

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

Risk Assessment for:	<b>Covid 19 – Full Opening September 2020</b>						 the university school		
School:	Marine Academy Primary	Address:	Trevithick Road, St Budeaux, Plymouth, PL5 2AF						
Person(s) / Group at risk:	Staff, pupils, visitors and contractors								
Risk Assessment carried out by:	SIOBHAN MEREDITH (Headteacher)	Date:	21.08.2020	Approved by:	ELT	Date:	29.08.2020		
	ALEX BETTINSON (Site Team Leader)	Date:	21.08.2020	Approved by:	Governing body	Date:	01.09.2020		

<p>Regional rules came into effect on 30<sup>th</sup> December 2020 placing all areas in one of 4 tiers. You must follow the guidance for your current tier.          More information can be found here: <a href="https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#high-alert">https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#high-alert</a></p>	<p>Current Tier: <b>Tier 3: Very High Alert</b></p>
<p>Please see updated guidance from PHE SW HPT: Guidance for Childcare and Educational Settings in the management of COVID-19 Flowchart. Changes in place for September are:</p> <ul style="list-style-type: none"> <li>• There is no longer a need to routinely report individual suspected cases to Public Health England South West Health Protection Team (PHE SW HPT)</li> <li>• There is still a need to report suspected cases to PHE SW HPT in the following scenarios:             <ul style="list-style-type: none"> <li>○ The symptomatic person has been admitted to Hospital</li> <li>○ The possible case REFUSES testing</li> <li>○ There are a cluster of possible cases/unexpected increase in absenteeism</li> <li>○ The possible case has DEFINITE link to a confirmed case</li> </ul> </li> <li>• The Flowchart has been changed to reflect the need to now self-isolate for 10 days in line with updated guidance.</li> </ul> <p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance, latest: Guidance for Full Opening:          Link:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>          When conducting the risk assessment, it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p> <p>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. This risk assessment is generic, and each school is responsible</p>	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and must consult with their staff regarding the risks and control measures being implemented.

Local reporting to Plymouth City Council

- You no longer need to report individual cases to Plymouth City Council.
- Inform Plymouth City Council if you are reporting to PHE SW HPT any suspected cases in line with the scenarios noted above
- Contact PCC if you have any concerns or queries regarding COVID-19 for additional advice and support
- Report any suspected cases in line with scenarios noted above using this email address: [childrenservicesresponse@plymouth.gov.uk](mailto:childrenservicesresponse@plymouth.gov.uk)
- If you have any concerns or queries regarding COVID-19 contact PCC on the email above.
- As with the PHE flow chart continue to report to PCC any confirmed cases or outbreaks in your setting using the [childrenservicesresponse@plymouth.gov.uk](mailto:childrenservicesresponse@plymouth.gov.uk) email address
- Note: timely local reporting will enable swift local response and support.

1	Social distancing and reducing risk of transmission																																																																																																															
1.1	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing	<p>Parents/Carers have a 25 minute period each morning to drop off their children to various drop-off points. Drop-off points have been selected based on the position of the classroom that the children being dropped off are based in. Parents/Carers have been recommended to wear a face covering on the Academy Site.</p> <p>There are staggered finish times and varied collection points, which have been chosen based on the position of the classrooms in the school to reduce crossover in corridors.</p> <p>A letter was sent to Parents/Carers outlining start and end of the day arrangements on 15.07.2020 and followed up in both the July and August Newsletters.</p> <p>The aforementioned letter asked Parents/Carers to ensure that only one adult drops off and collects the children. Leaders will remind Parents/Carers of this during the start and end of the day.</p> <p>Drop off locations and collection points are varied to utilise all entrance routes.</p> <p>Staff must wear face coverings during drop off and collection from 04.01.2021.</p>	<p>Staggered start and end times included varied drop off and collection points were confirmed with Parents/Carers:</p> <table border="1"> <thead> <tr> <th>Children from:</th> <th>Classroom/Location:</th> <th>Drop-off point:</th> <th>Drop-off time:</th> <th>Collection point:</th> <th>Collection time:</th> </tr> </thead> <tbody> <tr> <td>Maine Academy Nursery</td> <td>Maine Academy Nursery</td> <td>Nursery Main Entrance (this is unchanged)</td> <td>These remain unchanged</td> <td>Nursery Main Entrance (this is unchanged)</td> <td>These remain unchanged</td> </tr> <tr> <td>Pre-School</td> <td>Puffin Class</td> <td>Puffin Class External Door</td> <td>These remain unchanged</td> <td>Puffin Class External Door</td> <td>These remain 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		<p>A one way system is in place at the start and end of the day. At break and lunchtimes, classes will also reduce crossover in the corridor. Everyone is reminded to keep to the left when moving around the school.</p> <p>If pupils or staff have worn disposable face coverings when arriving at school, these are to be disposed of in the hazardous waste bin in the Medical Room. If the face coverings are reusable then these are to be stored safely in the pupils' or staff members' bag.</p> <p>The process will be communicated clearly to staff during the INSET day on 01.09.2020 and to children during their first day back on 02.09.2020, following the recommendations in the government guidance <a href="#">Staying safe outside of your home: face coverings</a> and <a href="#">Guidance for Full Opening</a>.</p> <p>Leaders/Teachers on duty will instruct children to wash their hands, on arrival.</p> <p>Pupils, staff and others are not permitted entry to the school building and should not come to the school grounds if they have <a href="#">coronavirus (Covid 19) symptoms</a>, or have tested positive in the last 10 days. Information about this was included in the August Newsletter.</p> <p>Anyone who becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in. their normal sense of taste or smell, is sent home and advised to follow: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a> which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for at least 10 days from when the symptomatic person first had symptoms.</p>		<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
1.2	Parents gathering at school gate not social distancing	Parents/Carers' drop-off and collection protocols minimise adult to adult contact, with Parents/Carers being asked to stay a safe distance away from the exit doors. Leaders will be at various points, a safe distance away from the exit doors and Parents/Carers, to monitor this and give reminders where necessary.		No

