

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


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

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

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

Suspected or confirmed cases of COVID-19 must be reported to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others. You should also email the school priority alert mailbox (educate.schoolspriorityalerts-mailbox@devon.gov.uk) to ensure the DCC Education team also know promptly.



	Establishment/Department: Berry Pomeroy Parochial Primary School	Establishment Risk Assessment	RA100 V2
Address: Berry Pomeroy Devon TQ9 6LH			
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: 13 th July 2020 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): Natalie Last	

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>	Optional: School's comments re. mitigations put in place
Social distancing and reducing risk of transmission		
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<i>Stagger drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible. Provide information to parents. If possible, only one parent to attend. Use alternative drop off locations where possible. Schools should also have a process for safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them, following the recommendations in the government guidance Staying safe outside of your home: face coverings and Guidance for Full Opening. Pupils must be instructed to wash their hands, on arrival.</i>	<p>School gates will open at 8.45am for class 2 and class 4 children.</p> <p>School gates will open at 9am for class 1 and class 3 children.</p> <p>Class 1 and 2 will enter school via the car park entrance. 2m floor markings will be visible to manage queuing. Class 1 will use main classroom door, assisted by SC. Class 2 will use back door of classroom, assisted by JC. Parents to wait one side of the gate and staff member to wait the other to welcome/dismiss children.</p> <p>Class 3 and 4 children to enter school via the playground and through their classroom door, waiting on the 2m markings on playground.</p> <p>If a child in class 2 or 4 has a sibling in class 1 or 3, they can come in together. Sibling has to go straight in to their classroom.</p> <p>Class 2 and 4 will finish school at 3.15pm and will be dismissed 1 by 1 to parents who are waiting on the</p>

		<p>social distancing guidelines (ones used to enter school).</p> <p>Class 1 and 3 will finish school at 3.30pm and will be dismissed 1 by 1 to parents who are waiting on the social distancing guidelines (ones used to enter school).</p> <p>Parents/carers do not need to enter the school building unless an appointment is made.</p> <p>Staff and pupils are briefed and signage provided to identify which entrances and exits to use.</p> <p>Hand sanitiser / hand washing will be enforced when children enter and leave school.</p>
Parents gathering at school gate not social distancing	<i>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely.</i>	<p>Drop off and pick up routines stated as above. Gates will be pegged open and closed so these do not need to be touched. These will be closed and opened by class TA's at the appropriate times.</p> <p>2 metre lines to be provided for all pathways on school premises.</p> <p>Parents/carers can only come into school on an appointment basis. No communal gathering before or after school.</p>
Overcrowding in classrooms and corridors.	<i>Children are to be grouped into consistent groups with contact between groups avoided (see Curriculum section below). Desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided. Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups. Removal of some furniture may be required to enable this. Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. Stagger assembly groups</i>	<p>Children will remain in their class groups at all times. No mixing around school.</p> <p>Toilet rota produced between C1&2/C3&4.</p> <p>All desks for years 1-6 will be forward facing and as spread out as much as possible, which may mean the removal of some furniture.</p>

		<p>Children will always sit in the same space.</p> <p>Year 1 will not always be at their desk but when they are, they will use the same one.</p> <p>EYFS not appropriate to be seated at desks.</p> <p>All children have access to outside space from the classroom and this should be utilised as much as possible:</p> <p>Class 1: C1 Playground/ Class 2: Field Class 3: Main Playground Class 4: Garden area/cordoned off playground area</p> <p>The HT will continue to deliver the celebration assembly virtually and all other worship will be held in classrooms.</p>
Risk of transmission within EYFS settings	<p><i>Updated Guidance for EYFS (2 July 2020) to be followed. https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.</i></p>	<p>Small, consistent groups no longer required within settings. Minimise mixing by separating EY and year one as much as possible between classroom and outside space.</p>
Groups mixing during breaks and lunchtime compromising social distancing.	<p><i>Staggered break times and ensure appropriate supervision is in place. Use different playground locations where possible Staggered lunchtimes & in set groups with handwashing – tables kept apart. Or lunches delivered to classrooms. Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.</i></p>	<p><u>Playtimes:</u></p> <p>Class 1 will have their own playtime using their playground and field.</p> <p>C2, 3 and 4 will stagger playtimes:</p> <p>C2: 10.15-10.35am C3: 10.35-10.55am C4: 10.55-11.15am</p>

