

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:	Covid 19 – Local restriction tiers onwards							
School:	Whipton Barton Federation	Address:	Hill Lane; Exeter					
Person(s) / Group at risk:	Staff, pupils, visitors and contractors							
Risk Assessment carried out by:	Gary Read (Headteacher)	Date:	22/08/20	Approved by:	ELT	Date:		
	Oli Birley (H&S Lead)	Date:	24/08/20	Approved by:	Governing body	Date:	15/09/20	

<p>Regional rules came into effect on 5th January 2021 placing the country in national lockdown. You must follow the guidance for your current tier / national lockdown.</p> <p>More information can be found here: https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#high-alert</p>	<p>Current Tier: National Lockdown: stay at home</p>
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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.

Return to school risk assessment – based on the principles and guidance contained within DfE Guidance, latest: Guidance for Full Opening and School National Restrictions:

www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

When conducting the risk assessment, it is important that the school adopts a considered collaborative approach in line with DfE Guidance.

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

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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.**

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.**

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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>Stagger drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible.</p> <p>Provide information to parents.</p> <p>If possible, only one parent to attend.</p> <p>Use alternative drop off locations and utilise all entrance routes where possible.</p> <p>One way system to be put in place where possible.</p> <p>All reminded to keep to the left when moving around the school.</p> <p>Have a process for safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school.</p> <p>Communicate this process clearly to them, following the recommendations in the government guidance Staying safe outside of your home: face coverings and Guidance for Full Opening.</p> <p>Pupils must be instructed 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 coronavirus (Covid 19) symptoms, or have tested positive in the last 10 days.</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: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 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 14 days from when the symptomatic person first had symptoms.</p>	<p>Plans in place and communicated to parents (including aerial maps with arrows to demarcate areas) – see 1.2 for details and link.</p> <p>Senior staff on duty during the first days and first full week on school to ensure compliance</p>	Yes

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1.2	Parents gathering at school gate not social distancing	<p>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.</p> <p>Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p> <p>No stay and play sessions / reading with children sessions are planned.</p>	<p>All parents informed of drop off and pick up arrangements via email at the end of summer term. Reminders sent out with link to year group letters on federation website: https://www.whiptonbarton.org/news/back-school</p>	No
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).</p> <p>Desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided.</p> <p>Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups.</p> <p>Removal of some furniture may be required to enable this.</p> <p>Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments.</p> <p>Stagger assembly groups</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 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak and https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p>	<p>Infant School</p> <ul style="list-style-type: none"> • School separated into EYFS pod and KS1 pod • KS1 assembly only (Monday with GR/GW and Friday with GR) <p>Junior School</p> <ul style="list-style-type: none"> • School separated into Y3/4 pod and Y5/6 pod. Staff allocated to each pod. • Pod assemblies alternate weeks (Monday with GR and Friday with AHa) 	No

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		<p>Where individuals are wearing a face mask they must provide their own and follow disposal measures as laid out by the school. Reusable masks must be kept on their person or inside their bag at all times.</p> <p>Where face coverings are detrimental to the needs of the staff or students, the school leadership team will work closely with individuals to find a resolution to help them feel comfortable and safe.</p> <p>Some individuals are exempt from wearing face coverings and adults and pupils should be sensitive to those needs. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.</p>		
1.4	Risk of transmission within EYFS settings	<p>Updated Guidance for EYFS to be followed. https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.</p>	Reminders of good respiratory hygiene, class-based cleaning, additional “roaming” cleaner are main risk mitigating factors.	Yes
1.5	Groups mixing during breaks and lunchtime compromising social distancing.	<p>Staggered break times and ensure appropriate supervision is in place.</p> <p>Use different playground locations where possible</p> <p>Staggered lunchtimes & in set groups with handwashing</p> <p>Cleaning of tables between uses by different groups.</p>	<p>Infant School</p> <ul style="list-style-type: none"> • Staggered sittings with nursery starting at 12.00 on first sitting. • Pods have separate play areas and a plan is in place to manage movement between sittings <p>Junior School</p> <ul style="list-style-type: none"> • Two sittings with Y3/4 on first sitting. Normal seating arrangements in place 	Yes

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			<ul style="list-style-type: none"> Pods have separate play areas and a plan is in place to manage movement between sittings 	
1.6	Groups mixing during extra-curricular provision	<p>Carefully consider how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible.</p> <p>If it is not possible to maintain bubbles being used during the school day then use small, consistent groups.</p> <p>Holiday club guidance suggests delivering sessions outside where possible</p> <p>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>Schools Out will move back to Sycamore/Holly with the following risk mitigation:</p> <ul style="list-style-type: none"> Infant and Junior children kept separate in two rooms; staff to be flexible between rooms as needed but in line with guidance on distancing and hygiene. Enhanced cleaning in place in line with school guidance. Increased cleaning hours for “roaming” cleaner to clean rooms prior to SO arriving. 	Yes
1.7	Wraparound provision: Groups mixing during extra-curricular provision	<p>Schools should work to continue breakfast and after-school provision, where possible, in line with the latest guidance.</p> <p>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 and https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021</p> <p>Carefully consider with external providers 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, consistent groups. Schools can consult the guidance produced for</p>		Yes – discuss with SO staff and provide them with guidance

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		<p>providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, as much of this will be useful in planning extra-curricular provision. Where parents use childcare providers or out of school extra-curricular activities for their children, schools should encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this. DfE have issued guidance for parents and carers, which schools may want to circulate.</p>		
1.8	Spread of virus due to increased numbers of people within the building.	<p>Inform parents that if their child needs to be accompanied to school only one parent should attend Active engagement with NHS Test and Trace Children will be grouped together Contact between groups limited so far as possible Forward facing desks where practical and possible Staff maintaining distance from others as much as possible 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"> 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 2. Frequent hand cleaning and good respiratory hygiene practices. Promote the 'catch it, bin it. Kill it' approach. 3. Regular cleaning of settings has been increased with additional cleaning support through the employment of an additional staff member. Cleaning time allocation amended to enable a more thorough clean in the areas of the building that are in use. In addition, antibacterial spray, gloves, aprons and goggles / visors are provided where required. 		No