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		<p>Letter sent to Parents/Carers on 15.07.2020 made clear to them that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment). Parents/Carers explicitly told to wear face coverings when in the Campus (letter dated 04.01.2021).</p> <p>No Stay and Play sessions or tours of the Academy are planned until further notice.</p>		<p>No</p> <p>No</p>
1.3	Overcrowding in classrooms and corridors.	<p>Children are to be grouped into consistent groups with contact between groups avoided (see Curriculum section below), this includes no streaming in English and Maths.</p> <p>Desks, in KS1 and KS2 classrooms, are all forward facing and spaced as far apart as possible and arranged in rows so that face to face seating is avoided with a safe distance away from the teacher, who is positioned at the front of the room.</p> <p>Classes are all aware of their allocated break and lunchtime outdoor area arrangements and access to their age appropriate equipment and resources. This will ensure the prevention of mixing with other groups.</p> <p>Classrooms only have the correct number of chairs for the number of children in the room (with additional chairs placed in front of the computer desks).</p> <p>Movement around the school has been reduced using timetabling and appropriate selection of classroom or other learning environments. This has included classes not streaming for English and Maths but teachers still only teaching one of the core subjects, in this situation the teachers will move but the children will not. Children will also stay in their classrooms (aside from Reception) to eat their lunch.</p> <p>All assemblies will be virtual and conducted using Microsoft Teams.</p> <p>All staff, students and visitors will be supported in their wishes to wear face coverings wherever possible.</p> <p>Schools will mandate the use of face masks in accordance with latest government guidance:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a> and</p>		<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>

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1.4	Risk of transmission within EYFS settings	<p>Updated Guidance for EYFS (22<sup>nd</sup> September 2020) to be followed: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a> (the guidance removed keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.) Reception, Pre-School and Nursery will not mix but will maintain cohort bubbles like other year groups in the Academy.</p>		No																
1.5	Groups mixing during breaks and lunchtime compromising social distancing.	<p>Staggered break times are in place and have appropriate supervision; there will always two adults on duty with the children. Their outdoor spaces for break time and the timing of break will be different and will ensure no bubbles are compromised.</p> <p>Lunchtimes are also staggered and adults know to ensure that all children have washed their hands prior to after eating. Children will sit at their learning tables to eat their lunch, aside from Reception</p>	<p><b>Week 4</b></p> <table border="1"> <tr> <td>10:00-10:15am</td> <td>10:20-10:35am</td> <td>10:40-10:55am</td> <td>11:00-11:15am</td> </tr> <tr> <td>Year 1</td> <td>Year 2</td> <td>Year 3 - Field/Ferns Court/Class Year 4 - Playground</td> <td>Classes 5A-D and 6D1 - Playground Classes 5U and 6A1 - Field/Ferns Court/Class</td> </tr> </table> <p><b>Week 5</b></p> <table border="1"> <tr> <td>10:00-10:15am</td> <td>10:20-10:35am</td> <td>10:40-10:55am</td> <td>11:00-11:15am</td> </tr> <tr> <td>Year 1</td> <td>Year 2</td> <td>Year 3 - Playground Year 4 - Field/Ferns Court/Class</td> <td>Classes 5A-D and 6D1 - Field/Ferns Court/Class Classes 5U and 6A1 - Playground</td> </tr> </table> <ul style="list-style-type: none"> <li>Please ensure that children have gone to the toilet prior to going out of break/meal, once outside, they will be unable to use the toilet.</li> <li>If the field is dry then please use it if the field is wet and the tennis courts are available then you are able to use them, if the tennis courts are unavailable then children will stay in class please.</li> <li>There is a five minute time gap in between years 1 to 4 to avoid passing where possible aside from for Years 5&amp;6.</li> </ul>	10:00-10:15am	10:20-10:35am	10:40-10:55am	11:00-11:15am	Year 1	Year 2	Year 3 - Field/Ferns Court/Class Year 4 - Playground	Classes 5A-D and 6D1 - Playground Classes 5U and 6A1 - Field/Ferns Court/Class	10:00-10:15am	10:20-10:35am	10:40-10:55am	11:00-11:15am	Year 1	Year 2	Year 3 - Playground Year 4 - Field/Ferns Court/Class	Classes 5A-D and 6D1 - Field/Ferns Court/Class Classes 5U and 6A1 - Playground	No  No
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		<p>who will eat in the Hall at tables that have been separated and do not face each other.</p> <p>Hot lunches will be delivered to Classrooms using trolleys. Playworkers will do this with the support of the class TA.</p> <p>Everyone will ensure that they keep further apart than normal during lunchtimes.</p> <p>Tables will not be used by different groups but Playworkers/TAs will ensure that the tables are thoroughly wiped down with the COSHH products made available to them.</p>	<table border="1"> <thead> <tr> <th>11:30am</th> <th>12:00pm</th> <th>12:30pm</th> <th>1:00pm</th> </tr> </thead> <tbody> <tr> <td>Reception - Playground</td> <td>Reception - Hall</td> <td>Year 1 - Field/Tennis Courts/Class</td> <td></td> </tr> <tr> <td></td> <td>Year 1 - Class</td> <td>Year 2 - Playground</td> <td></td> </tr> <tr> <td></td> <td>Year 2 - Class</td> <td>Year 3 - Class</td> <td></td> </tr> <tr> <td></td> <td>Year 3 - Field/Tennis Courts/Class</td> <td>Year 4 - Class</td> <td></td> </tr> <tr> <td></td> <td>Year 4 - Playground</td> <td>Classes 5J and 6AM - Class</td> <td>Classes 5J and 6AM - Field/Tennis Courts/Class</td> </tr> <tr> <td></td> <td></td> <td>Classes 5J and 6AM - Class</td> <td>Classes 5J and 6AM - Playground</td> </tr> </tbody> </table>	11:30am	12:00pm	12:30pm	1:00pm	Reception - Playground	Reception - Hall	Year 1 - Field/Tennis Courts/Class			Year 1 - Class	Year 2 - Playground			Year 2 - Class	Year 3 - Class			Year 3 - Field/Tennis Courts/Class	Year 4 - Class			Year 4 - Playground	Classes 5J and 6AM - Class	Classes 5J and 6AM - Field/Tennis Courts/Class			Classes 5J and 6AM - Class	Classes 5J and 6AM - Playground	<p>No</p> <p>No</p> <p>No</p>
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1.6	Groups mixing during extra-curricular provision	<p>To ensure wider protective measures, children will attend Breakfast and After School Club in their Key Stage Bubbles (EYFS, KS1, LKS2 and UKS2) where possible. These will be based in a different classroom each week and will be thoroughly cleaned in advance of other children entering the room at the start of the day.</p> <p>After School Club will need to be booked in advance (the Friday of the week before it is required) to ensure that small, consistent groups are maintained.</p> <p>In line with Holiday Club guidance, Breakfast and After School Clubs and Holiday Club will deliver sessions outside where possible.</p> <p>The school will continue to follow this guidance:  <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</a></p> <p>As with physical activity during the school day, contact sports should not take place and recommendations set out in <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.</a></p> <p>Where parents use childcare providers or out of school extra-curricular activities for their children, schools should encourage Parents/Carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this. DfE have issued guidance for parents and carers, which schools may want to circulate.</p>		<p>No</p> <p>No</p> <p>No</p> <p>No</p>																												

