

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

This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

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: Withycombe Raleigh Primary School	Establishment Risk Assessment	RA100 V2
	Address: Withycombe Village Road Exmouth EX8 3BA		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors	Date assessment completed: Latest update 24/08/20 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): E Jones / M Smith		

<p>Associated key documents, policy adaptations and communications:</p> <ol style="list-style-type: none"> 1) Staff Handbook 2) 'Start Back' letters to parents and carers 3) Behaviour Policy 4) RA22 – Site RA 5) RAo8 – Fire Evacuation Appendix 6) First Aid Policy 7) Safeguarding Policy 8) Intimate Care Policy <p>RAs on individual children (SEND / EHCP)</p>	
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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.	<i>Stagger drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible. Provide information to parents. If possible, only one parent to attend. Use alternative drop off locations where possible. Schools should also have a process for safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them, following the recommendations in the government guidance Staying safe outside of your home: face coverings and Guidance for Full Opening. Pupils must be instructed to wash their hands, on arrival.</i>	<p><i>Year groups allocated a set / staggered start time / collection time from either Main Gate, School Lane Gate or Foundation Gate. (Times in handbook)</i></p> <p><i>Information about drop off and collection to be communicated to parents / carers in 'Start Back' letters.</i></p> <p><i>SLT and staff to greet and direct children to bubbles if necessary – 'spare' staff also requested / required to help with this process.</i></p> <p><i>Children will wash hands on arrival.</i></p> <p><i>Face coverings (if used) can be placed in bags for re-use or disposed of in class flip-top bins.</i></p>
Parents gathering at school gate not social distancing	<i>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged</i>	<i>In 'Start Back Letters' parents to be advised about: partial entry to outside collection spaces (zones with tape / markers) on site, one parent drop off, social distancing, not congregating or lingering, keep left rule and queuing.</i>

	<p><i>appointment, which should be conducted safely.</i></p>	<p><i>Pre-arranged appointments will take place outside where possible and only if cannot be dealt with on the phone.</i></p>
<p>Overcrowding in classrooms and corridors.</p>	<p><i>Children are to be grouped into consistent groups with contact between groups avoided (see Curriculum section below). 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. Stagger assembly groups</i></p>	<p><i>Children to be grouped in class bubbles with interaction between bubbles limited.</i></p> <p><i>Foundation and Year 6 will operate as class bubbles but movement permitted within a year group bubble, allowing for sets, curriculum provision and support staff flexibility. Interaction between class groups in Year 6 to be limited as much as possible (and handwashing prior to transition).</i></p> <p><i>Where possible 2 adults will be available in each class bubble – allowing for welfare issues and breaks. Staffing to be published in handbook</i></p> <p><i>Tables / seated children should be arranged as forward facing, separated, spaced apart (as much as possible) – tables to be brought together for guided work when required. 2 children per table.</i></p> <p><i>Teachers / TAs to maintain 2m distancing for the majority of the day, from front of class and limit time spent <1m from pupils.</i></p> <p><i>Cloakrooms / pegs will not be used – children to store bags and coats in classrooms.</i></p> <p><i>Most classes have direct access to outside spaces – Orcombe House upstairs bubbles will have access using a strict one-way system (shared in ‘Start Back’ letters).</i></p> <p><i>Equipment to be shared in advance – children to have own stationery (provided by school) kept in own trays. Other equipment that may be shared to be sanitised or quarantined for 72 hours. Items coming from home to be agreed (list provided in ‘start back letter’ to parents) and not shared or handled by other children</i></p> <p><i>Bubbles to share space in socially-distanced zones during play / lunch (supervised by teachers/MTAs). Children remain in bubble classrooms (unless using zoned / timetabled outside spaces)</i></p>

