between each other wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE. 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.	Thought needs to be given about where else staff can take a lunch break. Off-site? Classrooms? If break is wet, chairs could go out under bike store.
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).	The layout of the building means that one-way systems inside are not practical. However, children will only interact with other children in their 'bubble', the bubbles are formed around the layout of the school's accommodation.
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	Action to be complete before 07/09/20
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.	Action to be complete before 07/09/20

	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.	
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 Managing School Premises during the Covid-19 outbreak .	DP to action by 07/09/20
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 space for suspected cases. Headteacher and school leaders must monitor arrangements and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.	Meeting of all staff to take place at 10am on 03/09/20. Action - RA to be sent out to all staff via e-mail following meeting.
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 and encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below.	Thought needs to be given about where else staff can take a lunch break. Off-site? Classrooms?
Ventilation to reduce spread	Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air systems should be operated as normal. Ventilation to chemical stores should remain operational.	
Management of waste	Ensure bins for tissues are emptied. Follow Guidance on disposal of PPE waste (such as used fluid resistant masks)	DP to monitor
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.	Supplies will enter via the main entrance on Exeter Road where there is space to social distance, and this can be supervised by the office staff. Kitchen delivers via side gate in NN Road.

School owned outdoor play equipment	Consider limiting numbers, 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. Consult guidance on Managing Outdoor Playgrounds for equipment also used by the community.	Outdoor climbing equipment removed.
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. 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.	Teachers to take the responsibility for this and direct support staff regarding cleaning/quarantining of equipment.
Shared resources and equipment increasing spread	Prevent the sharing of stationery and other equipment where possible Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing. Enhanced cleaning regimes.	Wipes to be made available so that staff can clean equipment when it is used. Boxes set up on photocopier accounts so that copies can be made and collected when area is less crowded.
Cleaning staff and hygiene contractor's capacity - providing additional requirements	Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See Safe working in education and childcare for guidance on PPE and guidance on cleaning non-health care settings . Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or those used by different groups. Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term.	DP has worked on this; any issues please discuss with DP.
Sufficient handwashing facilities for staff and pupils	Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. Plan in regular access to facilities throughout the day. Provide additional sinks where possible. Ensure enough handwash and sanitiser stations are available based on what you have learned from usage to date.	Teachers to give children regular opportunities to wash hands or use sanitiser.
Additional time for staff and pupils to carry out handwashing	Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.	Teachers to give children regular opportunities to wash hands or use sanitiser.

Handwashing practice with children	Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at e Bug . Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.	Teachers to give children regular opportunities to wash hands or use sanitiser.
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.	Teachers to discuss regularly with children in their class.
Sufficient supplies of soap and cleaning products	Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.	Action - Increase budget for cleaning supplies.
Toilets being overcrowded	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. Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.	Teachers & support staff to monitor. TAs/MTAs to wipe over toilets during lunchtime.
Staff related issues		
Staff measures to reduce contact and transmission	When assessing the return to full opening in September 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 Where this cannot be met, then the school must record why and what other control measures they will adopt. 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).	Action – identify which staff have to work between several bubbles. It is each member of staff's responsibility to maintain physical distance in areas shared with other adults. Staff briefings and meetings to take place in the hall to ensure greatest possibility of social distancing. Staff can wear face coverings if they want to, particularly in spaces where they may come into contact with adults from other bubbles or those outside of the school setting.
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	The normal school visitor book should be sufficient to meet this. Admin staff to manage this.

	usual. Schools should consider how to manage other visitors to the site, such as contractors, 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.	Procedure needed for visitors? – all to access through main office, sign in, wash hands in sick bay area upon entry through secure doors, masks to be worn by visitors(?) Mobile number needs to be collected for Track and Trace.
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.	Talk to staff about (and/or put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including a discussion on whether training would be helpful. 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/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?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	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.	Meeting of all staff to take place at 10am on 03/09/20.
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	PPE equipment will be located in the disabled toilet near the main office and in the staffroom. Each teacher to collect a set of PPE and store in classroom.

