

Risk Assessment for:	COVID-19 – Full Opening September 2020			 
School:	Ernesettle Community School	Address:	Biggin Hill, Ernesettle, Plymouth, PL5 2RB	
Person(s) / Group at risk:	Staff, pupils, visitors and contractors			
Risk Assessment carried out by:	AARON MEREDITH (Exec. Headteacher)	Date:	August 2020	
	ALISON PEARCE (Head of Site)	Date:	August 2020	

Please see updated guidance from PHE SW HPT: Guidance for Childcare and Educational Settings in the management of COVID-19 Flowchart, Version 4.0 Date 05.08.2020.

Changes in place for September are:

- There is no longer a need to routinely report individual suspected cases to Public Health England South West Health Protection Team (PHE SW HPT)
- There is still a need to report suspected cases to PHE SW HPT in the following scenarios:
 - The symptomatic person has been admitted to Hospital
 - The possible case REFUSES testing
 - There are a cluster of possible cases/unexpected increase in absenteeism
 - The possible case has DEFINITE link to a confirmed case
- The Flowchart has been changed to reflect the need to now self-isolate for 10 days in line with updated guidance.

Local reporting to Plymouth City Council

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

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
1	Social distancing and reducing risk of transmission			
1.1	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing	<p>Parents/Carers have a 25-minute period each morning to drop off their children to various drop-off points. Drop-off points have been selected based on the position of the classroom that the children being dropped off are based in.</p> <p>There are staggered finish times and varied collection points, which have been chosen based on the position of the classrooms in the school to reduce crossover in corridors.</p> <p>A letter was sent to Parents/Carers outlining start and end of the day arrangements in July 2020 and followed up in both the August and September letters.</p> <p>The aforementioned letter asked Parents/Carers to ensure that only one adult drops off and collects the children. Leaders will remind Parents/Carers of this during the start and end of the day.</p> <p>Drop off locations and collection points are varied to utilise all entrance routes.</p> <p>A one-way system is in place at the start and end of the day. At break and lunchtimes, classes will also reduce crossover in the corridor.</p> <p>Everyone is reminded to keep to the left when moving around the school.</p> <p>If pupils or staff have worn disposable face coverings when arriving at school, these are to be disposed of in the hazardous waste bin in the Medical Room. If the face coverings are reusable, then these are to be stored safely in the pupils' or staff members' bag.</p> <p>The process will be communicated clearly to staff during the INSET day on 01.09.2020 and to children during their first day back on 02.09.2020, following the recommendations in the government guidance Staying safe outside of your home: face coverings and Guidance for Full Opening.</p> <p>Leaders/Teachers on duty will instruct children to wash their hands, on arrival.</p> <p>Pupils, staff and others are not permitted entry to the school building and should not come to the school grounds if they have coronavirus (Covid 19) symptoms, or have tested positive in the last 10 days. Information about this was included in the September letter.</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>	Staggered start and end times included varied drop off and collection points were confirmed with Parents/Carers in the July, August and September letters.	<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>Yes – communicate this information</p> <p>No</p> <p>No</p> <p>No</p>
1.2	Parents gathering at school gate not social distancing	<p>Parents/Carers' drop-off and collection protocols minimise adult to adult contact., with Parents/Carers being asked to stay a safe distance away from the exit doors. Leaders will be at various points, a safe distance away from the exit doors and Parents/Carers, to monitor this and give reminders where necessary.</p> <p>Letter sent to Parents/Carers in July 2020 made clear to them that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment).</p> <p>No Stay and Play sessions or tours of the school are planned until further notice.</p>		<p>No</p> <p>No</p> <p>No</p>

