


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: St Augustine's Catholic Primary	Establishment Risk Assessment	RA100 V2.4
	Address: Hardy Avenue, Weymouth, Dorset, DT4 0RH		
<p>Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors</p> <p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance. The following guidance to reflect the changes announced by the Prime Minister on the wider reopening of schools and colleges from Monday 8 March:</p> <ul style="list-style-type: none"> <u>early years and childcare providers</u> <u>actions for schools during the coronavirus outbreak</u> <u>special schools, special post-16 providers and alternative provision</u> <p>It is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures 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 and the latest government guidance and <u>must</u> consult with their staff regarding the risks and control measures being implemented.</p> <p>General guidance on completing risk assessments is available at arrangements note HS47. When conducting the risk assessment. It is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p>		<p>Date assessment completed: 13.07.20, 08.09.20, 17.9.20, 28.09.20, 23.10.20, 02.01.21, 6.1.21, 12.01.21, 22.1.21, 1.3.21, 4.5.21, 9.6.21, 27.6.21, 31.08.21, 29.11.21, 14.12.21</p> <p>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>	
		<p>Assessor(s): Mrs Emma Berry- HT Mrs Katie Bladon- DHT Mrs Lucy Gray- SLT Mrs Judith Evans- SLT</p>	
Version Control: RA 100 Version 2.1			
Update – 15/7/20, page 6. Premises related matters - Management of waste		Read	
Update – 25/08/20, page 12,13,14. School Transport		Read	
Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&T Music Dance and Drama – link to new guidance and guidance for performing arts)		Read	
Update – 25/8/20, page 8. Managing supply teachers, visitors, contractors and other temporary visiting staff		Read	

Update – 25/8/20, 28/08/20, 02/09/20 page 10-11. Dealing with suspected and confirmed case/ cases and outbreak, link to access to testing kits, use of face coverings in education – link to new guidance, link to action cards and updated guidance of 31/820	Read
Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.	Read
Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision	Read
Update – 02/09/20, page 6. Premises related matters - Hiring of premises	Read
Update – 15/09/20, page 16. Educational Visits - updated link.	Read
Update – 29/10/20, page 5 – 6. Premises related matters, ventilation to reduce to spread and thermal comfort – Updated following HSE spot checks.	Read
Update – 29/10/20, page 15. Curriculum considerations, update on Music Dance and Drama	Read
Update – 14/12/2020, page 11 - Dealing with suspected and confirmed case/ cases and outbreak	Read
Update – 04/01/2021 – page 2 – new links to DfE school's website for up to date guidance and consultation with staff	Read 5/1/21
Update – 04/01/2021 page 3 – definition of close contact	Read 5/1/21
Update – 04/01/2021 page 9 - Staff measures to reduce contact and transmission Covid-19.	Read 5/1/21
Update – 04/01/2021 page 14 – Lateral Flow Testing (Secondary Schools)	Read 5/1/21
Update – 08/03/2021 first page PHE information	Read 3/3/21
Update – 08/03/2021 page 2 – return to school March 8 th guidance	Read 3/3/21
Update – 08/03/2021 page 4 – definition of close contact	Read 3/3/21
Update – 08/03/2021 page 5 - <i>Guidance for EYFS</i>	Read 3/3/21
Update – 08/03/2021 page 5 - <i>Wraparound provision</i>	Read 3/3/21
Update – 08/03/2021 page 12 - Accessing testing arrangements are clear for all staff	Read 3/3/21
Update – 08/03/2021 page 13 - Assessment of all staff, including high risk staff	Read 3/3/21
Update – 08/03/2021 page 13 - <i>face covering</i>	Read 3/3/21
Update – 08/03/2021 page 14 - Dealing with suspected and confirmed case/ cases and outbreak	Read 3/3/21
Update – 08/03/2021 page 14 - Lateral Flow testing (Secondary Schools)	Read 3/3/21
Update – 08/03/2021 page 15 - Lateral Flow testing (Primary staff home testing	Read 3/3/21
Update – 08/03/2021 page 16 - Vulnerable groups who are clinically, extremely vulnerable	Read 3/3/21
Update – 08/03/2021 page 21 - Educational visits	Read 3/3/21

Update – 27/08/21 – Schools Covid-19 operational guidance	Read 31/08/21
Update – 14/12/21- Schools COVID-19 Operational Guidance	Read 14/12/21

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		
Definition of close contact	<p>When completing your risk assessment, it is important that your mitigations control measures in all aspects of the school day, considers PHE definition of 'close contact'. The following definition of 'close contact':</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</p> <p>The current definition of close contact in a school setting is shown below.</p> <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre (this will include times when you have been wearing a face covering or face mask) ○ been within one metre for one minute or longer without face-to-face contact ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle or a plane (this includes school transport) <p>Focusing on obtaining mitigations to reduce close contact, will reduce staff and pupil absences when there are cases within the school. Note that the use of face masks and other forms of PPE does not exclude somebody from being considered a close contact (unless they are providing direct care with patients or residents in a health and care setting, NHS Test and Trace: how it works - GOV.UK (www.gov.uk))</p>	<p><i>Control measures updated (14.12.21)</i> <i>All Staff fully informed (INSET 1.11.21).</i></p> <p><i>All Staff to continually ensure that a 2m distance is kept between adults at all times of the day.</i> <i>All Staff to continue to wear face masks when walking around the school building and in communal areas.</i></p>

Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p><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 <u>Staying safe outside of your home: face coverings</u> and <u>Guidance for Full Opening</u>. Pupils must be instructed to wash their hands, on arrival.</i></p> <p>Reference Section 20 & 30 in School Opening Action Plan</p>	<p>Control measures updated (14.12.21)</p> <p>All staff encouraged to wear masks in situations where social distancing where adults cannot be maintained. Staff are permitted to wear face coverings when in classroom where is does not negatively impact on teaching/learning. Face visors/shields should not be worn as an alternative to face coverings. Exemptions exist for SEND students.</p> <p>7.9.20 Face masks to be worn in office on entry into school unless medically omitted to do so.</p> <p>28.9.20- Staff to wear face coverings when in communal areas around the school but not when directly teaching children.</p> <p>03.03.21 - All staff should be encouraged to wear a visor when working with children, in classroom, corridors or intervention spaces However, face visors or shields should not be worn as an alternative to face coverings.</p> <p>2.11.20 - When on playground duty / PE staff can choose which face covering they wear – but it must be worn.</p> <p>2.1.21- Staggered use of cloakrooms for Y2/3 and Y4/5 on entry and exit- see control measures.</p>
Parents gathering at school gate not social distancing	<p><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> <p>Reference Section 20 & 30 in School Opening Action Plan</p>	<p>See HT letter to parents July 2020, Sep 20, Nov 20, Jan 21, March 21, May 21, Sep '21, 1st Nov</p> <p>Control measures updated (14.12.21)</p>
Overcrowding in classrooms and corridors.	<p><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> <p>Reference Section 29 in School Opening Action Plan</p>	<p>Control measures updated (14.12.21)</p> <p>Playtime and lunchtime rota</p> <p>See 'Playtime and Lunchtime' staggered timetables and Liturgies and assemblies to be held in class to limit movement around school. Whole school liturgy to be held virtually.</p> <p>2.11.20 - When moving around the school staff to use the hall to avoid close contact with children working in groups in intervention areas.</p> <p>2.1.21- Staff to ensure bubbles are not broken in cloakroom areas. Staff to supervise groups of children to shared toilets to ensure bubble do not mix in corridors.</p>
Risk of transmission within EYFS settings	<p><i>Updated Guidance for EYFS (February 2021 <u>early years and childcare providers</u>) to be followed. removes keeping children in small consistent</i></p>	<p>Control measures updated (14.12.21)</p> <p>All EYFS staff have read this</p> <p>See updated 'Control Measures' document (27.06.21)</p>

	<i>groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.</i>	<i>New Government guidance for EYFS, KS1 and KS2 (May 21) read by all staff.</i>
Groups mixing during breaks and lunchtime compromising social distancing.	<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> Reference Section 30 in School Opening Action Plan	<i>Control measures updated (14.12.21)</i> <i>Playtime and lunchtime rota</i> <i>See 'Playtime and Lunchtime' staggered timetables and 'Control Measures'(27.06.21)</i>
Wraparound provision: Groups mixing during extra-curricular provision	<i>Schools should work to resume any breakfast and after-school provision, where possible, from the start of the autumn term. Carefully consider with external providers how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups. Schools can consult the guidance produced for <u>providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</u>, as much of this will be useful in planning extra-curricular provision. Where parents use childcare providers or out of school extra-curricular activities for their children, schools should encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this. DfE have issued <u>guidance for parents and carers</u>, which schools may want to circulate.</i>	<i>Control measures updated (14.12.21)</i> <i>Extra-curricular 'Bubble Clubs' to be reinstated Easter 21. Breakfast and after school provision provided by All Sorts (external provider). All Sorts to provide separate risk assessment for their provision. All Sorts to ensure parents are aware of their risk assessment and control measures.</i>
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> Reference Section 20 & 29 in School Opening Action Plan	<i>See HT letter to parents, regular reminders sent out.</i>
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>	<i>Control measures updated (14.12.21)</i> <i>See updated 'Control Measures' document. (27.06.21)</i> <i>28.9.20- Staff to wear face coverings when in communal areas around the school</i> <i>03.03.21 - All staff should be encouraged to wear a visor when working with children, in classroom, corridors or intervention spaces However, face visors or shields should not be worn as an alternative to face coverings.</i> <i>2.11.20 - When on playground duty / PE staff can choose which face covering they wear – but it must be worn.</i>

		2.11.20 - When moving around the school staff to use the hall to avoid close contact with children working in groups in intervention areas.
Premises related matters		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<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>Reference Section 29 & 30 in School Opening Action Plan</p>	<p><i>Control measures updated (14.12.21)</i> RA22 to be reviewed</p> <p>See updated 'Control Measures' document. (27.06.21)</p> <p>Fire evacuation procedures to be followed as normal – no alteration required</p>
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<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.</i></p> <p><i>Communication of first aid arrangements during daily briefings. PPE within first aid supplies</i></p> <p>Reference Section 4 & 28 in School Opening Action Plan</p>	<p><i>Control measures updated (14.12.21)</i> See updated 'Control Measures' document. (27.06.21)</p>
Fire Procedures	<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.</i></p> <p><i>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>Reference Section in School Opening Action Plan</p>	<i>Fire evacuation procedures to be followed as normal</i>
Water hygiene – management of legionella	<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 <u>Managing School Premises during the Covid-19 outbreak</u>.</i></p> <p>Reference Section 46 & 47 in School Opening Action Plan</p>	<p>WEMCO and site manager have continued to monitor this though the summer holidays.</p> <p>AG regularly flushes water at all water sources.</p>