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		<p>4. Minimising contact and mixing by; grouping pupils into defined groups, entry to administration and support offices is limited to those who work in these areas so far as reasonably practicable,</p> <p>5. Pods will remain in their classrooms so far as reasonable practicable. Staff will move around the school and maintain distancing so far as reasonably practicable.</p>		
1.9	Staff	<p>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.</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.</p>		No
2	Premises related matters			
2.1	Visitors and deliveries	<p>Visits and deliveries to be arranged for quiet times or outside school hours wherever possible. Signing in system and lanyard use to be reviewed. Signing in book to be cleaned regularly and hand sanitiser provided.</p>	<p>Social workers and SEND professionals to be encouraged to work face-to-face in school. We will ensure appropriate spaces for professionals to work with children and families.</p> <p>School tours for new parents can go ahead but will not enter class bases. Parents will be asked to sanitise hands and maintain appropriate distancing.</p>	Yes
2.2	Changes to building use being safe for pupils & staff –	<p>Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place.</p> <p>Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific</p>	<p>There will be no one way markings in school and minimum signage.</p> <p>We are attempting to balance risk</p>	No

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	e.g. storage, one-way systems, floor tape.	<p>classrooms) and this must include curriculum risk assessments where necessary.</p> <p>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups.</p> <p>Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</p> <p>Carry out a premises safety check. Follow up work to be reported to the Premises Manager and action taken to resolve.</p>	with pupil wellbeing. In both schools, pods are located in geographically different areas and measures are in place to keep the pods separate.	
2.3	First Aid procedures, Reduced numbers of first aiders and Paediatric first aider.	<p>Review First Aid risk assessment (RA22 or equivalent).</p> <p>Rota systems in place to ensure adequate numbers of first aid and PFA trained staff.</p> <p>Communication of first aid arrangements during daily briefings.</p> <p>PPE within first aid supplies</p>	<p>Designated 1st aiders in each pod.</p> <p>1st Aid supplies available in each pod and topped up by designated 1st Aid leads in each school.</p> <p>1st Aid and PPE available in each school's 1st Aid room (this has moved to accessible toilet in juniors because of the re-fit)</p>	Yes
2.4	Fire Procedures	<p>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.</p> <p>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.</p> <p>Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</p> <p>Ensure any PEEPs are still suitable and staff are aware of contents</p> <p>Fire drills to continue as normal</p>	Revised evacuation routes in Junior School during refit.	Yes

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2.5	Water hygiene – management of legionella	<p>Review the water hygiene management plan.</p> <p>Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening.</p> <p>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.</p> <p>Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded as standard.</p>		No
2.6	Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>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, and location of designated room for suspected cases.</p> <p>Explaining to children about the use of face coverings – to support children with adhering to social distancing.</p> <p>Headteachers and school leaders must monitor arrangements and make remedial actions where needed.</p> <p>Ensure there are opportunities for all employees to raise concerns / make suggestions.</p>	Staff briefing on NPD. RA circulated to staff.	No
2.7	Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<p>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors).</p> <p>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.</p>	Premises manager to oversee management of external contractors. Kier to manage own processes for subcontractors on designated Kier areas of site.	No
2.8	Staff rooms and offices to comply with social distancing and safe	<p>Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart.</p> <p>Avoiding unnecessary gatherings.</p> <p>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.</p>	Staff to manage their own distancing in staffroom spaces. Staff to report any anxieties or discomfort to Gemma Wills or Amy Hardinge.	No

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	working practice	Enhanced cleaning regimes as per below.		
2.9	Ventilation to reduce spread	<p>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</p> <p>Air conditioning will only be used when it is deemed safe to do so.</p> <p>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 – where possible to be run continuously, with any air recirculation switched off or set to as low a level as possible, following REHVA guidance.</p> <p>Ventilation to chemical stores should remain operational. LEV systems in secondary school workshops and specialist rooms, which are used to remove dust and other particles from the air as part of practical making and finishing processes will remain in use when required.</p> <p>Further information can be found here: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=guide-1&utm_content=aircon-4-dec</p>		No
2.10	Management of waste	<p>Ensure bins for tissues are emptied throughout the day.</p> <p>Follow Guidance on disposal of PPE waste (such as used fluid resistant masks)</p>	Kevin Waite to brief cleaning staff about disposal of blue-towel waste.	Yes
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. E.g. drop-off point – one person controls the process etc.</p> <p>Reduce paper based correspondence as far as possible.</p> <p>Where possible send all messages electronically</p> <p>Internal messages to be passed electronically or by telephone</p>		No

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		<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>		
2.12	School owned outdoor play equipment	<p>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.</p> <p>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.</p> <p>Encourage effective sanitation by users, parents etc.</p> <p>Consult guidance on Managing Outdoor Playgrounds 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>The organisation of pods enables groups to use outdoor play equipment safely. We will not be enforcing strict social distancing during outdoor play but will maintain current robust hygiene measures and ensure that children wash and/or sanitise hands after play sessions.</p>	No
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>See Kier operating procedures for Junior School site</p>	No

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		<p>Temperature checks are carried out on arrival and before entering the school building.</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>		
2.14	Hiring out premises	<p>Schools should ensure they are considering carefully how to hire out to external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. Such arrangements can only operate within their wider protective measures and should also have regard to any other relevant government guidance. For example, where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities.</p> <p>Schools and hirers to be aware that changes may be required at short notice depending on local covid alert levels</p> <p>https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know</p>		
3	Cleaning and reducing contamination			
3.1	Contaminated surfaces spreading virus.	<p>Classroom based resources such as sports, art and science equipment can be used and shared within the bubble.</p> <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>Infant School</p> <ul style="list-style-type: none"> PE equipment to be used by KS1 only. EYFS to collect and store own equipment 	Yes

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		<p>Follow government guidance for working in education and childcare if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on Cleaning and decontamination of non-health care settings.</p> <p>Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term. Devon H&S advise soft furnishing and soft toys to remain out of use until further guidance received.</p>	<ul style="list-style-type: none"> Continuation of Milton sterilisation of small parts in EYFS and Y1 <p>Junior School</p> <ul style="list-style-type: none"> Agree PE equipment requirements for unit of work 	
3.2	Shared resources and equipment increasing spread	<p>Prevent the sharing of stationery and other equipment where possible Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing. Enhanced cleaning regimes. Limit items being brought in from home or taken home from school and store when returned for 72 hours if it cannot be cleaned</p>	Papercut in place to minimise touching of photocopier from 07/09/20	Yes
3.3	Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p>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. Review COSHH risk assessments where there is any change in products</p>	In place. Additional cleaner employed and briefed by Kevin Waite.	No
3.4	Sufficient handwashing facilities for staff and pupils	<p>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 hand wash and sanitiser stations are available based on what you have learned from usage to date.</p>		No