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
1.7	Spread of virus due to increased numbers of people within the building.	<p>Parents/Carers were informed in the letter dated 15.07.2020 that if their child needs to be accompanied to school only one parent should attend.</p> <p>Active engagement with NHS Test and Trace is conducted.</p> <p>Children will be grouped together in year group bubbles during the school day and at times Key Stage bubbles. Contact between groups will be limited as far as possible.</p> <p>All desks in KS1 and KS2 have been set up to be spaced out and forward facing.</p> <p>Staff will maintain distance from others as much as possible. This has meant that the number of staff in the MULA at any one time is limited to six and there should be no more than two adults at any one time in the Admin Office.</p> <p>Posters and briefings to those who have access to the school to remind them to focus on the 4 key points of infection control:</p> <ol style="list-style-type: none"> <li>1. Do not attend if symptomatic. If symptoms commence on site, isolate, inform leadership and leave. Unless caring for a student in which case PPE required, avoid contact with anyone with symptoms</li> <li>2. Frequent hand cleaning and good respiratory hygiene practices. Promote the 'catch it, bin it. Kill it' approach.</li> <li>3. Regular cleaning of settings has been increased with additional cleaning support from Cormac. Cleaning time allocation has amended to enable a more thorough clean in the areas of the building that are in use during the Academy day. In addition, antibacterial spray, gloves, aprons and goggles / visors are provided where required.</li> <li>4. Minimising contact and mixing by; grouping students into year groups, entry to administration and support offices is limited to those who work in these areas so far as reasonably practicable, lunch will be served to classrooms to minimise any gatherings, mass use of touch points.</li> </ol>		<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		5. Bubbles will remain in their classrooms so far as reasonably practicable. Staff will move around the school and maintain distancing so far as reasonably practicable.		
1.8	Staff	<p>Staff should maintain Public health guidance of 2m wherever possible.</p> <p>If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering does not count) or a Perspex screen in place.</p> <p>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. Government guidance should be followed where reasonably practicable but due to the nature of the work, it is acknowledged that the majority of staff will not be able to work from home while students are at school.</p>		<p>No</p> <p>No</p> <p>No</p>
1.9	Definition of a close contact	<p>When completing your risk assessment, it is important that your mitigations control measures in all aspects of the school day, considers PHE definition of 'close contact'. The following definition of 'close contact':</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul>	<p>Staff members were all asked to wear face coverings in areas where they will be less than 2 metres from another person. Visors were made available to all staff. Information shared on 04.01.2021 INSET.</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		Focusing on obtaining mitigations they reduce close contact, will reduce staff and pupil absences when there are cases within the school.		
<b>2</b>	<b>Premises related matters</b>			
2.1	Visitors and deliveries	Visits and deliveries have been arranged for quiet times or outside school hours wherever possible. Signing in screen has been installed and lanyards will not be given to visitors, they will instead be asked to stick the label printed from the new signing in screen to their clothing. Adults touching the signing in screen will be asked to use the hand sanitiser provided in advance of touching the screen. The screen will also be cleaned regularly.		No
2.2	Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	Weekly 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. The layout of the Academy has been considered to enable access to outdoor space and the equipment necessary for teaching all year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below). Carry out a premises safety check. Follow up work to be reported to the Site Team Leader and action taken to resolve.		Yes – review weekly  No  No  Yes – HT and STL to meet weekly
2.3	First Aid procedures, Reduced numbers of first	Review First Aid risk assessment (RA22 or equivalent). All staff have completed the Emergency at Work First Aid qualification and there will always be staff who are Paediatric First Aid trained on site.		No No

