



	<b>Establishment/Department:</b> <b>Uffculme Primary School</b>	<b>Establishment Risk Assessment</b>	<b>RA100 V2.5</b>
	<b>Address:</b> <b>Ashley Road, Uffculme, Devon. EX15 3AY</b>		
<b>Person(s)/Group at Risk</b>  <b>Staff, Pupils, Visitors and Contractors</b> <b>Covid-19 Guidance for Full opening September 2020</b>		Date assessment completed: 13.07.2020; Reviewed 23.11.20  This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.	
<b>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance, latest: Guidance for Full Opening: Link: <a href="http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></b>  It is a <b>legal requirement</b> 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. <b>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 must consult with their staff regarding the risks and control measures being implemented.</b>  <b>This risk assessment is applicable to the school and is reviewed daily and amending according to the most current DfE guidance.</b> <b>This risk assessment has been planned using the DCC guidance document C-19, checklist C-19 and the latest government guidance: Guidance for Full Opening</b>		Assessor(s): Fraser Wallace- Headteacher SLT Lisa Batten- Premises Manager Lorraine Heath – CEO Uffculme Academy Trust	
<b>Version Control: RA 100 Version 2.1</b>			
<b>Update – 15/7/20, page 6. Premises related matters - Management of waste</b>			
<b>Update – 25/08/20, page 12,13,14. School Transport</b>			

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)	
Update – 25/8/20, page 8. Managing supply teachers, visitors, contractors and other temporary visiting staff	
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	
Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.	
Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision	
Update – 02/09/20, page 6. Premises related matters - Hiring of premises	
Update – 15/09/20, page 16. Educational Visits - updated link.	
Update – 29/10/20, page 5 – 6. Premises related matters, ventilation to reduce to spread and thermal comfort – Updated following HSE spot checks.	
Update – 29/10/20, page 15. Curriculum considerations, update on Music Dance and Drama	
Update – 14/12/2020, page 11 - Dealing with suspected and confirmed case/ cases and outbreak	
Update – 04/01/2021 – page 2 – new links to DfE school’s website for up to date guidance and consultation with staff	
Update – 04/01/2021 page 3 – definition of close contact	
Update – 04/01/2021 page 9 - Staff measures to reduce contact and transmission Covid-19.	
Update – 22/01/2021 page 14 – Lateral Flow Testing (primary home testing)	

Significant Hazard Section	Control measures in place
	Additional measures or actions not included in this column below should be put in the assessor’s recommendations at the end of this document
<b>Social distancing and reducing risk of transmission</b>	
<b>Definition of close contact</b>	<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> </ul>

	<ul style="list-style-type: none"> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>Following the processes presented within this risk assessment will reduce close contact, thus reducing staff and pupil absences when there are cases within the school.</p>
<p>Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.</p>	<ul style="list-style-type: none"> <li>• Stagger drop-off and collection times (no school transport requirements)</li> <li>• Provide information to parents directly by letter</li> <li>• No face-to-face contact with parents, unless a prior meeting has been arranged and that the meeting follows the protocols laid out within the risk assessment. For example, wearing face masks and socially distancing.</li> <li>• Only one parent per family allowed on school sit at any one time.</li> <li>• Signage to clearly indicate social distancing measures for collection and drop on points</li> <li>• School office window screen to remain closed at all times to enquiries</li> <li>• If children are wearing masks on entering the school building, children to remove these and place them in their school/book bags. Schools should also have a process for safely removing and disposing of / storing face coverings following the recommendations in the government guidance <a href="#">Staying safe outside of your home: face coverings</a> and <a href="#">Guidance for Full Opening</a></li> <li>• Pupils must be instructed to wash their hands, on arrival using the soap dispensers around the school building.</li> </ul>
<p>Parents gathering at school gate not social distancing</p>	<ul style="list-style-type: none"> <li>• Plan parents' drop-off and pick-up protocols that minimise adult to adult contact (using fire exit entrances at the front entrance of school, front entrance for one class only and EYFS and KS1 classes from the playground via their classroom back doors</li> <li>• One-way system on path via the back of the hall with social distancing spacing marked</li> <li>• 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)</li> <li>• Visitors will not be allowed in the school building unless it is a pre-arranged appointment</li> <li>• Only one parent will be able to access the school hatch at a time. Signage indicating this arrangement to be on display</li> <li>• Use school communications and revised home school agreement to clarify expectations of parents</li> </ul>
<p>Overcrowding in classrooms and corridors.</p>	<ul style="list-style-type: none"> <li>• Classes to remain in their own bubble – up to 15 as a maximum group with contact between classes being avoided</li> <li>• Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other class groups</li> <li>• Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments</li> <li>• All classes to retain their own cloakroom spaces with no sharing between class groups</li> </ul>