		<p><i>No assemblies planned (EJ to deliver online)</i></p> <p><i>Some areas out of bounds to children (intervention rooms, community room, office) unless agreed. These will be signed.</i></p> <p><i>Timetabling organised to avoid excess numbers moving around school.</i></p> <p><i>Keep left and one-way systems are in place to prevent congestion / allow social distancing >1m.</i></p>
Risk of transmission within EYFS settings	<p><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></p>	<p><i>Keep EYFS children / staff in class bubbles where possible</i></p> <p><i>Staff to have option of face visor / gloves / apron while working in close proximity including where normal care needs require this, inc intimate care.</i></p> <p><i>PPE guidance provided for staff / will be discussed on NPD</i></p>
Groups mixing during breaks and lunchtime compromising social distancing.	<p><i>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. Or lunches delivered to classrooms. Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.</i></p>	<p><i>Break times staggered and supervised in specific zones (staff will organise rotas to ensure supervision is timely and fair)</i></p> <p><i>Lunchtimes staggered and food eaten in bubbles.- school meals to be delivered (social distancing rules apply)</i></p> <p><i>MTAs to sanitise tables with invincible following lunch (1 MTA sanitise while 2 MTAs supervise lunch break)</i></p> <p><i>Children have a 1 hour lunch break - 15 minutes to eat lunches in classrooms, supervised by MTAs then a 45 minute outside break supervised by MTAs in zones</i></p> <p><i>MTAs will receive communications (and the staff handbook) about social distancing and suitable play.</i></p> <p><i>Equipment will belong to a class and travel inside and out with them. Equipment to be sanitised regularly and not shared between bubbles.</i></p>
Groups mixing during extra-curricular provision	<p><i>Carefully consider how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small,</i></p>	<p><i>As above – year group bubbles for EYFS (and Year 6) but maintaining class bubble separation where possible and socially distanced as much as possible within bubbles.</i></p> <p><i>Handbook – avoidance of contact sports / choice of suitable</i></p>

	<p>consistent groups. Holiday club guidance suggests delivering sessions outside where possible As with physical activity during the school day, contact sports should not take place and recommendations set out in Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.</p>	<p><i>PE for Autumn Term</i></p> <p><i>PE equipment e.g. racket handles and balls to be sanitised after each class bubble use (invincible).</i></p> <p><i>The hall is initially not to be used for PE.</i></p> <p><i>Lewis and Freddie (L & F Multisport), working across year groups and bubbles will socially distance and work outside only or inside class bubbles in extreme weather.</i></p> <p><i>After School Clubs to be suspended until half term</i></p> <p><i>Message to parents requesting that they receive assurances from child-minders and other providers that they are meeting Covid 19 safe guidelines.</i></p>
Spread of virus due to increased numbers of people within the building.	<p><i>Inform parents that if their child needs to be accompanied to school only one parent should attend</i></p>	<p><i>Start Back letter to parents</i></p>
Staff	<p><i>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) or a Perspex screen in place. 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></p>	<p><i>Staff to maintain 2m social distancing – a priority over wearing PPE.</i></p> <p><i>Limited time to be spent in communal areas e.g. staff room – included in Handbook. Unarranged movement / access to office area not permitted</i></p> <p><i>Staff encouraged to wash hands regularly and maintain hygiene procedures.</i></p> <p><i>In staff handbook – this aspect will require clear communication and understanding esp returning staff.</i></p>
Premises related matters		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p><i>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.</i></p> <p><i>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the</i></p>	<p><i>Review RA22 separately</i></p> <p><i>Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms)</i></p> <p><i>Include:</i></p> <ul style="list-style-type: none"> <i>- Isolation of water fountains and hand-dryers (replaced by towel dispensers – ordered 26/05/20)</i> <i>- One way systems and keep left rules in school and at school gates</i> <i>- Furniture and unwanted items stored in intervention</i>

