


Covid-19 School Opening to All from Sep 2020

	Establishment/Department: Harbertonford C of E Primary School	Establishment Risk Assessment RA100
	Address: Old Road, Harbertonford, Totnes, Devon, TQ9 7TA	
Person(s)/Group at Risk Staff, Pupils, Parents, Visitors and Contractors		Date assessment completed: 18.5.20 Updated 14/01/21 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. J
Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings (15 May 2020)		Assessor(s): Anne Burns Academy Head

Significant Hazard Section	Control measures in place
	<i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>
Social distancing and reducing the risk of transmission	
Minimise opportunities where close contact takes place within the school premises. Close contact means: <ul style="list-style-type: none"> direct close contact - face to face contact with an individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, 	Staff will wear masks in communal areas, unless they are eating or drinking. Staff will not come into close contacts with other adults on site for more than 10 secs at 1m distance or more than a total of 15mins at 2ms throughout each school day. Staff will ensure that they remain distanced 2m+ during outside activity. It is recognised that staff, especially those working in Pre-school and Early Years, need to have close contact with the children they are working with.

<p>or unprotected physical contact (skin-to-skin)</p> <ul style="list-style-type: none"> proximity contact - extended close contact (within 1m for more than 10 secs or within 2 ms for more than 15 minutes) 	
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p>Staggered drop-off and collection times between pre-school and Yrs 1-6. Multiple collection points. Drop-off and collection times and routes communicated to staff and parents, including for pupils that arrive at school on school transport. Reception children to wait at the gate in the morning and be collected from there by Miss Morgan. Pre-school children and parents to wait in the Roost to avoid congestion at the gate before 9am. At the end of school, pedestrians to walk around the extreme edges of the playground, behind to yellow lines to avoid moving cars. Parents to collect the children from their teachers in designated area. Coned, non-parking area to be created by the steps at the end of the day for the handover of KS1 children. Parents reminded (newsletter, website, Facebook) that masks should be worn for drop off and pick up and adults should social distance.</p>
Parents gathering at school gate not social distancing	<p>Parents to drop-off at school gates and then leave the site. Pre-school to follow one-way system for drop-off at a later staggered time. Pick-ups from playground with parents distancing and children brought to playground by adults. Pre-school pick up from their outdoor play area at an earlier staggered time. 2m markers on ground for pre-school one-way system. Parents are not to gather together at any location on the school site or enter building without pre-arranged appointment. In wet weather EYFS and KS1 children will enter through the front door, KS2 through the side gate and Nursery children as normal. From 5th Nov, all adults dropping off or collecting will be asked to wear masks. All staff on the morning gate/pre-school door and taking the children to the playground area at the end of the day will wear masks. Masks are worn in situations where staff are in likely to be in close proximity with adults from the wider school community.</p>
Maintaining consistent bubbles within school.	<p>Following advice from discussions with similar sized schools and judgments that have been made by Public Health England, the school is considered to be 1 bubble. It is organised into 2 groups: KS2 and KS1(including Nursery) Children in taught in class groups within their group with an allocated teacher &TA. Desks to face the front from Year 3 upwards and allocated to individual pupils for Years 1-6. Breaks and lunch are taken in bubbles. KS1 and KS2 play in separate spaces when outside, although they spaces may be in the same area. KS1 eat first, finishing by 12:30 and the tables and chairs are sprayed before KS2 come in.</p>
Increased numbers during breaks compromising social distancing.	<p>Staggered lunch times between KS1 & KS2 groups with appropriate supervision in place. Outdoor locations on a rota system for lunchtimes. Each outdoor area can be used by a single bubble/class when available during the day. When sharing an area, such as the playground, the space will be divided to give each group a designated space.</p>
Increased numbers during lunchtime compromising social distancing.	<p>Staggered lunchtimes in set groups with handwashing beforehand – groups timetable to be kept apart. Cleaning of tables between uses by different groups.</p>
Spread of virus due to increased numbers of people within the building.	<p>If a child needs to be accompanied to school, only one parent should attend. Additional adults on site by appointment only. Parents encouraged to call or email the school rather than drop-in. All adults on site that are not Trust employees must wear a mask, including any parents/carers who visit the office.</p>