	<ul style="list-style-type: none"> <li>Assemblies to be streamed via Teams with one year group accessing the hall at any one time</li> <li>Staff required to wear face masks when moving around the site and in communal areas where social distancing is not possible</li> </ul>
Risk of transmission within EYFS settings	<ul style="list-style-type: none"> <li>Updated Guidance for EYFS (2 July 2020) to be followed <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a> removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.</li> </ul>
Groups mixing during breaks and lunchtime compromising social distancing.	<ul style="list-style-type: none"> <li>Staggered break times and ensure appropriate supervision is in place</li> <li>Use different playground locations where possible –spread into the MUGA, the green and use of the school field.</li> <li>Staggered lunchtimes &amp; in set groups with handwashing – tables kept apart, ensuring everyone keeps further apart than normal. Classes to remain seated within their bubbles</li> <li>Cleaning of tables between use by different groups</li> <li>Children to use their own labelled water bottles (no school cups or shared water jugs)</li> </ul>
Groups mixing during extra-curricular provision	<ul style="list-style-type: none"> <li>Extra-curricular activities are restricted to the school day with none taking place before or after-school so as to reduce the need for parents to come to the site (other than at the end of the school day). Activities linked with education (i.e. intervention, catch-up, detentions) may still take place.</li> <li>Extra-curricular clubs will not take place until Easter when further consideration will be given to assess if they can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible.</li> <li>Physical activity during the school day should take place outside wherever possible and contact sports should not take place and recommendations set out in <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a></li> <li>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 <a href="#">guidance for parents and carers</a>, which schools may want to circulate.</li> <li>Collection and drop off points for after-school providers to be agreed and for family groups to be collected together.</li> </ul>
Spread of virus due to increased numbers of people within the building.	<ul style="list-style-type: none"> <li>Inform parents that if their child needs to be accompanied to school only one parent should attend</li> </ul>

Staff	<ul style="list-style-type: none"> <li>• All staff required to wear face masks when moving around the site and in communal areas where social distancing is not possible.</li> <li>• Reduce the amount of time staff spend in school as much as possible.</li> <li>• 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.</li> <li>• Clinically Extremely Vulnerable (CEV) staff to work from home. If they cannot work from home, they should remain at home and not come into school</li> <li>• Individual RAs completed for all CEV, Clinically Vulnerable (CV) staff and offered to any staff that are concerned about their safety in school</li> </ul>
Premises related matters	
Changes to building use being safe for pupils & staff– e.g. storage, one-way systems, floor tape	<ul style="list-style-type: none"> <li>• Hazard tape to indicate movement around school being placed on corridor flooring</li> <li>• 6 hand sanitisers are now in place in shared spaces across the school building as well as supplies in each class; the children will be returned to the regime of regular hand washing throughout the school day</li> <li>• Hand washing will be encouraged at regular intervals- including on entry to school, after toileting, any exercise sessions, breaks and lunchtimes</li> <li>• Entrance to classes (where possible to limit movement within the building) will be by classroom back doors</li> <li>• Fire evacuation routes to remain the same as these are not compromised by any internal changes</li> </ul>
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider	<ul style="list-style-type: none"> <li>• Communication of first aid arrangements via email and staffing rotas weekly</li> <li>• A sick kit and PPE is available in the caretakers office as well as within the medication cupboard in the school office</li> </ul>
Fire Procedures	<ul style="list-style-type: none"> <li>• No changes to be made to the fire evacuation and escape routes (in line with existing policy)</li> <li>• 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</li> <li>• Fire alarm testing to continue every Friday after school</li> <li>• Assembly points to remain on playground but with social distancing guidelines being met</li> <li>• Fire drill to be undertaken on return to school</li> </ul>