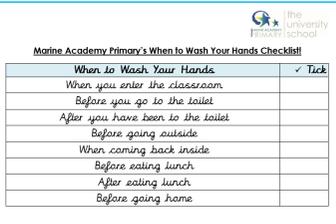
No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	aiders and Paediatric first aider.	PPE is held within the Medical Room and Admin Team Office. Any changes with regards to First Aid will be communicated via email and through weekly Unit Meetings.		No No
2.4	Fire Procedures	The fire risk assessment has been reviewed taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes, and any increased risks of having significant amounts of high-alcohol-content hand sanitiser on the premises and compliance with its safe storage requirements. These remain unchanged but staff are reminded to ensure their classes are in straight lines at the evacuation point to minimise contact with any others. 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. Ensure any PEEPs are still suitable and staff are aware of contents. Fire drills to continue as normal.		No  No  No No
2.5	Water hygiene – management of legionella	Review the water hygiene management plan. Site Team will ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance <a href="#">Managing School Premises during the Covid-19 outbreak</a> . Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded as standard.		No  No  No No
2.6	Using and monitoring new practices to reduce risk	Training of all staff during INSET on 01.09.2020 – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, and location of designated room (Meeting Room) for suspected cases.		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	of Covid-19 transmission	Explaining to children about the use of face coverings – to support children with adhering to social distancing. Headteachers and Leaders will monitor arrangements and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.		No  Yes – discuss weekly in Unit Meetings
2.7	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.		No  No
2.8	Staff areas and offices to comply with social distancing and safe working practice	Numbers of people reduced at one time to allow social distancing in the MULA – eight at any one time. 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 and to use hand sanitiser in advance of touching the facilities. Enhanced cleaning regimes as per below.		No  No No
2.9	Ventilation to reduce spread	Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding) using the wedges provided by the Site Team. Keep the windows in the corridors open to allow full fresh air. Further information can be found here: <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=guide-1&amp;utm_content=aircon-4-dec">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=guide-1&amp;utm_content=aircon-4-dec</a>		No  No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
2.10	Management of waste	<p>Ensure bins for tissues are emptied throughout the day – this will be done by the Cleaning Team who will rotate hourly around the Academy.</p> <p>Follow <a href="#">Guidance on disposal of PPE waste</a> (such as used fluid resistant masks) and Government guidance on disposal of waste, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school. You must make sure that these items are disposed of properly rather than going into recycling bins.</p>		<p>No</p> <p>No</p>
2.11	Management of incoming goods	<p>Follow measures in place at the school regarding supplies coming into and out of the school, which takes into consideration SD and hygiene measures. Admin Team to encourage drop off of supplies to take place between the two entrance doors and then the member of Admin Team on the desk to collect the supplies.</p> <p>Reduce paper based correspondence as far as possible and communicate via email and Xpressions.</p> <p>Where possible send all messages electronically.</p> <p>Internal messages to be passed electronically or by telephone.</p> <p>Where post needs to be sent, this should be handled by one individual to minimise contact.</p> <p>Incoming post – stringent hand washing should take place where post cannot wait 72 hours before opening.</p>		<p>No</p> <p>Yes – ensure new parents are on Xpressions as soon as possible</p> <p>No</p>
2.12	School owned outdoor play equipment	<p>Good hygiene and social distancing are promoted using signage and other methods of communications (Parent Board, school newsletters) to set out: maximum numbers to enable social distancing, encouraging parents to clean children's hands before and after play, disposal of all rubbish.</p> <p>Equipment used by classes at break time and lunchtimes will only be used by the specific classes.</p> <p>During breaktime, lunchtimes and PE lessons 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,</p>		<p>No</p> <p>No</p> <p>No</p>

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>exercise equipment, gates, benches and picnic tables, refuse areas and bins.</p> <p>All children will use hand sanitizer prior to using the equipment.</p> <p>Consult guidance on <a href="#">Managing Outdoor Playgrounds</a> for equipment also used by the community.</p> <p>When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.</p>		<p>No</p> <p>No</p> <p>No</p>
2.13	Contractors on-site whilst school is in operation	<p>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</p> <p>Before contractors come onto site the following should be in place:</p> <p>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</p> <p>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</p> <p>Temperature checks are carried out on arrival and before entering the school building using the infrared thermometer that the Admin Team have.</p> <p>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</p> <p>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</p> <p>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</p>		<p>No</p> <p>Yes – assessment to be completed</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
<b>3</b>	<b>Cleaning and reducing contamination</b>			
3.1	Contaminated surfaces	Classroom based resources such as sports, art and science equipment can be used and shared within the bubble.		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	spreading virus.	<p>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.</p> <p>Follow government <a href="#">guidance for working in education and childcare</a> if someone becomes ill with suspected COVID-19 at the setting.</p> <p>Follow guidance on <a href="#">Cleaning and decontamination of non-health care settings</a>. In cases where soft furnishings are still in use, they should be laundered by following the guidance in the attached link: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>		<p>No</p> <p>No</p> <p>No</p> <p>No</p>
3.2	Shared resources and equipment increasing spread	<p>To prevent the sharing of stationery and other equipment where possible, each child has a pack of equipment on their table.</p> <p>Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing; hand sanitizer is positioned nearby and staff are encouraged to use this in advance of touching the photocopier.</p> <p>Enhanced cleaning regimes.</p> <p>Children have been asked to not bring in items (e.g. toys) from home.</p> <p>Reading books taken home from school will be stored when returned for 72 hours if it cannot be cleaned as well as being sprayed with antibacterial spray.</p> <p>Limit handling of pupil work by staff where possible.</p>		<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
3.3	Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p>Additional cleaning requirements have been agreed and working hours of the cleaning team have been adjusted to fit in with the school day.</p> <p>Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. COSHH certificates have been obtained for all supplies used in school.</p> <p>See <a href="#">Safe working in education and childcare</a> for guidance on PPE and guidance on <a href="#">cleaning non-health care settings</a>.</p>		<p>No</p> <p>No</p> <p>No</p>

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>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. Review COSHH risk assessments where there is any change in products.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>		<p>No</p> <p>No</p> <p>No</p>
3.4	Sufficient handwashing facilities for staff and pupils	<p>Where a sink is not nearby, there is supervised access to hand sanitiser in classrooms and other learning environments. Children will all access facilities throughout the day and there are enough hand wash and sanitiser stations are available based on what you have learned from usage to date.</p>		<p>No</p> <p>No</p>
3.5	Additional time for all to carry out handwashing	<p>Frequent hand cleaning as part of normal routine with children using a handwashing check list. Children will have regular access to handwashing facilities through the day using the toilets linked to their classroom. Build routines into behaviour expectations and school culture; all children will be reminded of the Academy Rules and these were reiterated to Parents/Carers in the letter dated 15.07.2020.</p>	 <p>The image shows a checklist titled "Marine Academy Primary's When to Wash Your Hands Checklist!". It lists various occasions for handwashing with corresponding checkboxes. The first item, "When you enter the classroom", has a checked box with a tick mark. The other items are: "Before you go to the toilet", "After you have been to the toilet", "Before going outside", "When coming back inside", "Before eating lunch", "After eating lunch", and "Before going home".</p>	<p>No</p> <p>No</p> <p>No</p>
3.6	Handwashing practice with children	<p>Review the guidance on hand cleaning and all children will be reminded about handwashing during their first SMSC lesson of the term using relevant literature, including Now Wash your Hands by Matt Carr, I Don't Want to Wash my Hands by Tony Ross, What are germs? by Katie Daynes and Do Not Lick This Book by Idan Ben-Barak. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at <a href="#">e Bug</a>.</p> <p>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.</p>		<p>No</p> <p>No</p> <p>No</p>