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3.5	Additional time for all to carry out handwashing	Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.		No
3.6	Handwashing practice with children	Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at e Bug . Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.	Staff to remind children and practise in age-appropriate way.	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.		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 in case a pupil or staff member coughs or sneezes on a piece of equipment or furniture.		Yes (see 2.10)
3.9	Toilets being overcrowded	Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.	Pods have allocated toilets and this will be managed by staff. Enhanced cleaning in place.	No
3.10	Dedicated spaces	Dedicated space to be arranged should anyone require a space for breast feeding. Are to be cleaned thoroughly between uses.	To be arranged if needed.	No

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4	Staff related issues			
4.1	Staff access and egress to site and buildings	<p>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 https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers and dispose of their mask appropriately.</p> <p>Staff must wash their hands when they arrive</p>		No
4.2	Staff measures to reduce contact and transmission	<p>When assessing the return to full opening in September the following section of the DfE guidance must be followed: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p> <p>Where this cannot be met, then the school must record why and what other control measures they will adopt.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).</p>	<p>There will be a limited number of staff who will work across/come in contact with pod groups mainly for the following reasons</p> <ul style="list-style-type: none"> • Delivery of statutory PPA arrangements • Maintain CPD in the delivery of RWI to ensure that the attainment gap does not widen and further disadvantage pupils • Support for pupils with significant SEND (although steps will be taken to minimise this) • Serving food <p>In all cases, staff will follow the first four control measures and consider points five and six as appropriate:</p>	Yes

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>Focusing on control measures that reduce close contact, will reduce the number of staff and pupils required to self-isolate when there are cases within the school.</p> <p><i>PHE have identified issues that have arisen in IMTs in schools and some adjustments are being made by schools as a result. There may be difficult to implement due to disruption to learning or operational issues. But schools are also identifying that actually having positive cases and seeing the impact on numbers being sent home to self-isolate (staff and pupils) will also affect learning and operational issues.</i></p> <p><i>Mitigating measures that will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school:</i></p> <ul style="list-style-type: none"> ▪ <i>minimising bubble sizes,</i> ▪ <i>minimising face to face meetings (move to video calling if appropriate),</i> ▪ <i>minimising the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.</i> ▪ <i>minimising the movement around the school of pupils and teaching staff,</i> ▪ <i>minimising the movement across bubbles of pupils and teaching staff,</i> ▪ <i>no car sharing between staff to school</i> ▪ <i>keeping to the 2m distancing (for teachers especially) if at all possible</i> <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</i></p>	<ol style="list-style-type: none"> 1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2. clean hands thoroughly more often than usual 3. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5. minimise contact between individuals and maintain social distancing wherever possible 6. where necessary, wear appropriate personal protective equipment (PPE) <p>Staff who will be moving between pods to receive individual briefing from member of SLT.</p> <p>Kitchen staff who serve food to children will wear visors.</p>	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p><i>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 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	Managing supply teachers, visitors, contractors and other temporary visiting staff.	<p>Supply teachers, peripatetic teachers 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, and 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>A record should be kept of all visitors.</p> <p>It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.</p>		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
4.4	Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<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>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</p> <p>Where there are not sufficient staff to cover staff absences, the critical incident plan 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.</p> <p>Schools advisory service is available to provide free, remote and confidential counselling for any employee.</p> <p>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' - https://devoncc.sharepoint.com/:w/s/PublicDocs/Education/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p> <p>Further advice is available from HR if required.</p>	<p>Any staff member with a level of anxiety that is affecting their wellbeing or ability to work effectively should talk to Gemma Wills, Amy Harding or Gary Read.</p> <p>Staff can refer to the TWMAT wellbeing resources: Website: https://www.tedwraggtrust.co.uk/staff/wellbeing/ Password is: twmatstaff</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
4.6	Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.	Discussion with staff about the organisation of pods happened before the end of term and agreed. Discussion with premises manager and SO staff during summer break to plan for reopening. Staff briefing to be circulated during week beginning 24 th August.	Yes
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 https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/	Staff to access information from link.	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.	If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe	Masks and relevant PPE available in medical room in Infant School and new medical room base in the Junior School accessible toilet. Procedures are the same as during limited school opening.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
4.9	Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<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>National lockdown restrictions continue to identify that staff working in educational settings are critical workers and should continue to go to work. Headteacher will refer to the HR FAQ document to manage individual working arrangements.</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> <p>The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</p> <p>Managers Guide to Supporting BAME or other vulnerable colleagues: will follow guidance and undertake a risk assessment with staff member: https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</p> <p>Pregnancy: The Expectant Mother risk assessment has been amended to include Covid 19 and should be completed. https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</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>	Any staff who fall into vulnerable groups and who feel they need an additional risk assessment prior to return should contact Gary Read by Friday 28 th August.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>The government has reintroduced formal restrictive shielding advice in some local areas in tier 4: stay at home and National lockdown situations 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 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec</p> <p>Following any break in national lockdown measures: If staff travel from one tier into another, they should follow the guidance for whichever area is in the higher tier.</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 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>		No
4.11	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>	Posters visible in medical rooms.	No
4.12	Staff member becoming	<p>A staff member should let the leadership team know and go home. Where that person needs to use the bathroom before they go home,</p>		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	unwell with Covid 19	<p>they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected before being used by anyone else. 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> <p>The staff member must arrange testing as soon as possible and must remain in isolation until a negative result is returned, or within the timeframe set by the government for isolation.</p> <p>Managers should complete a COVID notification form sending this to HR, this will provide relevant information including potential contacts to inform track and trace, as well as test results.</p> <p>The employee will be instructed to get an essential worker test without delay.</p> <p>Where the employee is symptomatic but feels well, the employee may work from home whilst isolating in accordance with the Government Guidance. The employment may not return to work until their test is negative, they are well enough to return and they have completed the appropriate isolation period in accordance with the Government Guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	SLT member will make decision about cover.	
4.13	Dealing with suspected and confirmed case/ cases and outbreak.	<p>Dealing with suspected and confirmed case/ cases and outbreak.</p> <p>Follow most up to date guidance. Contact the local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk (If the matter is not urgent you can also email ask.swhpt@phe.gov.uk)</p> <p>AND inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk.</p> <p>if one of the following:</p> <ol style="list-style-type: none"> 1) The symptomatic person has been admitted to Hospital 2) The Possible case REFUSES testing 		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>3) There are a cluster of possible cases/unexpected increase in absenteeism 4) The Possible case has DEFINITE link to a confirmed case 5) ALL confirmed cases.</p> <p>If a child or staff member in your education setting becomes symptomatic, you should advise them to access testing through the normal channels. However, in exceptional circumstances when you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the school provided home test kits to improve the chances that the individual will get tested. See the 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 educate.schoolspriorityalerts-mailbox@devon.gov.uk.</p> <p>Devon County Council's Local Outbreak Management Plan (LOMP) is available here: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/. If there is a confirmed case, a complex situation or an outbreak is declared in your setting you may be asked to join an Incident Management Team or Outbreak Control Team Meeting. Schools should up-date the Schools Emergency Plan to incorporate the above links. The following resources should also be referred to in the event of cases at the setting:</p> <p>Educational settings Action cards</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>https://www.devon.gov.uk/eycs/important-information-seeking-advice-on-confirmed-cases-of-coronavirus-covid-19-in-educational-settings-for-nurseries-schools-and-colleges/</p> <p>Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the Actions for Schools Guidance Section 5</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</p> <ul style="list-style-type: none"> • 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) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc</p> <p>It remains vitally important that schools continue to inform the LA of positive cases through the smart survey link: https://www.smartsurvey.co.uk/s/Covid19NotificationTestResults/</p> <p>..\..\..\..\Guidance\PHE SW HPT Educational Settings Flowchart V7 14122020.pdf</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
5	Pupil related issues			
5.1	Vulnerable groups who are clinically, extremely vulnerable.	<p>During national lockdown measures all pupils (with the exception of children of keyworkers and those with an EHCP) will undertake remote learning.</p> <p>When national lockdown measures end: 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. 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 should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.</p>	Gary Read to communicate this information to all parents prior to the start of term and SLT to follow up potential non-attendance.	No
5.2	Distressed children	Measures are in place where children are distressed.		No
5.3	Children with EHCP and pupils who attend dual settings	<p>A risk assessment should be completed before attendance.</p> <p>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</p>	Measures have been in place to communicate with vulnerable children during the summer break and these children will be supported by SEND team on return. Plans are in place for this.	No
5.4	Pupils unable to follow guidance	Some pupils will need additional support to follow these measures. Insert measures here or attach additional document.	See individual pupil plans	No
5.5	Pupils' equipment	Pupils to limit the amount of equipment they bring into school each day, to essentials		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.		
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.</p> <p>Ideally, a window 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>	Pupil to be removed to and cared for in dedicated 1 st Aid rooms	No
5.7	School Uniform	Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.		No
5.8	Behaviour	The behaviour 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
5.9	Wrap around care	Wrap around care is provided by School's Out. Parents, carers and staff will be made aware.	SO leaders to ensure all agreed risk management is in place and that outdoor activities are a regular feature of after school provision.	Yes