Water hygiene – management of legionella	<ul style="list-style-type: none"> <li>• The water hygiene management plan to remain as normal as school has remained open</li> <li>• Agreed regimes for flushing and monitoring of temperatures have been maintained throughout the period of closure / partial opening with weekly records being kept</li> </ul>
Using and monitoring new practices to reduce risk of Covid-19 transmission	<ul style="list-style-type: none"> <li>• Training of all staff prior to full school – reopening with briefing to all staff on 03.09.2020 (refresher training took place on 04.01.21) 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</li> <li>• Daily briefings via email or TEAMS if required</li> <li>• Children to be reminded about social distancing measures and expected to adhere to the new school rules regarding ‘Being Covid smart, stay apart’</li> <li>• Any major changes to school systems are advised to pupils through assemblies via TEAMS</li> <li>• Headteacher and school leaders to monitor arrangements throughout the day and make remedial actions where needed</li> <li>• Withdrawal room for any suspected cases to remain as the Headteachers office with the window to be opened; surfaces to be wiped clean after a child has been isolated</li> <li>• Ensure there are opportunities for all employees to raise concerns / make suggestions via normal communication routes (email, all contact numbers available via the emergency tree)</li> </ul>
Management of premises related risks e.g. asbestos, delayed statutory testing	<ul style="list-style-type: none"> <li>• Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors)</li> <li>• Any visitor to school to complete the enhanced requirement for contact information (in order to comply with Test and Trace measures) to be shared</li> <li>• 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.</li> </ul>
Staff rooms and offices to comply with social distancing and safe working practice	<ul style="list-style-type: none"> <li>• Training to take place for all staff on new arrangements: 04/01/2021</li> <li>• Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart (timetabling within small class groups will support this)</li> <li>• Avoiding unnecessary gatherings</li> <li>• Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and staff will bring their own food, utensils and cups</li> <li>• Outside areas at school to be utilised for staff eating lunch as well as the school library and cookery room.</li> <li>• A change in numbers in the staffroom (3 on the comfortable chairs, one at the desk and one other to be there temporarily). Each staff member limited to 15 minutes in the staffroom only.</li> <li>• A change to the numbers in the library for lunch: only four adults, indicated by a cross on the carpet, will be allowed to have their lunch in the library area.</li> <li>• Enhanced cleaning regimes as per below</li> </ul>

	<ul style="list-style-type: none"> <li>• Plastic screens to be in situ in school office to ensure face to face working arrangements comply with social distancing requirements</li> </ul>
Ventilation to reduce spread	<p>Schools need to balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> <li>• opening high level windows in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing</li> <li>• Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding)</li> <li>• rearranging furniture where possible to avoid direct drafts</li> <li>• mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</li> <li>• Opening internal doors can also assist with creating a throughput of air</li> <li>• natural ventilation – if necessary external opening doors may also be used. Where schools believe that ventilation could be improved by leaving fire doors, either internal or external, open, this must only be done once the fire risk assessment has been reviewed and amended. Schools must ensure that systems are in place to close doors in the event of a fire alarm, during breaks if they cannot be monitored or at the end of the day.</li> <li>• No external doors to remain open however from KS2 that back onto the road. These will not be operated by school staff. They are to remain closed at times when they cannot be sufficiently monitored</li> <li>• For more information on suitable workplace temperatures see HSE: <a href="#">Guidance on temperature in the workplace</a></li> </ul>
Management of waste	<ul style="list-style-type: none"> <li>• Ensure lidded bins for tissues are emptied throughout the day and double bagged for disposal at the end of the day</li> <li>• Follow guidance on disposal of waste (such as used fluid resistant masks) <a href="#">Guidance on disposal of PPE waste</a> and <a href="#">Government guidance on disposal of waste</a>, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school.</li> <li>• These items are to be disposed in the named lidded covid bins rather than going into recycling bins.</li> </ul>

Management of incoming goods	<ul style="list-style-type: none"> <li>• Supplies coming into the school, to be left in the main entrance foyer where possible</li> <li>• For heavier items to ensure social distancing and hygiene measures are in place.</li> </ul>
Lessons or activities to take place outdoors in line with social distancing	<ul style="list-style-type: none"> <li>• PE Timetabling followed but adults within the year group bubble to lead. PE Teacher has been assigned to one year group bubble.</li> <li>• All children to wear PE kit all day during their PE days.</li> <li>• Any changes to be communicated via email or TEAMS</li> </ul>
Security	<ul style="list-style-type: none"> <li>• Gate on school field to remain locked to prevent any unwanted access to field</li> <li>• Gates on entrance /exit points to be supervised by a member of staff (locking and unlocking) or via remote supervision of the CCTV system</li> </ul>
School owned outdoor play equipment	<ul style="list-style-type: none"> <li>• The outside climbing equipment will not be in use as it will not be possible to appropriately clean this in-between groups of children. It will remain taped up with security tape until further guidance is received.</li> </ul>
Cleaning and reducing contamination	
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> <li>• Regular cleaning to be in place</li> <li>• Mealtime assistants to clean all of the door handles around the school site before lunchtime every day.</li> <li>• 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.</li> <li>• In order to facilitate cleaning, unnecessary items will be removed from learning environments where there is space to store them elsewhere</li> <li>• Follow government <a href="#">guidance for working in education and childcare</a> if a someone becomes ill with suspected COVID-19 at the setting.</li> <li>• Follow guidance on <a href="#">Cleaning and decontamination of non-health care settings</a>. Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term.</li> <li>• Books can be taken out of school for marking purposes</li> <li>• Water fountains to remain out of use</li> <li>• Cloakroom space to only be used one class bubble with wiping of surfaces in-between classes with antibacterial spray</li> </ul>
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> <li>• Prevent the sharing of stationery and other equipment where possible; children to have their own trays or plastic wallets of equipment at their own desks</li> <li>• Seating plans to be in place for lessons</li> </ul>