Inadequate social distancing measures leading to spread of the virus.	Always keep groups apart where possible and not to mix with other groups. Each group should retain the same teacher / TA where possible. Where staff do have to cross groups, high standards of hand hygiene are in place. Staff advised to minimise time spent within 1m of anyone. Numbers in the staff room limited to 3. Visors available for pre-school staff if prolonged contact is needed e.g. comforting a distressed young child.
Premises related matters	
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	One-way system for pre-school to have arrows and markers 2m apart on ground. Routes shared with staff for drop-off and collection. Fire evacuation routes remain the same. Pre-school children and adults to wait in the Roost area, outside in the mornings. Adults to wear a mask.
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	Adequate numbers of first aid and PFA trained staff on site at all times. Communication of first aid arrangements included in information to staff. All first aid trained staff to have read Covid related guidance https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare (sent by email 3/11/20) Staff on duty to take first aid and ice packs out at the start of each break time. Additional assistance can be summoned as and when needed using the walkie talkies.
Fire Procedures	Testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements are managed so that they do not compromise fire protection (and security) measures. Fire safety policy and procedure to remain unchanged. Fire drills to take place each term.
Water hygiene – management of legionella	Regimes for flushing and monitoring of temperatures have been maintained throughout period of partial opening and continued over summer holidays. Contractors ePlus have continued to monitor, log and report water hygiene in the school. Asked to wear masks when on site
Using and monitoring new practices to reduce risk of Covid-19 transmission	Share contents of this RA, alternative layouts, drop-off & pick-up arrangements, use of PPE and location of designated room for suspected cases with all staff and with parents where required. Academy Head to monitor arrangements throughout the day and make remedial actions where needed. Ongoing opportunities for all employees to raise concerns / make suggestions. Parents informed by email of changes to RA.
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	Risks to be communicated with staff and contractors where applicable. H&S of site constantly monitored.
Staff rooms and offices to comply with social distancing and safe working practice	Rearranged furniture in staffroom to allow for social distancing. Finance Team relocated from School Office to ensure less staff and ease of distancing in office. Unnecessary gatherings to be avoided. Staff encouraged to bring their own food and utensils. Enhanced cleaning regimes as per below. A maximum of 3 adults in the staff room at anyone time.
Ventilation to reduce spread	Open windows etc where safe to do so (bearing in mind fire safety, security and safeguarding). Windows and doors are kept slightly open at all times (fire doors NOT to be kept open) and opened wider when the space is not occupied. Heating is used as necessary to ensure that environment is a reasonable temperature to work in. Children encouraged to wear additional layers if needed.
Management of waste	Lidded bins are used for tissue disposal and are emptied throughout the day by allocated adult where necessary and each evening by cleaner.

	Disposal of waste, including PPE, as per guidance: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of
Lessons or activities to take place outdoors in line with social distancing.	Teachers and TAs encouraged to use outdoor areas throughout the day, maintaining social distancing where possible. PE kit is worn to school all day on PE days to ensure there is no need to provide changing areas for the children within the school.
Cleaning and reducing contamination	
Contaminated surfaces spreading virus.	Unnecessary items removed from classrooms and other learning environments where there is space to store it elsewhere. Regular cleaning (at least at break and lunch). Items such as play dough, soft furnishings and toys to be removed/disinfected daily in early years setting to reduce contact surfaces. We will follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting. Regular and enhanced cleaning of frequently touched surfaces. 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 Library table and chairs to be included in disinfecting schedule during the day.
Using play & PE equipment and– multiple-use	Appropriately cleaned between groups of children and only one class/bubble at a time. Sand and water can be used outside but children must wash hands thoroughly before and after. PE sessions to take place outside whenever possible. Equipment to be disinfected in between each session. A set of bibs to be allocated to each class for their use. A member of school staff to be present for every session.
Shared resources and equipment increasing spread	Prevent the sharing of stationery and other equipment where possible with allocated resources per child where possible. Reading books are sent home with child for a week and then changed and left untouched for 72 hours before being brought back into use. Procedures in place for managing access to items of 'heavy use' such a photocopier and laminator to reduce social distancing. Enhanced cleaning regimes communicated to staff and cleaning contractor.
Cleaning staff and hygiene contractor's capacity - providing additional requirements	Cleaning contractors & staff aware of the additional cleaning requirements and have agreed additional hours to allow for this. Cleaning products being used are suitable and adequate supplies of cleaning materials are available. See https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe and https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings .
Sufficient handwashing facilities for staff and pupils	Where a sink is not nearby, supervised access to hand sanitiser in classrooms, school foyer and other learning environments will be provided. Access to handwashing facilities throughout the day with children washing hands more frequently than normal. Each class to maintain sufficient stock of hand soap, sanitiser, tissues and bins. Handwashing bowls will be provided at certain times eg at the start and end of break times to ease congestion at the sinks where appropriate. Hand hygiene is routinely reinforced.