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
6	Transport			
6.1	Travel to school and provision of safe school transport:	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.	Communicate with parents. Inform them of imminent implementation of School Streets initiative http://schoolstreets.org.uk/	Yes
6.2	Dedicated school transport, including statutory provision	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.	NA	NA
6.3	Wider public transport	It is the law that you <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. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. Staff must dispose of their mask appropriately, using school processes for disposing of masks. Staff must wash their hands when they arrive.		No
6.4	School Transport arrangements	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	NA	NA

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	support changes to school times			
6.5	Face coverings and PPE	<p>It is now the law that people age 11 and over must wear a face covering on public and school transport. However, TWT, supported by PHE, recommend that people aged 11 and over wear a face covering when travelling on dedicated school transport from the start of the autumn term. However, there are some exemptions:</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings</p> <p>Face coverings should not be worn by those who may not be able to handle them as directed (for example, young students, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Drivers may wear face coverings if they wish to, although guidance indicates that PPE is not normally needed on home to school transport.</p> <p>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.</p>		
6.6	Loading for vehicles above nine passenger seats	<p>Transport Co-ordination Service will work with operators, schools and parents to manage arrangements for organised queueing and boarding. Students should be asked to respect the driver's personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, and then do so one by one in an orderly manner. They should hold their bus pass so it is visible to the driver (and produce for closer examination if requested).</p> <p>Seats alongside or immediately to rear of the driver may be out of use and if so, would be clearly marked as "out of use" by the operator.</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
7	Curriculum considerations			
7.1	Planned return to normal curriculum in all subjects by Summer Term 2021	<p>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.</p> <p>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.</p>	Guidance for teachers on priority teaching content for English and Mathematics	Yes
7.2	Suspension of some subjects for some pupils in exceptional circumstances.	<p>Schools should be able to show that this is in the best the interests of these pupils and this should be subject to discussion with parents during the autumn term.</p> <p>They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021.</p>		No
7.3	Music activities	<p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting.</p> <p>This applies even if individuals are at a distance.</p> <p>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.</p> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Further detailed DfE guidance will be published shortly.</p>	Unfortunately, there will be no singing in school until the guidance is reviewed.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / 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. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</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>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"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>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</p>	Physical activity during PPA in the Junior school will take place within pods and Premier will take responsibility for the equipment use.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>training or education, or where the provision is being used for the purposes of respite care.</p> <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>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> <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>		
7.5	Educational visits	<p>All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings</p> <p>For additional information check with EVOLVE guidance on website.</p>	Any proposed trips will be agreed with the EVC and Headteacher.	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>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.</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>Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.</p> <p>It is accepted that the youngest children cannot socially distance from each other or staff.</p>		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>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</p>		
7.7	Remote education	<p>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: https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19</p> <p>Keeping children safe in education provides information on what schools should be doing to help protect their pupils on line. https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p>Updates to policies, safeguarding policy and any training and guidance to be listed in additional measures where appropriate.</p> <p>Publish remote education offer on the website from January 2021. A template is available in this link: Actions for schools during the coronavirus outbreak</p>	<p>In the event of pods isolating, teachers will take the same approach used during partial closure:</p> <ul style="list-style-type: none"> • EYFS and Y1: Tapestry • RWI daily videos for EYFS, KS1 and Y3 group • Y2-Y6: work posted on Home Learning page on website • SEND pupils identified and supported with regular remote sessions 	
8	Provision of food			
8.1	Food prepared on premises is compliant with Covid - 19 health and	School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	hygiene guidance			
8.2	Catering staff are operating in a safe environment	Catering staff to follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery	Kitchen manager to brief staff on safe working practices (see 4.2)	Yes
9	Communications with parents and others			
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.		No
9.2	Suppliers understanding and complying with new arrangements	Discuss new arrangements with suppliers and deliveries 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.		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		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.		
9.5	Parent aggression due to anxiety and stress.	Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety	Information sent to parents at the end of the summer term and now available on the federation website: https://www.whiptonbarton.org/news/back-school	No
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
10	Oversight of the governing body			
10.1	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	Headteacher to update governing body regularly with any changes or significant information.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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Further action required				
Section of RA	Additional Actions / Control measures required	Person responsible	Deadline date:	Date action completed
1.1	Circulate summary of drop off and pick up information to staff in staff information pack	Gary Read	25/08/20	25/08/20
1.4	Remind staff in info pack that our focus is on continued good hygiene and cleaning as the main risk mitigation	Gary Read	25/08/20	25/08/20
1.5	Lunchtime plans communicated to MTA staff	Amy Hardinge and Gemma Wills	01/09/20	01/09/20
1.6	Communicate Schools Out plans to parents and set up booking on Gateway. Increase additional cleaner hours by 15 minutes per day.	Andrea Gambie	25/08/20	25/08/20
2.1	Social workers and SEND professionals to be informed that our schools are open and safe to visit.	SLT	7/09/20	Ongoing
2.3	Meet with 1 st aid leads re: maintaining 1 st aid stocks for central store and pods. Ensure all pods have access to 1 st aid.	Gary Read, Sue Thomas, Paula Williams	02/09/20	02/09/20
2.4	Clarify junior school evacuation routes in the light of re-fit. Early fire drill (first full week) and then drills as normal	Gary Read and Kevin Waite	24/08/20	09/09/20