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		Hand Washing Posters are laminated and displayed by sinks in the toilets and classroom – <a href="https://www.twinkl.co.uk/resource/six-steps-to-washing-your-hands-t-tp-2549355">https://www.twinkl.co.uk/resource/six-steps-to-washing-your-hands-t-tp-2549355</a>		No
3.7	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. Nose Wiping Station is set up in each classroom with the poster laminated and displayed. Admin Team have additional boxes of tissues. Signage for this can be downloaded from: <a href="https://www.twinkl.co.uk/resource/t-m-2579-nose-wiping-station-sign">https://www.twinkl.co.uk/resource/t-m-2579-nose-wiping-station-sign</a>		No  No
3.8	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. Each classroom provided with gloves and disinfectant spray to be used if a pupil or staff member coughs or sneezes on a piece of equipment or furniture and to regularly wipe down tables.		No  No
3.9	Toilets being overcrowded	Only the same number of children as there are toilets to be in the toilet facilities at one time. Visiting the toilet one after the other if necessary. Children will use the toilets linked to their classrooms. All toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.		No
3.10	Dedicated spaces	Dedicated space to be arranged should anyone require a space for breast feeding (MULA). Are to be cleaned thoroughly between uses.		No
<b>4</b>	<b>Staff related issues</b>			
4.1	Staff access and egress to site and buildings	Staff will arrive and leave the building in their normal way. It is all staff responsibility to adhere to distancing measures wherever possible. The majority of staff travel by car, cycle or walk. Staff using public transport must follow government guidance:		No  No



No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p><i>sent home to self-isolate (staff and pupils) will also affect learning and operational issues.</i></p> <p><i>Mitigating measures that will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Reducing bubble sizes,</i></li> <li>▪ <i>reducing face to face meetings (move to video calling if appropriate),</i></li> <li>▪ <i>reducing or eliminating the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.</i></li> <li>▪ <i>reducing or eliminating the movement around the school of pupils and teaching staff,</i></li> <li>▪ <i>reducing or eliminating the movement across bubbles of pupils and teaching staff,</i></li> <li>▪ <i>no car sharing between staff to school</i></li> <li>▪ <i>keeping to the 2m distancing (for teachers especially) if at all possible</i></li> </ul> <p><i>Other measures that will reduce the spread of the virus in the school – face coverings, thorough regular cleaning regimes throughout the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it messages.</i></p> <p>IT Technicians provide IT support remotely and within teaching and office spaces. The ticketing service desk has been promoted to ensure issues are resolved remotely wherever possible. Posters are displayed on IT offices to minimise access. Where it is not possible to resolve an issue remotely, separate drop off and collection points for devices are in place. Items are sanitised before and after repairs are made. Where the technician needs to attend a location within the</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>school, the work will be carried out when the room is empty wherever possible. They will wear face coverings while outside of their office and will request staff and students maintain distancing while in a room. They will maintain good hygiene using hand washing and sanitation products and maintain stringent social distancing.</p>		
4.3	<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<p>Supply teachers, peripatetic teachers, members of the Inclusion Team and School Leadership Team and/or other temporary staff can move between schools.</p> <p>They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff and site staff who may be working throughout the school and across different groups / sites. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</p> <p>Contractors will be arranged outside of school hours where possible, and Site Team will ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</p> <p>Where visits can happen outside of school hours, they should.</p> <p>All visitors will sign in using the new signing in system.</p> <p>It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with social distancing and hygiene protocols within the school.</p>		<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
4.4	<p>Insufficient staff capacity to deal with increased numbers of</p>	<p>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>Careful planning of the year groups/classes should be undertaken based on staff availability.</p>		<p>No</p> <p>No</p>

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	pupils - Shortage of teachers to maintain staff to pupil ratios	<p>Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a></p> <p>Where there are not sufficient staff to cover staff absences, the critical incident plan / school emergency plans will be followed to condense the school or curriculum, or, enact partial or full school closure.</p>		No
4.5	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<p>Staff should refer to the Staff Hub for guidance and support. Schools advisory service is available to provide free, remote and confidential counselling for any employee.</p> <p>Line Managers to hold discussions with individuals to alleviate concerns and to establish whether additional training or support would be helpful.</p> <p>HR have provided managers with guidance on Absence Management and supporting employees.</p> <p>If appropriate, seek GP or occupational health advice.</p> <p>Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups': <a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a></p> <p>Further advice is available from HR if required.</p>		No No No No No
4.6	Staff understanding of new changes – safe practice at work & in classroom. Teaching in a	<p>Training during INSET on 01.09.2020 will include talking to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</p>		Np

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	safe environment			
4.7	Accessing testing arrangements are clear for all staff	Guidance about testing, including the NHS 'Test and Trace' service, is available via this link <a href="https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/">https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</a>		No
4.8	Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<p>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.</p> <p>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.</p> <p>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</p> <p>Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>		No  No  No
4.9	Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or	<p>All staff can continue to attend school in Tier 1 - 3 local restriction areas. In Tier 4, staff who have been advised to shield as they are clinically extremely vulnerable should work from home in accordance with the government guidance.</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.</p> <p>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.</p>		No  No  No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	other risk factors	<p>The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - <a href="https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link">https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</a></p> <p>Managers Guide to Supporting BAME or other vulnerable colleagues: will follow guidance and undertake a risk assessment with staff member: <a href="https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link">https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</a></p> <p>Pregnancy: The Expectant Mother risk assessment has been amended to include Covid 19 and should be completed. <a href="https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link">https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</a></p> <p>Staff with concerns over their availability to work should refer to the Absence Management Toolkit on the website staff area for further details, risk assessments and resources.</p> <p>In the future, the government will only reintroduce formal restrictive shielding advice in some local areas in tier 4; stay at home where this has been advised by the Chief Medical Officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.</p> <p>See this link for further information: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec</a></p> <p>If staff travel from one tier into another, they should follow the guidance for whichever area is in the higher tier.</p>		<p>No</p> <p>No</p> <p>Yes – Risk Assessments to be completed for any newly pregnant staff members</p>
4.10	Staff use of PPE	<p>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-</a></p>		No