		<p>Teacher and TA in each class to alternate break duty.</p> <p>Children should stay outside for the duration of play, so toileting before and after must be emphasised.</p> <p>Children will be assigned to play with certain equipment within class bubbles. Avoid sharing equipment but if this does happen, clean with Milton after use.</p> <p>Children should be encouraged to use all the space available and the field will be available at all times, weather permitted. If not, breaks will be taken within classrooms – no changing of rooms.</p> <p><u>Lunchtime:</u></p> <p>C1 lunch will be eaten from 12.00-12.30 either outside in their bubble or in class in their bubble, followed by a half hour break.</p> <p>C2 will also eat their lunch at 12.00-12.30 in their classroom.</p> <p>C3 will have their break at 12.00-12.30 followed by their lunch to ensure children are not mixing on playground.</p> <p>C4 bubble will have their lunch in the classroom at 12.30-1.00 followed by a break at 1.00-1.30.</p> <p>All lunches will be served in take away boxes.</p>
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		Nicky Rowe to organise lunch time provision with midday assistants.
Groups mixing during extra-curricular provision	<i>Carefully consider how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups. Holiday club guidance suggests delivering sessions outside where possible As with physical activity during the school day, contact sports should not take place and recommendations set out in Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.</i>	Breakfast/morning club will continue between class 3 and the new library. NR to split children in to bubbles utilising space as much as possible. Although the children attending will be from different class bubbles, they are small in number, led by NR (Mon-Thurs) and CS (Fri). Saint Southwest will deliver after school clubs on a Wens and Fri, outside as much as possible.
Spread of virus due to increased numbers of people within the building.	<i>Inform parents that if their child needs to be accompanied to school only one parent should attend</i>	Encourage that only one parent/carer accompanies their child to school. Parents must not enter the school building although class 3 and 4 parents may need to in order to drop children off on playground. A member of staff will meet class 1 and 2 children. Extracurricular clubs will be run by external agencies where agreed with HT. Essential maintenance work must still be carried out, permitting external bodies into school.
Staff	<i>Staff should maintain Public health guidance of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering doesn't count) or a Perspex screen in place. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils.</i>	All class bubbles will have their own cleaning caddy in class. These are to be used regularly throughout the day and restocked when running low. CS will be working across class bubbles to cover PPA. Ensure social distancing is observed as much as possible and children are aware of the rules. Staff to model social distancing of 1m (2m not appropriate to setting).

		<p>Three plastic chairs are spaced out in staff room for use.</p> <p>PDMs carried out from the first week of September in class 3 to allow for social distancing.</p>
Premises related matters		
<p>Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.</p>	<p><i>Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) and this must include curriculum risk assessments where necessary.</i></p> <p><i>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</i></p>	<p>Storage in the old library/sheds.</p> <p>Gatherings and use of corridors must be minimised and this can be done by using classroom outside doors.</p> <p>Children in the class 4 bubble must access the toilets from outside to avoid the classroom door becoming a pinch point.</p> <p>First fortnight back, have a fire alarm and again in Autumn 2.</p> <p>Ensure all are aware of procedures in place.</p> <p>Class lines spaced on playground.</p> <p>Teachers to remind children of exit points.</p> <p>Regular testing to continue.</p>
<p>First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.</p>	<p><i>Review First Aid risk assessment (RA22 or equivalent). Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings. PPE within first aid supplies</i></p>	<p>There are always trained first aiders in school at all times. Where there isn't a first aider in a class bubble, at least one in each classroom.</p> <p>First aider to wear PPE adult must wear PPE for protection and wash hands thoroughly before and after.</p> <p>Billy as DSL in Natalie's absence.</p> <p>Fiona Dean as DDSL will be in school at all times</p> <p>All staff to have completed COIV training.</p> <p>First aid certificates checked and courses booked according to need, in September.</p>