	<ul style="list-style-type: none"> <li>• Children will be able to return to bring a book bag to school each day</li> <li>• Children required to bring to school their own named water bottle</li> <li>• Suitable procedures in place for managing access to items of 'heavy use' such as photocopiers to reduce social distancing</li> <li>• Enhanced cleaning regimes</li> <li>• Computer keyboards wiped regularly and after each use</li> <li>• Children to be supervised and use hand sanitiser before selecting a reading book (dispenser has been located on entrance to library)</li> </ul>
First aid to pupils	<ul style="list-style-type: none"> <li>• In all instances where appropriate, children to self-administer e.g. using a sterilized wet wipe and plasters; waste into yellow hazard bin in disabled toilet bagged up, removed daily</li> <li>• If further first aid is required, staff to wear gloves and face mask</li> <li>• If there is a risk of vomiting or other bodily fluid, a sick kit is in situ with disposable apron and PPE.</li> </ul>
Cleaning staff and hygiene contractors capacity - providing additional requirements	<ul style="list-style-type: none"> <li>• Site maintenance to adhere to additional cleaning regime (and agree additional hours to allow for this) and establish more frequent cleaning of shared areas or those used by different groups.</li> <li>• The school will be cleaned twice daily by the Trust's maintenance team.</li> <li>• Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See <a href="#">Safe working in education and childcare</a> for guidance on PPE and guidance on <a href="#">cleaning non-health care settings</a>.</li> </ul>
Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> <li>• 10 hand sanitisers are now in place across the school building and the children will be returned to the regime of regular hand washing throughout the school day</li> <li>• Hand washing will be encouraged at regular intervals- including on entry to school, after toileting, exercise, breaks and lunchtimes</li> <li>• Where a sink is not nearby, supervised access to hand sanitiser in classrooms will be provided and in other learning environments</li> <li>• Regular access to facilities will be in place throughout the day.</li> </ul>
Additional time for staff and pupils to carry out handwashing	<ul style="list-style-type: none"> <li>• Frequent hand cleaning as part of normal routine</li> <li>• Stagger regular access to handwashing facilities through the day</li> <li>• Build routines into behaviour expectations and school culture</li> </ul>
Handwashing practice with children	<ul style="list-style-type: none"> <li>• Continue with handwashing guidance and procedures for hand cleaning and introduce handwashing songs for younger children.</li> <li>• Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at: <a href="#">e Bug</a>.</li> </ul>
Good respiratory hygiene	<ul style="list-style-type: none"> <li>• 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</li> </ul>

	children spit / use saliva. In such cases this should be considered within the pupil's individual risk assessment.
Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> <li>• Sufficient supplies and deliveries for cleaning products have been sourced</li> <li>• Use regular detergents as per those recommended for use in school</li> <li>• Milton's fluid/antibacterial fluids to be used for regular cleaning of play equipment and children's resources</li> <li>• A good supply of disposable tissues is available in each room to implement the 'catch it, bin it, kill it' approach and every shared area</li> </ul>
Toilets being overcrowded	<ul style="list-style-type: none"> <li>• Limit the number of children who use the toilet facilities at one time</li> <li>• Visiting the toilet one after the other if necessary</li> <li>• 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.</li> </ul>
Staff related issues	
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.	<ul style="list-style-type: none"> <li>• No adults to operate across different classes and year groups. The staff timetable has been rewritten to bear this in mind.</li> <li>• 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.</li> <li>• All staff required to wear face masks when moving around the site and in communal areas where social distancing is not possible</li> <li>• 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.</li> <li>• If, in an emergency, staff are required to go into another bubble, care will be taken to maintain social distancing measures. This will include washing hands; surfaces and equipment are cleaned; face masks and visors to be worn by staff.</li> <li>• 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).</li> <li>• If possible, no car sharing between staff to school.</li> </ul>