Using and monitoring new practices to reduce risk of Covid-19 transmission	<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>Reference Section 3, 18, 19, 27, 29 & 33 in School Opening Action Plan</p>	<p>Control measures updated (14.12.21) All Staff fully informed (INSET 01.11.21).</p> <p>Updated Risk Assessment, Control Measures, Timetables and Contingency Plans sent to all staff. Virtual meeting 04.03.21 to allow staff to discuss and reassure.</p> <p>SLT to review above documents weekly and alter where necessary.</p> <p>28.9.20- Staff to wear face coverings when in communal areas around the school but not when directly teaching children.</p> <p>03.03.21 - All staff should be encouraged to wear a visor when working with children, in classroom, corridors or intervention spaces. However, face visors or shields should not be worn as an alternative to face coverings</p> <p>2.11.20 - When on playground duty / PE staff can choose which face covering they wear – but it must be worn.</p> <p>2.11.20 - When moving around the school staff to use the hall to avoid close contact with children working in groups in intervention areas.</p>
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<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>Reference Section 46 & 47 in School Opening Action Plan</p>	<p>See updated 'Control Measures' document. (27.06.21)</p> <p>Asbestos survey completed May 2021</p> <p>Regular contact with TDA to include mandatory/statutory checks/surveys are undertaken.</p>
Staff rooms and offices to comply with social distancing and safe working practice	<p><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></p> <p>Reference 30 & 31 School Opening Action Plan</p>	<p>Control measures updated (14.12.21)</p> <p>See updated 'Control Measures' document. (27.06.21)</p> <p>28.9.20- Staff to wear face coverings when in communal areas around the school but not when directly teaching children.</p> <p>2.11.20-Staffroom area- chairs have been positioned and some have been taped off- if all chairs are taken please eat elsewhere in the school (dining room). Please ensure that a window is open at all times.</p> <p>2.11.20-Only one person to enter the photocopying room and toilets at any one time (see posters).</p> <p>2.11.20-Please do not enter Sarah/Anna's office space - unless absolutely essential.</p> <p>2.1.21- Only one household at a time to enter school foyer area.</p>
Ventilation to reduce spread	<p><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</i></p>	<p>Control measures updated (14.12.21)</p> <p>See updated 'Control Measures' document. (27.06.21)</p>

	<i>mechanical ventilation systems cannot be adjusted to full fresh air systems should be operated as normal. Ventilation to chemical stores should remain operational.</i>	<i>Ventilation to chemical stores to stay the same. 2.1.21- Windows open in classrooms.</i>
Management of waste	<i>Ensure bins for tissues are emptied throughout the day. Follow <u>Guidance on disposal of PPE waste</u> (such as used fluid resistant masks) Reference Section 29, 31 & 32 in School Opening Action Plan</i>	<i>Control measures updated (14.12.21) Large lidded pedal bins provided in all classrooms. Staff to empty as necessary. Yellow hazardous waste bins in the medical room and office.</i>
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>	<i>Office staff to liaise with suppliers to gain a delivery slot.</i>
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. Consult guidance on <u>Managing Outdoor Playgrounds</u> for equipment also used by the community. When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.</i>	<i>Control measures updated (14.12.21) See updated 'Control Measures' document and new 'Playtime and Lunchtime Rota'. (27.06.21) for timetabled use of outdoor play equipment and astro-turf Outside of the school day, play equipment out of use.</i>
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<i>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. Follow government <u>guidance for working in education and childcare</u> if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on <u>Cleaning and decontamination of non-health care settings</u>. Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term. Reference Section 29, 31, 32 & 48 in School Opening Action Plan</i>	<i>Control measures updated (14.12.21) See updated 'Control Measures' document. (27.06.21) – classroom expectations and PE Lessons</i>
Shared resources and equipment increasing spread	<i>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. Reference Section 29, 31, & 32 in School Opening Action Plan</i>	<i>Control measures updated (14.12.21) See updated 'Control Measures' document. (27.06.21)</i>

Cleaning staff and hygiene contractor's capacity - providing additional requirements	<i>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 <u>Safe working in education and childcare</u> for guidance on PPE and guidance on <u>cleaning non-health care settings</u>. 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.</i> Reference Section 31, 32 & 46 in School Opening Action Plan	<i>Control measures updated (14.12.21)</i> See updated 'Control Measures' document. (27.06.21)
Sufficient handwashing facilities for staff and pupils	<i>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 handwash and sanitiser stations are available based on what you have learned from usage to date.</i> Reference Section 29 & 32 in School Opening Action Plan	<i>Control measures updated (14.12.21)</i> See updated 'Control Measures' document. (27.06.21)
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> Reference Section 29 & 32 in School Opening Action Plan	<i>Control measures updated (14.12.21)</i> See updated 'Control Measures' document. (27.06.21)
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 <u>e Bug</u>. 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> Reference Section 29 & 32 in School Opening Action Plan	<i>Control measures updated (14.12.21)</i> See updated 'Control Measures' document. (27.06.21) Positioning of sanitiser stations has been considered so that younger children do not have access without adult support.
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>	<i>Control measures updated (14.12.21)</i> See updated 'Control Measures' document. (27.06.21)
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> Reference Section 31, 32 in School Opening Action Plan	<i>Control measures updated (14.12.21)</i> See updated 'Control Measures' document. (27.06.21) Site manager and health and safety coordinator to review COSHH assessments and implement additional controls where there has been any change in products.
Toilets being overcrowded	<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</i>	<i>Control measures updated (14.12.21)</i> See updated 'Control Measures' document. (27.06.21)