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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, in KS1 and KS2 classrooms, are all forward facing and spaced as far apart as possible and arranged in rows so that face to face seating is avoided with a safe distance away from the teacher, who is positioned at the front of the room.</p> <p>Classes are all aware of their allocated break and lunchtime outdoor area arrangements and access to their age appropriate equipment and resources. This will ensure the prevention of mixing with other groups.</p> <p>Classrooms only have the correct number of chairs for the number of children in the room (with additional chairs placed in front of the computer desks).</p> <p>Movement around the school has been reduced using timetabling and appropriate selection of classroom or other learning environments. Appropriate timetabling and rotas are in place for children to eat their lunch.</p> <p>All assemblies will be virtual and conducted using Microsoft Teams.</p>		<p>No</p> <p>No</p> <p>Yes – arrangements to be shared on INSET.</p> <p>No</p> <p>No</p> <p>No</p>
1.4	Risk of transmission within EYFS settings	<p>Updated Guidance for EYFS (2 July 2020) to be followed: https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures (the guidance removed keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.) Reception, Pre-School and Nursery will not mix but will maintain cohort bubbles like other year groups across the school.</p>		No
1.5	Groups mixing during breaks and lunchtime compromising social distancing.	<p>Staggered break times are in place and have appropriate supervision; there will always two adults on duty with the children. Their outdoor spaces for break time and the timing of break will be different and will ensure no bubbles are compromised.</p> <p>Lunchtimes are also staggered and adults know to ensure that all children have washed their hands prior to after eating. Children will sit at their learning/hall tables that have been separated and do not face each other to eat their lunch.</p> <p>Hot lunches will be delivered to Classrooms using trolleys by Playworkers.</p> <p>Everyone will ensure that they keep further apart than normal during lunchtimes.</p> <p>Tables will not be used by different groups but Playworkers/TAs will ensure that the tables are thoroughly wiped down with the COSHH products made available to them.</p>		<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
1.6	Groups mixing during extra-curricular provision	<p>To ensure wider protective measures, children will attend Breakfast and After School Club in their Key Stage Bubbles (EYFS, KS1, LKS2 and UKS2) where possible.</p> <p>After School Club will need to be booked in advance to ensure that small, consistent groups are maintained.</p> <p>In line with Holiday Club guidance, Breakfast and After School Clubs and Holiday Club will deliver sessions outside where possible.</p> <p>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>No</p> <p>No</p> <p>No</p> <p>No</p>

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1.7	Spread of virus due to increased numbers of people within the building.	<p>Parents/Carers were informed in the letter dated July 2020 that if their child needs to be accompanied to school only one parent should attend.</p> <p>Active engagement with NHS Test and Trace is conducted.</p> <p>Children will be grouped together in year group bubbles during the school day and at times Key Stage bubbles. Contact between groups will be limited as far as possible.</p> <p>All desks in KS1 and KS2 have been set up to be spaced out and forward facing.</p> <p>Staff will maintain distance from others as much as possible. This has meant that the number of staff in the kitchen at any one time is limited to four and there should be no more than three adults at any one time in the offices.</p> <p>Posters and briefings to those who have access to the school to remind them to focus on the 4 key points of infection control:</p> <ol style="list-style-type: none"> 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 from Coastline. Cleaning time allocation has amended to enable a more thorough clean in the areas of the building that are in use during the school day. In addition, antibacterial spray, gloves, aprons and goggles / visors are provided where required. 4. Minimising contact and mixing by; grouping students into year groups, entry to administration and support offices is limited to those who work in these areas so far as reasonably practicable, lunch will be served to classrooms to minimise any gatherings, mass use of touch points. 5. Bubbles will remain in their classrooms so far as reasonably practicable. Staff will move around the school and maintain distancing so far as reasonably practicable. 		<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
1.8	Staff	<p>Staff should maintain Public health guidance of 2m wherever possible.</p> <p>If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering does not count).</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>		<p>No</p> <p>No</p> <p>No</p>
2	Premises related matters			
2.1	Visitors and deliveries	<p>Visits and deliveries have been arranged for quiet times or outside school hours wherever possible. Adults touching the signing in sign in booklet will be asked to use the hand sanitiser provided in advance of touching the booklet. All resources will be cleaned regularly.</p>		No
2.2	Changes to building use being	<p>Weekly review whole school risk assessment, 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</p>		Yes – review weekly