<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<ul style="list-style-type: none"> <li>• Supply teachers, peripatetic teachers and/or other temporary staff will only be allowed in school if absolutely necessary. They should ensure they minimise contact and maintain as much distance as possible from other staff.</li> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</li> <li>• 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.</li> <li>• 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 social distancing and hygiene protocols within the school. This will include the wearing of face masks.</li> </ul>
<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<ul style="list-style-type: none"> <li>• If there are any shortages of support staff, teachers will be used to cover. If not enough staff are available, bubbles will have to close temporarily. 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: <a href="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">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</a></li> </ul>
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<ul style="list-style-type: none"> <li>• Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</li> <li>• If appropriate, seek GP or occupational health advice.</li> <li>• 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' - <a href="https://devoncc.sharepoint.com/:w/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a></li> <li>• Further advice can be sought from HR if required.</li> </ul>
<p>Staff understanding of new changes – safe practice at work &amp; in classroom. Teaching in a safe environment</p>	<ul style="list-style-type: none"> <li>• Talk to and train staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times),</li> <li>• Risk assessment to be shared</li> <li>• Annex A and B to be followed regarding Behaviour Principles and Principles for staff from DfE Covid-19 guidance</li> <li>• Staff to be reminded about looking for Covid 19 symptoms (dry continuous cough, loss of taste and smell, high temperature over 37.8 degrees -Thermoscan thermometer available in</li> </ul>

	<p>medical cupboard with individual ear caps if required whilst a child is on site; parental permission to be sought from parents before temperature is taken</p>
<p>Accessing testing arrangements are clear for all staff</p>	<ul style="list-style-type: none"> <li>• Track and Trace will be adhered to</li> <li>• Guidance about testing, including the NHS 'Test and Trace' service, is available via this link <a href="https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/">https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</a></li> </ul>
<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>	<ul style="list-style-type: none"> <li>• If a child, young person or other learner becomes unwell with symptoms of coronavirus whilst at school 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 metres cannot be maintained. Isolation room to be the Headteachers office with windows to remain open.</li> <li>• If contact with the child or young person is necessary, then gloves and a face mask should be worn by the supervising adult.</li> <li>• 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. A sick kit is in situ with disposable apron and PPE.</li> <li>• Fluid resistant face masks are available in school and that a supply is maintained.</li> <li>• <a href="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">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</a></li> </ul>
<p>Assessment of all staff including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<ul style="list-style-type: none"> <li>• 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. However, if a letter has been presented by a GP/NHS, staff will need to follow advice and remain at home.</li> <li>• 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 - <a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a></li> </ul>
<p>Staff use of PPE</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>

	<ul style="list-style-type: none"> <li>• <a href="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">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</a></li> <li>• Guidance on the appropriate selection and use of PPE from DCC can be found here: <a href="http://devon.cc/ppe">http://devon.cc/ppe</a></li> </ul>
<p>Use of PPE Lack of understanding</p>	<ul style="list-style-type: none"> <li>• Face coverings to be worn in all communal areas such as corridors where social distancing is hard to maintain.</li> <li>• Adequate training / briefing on use and safe disposal</li> <li>• Follow guidance on putting on and taking off standard PPE <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a> and above guidance on use in education settings.</li> </ul>
<p>Dealing with suspected and confirmed cases / cases</p>	<ul style="list-style-type: none"> <li>• Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</li> <li>• 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 <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a>. Devon County Council's Local Outbreak Management Plan (LOMP) is available here: <a href="https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/">https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/</a>.</li> <li>• IF A <b>SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS</b> Contact your local Health Protection Team on 0300 303 8162 or <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a> and inform the local authority by emailing <a href="mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk">educate.schoolspriorityalerts-mailbox@devon.gov.uk</a>. 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.</li> <li>• ALWAYS contact the local Health Protection Team if one of the following: 1) The symptomatic person has been admitted to Hospital 2) The Possible case REFUSES testing 3) There are a cluster of possible cases/unexpected increase in absenteeism 4) The Possible case has DEFINITE link to a confirmed case 5) ALL confirmed cases.</li> <li>• School should up-date the <b>Schools Emergency Plan</b> to incorporate the above links.</li> <li>• School must send home those people who have been in close contact<sup>1</sup> with the person who has tested positive, advising them to self –isolate for 14 days since they were last in close contact with that person when they were infectious. Refer to the latest PHE Flowchart: <a href="#">PHE SW HPT: Flowchart for childcare and Educational settings V 4</a></li> </ul>