	<p>Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</p> <p>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</p>	
<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<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/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p>	
<p>Staff use of PPE</p>	<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> <p>Nappy changing – staff will wear apron, gloves and use disposable changing mats which will be changed between each child. Visor to also be worn which can be wiped between children as necessary.</p>	<p>PPE equipment will be located in the disabled toilet near the main office and in the staffroom.</p>
<p>Use of PPE Lack of understanding</p>	<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>	
<p>Dealing with suspected and confirmed case/ cases and outbreak.</p>	<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/</p>	<p><i>Action</i> - up-date the School's Emergency Plan</p>

	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.	
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.	
Pupils unable to follow guidance	Some pupils will need additional support to follow these measures. Adults working with these children will need to try and ensure that children understand as best as they are able.	Action – ME (SENDCo) to make a list of these children.
Pupils equipment	Pupils to limit the amount of equipment they bring into school each day to essentials, but children in Year 2 upwards will need a water bottle and a pencil case with some basic stationery in to limit sharing of equipment in class. 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.	
Member of a class becoming unwell with COVID-19	If a child is awaiting collection, they will be moved to the area outside the main office, by the sink. Depending on the age of the child and with appropriate adult supervision if required. Ensure suitable PPE (including fluid resistant face mask) is available at this location.	PPE equipment will be located in the disabled toilet near the main office and in the staffroom.
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.	
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, 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.	ERCPS will use the first few weeks to assess where children are.

<p>Music activities</p>	<p>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.</p>	
<p>Physical activity in schools</p>	<p>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:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <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. 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.</p>	<p>Action – BA to review PE timetable to provide as much outdoor PE time as possible for KS2.</p>
<p>Educational visits</p>	<p>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.</p>	<p>ERCPS will not be planning any trips in the Autumn term 2020.</p>
<p>Groups of children mixing resulting in risk of more widespread transmission</p>	<p>Children should be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. 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. 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</p>	<p>The schools 'bubbles' should allow for this.</p> <p>There will be no assemblies or Christmas shows during the Autumn term 2020.</p>

	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 and with more than one group should be avoided.	
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)	Action – AG to read and share with kitchen staff.
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	Action – AG to read and share with kitchen staff.
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting 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.	
Suppliers understanding and complying with new arrangements	Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours.	Action – BN to talk with regular suppliers.
Communications to parents and staff	Regular communications via ParentMail	
Payments to the school	The school will no longer be taking payments by cash or cheque. All payments will be made via the ParentMail app.	Action – Admin staff to notify parents/carers how to use the ParentMail app to make payments to the school.
Pupils and families anxious about return	Support in place 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.	Action - ME (SENDCo) and BC to liaise with vulnerable or anxious families.
Parent aggression due to anxiety and stress.	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.	Parents/carers regularly updated via ParentMail system.
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 or in a socially distanced way. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to	

	<p>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> <p>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.</p>	
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Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Premises related matters	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	Before 07/09/2020	Bev Alderson
Premises related matters	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.	Before 07/09/2020	Paul Gosling & Dan Padfield
Staff related issues	Identify which staff have to work between several bubbles.	Before 07/09/2020	Bev Alderson/Marnie England
Curriculum considerations	Review PE timetable to provide as much outdoor PE time as possible for KS2	Before 07/09/2020	Bev Alderson
Provision of food	AG to read and share with kitchen staff the following: Guidance for food businesses on coronavirus (COVID-19) https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery	Before 07/09/2020	Amy Gow
Communications with parents and others	Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours.	Ongoing	Belinda Nicholas
Communications with parents and others	Notify parents/carers how to use the ParentMail app to make payments to the school.	Before 07/09/2020	Jill Day/Liz Pridham
Communications with parents and others	Support in place 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	Ongoing	Marnie England/Bev Cracknell

	disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.		
Communications with parents and others	Inform parents that there will be no after school clubs this term	Before 14/09/2020	Paul Gosling
Pupil related issues	Identify children who may need extra support adhering to 'covid-secure' measures and put that support into place.	Before 14/09/2020	Marnie England



Signed - Headteacher:

Date: 3rd September 2020

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.