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	safe for pupils & staff – e.g. storage, one-way systems, floor tape.	systems, allocation of specific classrooms) and this must include curriculum risk assessments where necessary. The layout of the school has been considered to enable access to outdoor space and the equipment necessary for teaching all year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below). Carry out a premises safety check. Follow up work to be reported to the SLT and action taken to resolve.		No No Yes – SLT to meet weekly
2.3	First Aid procedures, Reduced numbers of first aiders and Paediatric first aider.	Review First Aid risk assessment. All staff have completed the Emergency at Work First Aid qualification and there will always be staff who are Paediatric First Aid trained on site. PPE is held within the Medical Room and Admin Team Office. Any changes with regards to First Aid will be communicated via email and through weekly Unit Meetings.		No No No No
2.4	Fire Procedures	The fire risk assessment has been reviewed taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes. These remain unchanged but staff are reminded to ensure their classes are in straight lines at the evacuation point to minimise contact with any others. Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Ensure any PEEPs are still suitable and staff are aware of contents. Fire drills to continue as normal.		No No No No
2.5	Water hygiene – management of legionella	Review the water hygiene management plan. Facilities Manager will ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure/partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance Managing School Premises during the Covid-19 outbreak . Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded as standard.		No No No No
2.6	Using and monitoring new practices to reduce risk of Covid-19 transmission	Training of all staff during INSET on 01.09.2020 – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, and location of designated room for suspected cases. Explaining to children about the use of face coverings – to support children with adhering to social distancing. Headteachers and Leaders will monitor arrangements and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.		Yes – share during INSET Yes – discuss weekly in SLT Yes – discuss weekly in Unit Meetings
2.7	Management of premises related	Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors).		No

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	risks e.g. asbestos, delayed statutory testing (LOLER)	If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.		No
2.8	Staff areas and offices to comply with social distancing and safe working practice	Numbers of people reduced at one time to allow social distancing in the shared spaces. Avoiding unnecessary gatherings. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils and to use hand sanitiser in advance of touching the facilities. Enhanced cleaning regimes as per below.		No No No No
2.9	Ventilation to reduce spread	Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding) using the wedges provided. Keep the windows in the corridors open to allow full fresh air.		No No
2.10	Management of waste	Ensure bins for tissues are emptied throughout the day. Follow Guidance on disposal of PPE waste		No No
2.11	Management of incoming goods	Follow measures in place at the school regarding supplies coming into and out of the school, which takes into consideration SD and hygiene measures. Admin Team to encourage drop off of supplies to take place inside the entrance doors and then the member of Admin Team on the desk to collect the supplies. Reduce paper-based correspondence as far as possible and communicate via email and Xpressions. Where possible send all messages electronically. Internal messages to be passed electronically or by telephone. Where post needs to be sent, this should be handled by one individual to minimise contact. Incoming post – stringent hand washing should take place where post cannot wait 72 hours before opening.		No Yes – ensure new parents are on Xpressions as soon as possible No
2.12	School owned outdoor play equipment	Good hygiene and social distancing are promoted using signage and other methods of communications (Parent Board, school newsletters) to set out: maximum numbers to enable social distancing, encouraging parents to clean children’s hands before and after play, disposal of all rubbish. Equipment used by classes at break time and lunchtimes will only be used by the specific classes. During breaktime, lunchtimes and PE lessons one ways systems around pieces of equipment, cleaning regimes if applicable for high traffic touch points. All children will use hand sanitizer prior to using the equipment. Consult guidance on Managing Outdoor Playgrounds for equipment also used by the community. When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.		No No No No No No
2.13	Contractors on-site whilst school is in operation	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. Before contractors come onto site the following should be in place:		No

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		<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>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</p> <p>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</p> <p>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</p>		<p>Yes – assessment to be completed</p> <p>No</p> <p>No</p> <p>No</p> <p>No</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>Follow government guidance for working in education and childcare if someone becomes ill with suspected COVID-19 at the setting.</p> <p>Follow guidance on Cleaning and decontamination of non-health care settings.</p>		<p>No</p> <p>No</p> <p>No</p> <p>No</p>
3.2	Shared resources and equipment increasing spread	<p>To prevent the sharing of stationery and other equipment where possible, each child has a pack of equipment on their table.</p> <p>Suitable procedures in place for managing access to items of ‘heavy use’ such a photocopiers to maintain social distancing; hand sanitizer is positioned nearby and staff are encouraged to use this in advance of touching the photocopier.</p> <p>Enhanced cleaning regimes.</p> <p>Children have been asked to not bring in items (e.g. toys) from home. Reading books taken home from school will be stored when returned for 72 hours if it cannot be cleaned as well as being sprayed with antibacterial spray.</p> <p>Limit handling of pupil work by staff where possible.</p>		<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
3.3	Cleaning staff and hygiene contractor's capacity -	<p>Additional cleaning requirements have been agreed and working hours of the cleaning team have been adjusted to fit in with the school day.</p> <p>Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. COSHH certificates have been obtained for all supplies used in school.</p>		<p>No</p> <p>No</p>