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
2.10		Ensure every used space has a supply of blue towels and blue towel bin. KW to source towels, GR to purchase bins.	Gary Read and Kevin Waite	
3.1		Agree PE equipment use for PE units of work for half term	Dee Crocock	03/09/20
3.2		Papercut training for all staff.	Michael Emberton	02/09/20
4.2		Ensure relevant kitchen staff are allocated visors.	Debbie West and Andrea Gambie	04/09/20
4.6		Circulate RA and other relevant information to staff	Gary Read	25/09/20
5.9		Outdoor activities planned for School's Out	Ann Clements and Veronica Brown	02/09/20
6.1		Implement School Streets initiative to minimise traffic in Hill Lane.	Gary Read with DCC	October half term
7.1		Guidance for teachers on key content for English and Mathematics	Jo Stranks and Luke Wilson	02/09/20
Staff signature		Ensure all staff have read and understood the RA Upload document onto Hays Training Package or distribute using school communications	Headteacher	21/10/20
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	19/10/20
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	11/10/20
Communications		Schools to work with Marketing and Communications Manager to create templates to proactively respond to any outbreak.	Headteacher	See Positive Case, above

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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Headteacher	Name:	Gary Read	Signed:		Date:	11/11/20
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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>

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

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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Review of Risk Assessment:				
Review period:	Daily / Weekly / Fortnightly / Monthly / Termly	Review Date:	Reviewed by:	Comments / changes:
		7/09/20	SLT	<p>Drop off and pick-up</p> <ul style="list-style-type: none"> Congestion around EYFS and KS1 areas on first two days due to narrowness of path and parents arriving too early. Revised one-way system and reminders to parents about timings circulated on 06/09/20 If the congestion continues, we will consider opening up part of the field for nursery parents and extending the drop-off window for them. Congestion on pavement outside lower KS2 gate. Will monitor this and consider opening gate at 8.35am <p>Parents calling school for advice about symptoms</p> <ul style="list-style-type: none"> Revised, clear communication to parents sent out 07/09/20 via Facebook and email Admin staff given script to use when talking to parents who call for advice <p>New guidance from DfE on children displaying symptoms in schools https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/915553/Symptomatic_children_action_list_SCHOOLS.pdf</p> <p>Risk Assessment from Premier Risk assessment requested from Premier and received on 08/09/20</p>
18/09/20	GR and SLT	<p>Risk of low attendance</p> <ul style="list-style-type: none"> Parents continue to be unclear about use of symptom tracker and are asking us for tests. Guidance to parents revised to clarify that mucus cough is highly unlikely to be COVID and should be treated as a normal cold. Admin team and SLT reinforce this message. SLT building a small network of confident parents who can “meet” with parents with high anxiety in order to allay fears. <p>Risk of staff absence</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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			<ul style="list-style-type: none"> • Small number of staff with heightened anxiety. We have set up half termly online mindfulness sessions with Sunrise Psychology. • Work with secondary colleagues to secure clear threshold for sending children home as potentially symptomatic as this has the potential to deplete primary staff numbers • DfE test kits re-ordered to ensure staff families have quick access to them 	
		01/10/20 GR and SLT	<p>1.2 - Parents gathering at school gate not social distancing</p> <ul style="list-style-type: none"> • Some parents were still coming into school in pairs and/or not observing social distancing. • Controls now in place: <ul style="list-style-type: none"> ○ Changed signage – larger and placed in areas where parents gather ○ Reminders about safe gathering in weekly update to parents (Facebook and email) ○ Senior staff on duty every morning to turn away parents who arrive in pairs and remind others about distancing. ○ We will consider a requirement for parents to wear masks on site in the light of Hands Face Space <p>4.13 - Dealing with suspected and confirmed case/ cases and outbreak.</p> <ul style="list-style-type: none"> • With cases occurring in Exeter, we have reviewed communications and procedures in line with the successful model provided by Isca. All senior staff and admin team have access to and have been briefed on these procedures. • GR, GW and AHa will lead on this in the event of a confirmed case. • All COVID documentation on drive: COVID 2020. Only SLT and Andrea have access. <p>7.4 – Physical activity in schools</p> <ul style="list-style-type: none"> • Wet weather will affect KS2 PPA cover necessitating the use of the Infant Hall by one Junior group on Wednesday afternoon. • To manage the risk of mixing pods, we will put the following controls in place: <ul style="list-style-type: none"> ○ The group leader will ensure all children are taken to and use the junior school toilets before walking to the infant school. ○ They will use the main entrance to enter the infant school, having buzzed in to the office to ensure no staff member or child is in the vicinity. ○ The group leader will ensure all children stay in the hall and that the doors to the corridor are closed. They can open the outer doors for ventilation. 	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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			<ul style="list-style-type: none"> ○ In the event of a child needing the toilet, the group leader will inform the office, who will ensure the child sanitises their hands before using the Y1/2 toilets and wash them thoroughly afterwards. They will be escorted by a member of the admin team. ● There are two other outdoor groups who could be adversely affected by rain. To manage this we have: <ul style="list-style-type: none"> ○ purchase outdoor shelters for the pump-track group (who also have a classroom if needed) ○ Worked with DWT to purchase a large waterproof tarp and one-piece waterproof overalls to enable the group to stay outside in all weathers 	