No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>		
4.13	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 <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a>. Plymouth City Council can also be contacted by emailing: <a href="mailto:childrenservicesresponse@plymouth.gov.uk">childrenservicesresponse@plymouth.gov.uk</a></p> <p>There is no longer a need to routinely report individual suspected cases to Public Health England South West Health Protection Team (PHE SW HPT)</p> <p>There is still a need to report suspected cases to PHE SW HPT in the following scenarios:</p> <ul style="list-style-type: none"> <li>o The symptomatic person has been admitted to Hospital</li> <li>o The possible case REFUSES testing</li> <li>o There are a cluster of possible cases/unexpected increase in absenteeism</li> <li>o The possible case has DEFINITE link to a confirmed case</li> </ul> <p>Follow the updated PHE SW HPT flowchart, which has been changed to reflect the need to now self-isolate for 10 days in line with updated guidance.</p> <p>If a child or staff member in your education setting becomes symptomatic, you should advise them to access testing through the normal channels.</p> <p>However, in exceptional circumstances when you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the school provided home test kits to improve the chances that the individual will get tested. See the DfE guidance on test kits for schools.</p> <p>For ALL SUSPECTED OR CONFIRMED CASE IN SCHOOL follow the latest guidance which can include informing the local authority via the attendance form and / or emailing <a href="mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk">educate.schoolspriorityalerts-mailbox@devon.gov.uk</a>.</p>		<p>No</p> <p>No</p> <p>No</p>

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>School should up-date the <b>Schools Emergency Plan</b> to incorporate the above links.</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc</a></p> <p>It remains vitally important that schools continue to inform the LA of positive cases through the smart survey link:  <a href="https://www.smartsurvey.co.uk/s/Covid19NotificationTestResults/">https://www.smartsurvey.co.uk/s/Covid19NotificationTestResults/</a>  <a href="#">PHE SW HPT Educational Settings Flowchart V7 14122020.pdf</a></p>		
<b>5</b>	<b>Pupil related issues</b>			
5.1	Vulnerable groups who are clinically, extremely vulnerable.	<p>All pupils and students should continue to attend education settings at all local tiers unless they are one of the very small number of pupils or students under paediatric or other NHS care and have been advised by their GP or clinician not to attend an education setting. Children and young people whose parents or carers are clinically extremely vulnerable can also continue to go to school.</p> <p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, schools should be able to immediately offer them access to remote education. Schools</p>		No  No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.		
5.2	Distressed children	<p>Measures are in place where children are distressed; The Government have recognised that social distancing is going to be incredibly difficult for our youngest children. Whole school guidance should be followed at all times in order to keep everybody safe. There are masks available if you should wish to use them if you need to be in close proximity to a child. In EYFS, as well as tending to a medical need, this could be when comforting a distressed child, changing nappies or dealing with a child who may have had a toileting accident. In these instances, normal PPE usage applies (aprons and gloves) and should be disposed of immediately.</p> <p>There are instances where very young children may spit; the guidance states that,</p> <p>If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting), they should continue to receive care in the same way. To reduce the risk of coronavirus transmission, no additional PPE is necessary, but additional space and frequent cleaning of surfaces, objects and toys will be required. If a child is likely to spit, and it is necessary for you to be close to them, please reduce the risk to yourself by making sure that you are not 'face to face'. If this is likely to happen during a nappy change, masks are available for you.</p>		No
5.3	Children with EHCP and pupils who attend dual settings	A risk assessment has been completed for all children with EHCPs (there are no children currently attending dual settings).		No
5.4	Pupils unable to follow guidance	Some pupils will need additional support to follow these measures; these will be at the discretion of the Headteacher and Inclusion Leader.		No
5.5	Pupils equipment	Pupils have been asked to not bring in additional items to school aside from their water bottle and book bag.		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		Staff and pupils will have their own stationery items that are not shared.		No
5.6	Member of a class becoming unwell with COVID-19	<p>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; this will be the Meeting Room as it has a window which should be opened for ventilation.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>Allocate a suitable room for this purpose and communicate intentions to staff.</p> <p>Ensure suitable PPE (including fluid resistant face mask) is available at this location.</p> <p>Where that person needs to use the bathroom they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected before being used by anyone else.</p> <p>Everyone must wash their hands after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.</p>		No
5.7	School Uniform	<p>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.</p> <p>On days that children have PE, they have been invited to wear their PE kit to school for the full day.</p> <p>Uniform policies may be temporarily reviewed in light of colder weather where necessary.</p>		No  No
5.8	Behaviour	The Positive Behaviour Management Policy will be applied effectively should students not follow health and safety procedures. As they will have been directed any refusal to follow guidelines on things such as distancing will be treated as defiance and sanctioned appropriately.		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
5.9	Wrap around care	<p>Wrap around care is provided. Parents/Carers have been made aware that they need to book in one week in advance for After School Club.</p> <p>Schools should work to continue any essential breakfast and after-school provision, where possible, in line with the latest guidance.</p> <p><a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</a> and <a href="https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021">https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021</a></p>		No
<b>6</b>	<b>Transport</b>			
6.1	Travel to school and provision of safe school transport:	<p>School transport arrangements have been considered and where possible parents and children have been encouraged to walk, scoot or cycle to school where possible.</p> <p>Liaise with School Transport Team where further consideration needs to be given to taxi and escort services – currently N/A.</p>		No
6.2	Dedicated school transport, including statutory provision	<p>Consider how pupils are grouped together on transport and where possible this should reflect the bubbles that are adopted within school – currently N/A.</p> <p>Ensure organised queuing/boarding and distancing within vehicles if possible – currently N/A.</p> <p>Consider the use of hand sanitiser upon boarding and/or disembarking – currently N/A.</p> <p>Waiting for the DfE who will shortly publish new guidance to local authorities on providing dedicated school transport – currently N/A.</p>		No
6.3	Wider public transport	<p>It is the law that children aged over 11 <u>must wear a face covering when travelling in England</u> on public transport. Some people <u>don't have to wear a face covering</u> including for health, age or equality reasons.</p> <p>You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing.</p> <p>Staff must dispose of their mask appropriately, using school processes for disposing of masks. Staff must wash their hands when they arrive.</p>		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		Drivers and passenger assistants should maintain a distance from their passengers wherever possible and be mindful that implementing the measures as per the latest guidance will reduce the risk to staff.		
6.4	School Transport arrangements support changes to school times	Liaising with the School Transport Team before change are made. Follow government guidance: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</a> – currently N/A.		No
6.5	Good practice & personal care	ALL students will be expected to abide by the PCC Code of Conduct Students, drivers and escorts should clean their hands, before boarding home to school transport and when arriving at school or home. It should not normally be necessary for students to clean their hands during the journey. Coughs/sneezes – students/parents to be given guidance on good management of coughs and sneezes, in line with the “catch it, bin it, kill it” approach – this will be reinforced in schools. Students should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival.		No
<b>7</b>	<b>Curriculum considerations</b>			
7.1	Planned return to normal curriculum in all subjects by Summer Term 2021	Timetables have been adjusted to include five English lessons and five Maths lessons each week for KS1 and KS2 children. This will enable teachers 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. Staff and students preparing for exams to be taken in 2021. Timetables will reflect any changes to exam dates and consider national, local and individual student needs in accordance with the most up to date guidance.		No
7.2	Suspension of some subjects	All curriculum subjects will be taught with no reduction in lesson time for any subjects.		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	for some pupils in exceptional circumstances.			
7.3	Music activities	<p>There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities. This applies even if individuals are at a distance.</p> <p>The Academy has considered 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.</p> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Schools should also consider Guidance for Music, Dance and Drama as well as Guidance for the Performing Arts.</p>		No
7.4	Physical activity in schools	<p>PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons.</p> <p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports have been prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> </ul>		<p>No</p> <p>No</p> <p>No</p> <p>No</p>