<p>Fire Procedures</p>	<p><i>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes. Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</i></p>	<p>Fire drill w/c 7th September in line with social distancing measures. Children will line up in their normal lines but with as much space between each other as possible. Adults in school to guide. Teachers to complete red cards in class every day – names and numbers, to ensure all attendance is recorded and referred to quickly during fire drill.</p>
<p>Water hygiene – management of legionella</p>	<p><i>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance Managing School Premises during the Covid-19 outbreak.</i></p>	<p>Darryl to continue to complete legionnaire testing on Monday mornings.</p> <p>Eplus testing every month to continue.</p>
<p>Using and monitoring new practices to reduce risk of Covid-19 transmission</p>	<p><i>Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. Explaining to children about the use of face coverings – to support children with adhering to social distancing. Headteachers and school leaders must monitor arrangements and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.</i></p>	<p>NL to share risk assessment in July 2020. Follow up training on the 4/9/20 with all staff to ensure they understand procedures. This will include a walk around of the school to identify any possible issues with the reopening plan. All staff to completed updated risk assessment and send to NL. NL will be in school until 25/9 and then WJ/JB will lead in school. Problems and issues to be reported immediately. Teachers to spend some time with class bubbles explaining rules and showing them around school. NL to inform staff of any changes to guidance/procedures.</p>
<p>Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)</p>	<p><i>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</i></p>	<p>Alarm company will test intruder and fire alarm as normal routine. Ground works/gardeners to maintain playing field (no access to school required). Devon Norse will serve lunches straight from village hall. TME to complete essential IT work.</p>

		YPO / deliveries to leave items at school gate / through window for collection by admin staff.
Staff rooms and offices to comply with social distancing and safe working practice	<i>Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below.</i>	Staff room will not be available as normal. All normal chairs and tables are pushed to one side and three plastic chairs are set up to be used and cleaned on rotation. Staff to use their own cups and utensils. If school facilities are used, they must be disinfected appropriately after use. Only admin team and HT permitted to enter the office.
Ventilation to reduce spread	<i>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air systems should be operated as normal. Ventilation to chemical stores should remain operational.</i>	Classroom doors and windows to remain open throughout the day, where possible (bearing in mind fire safety, security and safeguarding).
Management of waste	<i>Ensure bins for tissues are emptied throughout the day. Follow Guidance on disposal of PPE waste (such as used fluid resistant masks)</i>	All classrooms to have three bins: general waste, paper and tissue bin. Tissue bin will be changed throughout the day, double bagged and then remain outside near bins, for 72hours before it is disposed of, if anyone displays symptoms of Covid-19.
Management of incoming goods	<i>Consider how to manage supplies coming into the school, which takes into consideration SD and hygiene measures. E.g. drop-off point – one person controls the process etc.</i>	Incoming goods will be left at the school gates for a member of the admin team to collect. Alternatively, these can be passed through the office window.
School owned outdoor play equipment	<i>Promote good hygiene and social distancing using signage and other methods of comms (community noticeboards, school newsletters) to set out: maximum numbers to enable SD, encouraging parents to clean children's hands before and after play, disposal of all rubbish. 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. Encourage effective sanitation by users, parents etc.</i>	Climbing frame equipment cleaned between groups. End of the day cleaning for this equipment too. All outdoor play equipment shared out as much as possible between class bubbles. Equipment that remains shared will be sterilised in Milton bin afterwards before being used by next bubble.