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	providing additional requirements	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.		No No No No
3.4	Sufficient handwashing facilities for staff and pupils	Where a sink is not nearby, there is supervised access to hand sanitiser in classrooms and other learning environments. Children will all access facilities throughout the day and there are enough hand wash and sanitiser stations are available based on what you have learned from usage to date.		No No
3.5	Additional time for all to carry out handwashing	Frequent hand cleaning as part of normal routine with children using a handwashing check list. Children will have regular access to handwashing facilities through the day using the toilets linked to their classroom. Build routines into behaviour expectations and school culture; all children will be reminded of the Golden Rules.		No No No
3.6	Handwashing practice with children	Review the guidance on hand cleaning and all children will be reminded about handwashing during their first SMSC lesson of the term using relevant literature. 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. Hand Washing Posters are laminated and displayed by sinks in the toilets and classroom e.g.– https://www.twinkl.co.uk/resource/six-steps-to-washing-your-hands-t-tp-2549355		Yes – lesson to be taught during week beginning 31.08.2020 No No
3.7	Good respiratory hygiene	Promote ‘catch it, bin it, kill it’ ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil’s individual risk assessment. Nose Wiping Station is set up in each classroom with the poster laminated and displayed. Admin Team have additional boxes of tissues. Signage for this can be downloaded from: https://www.twinkl.co.uk/resource/t-m-2579-nose-wiping-station-sign		No No
3.8	Sufficient supplies of soap and cleaning products	Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products. Each classroom provided with gloves and disinfectant spray to be used if a pupil or staff member coughs or sneezes on a piece of equipment or furniture and to regularly wipe down tables.		No No

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3.9	Toilets being overcrowded	Only the same number of children as there are toilets to be in the toilet facilities at one time. Visiting the toilet one after the other if necessary. Children will use the toilets linked to their classrooms. All toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.		No
3.10	Dedicated spaces	Dedicated space to be arranged should anyone require a relevant space. Area to be cleaned thoroughly between uses.		No
4	Staff related issues			
4.1	Staff access and egress to site and buildings	Staff will arrive and leave the building in their normal way. It is all staff responsibility to adhere to distancing measures wherever possible. The majority of staff travel by car, cycle or walk. Staff using public transport must follow government guidance: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers and dispose of their mask appropriately. Staff must wash their hands when they arrive.		No
4.2	Staff measures to reduce contact and transmission	When assessing the return to full opening in September the following section of the DfE guidance must be followed: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks Where any of the above guidance cannot be met, the school will record why and what other control measures they will adopt. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible. This is currently not applicable to the roles within the teaching and support staff team.		No
4.3	Managing supply teachers, visitors, contractors and other temporary visiting staff.	Supply teachers, peripatetic teachers, members of the Inclusion Team and School Leadership Team and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Contractors will be arranged outside of school hours where possible, and Site Team will ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should.		No

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		<p>All visitors will sign in using the agreed system.</p> <p>It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with social distancing and hygiene protocols within the school.</p>		<p>No</p> <p>No</p>
4.4	<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>Careful planning of the year groups/classes should be undertaken based on staff availability.</p> <p>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>No</p> <p>No</p> <p>No</p>
4.5	<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p>Staff should refer to the guidance and HR for guidance and support.</p> <p>Schools advisory service is available to provide free, remote and confidential counselling for any employee.</p> <p>Line Managers to hold discussions with individuals to alleviate concerns and to establish whether additional training or support would be helpful.</p> <p>HR have provided managers with guidance on Absence Management and supporting employees.</p> <p>If appropriate, seek GP or occupational health advice.</p> <p>Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups':</p> <p>Further advice is available from HR if required.</p>		<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
4.6	<p>Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment</p>	<p>Training during INSET on 01.09.2020 will include talking to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</p>		<p>Yes – include during INSET</p>
4.7	<p>Accessing testing arrangements are clear for all staff</p>	<p>Guidance about testing, including the NHS 'Test and Trace' service, is available via the gov.uk website.</p>		<p>No</p>
4.8	<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a</p>	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</p>		<p>No</p> <p>No</p>