	8/10/20	GR, AHa, GW	<p>1.2 Parents gathering at school gate not social distancing</p> <ul style="list-style-type: none"> ● Despite monitoring and enforcement by SLT, too many parents are still not distancing sufficiently on site. From Monday 12th October all parents on site will have to wear masks. Any parent not wearing a mask will be asked to leave the site until they are wearing one. We will communicate this with parents 08 10 20 and be clear about exemptions. ● Some parents are regularly attempting to come into both school reception areas. This is particularly difficult to manage in the Infants. From Monday 12th October, no parent will be allowed in to the reception without a prior appointment. Parents can make an appointment by telephone or by emailing admin@whiptonbarton.org <p>3.3 Cleaning staff and hygiene contractor's capacity - providing additional requirements</p> <ul style="list-style-type: none"> ● Additional cleaner briefed to ensure more time is spent on cleaning door areas to classrooms and other doors used by children ● All staff reminded of the need to use blue towels and spray for regular surface cleaning in classrooms. Cleaners reported a discrepancy in the amount of cleaning product and towel use across classes. <p>4.2 Staff measures to reduce contact and transmission</p> <ul style="list-style-type: none"> ● Staff meetings have been held in well-ventilated infant hall with pods socially distanced. However, with increased infection rates and PHE likely to ask the whole staff group to isolate in the event of a positive case, staff meetings will now be held in separate schools. We will use Teams and HD webcams on class screens if we need to hold meetings “together”. ● SLT and Admin team will now hold meetings via Teams to minimize the amount of time spent together ● GR to remind staff who are working across both sites to ensure they are clear about where their “base” site is and that they know what to do when they are teaching on the other site. 	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			<p>7.6 Groups of children mixing resulting in risk of more widespread transmission</p> <ul style="list-style-type: none"> The building work in the Juniors has restricted space for wet weather activity during Wednesday Workshops. Devon Wildlife Trust RA states that they cannot take a group indoors so we have purchased wet weather gear and a large tarp to ensure children are dry in all weathers. If the infant movement room is needed in extreme weather, infant staff will be informed and measures put in place to separate children. <p>7.7 Curriculum related issues (see main RA)</p> <ul style="list-style-type: none"> In the event of the closure of a pod, we will revert to our plans that we had in place during partial closure: <ul style="list-style-type: none"> EYFS and Y1: teachers upload work to and communicate via Tapestry EYFS, KS1 and Y3: children have access to daily RWI videos Y2 to Y6: teachers upload work to website <p>Interruption of school meal supply in the event of positive staff test</p> <ul style="list-style-type: none"> A positive staff test in the kitchen would close the kitchen down. We will contact a range of food providers and catering cover staff companies in order to plan for the provision of food at very short notice. Staff will be encouraged to complete the Hays food hygiene course to give us flexibility in the preparation of food in the event of kitchen closure. 	
	15/10/20	GW	<p>Check and review communications</p> <ul style="list-style-type: none"> GW to complete suite of comms in the event of a positive case. GW to walk SLT through timeline and areas of responsibility in the event of a positive case. 	
	11/11/20	GR	<p>1.1: Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing</p> <ul style="list-style-type: none"> Reinforce mask message via Facebook and email every two weeks with parent update <p>4.4: Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p> <ul style="list-style-type: none"> Where possible, we will cover TA staff internally unless it compromises the safety of children. If we need to cover, we will attempt to use known staff or use agency cover. 	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<ul style="list-style-type: none"> Where a teacher needs to isolate due to close contact with a positive case outside school, we will attempt to cover with the same supply teacher. <p>4.5: Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p> <ul style="list-style-type: none"> Increased levels of anxiety among staff resulting from the second lockdown. Mitigation actions: <ul style="list-style-type: none"> GR discuss and agree any minor amendments to Building a Picture process to allay increased anxiety. B a P to continue for all teachers as a professional development entitlement and to ensure that teaching is good enough for all pupils AHi to signpost staff to Amanda Tyler’s mindfulness sessions, the trust-funded Able Futures (formally SAS) and NHS Talkworks service <p>7.7 Curriculum related issues</p> <ul style="list-style-type: none"> Home learning plan now in place for full pod closer and for isolating children (COVID/COVID Response/Home Learning Plans). We will review this in the light of teacher workload and the number of children needing to access it. Rob and Michael to consider use of technology to facilitate either live or recorded teaching in order to minimise teacher workload 		
	19/11/20 GR and GW	<p>1.7 Wraparound provision: Groups mixing during extra-curricular provision</p> <ul style="list-style-type: none"> GR to provide SO leaders with guidance on managing groups within SO setting 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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak GR to discuss extra-curricular/childcare provision with Premier/Sam Steer <p>9.1 Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety</p> <p>The school portal has opened and in order to support parents with making a decision about Reception School places for September 2021, we will continue to conduct tours of the school and/or Nursery</p> <ul style="list-style-type: none"> Tours will consist of DH and a maximum of two adults from one family group Visitors will sign in and apply hand sanitiser 		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			<ul style="list-style-type: none"> • Visitors will wear a face covering whilst in school • DH will maintain social distance when giving the tour • Visitors will tour the school and will look through the windows of the classrooms. Visitors will not be able to enter classrooms at this time. 	
	16/12/20	GR	<p>1.3 Overcrowding in classrooms and corridors. Clinically vulnerable staff will be given the option to wear visors when working in close proximity to children.</p> <p>3.1 Contaminated surfaces spreading virus. Cleaners reported that the stocks of blue towels and cleaning materials were being used up more often in some classes than in others. GR met with KW and agreed that cleaners should report to him any variation and this will be followed up by deputies or GR. GR reinforced the need to maintain cleaning with staff.</p> <p>4.9: Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors Changes as a result of government guidance following recent tier restrictions. Full information in section 4.9 above.</p> <p>5.1: Vulnerable groups who are clinically, extremely vulnerable All pupils 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. 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 should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.</p>	
	04/01/21		<p>1.1 Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing All staff who interact with parents at drop off and pick up will now wear face-coverings. This will include senior staff on duty at the beginning and end of the day and premises staff who are working whilst parents are present.</p> <p>2.8 Staff rooms and offices to comply with social distancing and safe working practice</p>	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No