	<p>year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</p>	<p><i>rooms</i></p> <ul style="list-style-type: none"> - <i>Re-assignment of rooms (Spanish Room for isolation room, staff room for storage, observing social distancing</i> - <i>Signage including 'respect 2m space, one way, do not enter, 'keep left''</i> - <i>2m markers / floor tape</i> - <i>Handwashing – facilities and sanitiser available for each bubble</i> <p><i>Fire Evacuation Appendix updated and shared with staff</i> <i>Access to outside spaces – zones and timetabled, following one-way systems</i></p> <p><i>Equipment: IT resources shared between bubbles sanitising after use; stationery to be kept in trays and not shared between older children.</i></p> <p><i>Books will be kept in trays – no expectation for teachers to physically mark paper or books – (reading books to be quarantined/sanitised on completion).</i></p>
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<p>First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.</p>	<p><i>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</i></p>	<p><i>Appendix added to First Aid Policy (shared with staff)</i></p> <p><i>Minor first aid issues to be dealt with in bubbles.</i></p> <p><i>Staff Handbook to include actions around dealing with health concerns (inc symptoms and actions). Further information shared with parents in ‘Start Back’ letters PPE available for First Aid Staff – sanitising procedures shared</i></p> <p><i>SLT to act as first response to more serious first aid or health concerns – following procedures for isolation in designated room.</i></p> <p><i>Updates regarding first aid inc any updates to best practice around dealing with suspected Covid 19, to be shared with staff</i></p>
<p>Fire Procedures</p>	<p><i>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.</i></p> <p><i>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></p>	<p><i>Fire Evacuation Appendix updated and shared with staff</i></p> <p><i>Pupils and staff assemble on school field keeping to 2m social distancing – Yr 6 on School Lane side descending in age group.</i></p> <p><i>Open door policy (shared in Staff Handbook) does present a slight increased risk for fire – but out-weighted by multiple touching of handles.</i></p> <p><i>Classes also to be ventilated with open windows One way systems to be used in any evacuation. Alarm regime / checks to be continued as normal</i></p>
<p>Water hygiene – management of legionella</p>	<p><i>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance Managing School Premises during the Covid-19 outbreak.</i></p>	<p><i>Checks inc legionella temperature checks carried out as normal (timed so non-contact with bubbles is achieved)</i></p> <p><i>Increased cleaning regime (agreed with Norse) – extra staff drafted in and briefed</i></p> <p><i>Schedule for this cleaning regime requested – to allow SLT to monitor and provide any feedback</i></p>
<p>Using and monitoring new practices to reduce risk of Covid-19 transmission</p>	<p><i>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</i></p>	<p><i>All shared in handbook and to be shared on Autumn Term NPD</i></p> <p><i>Regular / further updates via email (staff gatherings avoided) Virtual staff meetings planned inc for this purpose.</i></p>

	<p><i>children with adhering to social distancing.</i></p> <p><i>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.</i></p>	<p><i>SLT presence to be maintained – visiting each bubble regularly, monitoring and responding to issues, checking and enforcing rules around social distancing – remedial actions and adaptations to be made and shared accordingly</i></p> <p><i>Advice in handbook – staff to email to SLT or call / speak directly if an urgent matter. Only if required, staff may contact Nick Pearce, Chair of Governors.</i></p>
<p>Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)</p>	<p><i>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</i></p>	<p><i>Further contact to be made with delivery companies to ensure that they attend site in an agreed way</i></p> <p><i>e.g. Countrywise, recycling and food delivery to avoid drop off / collection of children esp 8.30-9am (to contact Bidfood to this affect 15.07.20)</i></p> <p><i>Essential contractors, to work in a socially isolated way, with PPE if necessary</i></p> <p><i>All visitors and contractors to sign-in as normal, allowing for Test and Trace. – signing in sheet to be created for office.</i></p> <p><i>Lift – to be used only if strictly necessary - only adult from the same bubble to accompany a child</i></p>
<p>Staff rooms and offices to comply with social distancing and safe working practice</p>	<p><i>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.</i></p>	<p><i>Staff room to be arranged to facilitate social distancing – Staff to be advised (handbook) about social distancing / safe / limited use of these spaces (ventilation to be ensured)</i></p> <p><i>Face coverings to be worn in staff room unless eating and drinking.</i></p> <p><i>Surfaces etc to be sanitised after use and crockery etc to be cleaned, placed in the dishwasher or taken home (individual responsibility)</i></p> <p><i>Bubbles to use staff room during allocated breaks / lunch times. Before and after school, staff to be mindful of numbers and observe social distancing of 2m – staff advised to bring own cups / bottles etc</i></p> <p><i>Sanitised by staff, but also cleaned before and after school by cleaning staff (enhanced numbers)</i></p>

