

	Establishment/Department: East Anstey Primary School	Establishment Risk Assessment	RA100 V2
	Address: East Anstey, Tiverton, Devon EX16 9JP		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors	Date assessment completed: 20.07.20 This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.		
<p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Covid-19 Implementing protective measures in education and childcare settings (15 May 2020) and updated following the publication of Guidance for Full Opening (2 July 2020) and Managing School Premises during the Covid-19 outbreak (7 July) As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.</p> <p>This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside DCC guidance document C-19, checklist C-19 and the latest government guidance: Guidance for Full Opening</p> <p>General guidance on completing risk assessments is available at arrangements note HS47.</p> <p>Updates:</p> <p>When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p>	Assessor(s): Tim Gurney		

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>
Social distancing and reducing risk of transmission	
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. Provide information to parents. Use alternative drop off locations where possible</p> <p>SD Prep / Timetable</p> <p>Staggered drop offs and pick-ups by timing or location (one group/bubble at a time) to minimize adult to adult contact.</p> <p>Safety reminders on display.</p> <p>Clear guidance and communication to parents about this prior to full reopening. Children will be directed into school via their appropriate entrances/exits depending on the group/bubble they are in.</p> <p>Clear guidance so that parents can become familiar with the system with smaller numbers and staff can support new groups returning with the new systems.</p> <p><u>Dropping off</u> (social distancing to be maintained at all times): Class 1 – Children collected at bottom gate, guided to lower path and class Class 2 – Children collected at bottom gate, guided round hall and class Bus children arrive at bubbles (distance) collected and dispersed at each drop off. Hand sanitiser points are at each entrance and children will be expected to use this on entry (with assistance where necessary)</p> <p>Designated bubble play areas can be used by bubbles for exercise (See below).</p> <p><u>Collection at the end of the day</u> (bubble distancing to be maintained): Please use the same gates as for drop off. Bubbles take turns to dismiss. Bus children collected from bubbles and taken through foyer.</p>

Parents gathering at school gate not social distancing	<p>Plan parents' drop-off and pick-up protocols that minimize adult to adult contact. Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p> <p>Parent comms letter</p> <p>Office not open for face to face business for parents – telephone, email or by strict (extenuating circumstances) appointment only. Communicated through letters and emails to parents. Clear escalation process in place if parent refuses to comply.</p>
Overcrowding in classrooms and corridors.	<p>Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. Desks to be spaced as far apart as possible and forward facing where applicable.</p> <p>Bubble 1- Class 1 (N1, N2, Reception, Years 1 & 2) Bubble 2 – Class 2 (Years 3-6)</p> <p>Corridors kept clear of any storage (coats, lunch boxes and water bottles to be stored in classrooms (on desks and back of chairs where possible). Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other classes.</p> <p>No whole school assemblies.</p> <p>SD Prep / Timetable</p>
Risk of transmission within EYFS settings	<p>Updated Guidance for EYFS (2 July 2020) will be followed. https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures This removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.</p>
Groups mixing during breaks and lunchtime compromising social distancing.	<p>Staggered or split area break times will be used with appropriate. Different playground locations. Staggered lunch sittings (x3). Tables kept apart for groups as necessary. Lunch staff ensure groups keep further apart than normal. Cleaning of tables between uses by different groups.</p>
Groups mixing during extra-curricular provision	<p>No before/after school or club provision initially pending further RA. Holiday club (sports provision) will be delivering sessions outside where possible. As with physical activity during the school day, contact sports should not take place and recommendations set out in Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak will also be taken into consideration.</p>
Spread of virus due to increased numbers of people within the building.	<p>VENTILATION – windows and doors to be kept open throughout the day</p> <p>Inform parents that if their child needs to be accompanied to school only one parent should attend. Parent comms letter</p>