- <sup>1</sup> Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; travelling in a small vehicle, like a car, with an infected person

Lateral Flow testing (Primary staff home testing)	<p>Guidance on the coronavirus (COVID-19) LFT testing programme for primary staff home. It is also important to remember that the LFT for staff 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"> <li>• Twice weekly, to be taken on Sunday and Wednesday evenings. Staff only coming in once a week, may take it the evening before they are due in.</li> <li>• Guidance and video has been sent out via email on 24/01/21 and is available from the link below.</li> <li>• This process is not for releasing people early from Self-Isolation.</li> <li>• Tests are only for school staff, and should not be used by other members of the family.</li> <li>• Those in one day a week only take the test once.</li> <li>• Results should be reported to the NHS and to the HT.</li> <li>• If there is a positive test, the adult in question will need to self-isolate immediately and book a PCR test, at an NHS testing site. Close contacts/bubbles will be closed and told to self-isolate.</li> <li>• It is not mandatory. DfE have created the link below for asymptomatic testing for schools to follow. This area contains additional information to support primary schools and staff in preparing and operating home testing LFT.</li> </ul> <p><a href="https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54">https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54</a></p>
Pupil related issues	
Vulnerable groups who are clinically, extremely vulnerable.	<ul style="list-style-type: none"> <li>• Clinically Extremely Vulnerable (CEV) pupils are currently advised not to attend the school and will be supported through remote learning</li> <li>• Children who live with someone who is Clinically Extremely Vulnerable (CEV), but are not themselves CEV, can safely attend school and are encouraged to do so</li> <li>• Clinically Vulnerable (CV) pupils can safely attend school and are encouraged to do so</li> </ul>
Anxiety on return to school	<ul style="list-style-type: none"> <li>• Pastoral support will be made available for pupils who feel anxious about returning to school, about the virus and any bereavement issues with time to talk to an experienced practitioner in a withdrawal space away from the main classroom</li> <li>• DSL will also be on site daily to ensure safeguarding disclosures can be properly addressed</li> <li>• Signposting on websites to external support plus support via telephone from SENDCo</li> <li>• For those pupils who have had low levels of engagement and attendance at school during lockdown, may require additional support so advise for them to be seated nearer to the front of the class and the teacher</li> </ul>

Children with EHCP and pupils who attend dual settings	<ul style="list-style-type: none"> <li>• 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</li> </ul>
Pupils unable to follow guidance	<ul style="list-style-type: none"> <li>• Age-appropriate rules will be shared with children on return to school;</li> <li>• Annex to the Behaviour Policy written and communicated with all stakeholders</li> <li>• Some pupils will need additional support to follow these measures</li> </ul>
Pupils equipment	<ul style="list-style-type: none"> <li>• Pupils to limit the amount of equipment they bring into school each day, to essentials</li> <li>• 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.</li> </ul>
Member of a class becoming unwell with COVID19	<ul style="list-style-type: none"> <li>• 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. A window should be opened for ventilation. This will be the Headteachers office. In the event this is not possible (e.g. if the room is already occupied) the child will be moved to an area which is at least 2 metres away from other people.</li> <li>• Ensure suitable PPE (including fluid resistant face mask) is available at this location.</li> </ul>
School Uniform	<ul style="list-style-type: none"> <li>• All children will return to wearing school uniform</li> <li>• 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.</li> </ul>
Transport	
Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> <li>• Where possible parents and children and young people will be encouraged to walk or cycle to school where possible</li> <li>• No school transport is currently used</li> </ul>
Curriculum considerations	
Planned return to normal curriculum in all subjects by Summer Term 2021	<ul style="list-style-type: none"> <li>• Substantial modification to the curriculum may be needed at the start of the year, so teaching time will 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.</li> </ul>
Suspension of some subjects for some pupils in exceptional circumstances.	<ul style="list-style-type: none"> <li>• All subjects within the primary national curriculum will resume in September 2020.</li> </ul>
Music activities	<ul style="list-style-type: none"> <li>• Singing assemblies will be collapsed until guidance stipulates these can continue. Singing will continue in classes that remain within their own designated bubbles.</li> <li>• In music lessons, when pupils are playing instruments or singing in small groups such as in music lessons by, children will be positioned pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take</li> </ul>