GR to issue guidance to staff to ensure they sanitise hands before entering staff rooms. Infection control cleaner has been briefed to ensure additional cleaning of tea/coffee caddies is completed before and after staff room use.

3.1 Contaminated surfaces spreading virus.

GW and KWi to ensure that sterilisation of regularly used loose parts is conducted regularly. GR has briefed KWa to ensure that he has good knowledge of the use of class-based cleaning materials. GR to remind all teachers of their responsibility to ensure regular cleaning of class surfaces.

3.3 Cleaning staff and hygiene contractor's capacity - providing additional requirements

GR, AH and GW have met with the infection control cleaner to review her cleaning schedule. Amendments are:

- Ensuring additional cleaning in staff rooms (see above)
- Timings of cleaning to ensure staff rooms cleaned before break and lunch and again after lunch
- More regular cleaning of telephones
- Cleaning of larger areas of photocopiers
- All staff to provide feedback to GW, AHa or GR if they feels that further amendments need to be made to enhanced cleaning

4.2 Staff measures to reduce contact and transmission

All staff to be aware of their own responsibilities to ensure good respiratory and general hygiene, maintenance of appropriate social distancing, particularly outside their working pods and to follow national rules for social mixing outside school. Staff to inform GR if they have concerns about any colleague not following these measures.

4.10 Staff use of PPE

Any staff member who wishes to use PPE in times other than drop off and pick up should discuss this with GW, AHa or GR. It is anticipated that these reasonable requests will be granted. GR will communicate the possible increased use of PPE to parents

4.5 Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.

GR to remind all staff to refer all anxieties to the senior staff member with whom they feel most comfortable. Every effort will be made to work with individual staff members to reduce risk and anxiety where that risk and anxiety is caused by the

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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			<p>school environment. Where it is not, staff will be supported to seek help through existing support networks, including those provided by the trust.</p> <p>7.7 Remote education We will continue with our current remote education policy. No additional facility will be made for parents who elect to keep their children off school for reasons outside government and PHE guidance. We will do all we can to get these children back into school and guide these parents towards the home learning available to isolating pupils.</p> <p>9.4 Pupils and families anxious about return SLT to meet to identify anxious families and agree individual approaches for those families. Our aim is to get all children back into school. LH will be responsible for monitoring the effectiveness of our plans.</p>	
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National lockdown January 2021

	Review dates	Reviewed by	Comments and changes
	07 01 21	GR	<p>1.2 Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing All staff who interact with parents at drop off and pick up will now wear face-coverings. GR has sent out a clear message to parents that not wearing masks will be an absolute exception and that all parents not wearing masks regularly will be required to wear exemption lanyards.</p> <p>4.2 Staff measures to reduce contact and transmission The federation is now operating at approximately 25% capacity. This enables us to manage home learning and maintain manageable group sizes. There is no government guidance on class size and we are not putting a numerical limit on these groups. However, if we have a surge in place requests from eligible pupils we will review</p> <p>5.9 Wrap around care Schools Out will remain open. Staff rotas have been changed to allow for adequate staffing levels in SO and nursery.</p> <p>7.7 Remote education</p>