		<i>Office and Communication Office out of bounds to all staff at all times.</i>
Ventilation to reduce spread	<p><i>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</i></p> <p><i>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.</i></p>	<p><i>See actions above – bubbles to remain ventilated / open door policy</i></p> <p><i>Not applicable - Kingfisher classroom to keep air-conditioning off as per guidance above</i></p>
Management of waste	<p><i>Ensure bins for tissues are emptied throughout the day. Follow Guidance on disposal of PPE waste (such as used fluid resistant masks)</i></p>	<p><i>Bags for tissues and lidded bins available in all bubbles / wider locations – guidance for disposal shared in handbook and discussed daily with children. Bins emptied daily.</i></p> <p><i>PPE available for cleaning staff</i></p>
Management of incoming goods	<p><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></p>	<p><i>Agreed times with office staff</i></p> <p><i>All contractors/visitors to wear face coverings</i></p> <p><i>Limit number of people allowed in main entrance to 1 adult</i></p>
School owned outdoor play equipment	<p><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.</i></p> <p><i>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.</i></p> <p><i>Encourage effective sanitation by users, parents etc. Consult guidance on Managing Outdoor Playgrounds 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</i></p>	<p><i>Trim trail / Games - children to wash hands before/after use, following regular handwashing routines. (no plans to clean permanent outdoor equipment e.g. trim trail, between use)</i></p> <p><i>Play equipment to be owned and kept by class bubble – kept in a storage box. This equipment to be regularly sanitised.</i></p> <p><i>Shared equipment between bubbles to be sanitised after each use.</i></p> <p><i>Limit use of outdoor areas e.g. ‘The Ark’ or trim trail to one bubble at a time.</i></p> <p><i>Staff to be informed of routines via the handbook.</i></p>

	<i>one group at a time.</i>	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<p><i>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.</i></p> <p><i>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 NIHP by the end of the summer term.</i></p>	<p><i>Sports equipment to be sanitised or quarantined (for 48 / 72 hours) before sharing with other bubbles.</i></p> <p><i>All classes to be deep cleaned following cases and children with symptoms (following guidelines see part below) – signs for cleaning staff provided, but verbal communication preferable.</i></p> <p><i>Cleaning regimes to include all potentially contaminated and frequently touched areas. Cleaning staff to use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</i></p> <p><i>Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, to be cleaned thoroughly with invincible. All surfaces that the symptomatic person has directly come into contact with should be deeply cleaned and disinfected, This should take place at the earliest opportunity / as a priority.</i></p>
Shared resources and equipment increasing spread	<p><i>Prevent the sharing of stationery and other equipment where possible Suitable procedures in place for managing access to items of 'heavy use' such as photocopiers to maintain social distancing. Enhanced cleaning regimes.</i></p>	<p><i>Sharing of stationery to be avoided in KS2 classes</i></p> <p><i>Quarantining and cleaning of shared resources with invincible in KS1 after use (but avoid sharing where possible)</i></p> <p><i>Cleaning staff enhancing cleaning of multi-use areas Two additional cleaners will be working in set / directed zones between 0900 and 1330 to clean high-contact areas (light switches, door handles, taps, photocopiers, phones etc.)</i></p> <p><i>Further sanitising of equipment (e.g. IT equipment, stationery) will be carried out by staff during day. Hand sanitiser will be available by photocopiers, but out of</i></p>

		<i>reach of children</i>
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<i>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.</i>	<i>40 hours of additional capacity arranged: 2 additional cleaners coming in for four hours in the middle of the day.</i> <i>Supplies to be monitored by Site Manager (inc hand towels, cleaning cloths, invincible) AP and SLT monitor and order stocks of PPE (inc gloves, aprons, face visors).</i> <i>Teachers to inform the above if stocks running low in bubbles (extra resources in staff room / JG office in Orcombe House)</i>
Sufficient handwashing facilities for staff and pupils	<i>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.</i>	<i>All locations have a suitable sink or wash basin with soap and towels. Hand sanitiser will also be available.</i> <i>Handwashing to be timetabled across day (arrival, before / after breaks and lunch, end of day – hourly is a further 'rule of thumb') Children should only use their permitted toilet / classroom facilities – advise in handbook.</i>
Additional time for staff and pupils to carry out handwashing	<i>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.</i>	<i>Timetables and routines to ensure regularity is maintained – supervision and support for younger children / children with additional needs required (by bubble staff). Details in handbook – hourly / before and after break, lunch.</i>
Handwashing practice with children	<i>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.</i>	<i>See above – re-share e-bug resources with children. Baked potato / 20 second songs and equivalent. Assist children if required and manage risk of hand sanitiser in classes.</i> <i>Posters to remind children</i>
Good respiratory hygiene	<i>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.</i>	<i>Regular reminders / signage.</i> <i>Support and PPE (inc visors etc) for dealing with younger children / those who need close personal contact with pupils who cannot control behaviour such as spitting, coughing, sneezing, or whose behaviour or learning needs to be physically managed inc in EYFS and SEND pupils.</i>