	<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>All outdoor play equipment that cannot be sterilised, will be removed prior to opening.</p> <p>Equipment in the classroom will be cleaned after each use, including keyboards and iPads wiped down.</p>
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<p>Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <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. Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term.</p>	<p>Soft furnishings, toys and soft toys must remain within bubbles as these cannot be cleaned easily.</p> <p>Chairs are limited to single person use.</p> <p>Classroom based resources such as art products, must be cleaned thoroughly or left for 48 hours (72hours for plastics) before used by another class bubble.</p>
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.</p>	<p>Children from years 1 -6 will have their own pencil cases. Some stationery will have to be shared but must remain within bubbles.</p> <p>Cleaning products available near photocopier – clean before and after use.</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 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.</p>	<p>Darryl will clean during the summer holidays. After this, he will continue to clean every day, before and after school. He will be in for one hour in the mornings and two hours in the evenings, Monday-Friday.</p> <p>Cleaner has updated cleaning equipment.</p> <p>Village hall will be cleaned on a daily basis by their staff.</p> <p>Staff to inform HT/Admin when cleaning products are running low – order as necessary/needed.</p>
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</p>	<p>Hand sanitisers will be provided in every classroom and this will be accessible for children and staff at all times. These must be checked</p>

	<i>handwash and sanitiser stations are available based on what you have learned from usage to date.</i>	throughout the day to ensure they have not run out. All classrooms except class4 has their own handwashing facilities, with soap and paper towels. Handwashing is expected, particularly at the following times: <ul style="list-style-type: none"> • after arriving at the school, break times, lunchtimes, whenever entering the classroom-this needs to be supervised even for oldest pupils • touching their face; • blowing their nose; • sneezing; • coughing; and • before and after eating or handling food.
Additional time for staff and pupils to carry out handwashing	<i>Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.</i>	Teachers to plan these times in to their daily routine.
Handwashing practice with children	<i>Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at e Bug. Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.</i>	Children briefed upon reopening about procedures. Regular handwashing – hourly. Children to wash hands every time they enter the classroom.
Good respiratory hygiene	<i>Promote ‘catch it, bin it, kill it’ ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil’s individual risk assessment.</i>	Posters to go up around school with this slogan on. Bins clearly labelled in classrooms. Children with additional needs have 1:1 support to help with respiratory hygiene.
Sufficient supplies of soap and cleaning products	<i>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</i>	Admin to purchase additional soaps and sanitisers for all classrooms over summer break. Teaching assistants to check supplies on 7/9/20.

		<p>Cleaner has purchased additional soaps and hand towels.</p> <p>Bins which have been used for tissues will be changed throughout the day.</p> <p>Hygiene stations in classrooms and staff room. Each member of staff to have their own hand gel.</p>
Toilets being overcrowded	<p><i>Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</i></p>	<p>Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues but this must be monitored before you let a child go to the toilet to ensure that only 1 child is in the toilet at any one time. System for class 3 and 4?</p> <p>Queuing zones for toilets and hand washing will be established and are monitored.</p> <p>Monitoring ensures a constant supply of soap and paper towels. KS1 toilets split between class 1 and class 2 so they are using their own. Within each classes toilet there will be an allocated boys and girls side although only one can be used at a time.</p> <p>Cleaned throughout the day - door handles wiped down and bins are emptied regularly.</p> <p>Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</p>
Staff related issues		
Staff measures to reduce contact and transmission	<p><i>When assessing the return to full opening in September the following section of the DfE guidance must be followed:</i></p> <p>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>Staff to model social distancing around school. Children will be briefed about this upon reopening to enable this to happen.</p>

	<p><i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise 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 (e.g. in administrative roles).</i></p>	<p>Staff can enter different bubbles when essential to do so. Social distancing must be adhered to.</p> <p>CS will move between bubbles to cover PPA and deliver interventions.</p>
<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<p><i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.</i></p>	<p>Admin to create leaflet for external people entering the school building – provided upon arrival.</p> <p>As normal, all visiting staff should sign in and out.</p>
<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p><i>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher. Careful planning of the year groups/classes should be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance:</i></p> <p>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>All staff are expected to return to work in September unless they are unable to do so on medical grounds. Currently, all staff are due to return to Berry in September. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.</p> <p>Full use is made of testing to inform staff deployment.</p> <p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Carefully planning the year groups for whom provision is offered (using the DfE priority list) based on staff availability.</p>
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p><i>Talk to staff about (and/or put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times),</i></p>	<p>Socially distanced staff Virtual meetings continue to be held every week.</p>