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	symptomatic child are clear and understood by staff.	<p>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>		No
4.9	Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p>Staff deemed to be clinically extremely vulnerable and clinically vulnerable can return to school in the Autumn term subject to school leaders confirmation that the school is 'covid-secure', i.e. that every reasonable step has been taken to ensure the safety of children, staff, premises and community and that the full measures as provided in the DfE guidance have been applied.</p> <p>A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced.</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</p> <p>Staff with concerns over their availability to work should refer to the Absence Management Toolkit on the website staff area for further details, risk assessments and resources.</p>		<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>Yes – Risk Assessments to be completed for any newly pregnant staff members</p>
4.10	Staff use of PPE	<p>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance:</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>		No
4.11	Use of PPE Lack of understanding	<p>Adequate training/briefing on use and safe disposal; all staff have previously watched and read the 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>		No
4.12	Staff member becoming unwell with COVID-19	<p>A staff member should let a member of SLT (AM, AP, EU, PK, SR, TJ, LH, JL) know and go home and they will arrange the necessary cover. Where that person needs to use the bathroom before they go home, 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>		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<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>Leaders 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:</p> <p>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>		<p>No</p> <p>No</p> <p>No</p> <p>No</p>
4.13	Dealing with suspected and confirmed case/cases and outbreak.	<p>If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk.</p> <p>Plymouth City Council can also be contacted by emailing: childrensservicesresponse@plymouth.gov.uk</p> <p>There is no longer a need to routinely report individual suspected cases to Public Health England South West Health Protection Team (PHE SW HPT)</p> <p>There is still a need to report suspected cases to PHE SW HPT in the following scenarios:</p> <ul style="list-style-type: none"> o The symptomatic person has been admitted to Hospital o The possible case REFUSES testing o There are a cluster of possible cases/unexpected increase in absenteeism o The possible case has DEFINITE link to a confirmed case <p>Follow the updated PHE SW HPT flowchart, which has been changed to reflect the need to now self-isolate for 10 days in line with updated guidance.</p> <p>School should up-date the Schools Emergency Plan to incorporate the above links.</p>		<p>No</p> <p>No</p> <p>Yes – put the updated flowchart on display in staff areas</p>
5	Pupil related issues			
5.1	Vulnerable groups who are clinically, extremely vulnerable.	<p>Shielding advice for all adults and children paused on 1st August meaning that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</p> <p>Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons should be followed, and those under the care of a specialist encouraged to discuss their return to school.</p> <p>Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required.</p>		<p>No</p> <p>No</p> <p>No</p>
5.2	Distressed children	<p>Measures are in place where children are distressed; The Government have recognised that social distancing is going to be incredibly difficult for our youngest children. Whole school guidance should be followed at all times in order to keep everybody safe. There are masks available if you should wish to use them if you need</p>		<p>No</p>

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>to be in close proximity to a child. In EYFS, as well as tending to a medical need, this could be when comforting a distressed child, changing nappies or dealing with a child who may have had a toileting accident. In these instances, normal PPE usage applies (aprons and gloves) and should be disposed of immediately. There are instances where very young children may spit; the guidance states that, If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting), they should continue to receive care in the same way. To reduce the risk of coronavirus transmission, no additional PPE is necessary, but additional space and frequent cleaning of surfaces, objects and toys will be required. If a child is likely to spit, and it is necessary for you to be close to them, please reduce the risk to yourself by making sure that you are not 'face to face'. If this is likely to happen during a nappy change, masks are available for you.</p>		No
5.3	Children with EHCP and pupils who attend dual settings	A risk assessment has been completed for all children with EHCPs (there are no children currently attending dual settings).		No
5.4	Pupils unable to follow guidance	Some pupils will need additional support to follow these measures. Insert measures here or attach additional document.		No
5.5	Pupils equipment	Pupils have been asked to not bring in additional items to school aside from their PE kit and book bag. Staff and pupils will have their own stationery items that are not shared.		No No
5.6	Member of a class becoming unwell with COVID-19	<p>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required; this will be the MULA as it has a window which should be opened for ventilation.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff.</p> <p>Ensure suitable PPE (including fluid resistant face mask) is available at this location.</p> <p>Where that person needs to use the bathroom they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected before being used by anyone else.</p> <p>Everyone must wash their hands after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.</p>		No No No No
5.7	School Uniform	<p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>On days that children have PE, they are allowed to wear their PE kit to school for the full day.</p>		No No
5.8	Behaviour	The Positive Behaviour Management Policy will be applied effectively should students not follow health and safety procedures. As they will have been directed any refusal to follow guidelines on things such as distancing will be treated as defiance and sanctioned appropriately.		No
5.9	Wrap around care	Wrap around care is provided. Parents/Carers have been made aware that they need to book in advance for After School Club.		No