	place in larger groups such as school choirs and ensembles, or school assemblies. <b>Further detailed DfE guidance can be located via this link:</b> <a href="#">Guidance for Music, Dance and Drama</a>
Physical activity in schools	<p>Pupils should be kept in their class 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:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grass root sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
Educational visits	<ul style="list-style-type: none"> <li>• Residential trips will not place in the Spring Term 2021, or until further notice, as they are advised against by the DfE</li> <li>• Under the National Restrictions imposed from 5 November, travel should only take place where it is essential. As such educational visits should not take place during this period.</li> <li>• For additional information check with EVOLVE guidance on website.</li> </ul>
Groups of children mixing resulting in risk of more widespread transmission	<ul style="list-style-type: none"> <li>• Children will be grouped into their year groups classes that do not mix to enable track and trace and self-isolation where necessary.</li> <li>• The classes will be kept apart from other groups where possible. Where possible, steps will be taken to prevent interaction, sharing of rooms and social spaces between groups.</li> <li>• 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).</li> <li>• Large gatherings such as assemblies and with more than one group should be avoided. These will be streamed across the school however via Teams.</li> </ul>
Provision of food	

Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance	<ul style="list-style-type: none"> <li>• Hot school dinners will resume being delivered from Willand kitchen</li> <li>• Gloves to be worn on serving</li> <li>• School kitchens must comply with the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></li> </ul>
Catering staff are operating in a safe environment	<ul style="list-style-type: none"> <li>• Catering staff to follow the relevant aspects of government guidance for food premises: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></li> </ul>
Communications with parents and others	
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<ul style="list-style-type: none"> <li>• Parents, carers, and other visitors to the site will be deterred from coming to the site except when picking up their child, or in an emergency, or if attending at the school’s request/invitation</li> <li>• 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</li> <li>• Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site</li> <li>• Publish a site telephone number in case of immediate access required (on sign on front school gate)</li> <li>• All visitors to give contact details for Track and trace purposes. The records are to be kept for 21 days (this is compliant with GDPR as this qualifies as lawful processing of data)</li> </ul>
Suppliers understanding and complying with new arrangements	<ul style="list-style-type: none"> <li>• Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</li> </ul>
Communications to parents and staff	<ul style="list-style-type: none"> <li>• Regular communications with all parents to resume</li> <li>• Staff meetings to continue remotely via TEAMS when possible and regular communications via the normal channels</li> <li>• Parents’ Evening to be conducted via direct telephone communication rather than face-to-face</li> </ul>
Pupils and families anxious about return	<ul style="list-style-type: none"> <li>• Support will be in place to address concerns and communications with parents on measures in place to reduce anxiety.</li> <li>• 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.</li> </ul>
Parent aggression due to anxiety and stress.	<ul style="list-style-type: none"> <li>• 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</li> </ul>
Oversight of the governing body	

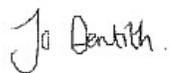
LGC understanding and complying with new arrangements	<ul style="list-style-type: none"> <li>• Chair of LGC (Mrs. Jill Larcombe) to be nominated as responsible for Covid-19 matters and aware of risk assessment in place.</li> </ul>
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<ul style="list-style-type: none"> <li>• The Local Governing Committee (LGC) will continue to meet regularly via online platforms.</li> <li>• The Local Governing Committee (LGC) agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>• 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.</li> <li>• Regular dialogue with the Chair of the Local Governing Committee (LGC)</li> <li>• 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.</li> </ul>

<b>Assessor's Recommendations - Additional Control Measures or Actions</b>			
<b>Section</b>	<b>List Actions / Additional Control Measures</b>	<b>Date action to be carried out</b>	<b>Person Responsible</b>
Dealing with suspected and confirmed cases / cases	Schools now to contact the new DfE Helpline on <b>0800 046 8687</b> to report a positive case and not PHE. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.	ASAP	JD
Staff measures to reduce contact and transmission / Overcrowding in classrooms	Rows of desks in KS2 classrooms to now revert back to groups. Measures of walking up and down rows was not reducing contact between staff and children and also impairing teaching with concern that overcrowding had been exacerbated due to overall lack of space with this arrangement. Reported to CEO 18.09.2020 However, if a positive case occurs within a particular classroom, the whole class will be expected to self-isolate for 14 days,	18.09.2020	All staff to re-organise desks and adjust new seating plans.
Covid testing	<b>One Confirmed Case:</b> 1. Contact the dedicated advice service, introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the <b>DfE</b>	Advice received 23.9.2020	