	<p><i>need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</i></p> <p>Reference Section 20 in School Opening Action Plan</p>	
Staff related issues		
<p>Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people who present as - asymptomatic.</p>	<p><i>When assessing the return to full opening the following section of the DfE guidance must be followed:</i> 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 must record why and what other control measures they will adopt. <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.</i> <i>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>Focusing on control measures that reduce close contact, will reduce the number of staff and pupils required to self-isolate when there are cases within the school.</p> <p><i>PHE have identified issues that have arisen in IMTs in schools and some adjustments are being made by schools as a result. There may be difficulty to implement due to disruption to learning or operational issues. But schools are also identifying that actually having positive cases and seeing the impact on numbers being sent home to self-isolate (staff and pupils) will also affect learning and operational issues.</i></p> <p><i>Mitigating measures that will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school:</i></p> <ul style="list-style-type: none"> ▪ Reducing bubble sizes, 	<p>Control measures updated (14.12.21) <i>See updated 'Control Measures' document.(27.06.21)</i> – minimising the need for staff to cross bubbles. N/A – all staff in school. 28.9.20- Staff to wear face coverings when in communal areas around the school but not when directly teaching children. Are there any staff members who under the new guidance are considered Clinically extremely Vulnerable? Yes- 1 MDS, shielding until 31.03.21, returned to work 1.4.21 03.03.21 - All staff should be encouraged to wear a visor when working with children, in classroom, corridors or intervention spaces However, face visors or shields should not be worn as an alternative to face coverings. 2.11.20 - When on playground duty / PE staff can choose which face covering they wear – but it must be worn. 2.11.20 - When moving around the school staff to use the hall to avoid close contact with children working in groups in intervention areas. 2.11.20-Staffroom area- chairs have been positioned and some have been taped off- if all chairs are taken please eat elsewhere in the school (dining room). Please ensure that a window is open at all times. 2.11.20-Only one person to enter the photocopying room and toilets at any one time (see posters). 2.11.20-Please do not enter Sarah/Anna's office space - unless absolutely essential.</p> <p>03.03.21- EB updating CV individual risk assessments 5.1.21- All staff meetings to be held virtually. 5.1.21- Staff are advised not to car share on entry and exit to school. 5.1.21- A maximum number of 7 adults in the staffroom at any one time. If staffroom is fully, staff are to use the school hall and socially distance.</p>

	<ul style="list-style-type: none"> ▪ <i>reducing face to face meetings (move to video calling if appropriate),</i> ▪ <i>reducing or eliminating the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.</i> ▪ <i>reducing or eliminating the movement around the school of pupils and teaching staff,</i> ▪ <i>reducing or eliminating the movement across bubbles of pupils and teaching staff,</i> ▪ <i>no car sharing between staff to school</i> ▪ <i>keeping to the 2m distancing (for teachers especially) if at all possible</i> <p><i>Other measures that will reduce the spread of the virus in the school – face coverings, thorough regular cleaning regimes throughout the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it messages</i></p>	
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<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><i>Supply teachers can be used as normal if in-house cover cannot be sourced.</i></p> <p><i>Supply agency staff to be used as a last resort. Any supply or peripatetic teachers will be given updated ‘Control Measures’, ‘Risk Assessment’ and ‘Playtime and Lunchtime’ documents prior to entering school. Professionals for SEND/social worker intervention allowed access to school as usual.</i></p> <p><i>All other visitor arranged for outside of the school day where possible – office staff to sign in on entry and share risk assessment and safeguarding expectations.</i></p> <p><i>03.03.21 - All staff should be encouraged to wear a visor when working with children, in classroom, corridors or intervention spaces. However, face visors or shields should not be worn as an alternative to face coverings.</i></p> <p><i>2.11.20 - When on playground duty / PE staff can choose which face covering they wear – but it must be worn.</i></p> <p><i>2.11.20 - When moving around the school staff to use the hall to avoid close contact with children working in groups in intervention areas.</i></p> <p><i>2.11.20-Staffroom area- chairs have been positioned and some have been taped off- if all chairs are taken please eat elsewhere in the school (dining room). Please ensure that a window is open at all times.</i></p>

		<p>2.11.20-Only one person to enter the photocopying room and toilets at any one time (see posters).</p> <p>2.11.20-Please do not enter Sarah/Anna's office space - unless absolutely essential.</p> <p>Only essential visitors to access the school Already communicated to staff and parents and reminded in HT letter March 21</p>
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<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>Reference Section 1, 2 & 3 in School Opening Action Plan</p>	<p>TAs to teach classes under the direction of the teacher where necessary.</p> <p>Planning on One-Drive and on teachers' desks for TAs to access if needed. In the result of longer-term sickness, HT and/or supply used.</p>
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<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), including a discussion on whether training would be helpful. If appropriate, seek GP or occupational health advice.</i></p> <p><i>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' found in the Plymouth CAST Corona Virus Policy and Procedure v3.</i></p> <p><i>Further advice is available from HR if required.</i></p> <p>Reference Section 1, 2, 12, 13, 14, 15, & 16 in School Opening Action Plan</p>	<p>Control measures updated (14.12.21), staff fully briefed on risk assessment, control measures and contingency plans at November INSET.</p> <p>Updated Risk Assessment, Control Measures, Timetables and Contingency Plans sent to all staff. Virtual meeting 04.03.21 to allow staff to discuss and reassure.</p> <p>Most staff have been in school throughout the school closure period and will continue to attend as normal..</p>
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<p><i>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.</i></p> <p>Reference Section 18, 19, 21, 22, 27 & 29 in School Opening Action Plan</p>	<p>Control measures updated (14.12.21), staff fully briefed on risk assessment, control measures and contingency plans at November INSET.</p> <p>Updated Risk Assessment, Control Measures, Timetables and Contingency Plans sent to all staff. Virtual meeting 04.03.21 to allow staff to discuss and reassure.</p> <p>See updated 'Control Measures' document. (27.06.21)</p>