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<ul style="list-style-type: none"> <li>advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> <p>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. This will happen from Term 2 onwards and the Academy will, in advance, consider carefully how such arrangements can operate within their wider protective measures.</p> <p>Making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), 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.</p> <p>In tiers 1-3 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.</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports listed on the return to recreational team sport framework. Competition between different schools should not take place, in line with the wider restrictions on grassroots sport.</p> <p>Where schools are offering extra-curricular activities (that is, before and after school clubs) they should only do so where it is reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care.</p>		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>Schools should consider carefully how such arrangements can operate within their wider protective measures.</p> <p>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>In tier 4 schools can continue to hold PE lessons in line with the latest guidance, including those that involve activities related to team sports (i.e. practising techniques).</p>		
7.5	Educational visits	<p>All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the <a href="#">Covid-19 DfE travel guidance for educational settings</a></p> <p>For additional information check with EVOLVE guidance on website.</p>		No
7.6	Groups of children mixing resulting in risk of more widespread transmission	<p>Children should be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary.</p> <p>Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.</p> <p>Groups should be as small as possible whilst providing the full range of curriculum subjects. Classes will not stream for English and Maths but year groups may mix during Phonics/SpaG sessions.</p> <p>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.</p> <p>Steps will be taken to limit interaction, sharing of rooms and social spaces between groups as much as possible. This is represented in the Area Timetables.</p> <p>It is accepted that the youngest children cannot socially distance from each other or staff.</p> <p>Measures should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time).</p> <p>When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks</p>		<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		and to minimise the numbers of pupils and staff who may need to self-isolate. Assemblies will all be virtual.		
7.7	Remote education	School leaders will develop a contingency plan in accordance with the remote education expectations section set out in Part 5 of the Guidance for Full Opening Schools which supports pupils who need to isolate and / or where local restrictions require pupils to remain at home. Further information can be found here: <a href="https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19</a> Keeping children safe in education provides information on what schools should be doing to help protect their pupils on line. <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a> Updates to policies, safeguarding policy and any training and guidance to be listed in additional measures where appropriate. Publish remote education offer on the website from January 2021. A template is available in this link: <a href="#">Actions for schools during the coronavirus outbreak</a>	Remote Learning guidance shared with staff on 05/10/2020 and Parents/Carers on 06/10/2020.	No
7.8	Educational visits	All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings		
<b>8</b>	<b>Provision of food</b>			
8.1	Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	School kitchens must comply with the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a>		No
8.2	Catering staff are operating	Catering staff to follow the relevant aspects of government guidance for food premises:		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	in a safe environment	<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a>		
<b>9</b>	<b>Communications with parents and others</b>			
9.1	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. Relevant Contractors to be informed of positive cases in school to ascertain any potential contact.		No  No  No
9.2	Suppliers understanding and complying with new arrangements	New arrangements have been discussed with suppliers and deliveries are to be arranged for quiet times or outside school hours.		No
9.3	Communications to parents and staff	Regular communications		No
9.4	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.		No  No
9.5	Parent aggression due to anxiety and stress.	Parents/Carers have all been told 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. This was communicated on 15.07.2020 and reminders included in the July and August Newsletters.		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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9.6	Confirmed case in school	Where there is a confirmed case: Engage with the NHS Test and Trace process. Manage confirmed cases of coronavirus (Covid 19) amongst the school community. Contain any outbreak by following local health protection team advice.		No
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<b>10</b>	<b>Oversight of the governing body</b>			
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10.1	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p>The governing body will continue to meet regularly via online platforms.</p> <p>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</p> <p>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>		No
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**Further action required**