	<p><b>Helpline on 0800 046 8687</b> and selecting option 1 for advice on the action to take in response to a positive case. <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918924/Symptomatic_children_action_list_SCHOOLS_FINAL_17-09.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918924/Symptomatic_children_action_list_SCHOOLS_FINAL_17-09.pdf</a></p> <p>2. All Schools and settings must notify the Local Authority of ALL Covid test results via the online form at: <a href="https://www.smartsurvey.co.uk/s/Covid19NotificationTestResults/">https://www.smartsurvey.co.uk/s/Covid19NotificationTestResults/</a></p> <p><b>More than one confirmed Case:</b></p> <p>1. Contact the Public Health England South West Health Protection Team (HPT) on 0300 303 8162 or <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a></p> <p>2. Please also email the Local Authority about all confirm cases using the online form at: <a href="https://www.smartsurvey.co.uk/s/Covid19NotificationTest/">https://www.smartsurvey.co.uk/s/Covid19NotificationTest/</a></p> <p><b>Possible Case(s):</b></p> <p>1. If one of the 4 following criteria apply, please contact the Public Health England South West Health Protection Team (HPT) on 0300 303 8162 or <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a></p> <ol style="list-style-type: none"> <li>a. Hospital admission with COVID like symptoms?</li> <li>b. Possible case who won't/can't get tested?</li> <li>c. Possible case with definite link to confirmed case?</li> </ol> <p>2. Please also email the Local Authority about all possible cases using the online form at: <a href="https://www.smartsurvey.co.uk/s/Covid19NotificationTest/">https://www.smartsurvey.co.uk/s/Covid19NotificationTest/</a></p> <p><b>Notification of Covid Test Results</b></p> <p>Once you have received notification of the results of any test results for pupils or staff members, please notify the Local Authority of the result using the online form at <a href="https://www.smartsurvey.co.uk/s/Covid19NotificationTestResults/">https://www.smartsurvey.co.uk/s/Covid19NotificationTestResults/</a></p>	<p>Advice received 16.10.2020</p>	
<p>Covid Testing 20.9.2020</p>	<p>Home Testing kits (issued by schools) Parents need to follow this link to get them registered:</p> <p>This should enable a parent to register a test kit without an order number <a href="https://test-for-coronavirus.service.gov.uk/register-kit">https://test-for-coronavirus.service.gov.uk/register-kit</a></p>		

Social distancing 1.10.2020	Decision has been made for any adults on the school site to now wear face masks as social distancing measures are not being consistently followed by the parents at collection and drop off times.	1.10.2020	JD informed all parents via email and Facebook
Clinically extremely vulnerable staff 20.10.2020	In light of the new tiered system that has been introduced, the school remains within a Tier 1 category. If this changes to Tier 2 or higher, further consideration will be given to any extremely clinically vulnerable staff and whether they should be allowed/advised to work from home.	20.10.2020	
Change from Tier 2 to Tier 3 26.12.20	As a result of this, numbers in the staffroom have been reduced to allow for robust social distancing and time limited to 15 minutes.  Timetables have been reviewed and revised to ensure minimal impact and to avoid cross-bubble pollination.	Before 05.01.21	FW to update RA, share updated RA with staff during Inst day on 04.01.21 and remind parents of expectations when on school site.
National Lockdown 05.01.21	Seven bubbles have been formed in year groups and capacity will not exceed 15.  Staff will remain in their own bubbles and will not mix with other classes. (See separate timetable).  Mealtime assistants to work an extra 15 minutes daily to clean every door handle across the school.  Thermometers have been ordered and will be used to check staff temperatures and children's temperatures if they feel unwell.	05.01.21	FW to share RA with all staff.  FW to inform parents.  FW to order relevant material.

	<p>Face-to-face contact between staff and parents is no longer allowed, unless it is an emergency. Meetings need prior arrangement and will be ideally held over Teams.</p> <p>Staff meetings to continue through Teams.</p>		<p>FW to arrange a rota for mealtime assistants.</p>
<p>Primary testing in schools 25.01.21</p>	<p>Information on primary home testing has been updated. Staff are now required use an LFD twice weekly, 3-4 days apart, to prevent the spread of the virus.</p> <p>Staff have been sent information over email on 24.01.21 and hard copies made available for those without access.</p> <p>Tests will be delivered on 26/01/21 and this will be monitored by FW and the office.</p> <p>A change also to the numbers in the library for lunch: only four adults, indicated by a cross on the carpet, will be allowed to have their lunch in the library area.</p>	25.01.21	<p>FW to email all staff with information.</p> <p>FW to print hard copies for staff without email access.</p> <p>FW and Admin team to oversee the delivery and distribution of test kits.</p> <p>FW to measure 2+ metres in the library.</p>



Fraser Wallace

**Signed: Headteacher/Head of Department:**

**Date 06.01.2021**

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 Health & Safety Co-ordinator