Accessing testing arrangements are clear for all staff	<p><i>Guidance on the new asymptomatic testing programmes taking place in schools are on a shared document platform hosted by DfE, including FAQ, webinars and step-by-step 'how to' guides.</i></p> <p><i>For secondary schools</i> - <u>Resources - Google Drive</u>.</p> <p><i>For primary schools</i> - <u>Primary Schools Document Sharing Platform - Google Drive</u>.</p>	<p><i>Control measures updated (14.12.21),</i></p> <p>See updated 'Control Measures' document. 27.06.21)</p> <p>Office staff following government guidance regarding using sharing platform to maintain register of LFD test results.</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><i>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.</i></p> <p><i>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.</i></p> <p><u>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</u></p> <p>Reference Section 33 & 34 in School Opening Action Plan</p>	<p><i>Control measures updated (14.12.21),</i></p> <p>See updated 'Control Measures' document. (27.06.21)</p>
Assessment of all staff, including high risk staff with vulnerable/ shielding family member, underlying health conditions or other risk factors	<p><i>Clinically Extremely Vulnerable staff (CEV) are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required) and there is guidance for this group. Employers should talk to their staff about how they will be supported, including to work from home. These new formal shielding measures will apply across the whole of England until at least 31 March. Staff who are Clinically Vulnerable (CV) can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. <u>Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) p37</u></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 -</i></p>	<p><i>CEV people are advised to follow the same guidance as everyone else. (Covid-19 Schools Operation Guidance – Aug 21)</i></p> <p><i>Risk assessments will be reviewed for all extremely vulnerable and clinically vulnerable members of staff.</i></p> <p><i>03.03.21 EB updated individual risk assessment by 12.03.21 with specific individuals</i></p> <p><i>CEV staff member has provided school with copy of the NHS shielding letter which clearly states and advises that she should remain shielding until 31st March.</i></p>

	https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyLLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy	
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</i></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 Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe</p> <p>Reference Section 29 & 34 in School Opening Action Plan</p>	<p>Control measures updated (14.12.21)</p> <p>See updated 'Control Measures' document. (27.06.21) for intimate care and care of child with diabetes.</p> <p>28.9.20- Staff to wear face coverings when in communal areas around the school but not when directly teaching children.</p> <p>03.03.21 - All staff should be encouraged to wear a visor when working with children, in classroom, corridors or intervention spaces. However, face visors or shields should not be worn as an alternative to face coverings.</p> <p>2.11.20 - When on playground duty / PE staff can choose which face covering they wear – but it must be worn.</p>
Use of face coverings Lack of understanding	<p><i><u>Guidance on the use of face coverings for pupils in year 7 and above should be followed with consideration given to communal areas such as corridors where social distancing is hard to maintain. In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</u></i></p> <p>.</p> <p><i>Adequate training / briefing on use and safe disposal</i></p> <p><i>Follow guidance on putting on and taking off standard PPE</i></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</p>	<p>Control measures updated (14.12.21)</p> <p>See updated 'Control Measures' document. (27.06.21)</p> <p>N/A</p>
Dealing with suspected and confirmed case/ cases and outbreak.	<p><i>Dealing with suspected and confirmed case/ cases and outbreak.</i></p> <p><i>If you would like advice, contact the DfE Coronavirus Helpline on 0800 046 8687. You may also call the PHE SW Health Protection Team for advice on 0300 303 8162 if the following applies; you have taken action but are still seeing more cases, you think you may need to close your setting (you should also email the school priority alert mailbox - educate.schoolspriorityalerts-mailbox@devon.gov.uk), someone in your setting has been admitted to hospital or you are getting significant media interest. Special schools, boarding schools or special post 16 providers should call the PHE SW Health Protection Team straight away.</i></p> <p>.</p>	<p>Control measures updated (14.12.21)</p> <p>See updated 'Control Measures' document. (27.06.21)</p> <p>Follow protocol as stated.</p> <p>Call ESM/Director of Education.</p> <p>Inform Mark Blackman from DC (07885508000)</p> <p>Inform Jo Wilson DC (01305 225894)</p>

Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):

- The current definition of a close contact in a school setting is shown below.
- face-to-face contact including being coughed on or having a face-to-face conversation within one metre
- been within one metre for one minute or longer without face-to-face contact
- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelled in the same vehicle or a plane (this includes school transport)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc>

If a child or staff member in your education setting becomes symptomatic, you should advise them to access a PCR testing through the normal channels.

However, in exceptional circumstances when you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the school provided PCR home test kits to improve the chances that the individual will get tested. See the [DfE guidance on test kits for schools](#).

If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162

*For **ALL CONFIRMED CASE IN SCHOOL ALWAYS** inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.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 there is a confirmed case, a complex situation or an outbreak is declared in your setting you may be asked to join an Incident Management Team or Outbreak Control Team Meeting. Schools should update the **Schools Emergency Plan** to incorporate the above links. The following resources should also be referred to in the event of cases at the setting:*