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:	School transport arrangements have been considered and where possible parents and children have been encouraged to walk, scoot or cycle to school where possible. Liaise with School Transport Team where further consideration needs to be given to taxi and escort services – currently N/A.		No No
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 – currently N/A. Ensure organised queuing/boarding and distancing within vehicles if possible – currently N/A. Consider the use of hand sanitiser upon boarding and/or disembarking – currently N/A. Waiting for the DfE who will shortly publish new guidance to local authorities on providing dedicated school transport – currently N/A.		No
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 No No
6.4	School Transport arrangements support changes to school times	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 – currently N/A.		No
7	Curriculum considerations			
7.1	Planned return to normal curriculum in all subjects by Summer Term 2021	Timetables will include five English lessons and five Maths lessons each week for KS1 and KS2 children. This will enable teachers to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.		No
7.2	Suspension of some subjects for some pupils in exceptional circumstances.	All curriculum subjects will be taught with no reduction in lesson time for any subjects.		No
7.3	Music activities	There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>The school has considered how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p>		
7.4	Physical activity in schools	<p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports have been prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. This will not happen until at least Term 3 onwards and the school will, in advance, consider carefully how such arrangements can operate within their wider protective measures.</p> <p>Making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p>		<p>No</p> <p>No</p> <p>No</p> <p>No</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>		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. Classes may stream for English and Maths across year groups bubbles and may also mix during Phonics/SpaG sessions. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</p> <p>Steps will be taken to limit interaction, sharing of rooms and social spaces between groups as much as possible. This is represented in the area timetables.</p> <p>It is accepted that the youngest children cannot socially distance from each other or staff.</p> <p>Measures should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time).</p>		<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		Assemblies will all be virtual.		No
8	Provision of food			
8.1	Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)		No
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		No
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 No No
9.2	Suppliers understanding and complying with new arrangements	New arrangements have been discussed with suppliers and deliveries are to be arranged for quiet times or outside school hours.		No
9.3	Communications to parents and staff	Regular communications		No
9.4	Pupils and families anxious about return	Support in place to address concerns and communications with parents on measures in place to reduce anxiety. Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.		No No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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9.5	Parent aggression due to anxiety and stress.	Parents/Carers have all been told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety. This was communicated in July 2020 and reminders included in the August and September update letters.		No
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9.6	Confirmed case in school	Where there is a confirmed case: Engage with the NHS Test and Trace process. Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Contain any outbreak by following local health protection team advice.		No
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10	Oversight of the governing body			
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10.1	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p>The governing body will continue to meet regularly via online platforms.</p> <p>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</p> <p>The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</p> <p>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</p> <p>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</p>		No
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Further action required

Section of RA	Additional Actions / Control measures required	Person responsible	Deadline date:	Date action completed

Headteacher Name:	AARON MEREDITH	Signed:		Date:	20.08.2020
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The outcome of this assessment will be shared with the relevant staff.
A copy of the completed assessment to be kept on file and copied to SharePoint.

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

Review of Risk Assessment:

Review period:	Daily / Weekly / Fortnightly / Monthly / Termly	Review Date:	Reviewed by:	Comments / changes:

Arrangements must be in place to monitor that the controls are: Effective, working as planned and updated appropriately considering any issues identified and changes in public health advice

Walk the floor

Review due: (w/c)	14/09/20	Date reviewed:		By:		Any action required?	
Review due: (w/c)	28/09/20	Review undertaken:		By:		Any action required?	
Review due: (w/c)	12/10/20	Review undertaken:		By:		Any action required?	

No.	Significant hazard / risk	Normal control measures				Any additional measures in place?	Further action? Yes / No
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Review due: (w/c)	09/11/20	Review undertaken:		By:		Any action required?	
Review due: (w/c)	23/11/20	Review undertaken:		By:		Any action required?	
Review due: (w/c)	07/12/20	Review undertaken:		By:		Any action required?	
Review due: (w/c)	21/12/20	Review undertaken:		By:		Any action required?	

Staff signature to confirm:	I have read and understood this risk assessment Should I need to work in or visit another school I will review the risk assessment before I arrive I will read the reviewed risk assessments when they are updated I will raise any queries with the Senior Leadership Team		
Name	Position	Signature	Date

NB: This signature will be obtained in the September INSET sign off document.