	<p>including a discussion on whether training would be helpful. 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/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p> <p>Further advice is available from HR if required.</p>	<p>HT present in school.</p> <p>Training for all staff so they are prepared for the reopening.</p>
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<p>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.</p>	<p>Risk assessment shared with staff before we break up in the summer term. Training to be held on the 7/9/20.</p>
Accessing testing arrangements are clear for all staff	<p>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/</p>	<p>HT has access to testing, should staff or children begin to show symptoms. They have been asked to discuss this with Natalie if necessary.</p> <p>Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open</p>
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<p>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. 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</p>	<p>The designated area will be in the garden/garden room/shed area outside. Staff attending to the children should wear protective equipment where appropriate (see above) and child should be sent home to isolate. This designated area will be deep cleaned when/if it is occupied by either an adult or child with covid symptoms.</p>

	childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe	<p>Infra-red forehead thermometer kept in first aid cupboard in staff room and monitored by admin staff.</p> <p>Self isolation guidance to be given when children are collected. If a child or adult shows symptoms and tests positive for Covid-19, then the whole group that the children was in must be sent home and they must self-isolate for 14 days. If other cases are then also confirmed at the school, then PHE will advise HT/school on next steps/possible closure.</p>
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p><i>Staff deemed to be clinically extremely vulnerable and clinically vulnerable can return to school in the Autumn term subject to school leaders confirmation that the school is 'covid-secure', i.e. that every reasonable step has been taken to ensure the safety of children, staff, premises and community and that the full measures as provided in the DfE guidance have been applied.</i></p> <p><i>A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious 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</i></p>	<p>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</p> <p>ACE staff risk assessment tool is used for this purpose (updated July 2020).</p>
Staff use of PPE	<p><i>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</i></p>	<p>PPE equipment will be available at school, in central locations (staff room), for face to face contact and intimate care.</p> <p>Admin to check equipment and order new for September.</p>
Use of PPE Lack of understanding	<p><i>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.</i></p>	<p>Staff training on the 7th September.</p> <p>Used PPE and any disposable face coverings that staff and children arrive wearing should be placed in</p>

		<p>a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus. To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours
<p>Dealing with suspected and confirmed case/ cases and outbreak.</p>	<p><i>If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk. Devon County Council's Local Outbreak Management Plan (LOMP) is available here: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/. IF A SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS Contact your local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk and inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk. If there is a complex situation or an outbreak is declared in your setting, you may be asked to join an Outbreak Control Team or Local Incident Management Team Meeting. School should up-date the Schools Emergency Plan to incorporate the above links.</i></p>	<p>Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. If a child/adult becomes symptomatic and is sent home for testing, we have to act upon advice from Public Health England. When the child is being tested we call Public Health England. Until the results come in, no one goes home. If the results then come back as positive, Public Health advise on what to do. It is likely that they will say to send the whole bubble home and to write a letter to explain to parents and carers.</p> <p>Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes</p>