Section of RA	Additional Actions / Control measures required	Person responsible	Deadline date:	Date action completed
	Walk the floor	Health and Safety Lead to check RA is being followed in practise.	H&S Lead	08/10/2020
	Staff signature	Ensure all staff have read and understood the RA  Upload signed staff declarations.	Headteacher	08/10/202
	Exam arrangements	Review guidance regarding exams, change of dates, any	Headteacher	15.10.2020

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		additional papers. Arrange and consider exam timetables, facilities and staffing for changes to exams and results dates.		
4.4	Staff absence	Schools to review their covid critical incident pathway to ensure they have a plan should staff absences increase to an unsafe point. Review condensing plans across the school and curriculum to feed into the critical plan.	Headteacher	15.10.2020
	Positive case	Schools to check and review their communications systems to ensure they can effectively work remotely (i.e. access to SIMS) to ensure prompt communication with pupils, parents and staff in the event of a positive case and isolation requirements.	Headteacher	15.10.2020
	Communications	Schools to work with Marketing and Communications Manager to create templates to proactively respond to any outbreak.	Headteacher	15.10.2020
4.4	Staff absence	Schools to review their covid critical incident pathway to ensure they	Headteacher	23.10.2020

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		have a plan should staff absences increase to an unsafe point. Review condensing plans across the school and curriculum to feed into the critical plan.		
4.9	Positive case	Schools to check and review their communications systems to ensure they can effectively work remotely (i.e. access to SIMS) to ensure prompt communication with pupils, parents and staff in the event of a positive case and isolation requirements.	Headteacher	23.10.2020
4.13	Communications	Schools to work with Marketing and Communications Manager to create templates to proactively respond to any outbreak.	Headteacher	23.10.2020

Headteacher	Name:	<b>SIOBHAN MEREDITH</b>	Signed:		Date:	21.08.2020
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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.

Once approved by all parties, a copy to be saved here: <Z:\COVID-19\Estates\Risk Assessments\September 2020 onwards\Approved final risk assessments>

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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**Arrangements must be in place to monitor that the controls are: Effective, working as planned and updated appropriately considering any issues identified and changes in public health advice**

**Review of Risk Assessment:**

Review period:	Fortnightly (unless required sooner)	Review Date:	Reviewed by:	Comments / changes:
		17.09.2020	Siobhan Meredith	Parents/Carers asked to wear face coverings on site. Isolation Room moved to Meeting Room instead of MULA. Further Actions to be completed on INSET Day (01.09.2020) have been completed. 5.9 – Wrap around care 2.4 – Fire risk assessment review 2.10 - Waste management 3.1 – Soft surfaces washing of 4.3 – Managing supply teachers, visitors, contractors 4.11 - Use of PPE 4.13 – Dealing with suspected / confirmed case 6.4 – 6.9 - Transport 7.3 – Music and drama 7.6 – Groups of children mixing
		01.10.2020	Siobhan Meredith	1.3 – Face coverings 4.2 – IT technicians 1.9 – Staff working
		07.10.2020	Siobhan Meredith	1.4 – EYFS document updated Recent Government guidance updates reflected in the Risk Assessment including section about Remote Learning. Staff signature page removed; signature sheet uploaded to Z drive instead.

No.	Significant hazard / risk	Normal control measures		Any additional measures in place?	Further action? Yes / No
		15.10.2020	Siobhan Meredith	4.4 - Staffing 7.1 - Exams	
		23.10.2020	Siobhan Meredith	4.9 - Clinically extremely vulnerable guidance added 4.13 – Removed always and must in line with updated guidance	
		12.11.2020	Siobhan Meredith	2.13 – Contractor information 4.2 – Staff measures updated 4.9 – CEV – staff 5.1 – CEV – pupils 5.7 – Uniform updated 7.4 – Sports	
		18.11.2020	Siobhan Meredith	5.9 – Wrap around care and clubs 4.4 – Staff absence – added school emergency plan 4.4 – Action to take amended to show school emergency plan as schools use emergency plans instead of a critical pathway document	
		30.11.2020	Siobhan Meredith	Tier information added 1.3 – Face coverings updated to reflect tier system 4.9 – Assessment of staff 5.1 – Vulnerable pupils 6.3 – Transport staff	
		04.01.2021	Siobhan Meredith	Front page: Tier update 1 – Close contact definition 1.1 – Updated link for reduced isolation period 1.7 – MULA and Admin Office to have reduced number 1.8 – Guidance for return in January added of adults in there at any one time 4.2 - Staffing 4.9 – Staffing in tiers 4.13 – Close contact definition added & updated flowchart	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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**Arrangements must be in place to monitor that the controls are: Effective, working as planned and updated appropriately considering any issues identified and changes in public health advice**

**Walk the floor**

Review due: (w/c)	14/09/20	Date reviewed:	17.09.2020	By:	Siobhan Meredith	Any action required?	Parents/Carers asked to wear face coverings on site. Isolation Room moved to Meeting Room instead of MULA. Further Actions to be completed on INSET Day (01.09.2020) have been completed.
Review due: (w/c)	28/09/20	Review undertaken:	01.10.2020	By:	Siobhan Meredith	Any action required?	No
Review due: (w/c)	12/10/20	Review undertaken:	15.10.2020	By:	Siobhan Meredith	Any action required?	No
Review due: (w/c)	09/11/20	Review undertaken:	12.11.2020	By:	Siobhan Meredith	Any action required?	No
Review due: (w/c)	23/11/20	Review undertaken:	26.11.2020	By:	Siobhan Meredith	Any action required?	No
Review due: (w/c)	07/12/20	Review undertaken:	11.12.2020	By:	Siobhan Meredith	Any action required?	No

No.	Significant hazard / risk	Normal control measures				Any additional measures in place?	Further action? Yes / No
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Review due: (w/c)	21/12/20	Review undertaken:	21.12.2020	By:	Siobhan Meredith	Any action required?	No
Review due: (w/c)	04/01/21	Review undertaken:	04.01.2021	By:	Siobhan Meredith	Any action required?	Yes – reminders to staff about reduction of adults allowed in specific rooms and increased use of face coverings