	<p>Cleaning regime in place to disinfect and clean surfaces regularly during the day (toilets, touchpoints, surfaces, desks, equipment and bins (After school – thorough clean of all areas used)</p> <p>Minimising movement around the building and school is zoned.</p>
Staff	<p>Staff will aim to maintain Public health guidance of 2m distancing where possible. 1m distancing can be maintained where mitigations are in place, e.g. not face to face or wearing PPE (face covering doesn't count) or a Perspex screen in place. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils.</p>
Premises related matters	
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p>Whole school risk assessment (RA22 or equivalent) to be reviewed, to ensure control measures remain suitable and in place. Updated risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms)</p> <p>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below). SD Prep / Staff Rota & HT Premises checks</p>
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<p>Review First Aid risk assessment (RA22 or equivalent). Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings.</p> <p>Almost all staff will be in school for reopening, so good numbers of first aiders in bubbles. A first aider may need to come to deal with incident – radios. Use first aid area for treatment if needed.</p> <p>Isolation areas to be used as isolation room in the event of pupil showing symptoms. From this room, child is separated from main building and can be collected directly from side gate access to school site. Emergency ppe to be stored in community room. See protocol for dealing with symptomatic pupil/member of staff.</p> <p>SD Prep / Staff Rota & HT Premises checks</p>
Fire Procedures	<p>We have reviewed our 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. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</p> <p>Fire procedures updated so that nearest exits are used for the different groups.</p> <p>Fire assembly point adjoining main gate to enable bubble distancing. Fire drills re-organised.</p> <p>SD Prep / Staff Rota & HT Premises checks</p>

Water hygiene – management of legionella	Our water (hygiene) management plan is being reviewed as part of this process. Regimes for monitoring of temperatures have been maintained throughout the period of closure / partial opening. Cleaning and disinfection to take place prior to reoccupation following partial closure period (as necessary following guidelines). Maintain standard testing regime after re-opening. Drinking outlets limited to personal use bottles. SD Prep / Staff Rota & HT Premises checks
Using and monitoring new practices to reduce risk of Covid-19 transmission	Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. Headteachers will monitor arrangements throughout the day / dynamically and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions. Staff Training 03.09.20
Management of premises related risks e.g. asbestos, delayed statutory testing (<i>LOLER</i>)	Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractor) HT Premises checks and staff communication
Staff rooms and offices to comply with social distancing and safe working practice	Staff not working with children to enter and exit via main office doors and work from home at times. Staggered breaks and lunches mean staff should be able to socially distance in staffroom. Staffroom areas restricted by 1m+ distancing. Staff to use own laptops. If sharing pc, always try to use same one and use hand sanitiser before use and clean / spray keyboard and mouse before and after use. Staff need to conscientiously observe social distancing measures in staff room/shared areas and when getting refreshments, etc. Chairs rearranged to comply with social distancing. SD Prep
Ventilation to reduce spread	Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). see above Staff Training 03.09.20
Management of waste	Bins for tissues are emptied throughout the day. Follow guidance on disposal of waste (such as used fluid resistant masks) 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#how-should-ppe-and-face-coverings-be-disposed-of Hygiene Plan Gloves should be worn to dispose of any waste and when cleaning. Disposable plastic gloves available in classrooms
Management of incoming goods	Deliveries to designated drop-off points (office / kitchen) SC / LL / LK to collect deliveries and distribute.

School owned outdoor play equipment	<p>We will 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>We will limit numbers (single class use before clean), use 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>	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<p>Unnecessary items will be removed from classrooms and other learning environments where there is space to store it elsewhere. Regular cleaning will take place. Remove items such as play dough, sand and soft furnishings and toys from early years setting to reduce contact surfaces. We will follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting 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 Classroom Prep</p> <p>Classes re-organised and furniture reduced to minimum to reduce potential surfaces. Cleaning regime in place for regular cleaning of surfaces and touch items. Each classroom will have disinfectant fluid in spray bottles to use alongside paper towels and disposable gloves. Must be stored in a safe, high place out of reach of children.</p>	
Shared resources and equipment increasing spread	<p>Teachers to prevent the sharing of stationery and other equipment where possible. Stationery pot provided for each child in bubble. Some areas of the school to be “shut down” so not used in normal way to minimise spread, e.g. hall backroom.</p> <p>Each child to have a named pack of stationary/resources to minimise sharing. Sanitiser available by shared resource areas such as photocopier, staffrooms. SD Prep</p>	
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 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 and https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings.</p> <p>Hygiene Plan</p> <p>Cleaning of surfaces and other areas that are likely to have been touched to also be carried out during the day by staff in class bubbles as well as admin staff.</p> <p>School day shortened slightly to allow staggered exit but also to support cleaning processes.</p>	