	<p><u>Educational settings Action cards</u></p> <p><u>PHE SW HPT: Flowchart for childcare and Educational settings V 4</u></p> <p>Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the <u>Actions for Schools Guidance Section 5</u></p>	
<p>Lateral Flow testing (Secondary Schools) It is important to note that LFT/PCR testing and vaccination and the wearing of face coverings is only part of the preventative measures in place and school must continue implement the mitigation actions.</p>	<p>Guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges With the start of mass testing by Lateral Flow Devices (LFD) in some schools, it is also important to remember that these are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place, but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</p> <p>DfE have created a schools and colleges document sharing platform for asymptomatic testing. This area contains additional information to support schools and college staff in preparing and operating LFT.</p>	N/A
<p>Lateral Flow testing. It is important to note that LFD /PCR testing and vaccination and the wearing of face coverings is only part of the preventative measures in place and school must continue to implement the mitigation actions, particularly in relation to contact between staff.</p>	<p>Guidance on the coronavirus (COVID-19) LFD testing programme for primary staff home.</p> <p>It is also important to remember that the LFD test are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</p> <p>Key points</p> <ul style="list-style-type: none"> • All staff working in primary, secondary and Colleges are encouraged to take part in the LFD testing programme • Secondary age pupils are recommended to undertake 3 tests in school at their Asymptomatic Test Site (ATS) BEFORE moving to use LFD home test kits • Recommended twice weekly before coming into school 3-4 days apart • Read guidance and watch video • This process is not for releasing people early from Self Isolation • It is not mandatory DfE have created the link below for asymptomatic testing for schools to follow. This area contains 	<p>Control measures updated (14.12.21)</p> <p>Staff testing twice weekly (Sundays and Wednesdays) at home. Staff to report results on gov.uk/report-covid19-result. All staff are fully trained – have read the guidance and watched the video.</p> <p>Confirmed positive/2 voids:</p> <ol style="list-style-type: none"> 1) Book PCR test and isolate immediately. 2) Follow instructions from Test and Trace. 3) Parents notified via PM (pre-prepared) notifying closure of bubble and remote learning expectations.

	<p>additional information to support primary schools and secondary staff in preparing and operating home testing LFD.</p> <ul style="list-style-type: none"> <p>Resources for testing: youtube video Google Drive Primary Phase - Google Drive</p> 	
Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<p><i>Clinically extremely vulnerable (CEV) adults and children.</i> <i>It has been confirmed by the DfE that all CEV (and those who have been newly identified by letter in recent days) that all these staff/pupils should continue to self-isolate until March 31st.</i></p> <p><i>The Department of Health and Social Care has added a third category to the definition of clinically extremely vulnerable (CEV). The definition has been expanded to include a new group of adults who have been identified through the <u>COVID-19 population risk assessment</u> as potentially being at high risk of serious illness if they catch the virus. Individuals identified as CEV through this risk assessment are advised to follow <u>guidance for clinically extremely vulnerable people</u>, which has now been extended until 31 March. Anyone newly identified as part of this group will be notified.</i></p> <p>Reference Section 5, 20 & 29 in School Opening Action Plan</p>	<p><i>CEV people are advised to follow the same guidance as everyone else. (Covid-19 Schools Operation Guidance – Aug 21)</i></p> <p><i>Diabetic child has been in school throughout the lockdown period. Staff have followed protocol and care plan throughout duration and will continue with the exact same protocol from 8th March.</i></p> <p><i>Advice is that there is no additional risk to this child. For children unable to attend on medical advice, see contingency plan for home learning.</i></p> <p><i>No new identification of CEV through population risk assessment.</i></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>Reference Section 6, 8, 29, 39 & 41 in School Opening Action Plan</p>	<p><i>SENCO has updated risk assessment for EHCP in accordance with new guidance and discussed with parents.</i></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>Reference Section 26 & 29 in School Opening Action Plan</p>	<p><i>Follow updated behaviour policy – shared at September INSET</i></p>
Pupils equipment	<p><i>Pupils to limit the amount of equipment they bring into school each day, to essentials</i></p> <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></p>	<p><i>Control measures updated (14.12.21)</i></p> <p><i>See updated 'Control Measures' document. (27.06.21)</i></p>
Member of a class becoming unwell with COVID-19	<p><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</i></p>	<p><i>Control measures updated (14.12.21)</i></p> <p><i>See updated 'Control Measures' document. (27.06.21)</i></p>

	<p><i>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></p> <p>Reference Section 33 & 34 in School Opening Action Plan</p>	
School Uniform	<p><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></p>	<p><i>Uniform expectations as normal.</i></p> <p><i>Letter to parents in March outlining expectations</i></p> <p><i>See updated 'Control Measures' document. (27.06.21)</i></p>
Transport		
Travel to school and provision of safe school transport:	<p><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></p>	<p><i>Parents encourage to walk, cycle or drop off and collect – outlined in letter to parents in September Guidance <u>safer travel guidance for passengers</u> on website.</i></p>
Dedicated school transport, including statutory provision	<p><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 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.</i></p>	N/A
Wider public transport	<p><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 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><i>Parents encourage to walk, cycle or drop off and collect – outlined in letter to parents in March Guidance <u>safer travel guidance for passengers</u> on website. Regularly updated.</i></p>
School Transport arrangements support changes to school times	<p><i>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</i></p>	N/A
Curriculum considerations		

Planned return to normal curriculum in all subjects by Summer Term 2021	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.	Normal curriculum to be taught from September 21 with gaps identified from lockdown to be addressed. New Long Term Curriculum map and consolidation of maths and SpaG curriculum maps shared with all staff for catch up programmes. Phonics catch up planned and gaps identified. Teachers have identified target children ready for the 8 th March return. Catch-up support groups planned for reading, writing and maths within all classes. Catch-up chn re-assigned June 21
Suspension of some subjects for some pupils in exceptional circumstances.	Schools should be able to show that this is in the best 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.	N/A
Music activities	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.	Music activities to return to normal. Cleaning of equipment after use mandatory. Control measures updated (14.12.21) See updated 'Control Measures' and 'Music Risk Assessment' document. (27.06.21)
Physical activity in schools	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: <ul style="list-style-type: none"> • <u>guidance on the phased return of sport and recreation</u> and <u>guidance from Sport England for grassroots sport</u> • <u>advice from organisations such as the Association for Physical Education</u> and the <u>Youth Sport Trust</u> 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.	PE activities to return to normal. Cleaning of equipment after use mandatory. Control measures updated (14.12.21) See updated 'Control Measures' and 'PE Risk Assessment' External sports coach aware of 'Control Measures', 'Risk Assessment' and 'Action Plan' prior to teaching.