		<p>an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply.</p> <p>A record of any COVID-19 symptoms in staff or pupils is reported to the local authority.</p>
Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<p><i>Shielding advice for all adults and children will pause on 1 August meaning that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons should be followed, and those under the care of a specialist encouraged to discuss their return to school. Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required.</i></p>	<p>Contact with any families who have children in the clinically and extremely vulnerable groups to explain measures put in place to reduce risk to their child and to reduce their anxieties.</p> <p>Attendance rigorously monitored and tracked – NL/RH.</p> <p>Online learning still available for those who may be shielding – Maths/English/Learning Experience daily – RE/Music weekly.</p> <p>Use of zoom meetings where appropriate.</p>
Children with EHCP and pupils who attend dual settings	<p><i>A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child</i></p>	<p>Plans are in place to meet the learning needs of the children with EHCP.</p> <p>Any children who receive 1:1 support will continue to receive this provision upon wider reopening.</p> <p>Individual risk assessment will be completed with 1:1 worker.</p> <p>IEPs and transition meetings completed by 15th July 2020.</p>
Pupils unable to follow guidance	<p><i>Some pupils will need additional support to follow these measures. Insert measures here or attach additional document.</i></p>	<p>Modelling by all members of staff and constant reminders to children.</p> <p>Guidance given on a 1:1 basis according to need.</p>
Pupils equipment	<p><i>Pupils to limit the amount of equipment they bring into school each day, to essentials</i></p>	<p>Children are discouraged to bring in bags to school. Only bring in essential items. All stored under</p>

	<i>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.</i>	desks to avoid use of small cloakrooms. Library will be back in use and books can be changed and sent home.
Member of a class becoming unwell with COVID-19	<i>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location.</i>	Child moved to environmental area if they are unwell where PPE will be available for staff member who is dealing with the child. Admin to keep parents up to date with guidance.
School Uniform	<i>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</i>	Full school uniform is compulsory from September. On PE days, children can come into school in their PE kits to avoid changing.
Transport		
Travel to school and provision of safe school transport:	<i>Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.</i>	The details of how pupils will travel to and from school are known prior to opening. Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. Admin to review the use of the school bus from September and liaise to finalise details/ time. Children will go straight into class when arriving off the school bus. Staff member to bring children in to school from off the bus.
Dedicated school transport, including statutory provision	<i>Consider how pupils are grouped together on transport and where possible this should reflect the bubbles that are adopted within school. Ensure organised queuing/boarding and distancing within vehicles if possible. Consider the use</i>	

	<p>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.</p> <p>Waiting for the DfE who will shortly publish new guidance to local authorities on providing dedicated school transport.</p>	
Wider public transport	<p>It is the law that you must wear a face covering when travelling in England on public transport. Some people don't have to wear a face covering including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering.</p>	Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport.
School Transport arrangements support changes to school times	<p>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</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>The first three weeks will be used for assessments to be made and baselines to be ascertained for all children in school. Gaps analysed via Y5 SAT paper. Y3-Y6 PIRA/PUMA. Y1/2 phonics screening. This will be done alongside the teaching learning experience curriculum in which a writing outcome will allow teachers to assess.</p> <p>Children will received a broad and balanced curriculum from September 2020.</p> <p>Interventions planned from transition meetings in Summer term.</p> <p>IEPs created for September start back. Parents consulted with in first two weeks about this.</p> <p>Teachers to produce 'catch up' plan when assessments completed.</p>

<p>Suspension of some subjects for some pupils in exceptional circumstances.</p>	<p><i>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. They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021.</i></p>	<p>There's no planned suspension of any subjects for any children.</p>
<p>Music activities</p>	<p><i>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further detailed DfE guidance will be published shortly.</i></p>	<p>No whole school worship. Singing is avoided in music lessons. Where singing is required, classes will be split into year groups so that a maximum of 15 children are present at any one time. Windows and doors open for this. Musical instruments will be thoroughly cleaned and left for 48 hours after use before use by another bubble.</p>
<p>Physical activity in schools</p>	<p><i>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice:</i></p> <ul style="list-style-type: none"> • 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><i>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</i></p>	<p>Saint southwest will be in school to deliver sports sessions with the children, every Friday. They will also deliver an extracurricular sports activity on a Wednesday and Friday, after school. For the PE lessons, children will be taught in their class bubbles and outside, where possible. If not, they will be taught in the hall. Equipment/benches will have to be cleaned between bubbles. For the after school clubs, children will not be in their class bubbles but non-contact sport will be played and social distancing encouraged. Where possible, equipment will be shared between classes. Where this isn't possible, thorough cleaning will have to take place between bubbles using it.</p>
<p>Educational visits</p>	<p><i>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 For additional information check with EVOLVE guidance on website.</i></p>	<p>Adventure Walks have been planned for the Autumn term. Children will go on these with their class bubbles. A risk assessment via Evolve will need to be done prior to the visit,</p>