Sufficient handwashing facilities for staff and pupils	Supervised access to hand sanitizer in classrooms and entrances. Teachers to plan in regular access to facilities throughout the day. Hygiene Plan
Additional time for staff and pupils to carry out handwashing	Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day Hygiene Plan
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: https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus Hygiene Plan – Group Training from teaching staff Sanitiser and handwashing available to all groups throughout the day. Sanitiser at entry and exit points. Handwashing built into timetable.
Good respiratory hygiene	We will promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available. We will provide support for young children and those with complex needs, particularly where children spit / use saliva. In such cases this will be considered within the pupil's individual risk assessment.
Sufficient supplies of soap and cleaning products	TG / LL to 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. Hygiene Plan
Toilets being overcrowded	Limit the number of children or young people who use the toilet facilities at one time. One at a time plan in place. Where possible different toilets should be used by each different group – see above. Hygiene Plan
Staff related issues	
Staff measures to reduce contact and transmission	When assessing the return to full opening in September the following section of the DfE guidance will be followed: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks Where this cannot be met, then the school will record why and what other control measures we 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 will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and will 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 will be provided as normal. We recognize and will dynamically consider the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).

Managing supply teachers, visitors, contractors and other temporary visiting staff.	Supply teachers, peripatetic teachers and/or other temporary staff may move between schools. They will 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 will provide interventions as usual. For other visitors, we 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 will. A record will be kept of all visitors. It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants will be allocated to lead a group, working under the direction of a teacher. Careful planning of the year groups/classes will be undertaken based on staff availability. Supply teachers and other peripatetic staff will be engaged where necessary. 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 Staff Timetable drawn up
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Talk to staff about (and put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. If appropriate, seek GP or occupational health advice Staff Training 03.09.20 Clear communication to all staff (initial consultation email) Planned training (inset 3.9.2020) Sharing of key documentation with opportunities for concerns/comments to be raised and addressed
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	We will talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether additional training would be helpful. Staff Training 03.09.20
Accessing testing arrangements are clear for all staff	Guidance about testing, including the NHS ‘Test and Trace’ service, is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	Guidance followed: 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 Staff Training 03.09.20

<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p>Staff deemed to be clinically extremely vulnerable and clinically vulnerable can return to school in the Autumn term (we confirm 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 has been undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment will also be undertaken with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p>
<p>Staff use of PPE</p>	<p>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Staff will 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 Hygiene Plan</p>
<p>Use of PPE Lack of understanding</p>	<p>Staff training / briefing on use and safe disposal will take place on 01.06.20 We will follow the guidance on putting on and taking off standard PPE</p> <p>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. Staff Training 03.09.20</p>
<p>Dealing with suspected and confirmed case/ cases and outbreak.</p>	<p>If we have infection control concerns or questions, we will call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent we will also email swhpt@phe.gov.uk. Devon County Council's Local Outbreak Management Plan (LOMP) is available here: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/. IF A SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS Contact your local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk and inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk. If there is a complex situation or an outbreak is declared in our setting, we be asked to join an Outbreak Control Team or Local Incident Management Team Meeting. School should up-date the Schools Emergency Plan to incorporate the above links.</p>
<p>Pupil related issues</p>	
<p>Vulnerable groups who are clinically, extremely vulnerable.</p>	<p>Parents should follow medical advice if their child is in this category: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version or if someone within their household is in this category</p>