	<i>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>	
Educational visits	<i>The DfE advises against all educational visits at this time. This advice will be kept under review. <u>Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</u> For additional information check with EVOLVE guidance on website.</i>	Class trips resumed after completion of approval of risk assessment via Evolve, HT and ESM. 09.06.21.
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>	<i>See updated 'Playtime and Lunchtime' Rota.</i> <i>See updated 'Playtime and Lunchtime' rota with allocation of classes and staff to minimise movement around the school and cross contamination.</i> <i>Updated Guidance for EYFS (February 2021 <u>early years and childcare providers</u>)</i> <i>Assemblies to be held in class. And whole school liturgy to be virtual</i> <i>See updated 'Control Measures' (27.06.21)</i> <i>02.11.2020 No extra curricular clubs to take place Already communicated to staff and parents</i> <i>5.1.21- After-school bubble clubs not to resume</i>
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	School kitchens must comply with the <u>Guidance for food businesses on coronavirus (COVID-19)</u>	Continue to follow guidance
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>	Continue to follow guidance
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> Reference Section 20 & 46 in School Opening Action Plan	<i>Control measures updated (14.12.21)</i> See 'Control Measures' documents
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> Reference Section 46 in School Opening Action Plan	<i>Control measures updated (14.12.21)</i> See 'Control Measures' documents

Communications to parents and staff	<i>Regular communications</i> Reference Section 18, 19 & 20 in School Opening Action Plan	<i>Parent Mail updates sent as necessary.</i>
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>	<i>September 21 HT letter to parents</i> <i>September letter to parents clearly outlining our control measures, expectations on site and expectations on attendance.</i>
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> Reference Section 20 in School Opening Action Plan	<i>September 21 HT letter to parents</i> <i>September letter to parents clearly outlining our control measures, expectations on site and alterations to timings of the school day.</i>
Oversight of the governing body and the Plymouth CAST Board of Directors		
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>	<i>Governor meetings returning to virtual.</i> <i>Regular governing body meetings to continue reviewing and monitoring the school's obligations to COVID-19 response. All normal processes to continue including regular dialogue with the CoG, minutes recorded and reviewed.</i>

Appendix 1 – not applicable at this time

Use of live/recorded interactions to teach and engage with pupils/parents		
Lack of parental agreement with live interactions between pupils and teachers	<i>Ensure that parents and pupils have given signed consent for pupils to take part and have agreed with an updated agreement policy.</i>	<i>How will you ensure equity of delivery for any child that doesn't have consent?</i> - Teachers to engage with parents to ascertain reasons for lack of consent. - Teachers to discuss ways for pupils to engage with the work and alleviate anxieties with SLT prior to meeting with parents. E.g. Encouraging parents to support with uploading evidence of work

		onto Google Classrooms etc.
Parents do not comply with acceptable use agreement	<i>Provide parents with clear guidance on how and when live interaction will take place following the trust expectations; guidance for how parents and pupils will interact will be clearly stated. Parents to be regularly reminded of these expectations through school communications.</i>	<i>How and what information will be communicated to parents? Remote learning statement on school website, through Google Classrooms and communicated by Emma Berry through letter to parents.</i>
Staff reluctant to deliver live or recorded interactions	<i>School leaders will brief staff and ensure full agreement for staff participation. Where there is not agreement, leaders will agree an alternative.</i>	<i>See update contingency plans (14.12.21) N/A – expectations embedded prior to Christmas. Staff have received training to support with this.</i>
Staff are not fully aware of the appropriate processes and protocols for live interactions	<i>Provide appropriate training to all staff. Where possible, interactions should only take place on school premises. Where this is not possible, for example staff are self-isolating, school leaders should have vetted and agreed an area within the staff members' home (through virtual interaction) that this can take place. Staff to be given clear guidance on processes and protocols on delivery of any live or recorded interactions.</i>	<i>See update contingency plans (14.12.21) What training will be undertaken for staff? How will you ensure staff are streaming from an appropriate location? N/A – expectations embedded prior to Christmas. Staff have received training to support with this. Remote learning statement shared with staff and all staff have signed the Remote Learning Statement.</i>
Staff use of own equipment or accounts to deliver livestreaming	<i>Schools to have an agreed platform which will be the only form of delivery to pupils. School staff should only use school devices and accounts to access and deliver live or recorded interactions.</i>	<i>What platform will you use for interactions with pupils? All live interaction with pupils will take place on Google Classrooms through school devices and the school proxy server.</i>
Sessions at risk from the sharing of inappropriate content, audio or unauthorised participants	<i>Schools should have a process for; having full control of live sessions to include cameras and mics, immediately ending a live session for all, removing any participant from a live session. Sessions will be locked by the adult leading the session to unauthorised participants at all times. Staff to record attendance of pupils at every session and log/report any breaches/concerns to senior leaders. Pupils will be regularly reminded of e-safety responsibilities such as not sharing passwords etc.</i>	<i>What will be in place to ensure sessions can be aborted at any time, locked by staff so full control of mics and cameras is maintained and individual participants can be removed? What systems and processes will be adopted to record attendance and log/report issues? Staff will log into Google Classroom live meetings prior to children to gain full control of camera, mics and the ability to remove children if necessary Registers will</i>