		<p><i>Individual RAs for high risk children e.g. those who cannot follow instructions, need help around hygiene</i></p> <p><i>(CH to review asap)</i></p>
Sufficient supplies of soap and cleaning products	<p><i>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.</i></p>	<p><i>Office staff / Site Manager to monitor with feedback from SLT / wider staff (who should report stock needs)</i></p> <p><i>Paper towels and dispensers made available by sinks / wash basins.</i></p> <p><i>Devon-agreed products in use.</i></p>
Toilets being overcrowded	<p><i>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.</i></p>	<p><i>Bubbles to be allocated toilets to use (and only use these - using the same at break time and lunchtime) – reduced numbers of children to visit / social distancing expectations reinforced.</i></p> <p><i>Children to ask to use the toilet at break and lunch to ensure that staff can monitor use at any one time. Supervision where larger numbers of children using facilities. Staff to check thoroughness of handwashing.</i></p> <p><i>1m distancing in queues to be encouraged and managed by all staff.</i></p>
Staff related issues		
Staff measures to reduce contact and transmission	<p><i>When assessing the return to full opening in September the following section of the DfE guidance must be followed:</i></p> <p><i>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</i></p> <p><i>Where this cannot be met, then the school must record why and what other control measures they will adopt.</i></p> <p><i>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</i></p>	<p><i>Limited numbers of staff operating between bubbles to socially distance (min 2m and avoiding face to face contact)</i></p> <p><i>Controlling risks and reinforcing staff commitment to the measures identified is a main focus for NPD</i></p> <p><i>Where staff can work from home, this will be permitted (for example during ppa).</i></p>

	<p><i>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.</i></p> <p><i>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).</i></p>	
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<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<p><i>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, 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.</i></p>	<p><i>Peripatetic teaching suspended until half term.</i></p> <p><i>Supply teachers when needed will observe social distancing (2m)</i></p> <p><i>Specialist staff to be used only if necessary.</i></p> <p><i>Site visitors to be kept to a minimum and accompanied / advised on social distancing / one way systems etc.</i></p> <p><i>Record of visitors to be kept. All visitors to be informed about our procedures before entering the school site.</i></p>
<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p><i>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</i></p>	<p><i>Use of TAs to lead groups may be a requirement in certain circumstances (and agreed with individuals) – but closely supported and directed by teachers (and SLT) SLT to monitor staff well-being throughout.</i></p> <p><i>Supply Teachers to be used where necessary and as a primary source of cover.</i></p>
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p><i>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/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy Further advice is available from HR if required.</i></p>	<p><i>Timetables and staggered timings to be shared (handbook / shared in 'Start Back letters))</i></p> <p><i>Clinically Extremely Vulnerable groups / pregnant have been contacted by SLT to confirm their involvement</i></p> <p><i>Risk assessments for CEVG returning staff to be completed prior to return. Other staff to complete a personal RA during the NPD .</i></p> <p><i>Well-being box / open email / door policy (SLT) to receive comments and concerns from staff (Nick Pearce also available)</i></p>

<p>Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment</p>	<p><i>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.</i></p>	<p><i>Further guidelines in handbook</i></p>
<p>Accessing testing arrangements are clear for all staff</p>	<p><i>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/</i></p>	<p><i>Staff have been advised about actions around testing –</i></p> <p><i>Information around test and trace shared with parents and added to handbook</i></p> <p><i>Updates around test and trace to be followed and shared accordingly.</i></p>
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<p><i>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.</i></p> <p><i>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.</i></p> <p><i>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</i></p>	<p><i>PPE available in Home Room (and JG old office)</i></p> <p><i>Further advice in Staff Handbook regarding dealing with symptomatic cases and in annex to first aid policy.</i></p> <p><i>As above – for example if distressed or a younger pupil in close contact</i></p>
<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p><i>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.</i></p> <p><i>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</i></p>	<p><i>Assurance to vulnerable staff re: covid security in handbook Individual RAs to be completed with CEVG staff</i></p> <p><i>RAs for all other staff - inc those who are pregnant</i></p> <p><i>BAME staff to be contacted and a discussion held including their own expectations / concerns – review to be carried out.</i></p>