	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 We will communicate this via parent communications.	
Children with EHCP and pupils who attend dual settings	Risk assessments have been (or are being) completed (before return) – SENCO & Teaching teams	
Pupils unable to follow guidance	The same teacher(s) and other staff are being assigned to each bubble. Some children will need additional support to follow these measures Group Training 07.09.20	
Pupils equipment	Pupils will limit the amount of equipment they bring into school each day, to essentials For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared.	
Member of a class becoming unwell with COVID-19	If a child is awaiting collection, they will be moved to the isolation area (for their bubble) where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. A window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. Suitable PPE (including fluid resistant face mask) is available at the isolation area. Staff Training 03.09.20	
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.	
Transport		
Travel to school and provision of safe school transport:	We will encourage parents and children and young people to walk or cycle to school where possible. We are liaising with the School Transport Team and also the service providers directly.	
Dedicated school transport, including statutory provision	DCC transport run our routes. We have been in touch with Blake's Coaches and South Molton Taxis to discuss the following: 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. Embarkation to reflect bubbles distancing where possible. Face coverings not mandatory.	
Wider public transport	We note that: <i>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. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is</i>	

	<p><i>difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering.</i></p> <p>This will be shared with staff and families</p>
School Transport arrangements support changes to school times	<p>No (significant) timing changes are currently proposed to routes. We will liaise with the School Transport Team before any changes are made. We will follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</p>
Curriculum considerations	
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>Curriculum Transitional Adaptation will include: Recovery Curriculum elements Pupil Well being Assessment of progress / need Catch up Curriculum Tutor programme</p>
Suspension of some subjects for some pupils in exceptional circumstances.	Full curriculum implementation is planned for all pupils by the summer term 2021 (by the latest)
Music activities	<p>We will use physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies until further notice. Further detailed DfE guidance to be published shortly.</p>
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. Outdoor sports will be prioritised, and hall used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. We will 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 grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust
Educational visits	<p>All educational visits will be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings EVOLVE guidance on website.</p>
Groups of children mixing resulting in risk of more widespread transmission	<p>September bubble system:</p> <p>Class bubbles used Staff (bubble) teams kept as consistent as possible Interaction restricted between bubbles</p>

	<p>No mixed assemblies Separated breaks / lunches No parent assemblies or large scale events</p> <p>Separate playground zones for bubbles</p>	
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	We will ensure that our kitchens comply with the Guidance for food businesses on coronavirus (COVID-19)	
Catering staff are operating in a safe environment	We will carefully follow usual food safety and hygiene procedures and Government guidance for catering establishments https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery . Catering staff will be reminded to ensure Health & Safety policies are followed during staff briefing.	
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	Parents, carers and any visitors, such as suppliers, will be given guidance not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (only pre-arranged calls will be allowed on site). Extra signage prepared for this. A site telephone number is available via our website.	
Suppliers understanding and complying with new arrangements	Our new arrangements will be discussed with suppliers and deliveries to be arranged for quiet times or outside school hours – LL to follow up	
Communications to parents and staff	Regular communications will be maintained through email, text, dojo, e-newsletters Parent Comms	
Pupils and families anxious about return	Support will be 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 will be included in parent comms. Parent Comms - letter	
Parent aggression due to anxiety and stress.	Parents will be allocated drop off and collection times and the process for doing so will also be included in the re-opening letter, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety Parent Comms - letter	
Oversight of the governing body		

Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p>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.</p> <p>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.</p>
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Assessor's Recommendations - Additional Control Measures or Actions			
Section/ Phase	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Consultation & Decision Making	Staff consultation (email) (including RA & Timetable)	20.07.20	TG / LL
Consultation & Decision Making	Governor meeting	21.07.20	TG / Governors
Communication	Parent Communication (pre-opening phase)	22.07.20	TG / LL
Detailed Plans	Staff Timetable confirmed	22.07.20	TG / LL
Detailed Plans	Hygiene Plan (review and share)	03.09.20	TG / LL
Communication	Staff Training	03.06.20	TG / LL
Physical Prep	SD / Site Prep	04.09.20	Teaching staff
Physical Prep	Classroom Prep	04.09.20	Teaching staff
Communication	Class (Group) Training	07.06.20	Teaching staff

Signed: Headteacher/Head of Department: Tim Gurney

Date 20.07.20

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.