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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		<p>Revised home learning plan communicated to parents below:</p> <table border="1" data-bbox="546 306 2011 1216"> <thead> <tr> <th colspan="2" data-bbox="546 306 2011 344">Learning at home</th> </tr> </thead> <tbody> <tr> <td data-bbox="546 344 824 453">Nursery</td> <td data-bbox="824 344 2011 453">As we are open to all nursery children, there will be no home-learning set on Tapestry. We will, however, send home a learning pack with paper, pencils, a name card and some number digits for pre-school children.</td> </tr> <tr> <td data-bbox="546 453 824 561">Reception</td> <td data-bbox="824 453 2011 561">We have slightly revised our planning so that the work is easier for children and parents to do together. Reception children learning from home will also receive learning packs. Work and videos will be posted daily on Tapestry.</td> </tr> <tr> <td data-bbox="546 561 824 670">Year 1</td> <td data-bbox="824 561 2011 670">Work will be posted on Tapestry as in the previous lockdown and we would like parents to respond to this daily. You did brilliantly at this last time! We will also be offering all parents and children a Google Meet every morning as a face-to-face catch up.</td> </tr> <tr> <td data-bbox="546 670 824 852">Year 2</td> <td data-bbox="824 670 2011 852">We will post work daily on the Home Learning page of our federation website. Simply visit the website at www.whiptonbarton.org and click on Year 2 on the Home Learning drop-down. We would like your child to complete this work daily and email some examples they are really pleased with back to their teacher at year2@whiptonbarton.org Like Y1, Y2 will also be offering all parents and children a Google Meet every morning.</td> </tr> <tr> <td data-bbox="546 852 824 960">Phonics for all Reception and KS1 children</td> <td data-bbox="824 852 2011 960">It is vital that we keep up the excellent phonics work we have been doing with the children. To enable this, you will receive a weekly email with links to phonics videos to watch daily. This is an excellent resource and will enable you to practise regularly with your child.</td> </tr> <tr> <td data-bbox="546 960 824 1107">Year 3, 4, 5 and 6</td> <td data-bbox="824 960 2011 1107">Accessing learning for these year groups is the same as for year two, via the federation website. Again, we expect children to send examples for work to their teachers. The email addresses to send work are also similar: year3@whiptonbarton.org, year4@whiptonbarton.org etc We will also be offering all parents and children of KS2 a Google Meet every morning.</td> </tr> <tr> <td data-bbox="546 1107 824 1216">Some children with additional needs</td> <td data-bbox="824 1107 2011 1216">If your child has an EHCP or is on our SEND register as needing additional learning support, you may be contacted by Miss Hirst or one of our SEND team to set up Google Meet sessions in order that your child can be taught regularly online by one of our specialist teaching assistants.</td> </tr> </tbody> </table> <p data-bbox="546 1257 2033 1359">Microsoft form out to all parents requiring devices to support home learning: https://forms.office.com/Pages/ResponsePage.aspx?id=M6KHRD17xUO4URKglOnYHD1rJ9S1EjlJnZGxMzvTc6IUQIMOMjBNUDVLtKRTSEw0MEZUVDVFQURJTy4u</p>	Learning at home		Nursery	As we are open to all nursery children, there will be no home-learning set on Tapestry. We will, however, send home a learning pack with paper, pencils, a name card and some number digits for pre-school children.	Reception	We have slightly revised our planning so that the work is easier for children and parents to do together. Reception children learning from home will also receive learning packs. Work and videos will be posted daily on Tapestry.	Year 1	Work will be posted on Tapestry as in the previous lockdown and we would like parents to respond to this daily. You did brilliantly at this last time! We will also be offering all parents and children a Google Meet every morning as a face-to-face catch up.	Year 2	We will post work daily on the Home Learning page of our federation website. Simply visit the website at www.whiptonbarton.org and click on Year 2 on the Home Learning drop-down. We would like your child to complete this work daily and email some examples they are really pleased with back to their teacher at year2@whiptonbarton.org Like Y1, Y2 will also be offering all parents and children a Google Meet every morning.	Phonics for all Reception and KS1 children	It is vital that we keep up the excellent phonics work we have been doing with the children. To enable this, you will receive a weekly email with links to phonics videos to watch daily. This is an excellent resource and will enable you to practise regularly with your child.	Year 3, 4, 5 and 6	Accessing learning for these year groups is the same as for year two, via the federation website. Again, we expect children to send examples for work to their teachers. The email addresses to send work are also similar: year3@whiptonbarton.org , year4@whiptonbarton.org etc We will also be offering all parents and children of KS2 a Google Meet every morning.	Some children with additional needs	If your child has an EHCP or is on our SEND register as needing additional learning support, you may be contacted by Miss Hirst or one of our SEND team to set up Google Meet sessions in order that your child can be taught regularly online by one of our specialist teaching assistants.			
Learning at home																					
Nursery	As we are open to all nursery children, there will be no home-learning set on Tapestry. We will, however, send home a learning pack with paper, pencils, a name card and some number digits for pre-school children.																				
Reception	We have slightly revised our planning so that the work is easier for children and parents to do together. Reception children learning from home will also receive learning packs. Work and videos will be posted daily on Tapestry.																				
Year 1	Work will be posted on Tapestry as in the previous lockdown and we would like parents to respond to this daily. You did brilliantly at this last time! We will also be offering all parents and children a Google Meet every morning as a face-to-face catch up.																				
Year 2	We will post work daily on the Home Learning page of our federation website. Simply visit the website at www.whiptonbarton.org and click on Year 2 on the Home Learning drop-down. We would like your child to complete this work daily and email some examples they are really pleased with back to their teacher at year2@whiptonbarton.org Like Y1, Y2 will also be offering all parents and children a Google Meet every morning.																				
Phonics for all Reception and KS1 children	It is vital that we keep up the excellent phonics work we have been doing with the children. To enable this, you will receive a weekly email with links to phonics videos to watch daily. This is an excellent resource and will enable you to practise regularly with your child.																				
Year 3, 4, 5 and 6	Accessing learning for these year groups is the same as for year two, via the federation website. Again, we expect children to send examples for work to their teachers. The email addresses to send work are also similar: year3@whiptonbarton.org , year4@whiptonbarton.org etc We will also be offering all parents and children of KS2 a Google Meet every morning.																				
Some children with additional needs	If your child has an EHCP or is on our SEND register as needing additional learning support, you may be contacted by Miss Hirst or one of our SEND team to set up Google Meet sessions in order that your child can be taught regularly online by one of our specialist teaching assistants.																				

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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			<p>Microsoft form out to parents requiring additional mobile data: https://forms.office.com/Pages/ResponsePage.aspx?id=M6KHRDI7xUO4URKgIOYHD1rJ9S1EjJnZGxMZvTc6IUNkpDOVdaWTQwNFVOMONMQUpUOUs2UU5MVi4u</p> <p>8.1 Provision of food The school kitchen will remain open and maintain current risk management measures. We will consider furloughing two staff due to the drop in income following the drop in pupil numbers. All staff in school will receive free meals. Pupils eligible for FSM but educated at home will receive either electronic or physical vouchers.</p> <p>9.4 Pupils and families anxious about return Lydia Hughes will be providing direct support for anxious families and SLT will work together to review the take up of places by vulnerable pupils.</p>	
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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)	25/08/20	Review undertaken:	WB 25/08/20	By:	Gary Read	Any action required?	Additions and amendments to original RA in red above.
Review due: (w/c)	14/09/20	Date reviewed:	18/08/20	By:	Gary Read	Any action required?	Yes - above
Review due: (w/c)	01/10/20	Review undertaken:	01/10/20	By:	Gary Read and SLT	Any action required?	Yes - above
Review due: (w/c)	8/10/20	Review undertaken:	06/10/20	By:	GR	Any action required?	As above
Review due: (w/c)	15/10/20	Review undertaken:	14/10/20	By:	GR	Any action required?	As above

No.	Significant hazard / risk	Normal control measures				Any additional measures in place?	Further action? Yes / No
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Review due: (w/c)	12/11/20	Review undertaken:	11/11/20	By:	GR	Any action required?	As above
Review due: (w/c)	20/11/20	Review undertaken:	19/11/20	By:	GR	Any action required?	As above
Review due: (w/c)	03/12/20	Review undertaken:	16/12/20	By:	GR	Any action required?	As above