	<p>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 -</p> <p>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>	<p><i>PPE to be made available, advice shared in Staff Handbook Updates to Intimate Care Policy (shared with staff).</i></p> <p><i>PPE – limited requirement for this but available at request</i></p> <p><i>PPE generally used if:</i></p> <ul style="list-style-type: none"> <i>• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</i> <i>• if a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home.</i>
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>	<p><i>Advice in handbook including requirements for use of PPE in different circumstances, double bagging and hand washing / sanitising and how to don and doff equipment..</i></p> <p><i>First-Aiders have received briefings via handbook and will receive updates</i></p>
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 update the Schools Emergency Plan to incorporate the above links.</p>	<p><i>SLT to ensure that guidelines are followed and communications are made with parents / staff so that they know what to do and do so in a timely manner.</i></p> <p><i>SLT to report suspected / confirmed cases to NIHP</i></p> <p><i>SLT to follow published guidelines and associated flow diagrams.</i></p>

Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<p><i>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.</i></p>	<p><i>Parents to be asked to seek advice if any health concerns which may preclude them from returning to school ('Start Back' letter)</i></p>
Children with EHCP and pupils who attend dual settings	<p><i>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</i></p>	<p><i>RAs on individual children completed and shared with staff / parents</i></p>
Pupils unable to follow guidance	<p><i>Some pupils will need additional support to follow these measures. Insert measures here or attach additional document.</i></p>	<p><i>Refer to Covid19 Appendix to Behaviour Policy Ensure that groups with children who are unable to follow guidance have adults to support their needs SLT available where further difficulties arise</i></p> <p><i>When organising, careful selection of adults was made for each class bubble.</i></p> <p><i>(SLT / staff to wear PPE for any situation that requires restraint or close contact)</i></p>
Pupils equipment	<p><i>Pupils to limit the amount of equipment they bring into school each day, to essentials For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and</i></p>	<p><i>Equipment to be limited and not travel between school and home.</i></p> <p><i>Start Back letter to parents included what can and cannot</i></p>

	<i>pupils have their own items that are not shared.</i>	<i>be brought to school</i>
Member of a class becoming unwell with COVID-19	<i>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location.</i>	<i>Shared in handbook</i> <i>Children to be directed to the Home Room and social distancing observed.</i> <i>PPE available from Home Room, JG office, staffroom</i> <i>Courtesy email to be sent all members of a bubble if a child (or staff member) has symptoms.</i> <i>Cleaning to take place at earliest opportunity.</i>
School Uniform	<i>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.</i>	<i>Normal school uniform policy stands</i>
Transport		
Travel to school and provision of safe school transport:	<i>Consider school transport arrangements and where possible encourage parents and children and young people 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>	<i>Encourage this in line with normal school travel plan</i> <i>In start back letter – make parents aware that vehicle access will not be permitted as conflicts with pedestrian access. – contact to be made with parents with disabilities in order to make suitable arrangements</i>
Dedicated school transport, including statutory provision	<i>Consider how pupils are grouped together on transport and where possible this should reflect the bubbles that are adopted within school. Ensure organised queuing/boarding and distancing within vehicles if possible. Consider the use of face coverings for children over the age of 11, where appropriate. For example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. Consider the use of hand sanitiser upon boarding and/or disembarking. Waiting for the DfE who will shortly publish new guidance to local authorities on providing dedicated school transport.</i>	<i>NA</i>
Wider public transport	<i>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</i>	<i>NA</i>

	<i>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>	
School Transport arrangements support changes to school times	<i>Liaising with the School Transport Team before change are made. Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</i>	NA
Curriculum considerations		
Planned return to normal curriculum in all subjects by Summer Term 2021	<i>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.</i>	<i>Subject of NPD and ongoing adaptations of curriculum throughout Autumn Term</i> <i>Timetables to also be shared and agreed during NPDs</i> <i>Initial Maths and English activities planned to be shared 1st September - allowing a base line assessment to take place via activities that will support transition back to school (e.g. Book of Hopes) – to be discussed on NPD</i>
Suspension of some subjects for some pupils in exceptional circumstances.	<i>Schools should be able to show that this is in the best 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.</i>	<i>None planned</i>
Music activities	<i>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.</i>	<i>Share advice with teachers about music curriculum / await DfE guidelines</i> <i>Resources to be sanitised between use / no wind instruments permitted.</i> <i>Choir suspended until half term / no singing in bubbles</i> <i>Music teachers / private tutors have been informed.</i>