		<i>be taken at the beginning of every live session and pupils reminded of e-safety responsibilities, conduct and expectations.</i>
Unacceptable use of livestreaming	<p><i>Sessions will only take place during school hours. Maximum length and number of sessions will be agreed and age appropriate, reflecting the needs of the staff and the pupils. Staff to discuss any concerns over excessive screen time with line manager in order for this to be adjusted if required. Parents and/or pupils to have the opportunity to discuss concerns over excessive screen time with school leaders.</i></p> <p><i>Staff to check pupils are adhering to policy, share ground rules at the beginning of each session and log/report any breaches/concerns to senior leaders. School leaders will review and revise the current behaviour policy to ensuring coverage of online interactions.</i></p> <p><i>Provide pupils with clear guidance on how and when live interaction will take place. Share code of practice for live lessons. Pupils will be made aware that behaviour and sanctions will apply to live lessons and will be in line with school behaviour policy.</i></p>	<p><i>What will be added to behaviour policy and how will this be shared?</i></p> <p><i>How will you ensure pupils are fully aware of the school behaviour expectations with regard to live lessons/streaming?</i></p> <p><i>Consider the development of a 'class charter' of agreed conduct</i></p> <p><i>Timetable of live lessons on website and Google Classrooms scheduled for within the school day. Lengths of lessons age appropriate and in line with government guidelines. To alleviate excessive screen time, live lessons interspersed with independent working. Live lesson time kept to agreed time limits as stated on Remote Learning Statement on school website.</i></p> <p><i>Pupils, staff and parents aware of Acceptable Use Agreement and have consented. Any concerns about behaviour or conduct will be discussed within the afternoon sessions and additional reward systems put in place with parental support.</i></p>
<i>Pupils without parental agreement appear on camera whilst taking part in live interactions</i>	<i>Staff to ensure that they are fully aware of parental consent agreements. Where pupils do not have parental consent for images to be shared, staff member will be the only person accessing camera. Parents to be given the option for child to access live interactions without video when at home.</i>	<i>Teachers to monitor and remove children without consent from meetings.</i>

Appendix 2

Issuing Lateral Flow test from school site		
Lateral Flow tests issued to staff members for home use are taken in	<i>Staff reminded that any testing must be administered at home. Staff to be issued with tests at the end of their working day. Staff reminded of duty to dispose of tests safely at home.</i>	<i>Control measures updated (14.12.21)</i> Office staff to issue staff member with LFD tests to their staff dip.

school – danger of contamination from used swaps etc		Staff member to notify Office staff if/when they request more tests. Staff member to conduct LFD test at home every Sunday and Wednesday afterschool.
LFT is not administered correctly at home leading to false negative or void result; danger of COVID positive member of staff returning to school	Ensure that all staff undertake all prescribed training and reading to ensure that tests are administered correctly. School to keep training log; check training log before tests are given to staff.	<i>Control measures updated (14.12.21)</i> All staff emailed with (21.1.21) and 23.6.21: <ul style="list-style-type: none"> • DfE Letter to staff (with video tutorial link) • LFD poster • Privacy notice to staff • Rapid testing of Primary and Nursery workforce guidance • Your step-by-step guide for COVID-19 self-testing
Lateral Flow test results are not reported to school	<i>Staff reminded of duty to report test results to Covid Co-ordinator. If lateral flow test is positive staff member to self-isolate and book a PCR test. School to follow agreed procedures to identify other staff and students who may need to self-isolate</i>	<i>Control measures updated (14.12.21)</i> Staff emailed protocol and procedure of LFD testing on 21.1.21 and 23.6.21. All positive result clarification emailed to SLT straightaway, preferably by 6.30pm on Sunday and Wednesdays along with the result of two void tests. ParentMail prepared to notify parents of bubble lockdown and another to reassure parents that other bubbles are open. Parents informed by HT letter (22.1.21) that LFD tests will take place from 25 th January.
LFT results are not reported correctly to PHE/NHS	<i>Staff reminded of responsibility to report the test outcomes as specified in DfE/PHE materials</i>	<i>Control measures updated (14.12.21)</i> Staff have been made aware that they must report their test results individually via www.gov.uk/report-covid19-result straightaway whether the result is positive, negative or void as well as school registering their result locally. (See email (21.2.21)

Staff member is symptomatic	<i>Staff member must self-isolate and seek PCR test. Staff member must not return to work until negative PCR test result is received. Negative lateral flow test results must not be taken as evidence of non-Covid staff member if they are experiencing symptoms.</i>	Control measures updated (14.12.21) Staff member must follow guidance if symptomatic- self isolate, gain a PCR test and follow Test and Trace (PHE) advice.
Staff member shares lateral flow testing kit with an associate	<i>Staff reminded on collection that tests are for personal use only. All lateral flow tests issued to be recorded by Covid Co-ordinator/Covid Administrator</i>	Control measures updated (14.12.21) Staff members told that LFD test is purely for their use only. Staff also told that if they develop symptoms they must access a PCR test. (See email 21.1.21)

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
	Music Risk Assessment	Updated September 21	LG
	PE Risk Assessment	Updated September 21	EL
	Continue to update school website with updated government guidance as necessary	Ongoing	AG

Signed: Headteacher: Emma Berry Date **14.7.20, 08.09.20, 28.9.20, 23.10.20, 2.1.21, 6.1.21, 12.01.21, 22.1.21, 03.03.21, 4.5.21, 09.06.21, 27.6.21, 31.08.21, 31.10.21, 18.11.21, 29.11.21, 14.12.21**

Signed: ESM.....Helen Brown.....Date.....07.11.2020, 15.1.21...05.03.2021.....

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 ESM and Premises and Procurement Manager