		following guidance on the use of transport.
Groups of children mixing resulting in risk of more widespread transmission	<i>Children should be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Groups should be as small as possible whilst providing the full range of curriculum subjects and for primary this is likely to be up to the size of a year group. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is accepted that the youngest children cannot socially distance from each other or staff. Measures should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time). Large gatherings such as assemblies and with more than one group should be avoided</i>	Children will work and remain in class bubbles at all times. No large gatherings for start/end of the day lunch or workshops. Social distancing will be encouraged where possible with the older children in school.
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)	Food will not be prepared on site. Instead, it will be prepared at Stoke Gabriel School and then delivered to Berry in take away, disposable boxes.
Catering staff are operating in a safe environment	<i>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</i>	Food boxes will be delivered to classrooms so that food is not served to the children.
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<i>Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required.</i>	Publish a site telephone number in case of immediate access required. Place notices at school entrance points to advise that only essential visitors should enter the premises. Ensure that deliveries are handled safely.
Suppliers understanding and complying with new arrangements	<i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i>	Devon Norse – lunches and cleaning are briefed and understand the processes in place.
Communications to parents and staff	<i>Regular communications</i>	Between: <ul style="list-style-type: none"> ● Staff ● Pupils

		<ul style="list-style-type: none"> • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners <p>RA published on school website.</p>
Pupils and families anxious about return	<i>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.</i>	Letter sent out to parents at the end of the summer term, informing them of September arrangements and expectations. Attendance monitored regularly by RH to ensure all children are at school – referred to NL/WJ.
Parent aggression due to anxiety and stress.	<i>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety</i>	Letter sent to parents at the end of the summer term, giving them time to ask questions about the September opening.
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<i>The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</i>	Online FGB meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. Head teacher to keep chair of governors informed of decisions made.

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
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New children start at school without adequate transition programme.	JB to meet all new starters in ten minute slots w/c 12 th July, after school and outside the C1 area. JB / Admin have supplied starter pack and supporting video. All new parents set up on Tapestry. Children provided with a morning or afternoon slot for their first week back in September.	July 2020	JB Admin
Pupils' behaviour on return to school does not comply with social distancing guidelines.	Policies updated and agreed to by governors. Review procedures daily and weekly. Teachers risk assess their groups. Appendix to behaviour policy given to staff. RA for vulnerable children. IEPs written for all SEND children.	NL & gobs Teachers NL Teachers & TAs	Sept 2020 Summer 2020
Pupils' mental health has been adversely affected during the period that the school has been closed/by COVID-19	SENCO looking into new mental health books to support children Training around well-being completed Monitor well-being of SEND pupils and complete RA for vulnerable with teachers/TAs Class assemblies addressing mental health Relevant COVID books to help support children	EH EH, Teachers, TAs Teachers FD – English Lead	Sept 2020 July/Sept 2020 September onwards
An increased number of children make disclosures following the lockdown period	Level 2 safeguarding completed All staff on and able to access CPOMS Signposting to other agencies/support for parents through safeguarding directory All staff know who to go to when a disclosure is made	NL with all staff EH/FD NL NL/WJ/FD	Sept 2020 July 2020
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for	Review of policies in light of current situation Safeguarding policy reviewed and appendix added. New medical procedures in place.	NL/WJ NL/WJ NL/WJ/Admin	July - Sept 2020

purpose given the current circumstances.			
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Signed: Headteacher/Head of Department: *NJost* **Date: 14th July 2020**

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.