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"> • <i>guidance on the phased return of sport and recreation</i> and guidance from <i>Sport England</i> for grassroots sport • advice from organisations such as the <i>Association for Physical Education</i> and the <i>Youth Sport Trust</i> <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.</i></p> <p><i>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><i>PE to take place outdoors – and in class bubbles if weather is extreme.</i></p> <p><i>L&F to socially distance.</i></p> <p><i>Equipment to be cleaned between use (share with teachers and L&F)</i></p> <p><i>Wash hands / maintain respiratory hygiene.</i></p> <p><i>Non-contact games to be chosen / rules adapted (handbook)</i></p> <p><i>Promotion of 30mins of physical activity in school</i></p>
Educational visits	<p><i>All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the <i>Covid-19 DfE travel guidance for educational settings</i> For additional information check with EVOLVE guidance on website.</i></p>	<p><i>None planned in Autumn Term – risk assessed as required</i></p>
Groups of children mixing resulting in risk of more widespread transmission	<p><i>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</i></p>	<p><i>Children to be grouped into class bubbles (year group bubbles in Foundation and Y6)</i></p> <p><i>Groups to be kept apart.</i></p> <p><i>Key message: older children to socially distance within groups and as far as possible encouraged for younger children.</i></p>

	<i>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 and with more than one group should be avoided</i>	<i>Inform parents of NHS test and trace in start back letter / what to do</i> <i>Avoidance of large gatherings inc assembly</i>
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)	<i>Kitchen staff to be briefed by AP inc: enhanced opportunities for handwashing and cleaning of surfaces; back to back working in favour of side by side; working in fixed teams or pairs; establish roles in zones and one way systems.</i> <i>Business manager and catering manager meeting to discuss this and dissemination of information to other catering staff.</i> <i>PPE = usual kit, masks / visors</i>
Catering staff are operating in a safe environment	<i>Catering staff to follow the relevant aspects of government guidance for food premises:</i> https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery	<i>Risk Assessment completed by Catering Manager and Business Manager on 18th May.</i> <i>Briefing will consider increased number / returning staff</i>
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<i>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.</i>	<i>Posters alerting visitors about this (reminder on ‘Start Back’ letter)</i> <i>Office staff to contact known suppliers to arrange deliveries and calls to site at suitable times.</i>
Suppliers understanding and complying with new arrangements	<i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i>	<i>As above</i>
Communications to parents and staff	<i>Regular communications</i>	<i>Regular updates via emails and newsletters to parents</i>
Pupils and families anxious about return	<i>Support in place to address concerns and communications with parents on measures in place to</i>	<i>Regular updates via emails and newsletters to parents – expectation about attendance has been included in the</i>

	<i>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.</i>	<i>'start back letter' to parents. All children will have a baseline assessment to ascertain who to prioritise for catch up funding (including any pastoral support required). SLT to identify all reluctant / anxious children and support as best as possible Social workers to be informed for any children who do not attend (with open cases)</i>
Parent aggression due to anxiety and stress.	<i>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety</i>	<i>Letters to include as much information as possible to ensure that transition back to school is smooth. SLT presence</i>
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<i>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.</i>	<i>Emergency Governor meetings held and more planned to ensure all parties are up to date and progress / processes questioned and agreed. RA / handbook to be shared with Governors prior to sending to staff. RA to be added to school website and sent to DCC.</i>

Section	List Actions / Additional Control Measures (inc union check list)	Date action to be carried out	Person Responsible
	Consultation with governors and invite union rep (review and agree RA before school opening)	24/08/20	EJ / MJS

	Consider / communicate alternative plans if school cannot be opened. (unions suggest we carry out a workload impact assessment in the case of non-opening)		
	RA to be shared with staff and published on website	25/08/20	EJ / MJS / SS
	Allocation of room to express milk (Intervention Room) – will need to be sanitised after use.		EJ
	Organise staff (staying in one year group) into bubbles		
	Communications around Breakfast Club / FISH provision		
	Manage Catch Up funding – and consult SLT / staff / Governors about the best ways to plan small group work for students to enable consolidation.		
	Review pastoral options and responsibilities (children with anxiety etc)		
	Ensure staff know that healthy transitions are required (NPD) to support children in engaging in their learning.	NPD	
	Allowing time for baseline assessments (English and maths tasks planned)	NPD	

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.