Additional time for staff and pupils to carry out handwashing	Frequent hand cleaning as part of normal routine. Children to wash hands on arrival to school in the morning. Regular access to handwashing facilities through the day. Each class has sink, soap, hand towels and sanitiser with surplus of all of these items in school to maintain sufficient quantities in class.
Handwashing practice with children	Help will be available for children and young people who have trouble cleaning their hands independently. Discuss & teach effective hand washing with all new children attending school. See guidance and resources available at: https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus
Sufficient supplies of soap and cleaning products	Suppliers and contractors will be contacted to ensure sufficient supplies and deliveries. Use of regular detergents and bleach will occur. Staff to inform Head if any stock is low. All staff aware that goggles and gloves should be worn if using the undiluted disinfectant solution or using the diluted solution outside, especially in windy conditions.
Toilets being overcrowded	Children to have allocated toilets per bubble. Cubicles clearly signed to show if for KS1 bubble use or KS2 bubble use. Surfaces in toilets to be disinfected thoroughly in addition to daily cleaning by Devon Norse using the disinfectant sprayer and leaving for 5 mins. Staff toilets are cleaned by staff after use.
Staff related issues	
Inadequate training for Heads on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff.	CEO and Heads working collaboratively across the Trust to inform and share strategies and guidance. RA checklist provided by DCC. Updated RA revisited by all staff Nov 20.
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Government guidance followed on creating and staffing your temporary teaching groups: https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#creating-and-staffing-your-temporary-teaching-groups
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Talk to staff about the plans (safety measures, timetable changes and staggered arrival and departure times etc). If appropriate, seek GP or occupational health advice. Staff advised to minimise time spent within 1m of anyone.
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	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. Teachers asked create a designated safe zone 2m by 2m in the classroom that is explained to chn. All reinforcement of guidelines to be communicated to the chn sensitively and regularly revisited. All staff are aware of the latest Government guidelines concerning symptoms, potential cases and self-isolation.
Accessing testing arrangements are clear for all staff	All staff and children are eligible for covid-19 testing. A small number of postal tests are held on site, but it is noted that having a test at a testing site will deliver faster results.
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	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, apron, gloves & eye protection should be worn by the supervising adult, particularly if a distance of 2 meters cannot be maintained. Instructions are displayed in the Isolation Room for procedures and include instructions for safe Donning & Doffing PPE instructions

Staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors.	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.
Staff use of PPE	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. Monitor updates to Government guidance and ensure that staff are aware of any changes.
Use of PPE – lack of understanding.	Guidance provided to all staff on putting on, taking off and disposing of standard PPE. Guidance posters also up in staffroom and isolation room. Training on donning/doffing PPE correctly provided for all staff 4 th Sept 20. If a visor has to be worn, a mask should be worn as well.
Dealing with suspected and confirmed cases / cases	Government guidance followed on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting If a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to get a test and self-isolate for 10 days or until a negative result is confirmed. Their fellow household members should self-isolate for 14 days or until a negative result is confirmed. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. All areas in contact with that group to be deep-cleaned. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. CEO and Public Health England will be contacted as soon as possible and their advice will be followed. Accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.
Pupil related issues	
Vulnerable groups who are clinically, extremely vulnerable.	Shielding advice for all adults and children paused on 1 August meaning that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons should be followed, and those under the care of a specialist encouraged to discuss their return to school. Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required.
EHCP pupils returning	Individual assessment, alongside parental liaison, for any EHCP pupils. This will inform decision of when, if or how they might return to school. If needed, an individual risk assessment should be completed before return to school. Once in school staff to identify and plan for any individual additional needs.
Pupils wearing masks	Pupils will not wear masks on site, unless they are following specific medical advice. Any pupils who wish to wear a mask on their journey to school should bring a sealable bag in which they can keep the mask during the school day.
Pupils unable to follow guidance	The same teacher(s) and other staff are assigned to each group. Some children will need additional support to follow these measures
Member of a class becoming unwell with COVID-19	If a child becomes unwell with symptoms of coronavirus, they are to be immediately isolated in the Nest room with door closed and window open. The allocated adult supervising them must wear PPE (available in the Nest), including face mask, gloves, apron and eye protection (in case of coughing, spitting or vomiting). The

	school will provide this PPE. The child's family are to be contacted immediately for the child to be collected. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If the child needs to go to the bathroom (the disabled toilet should be used) while waiting to be collected, all contact areas must be disinfected immediately after. All surfaces the child may have come into contact with during that day must then be disinfected by supervising allocated adult. Suitable PPE (including fluid resistant face mask) is available at this location.
Pupils absent from school due to Covid	Names and/or details of people with Covid will not be shared by the school. Parents or carers of pupils who have had a Covid test will be asked to advise the school of the results of the test. All pupils will have access to remote learning offered with immediate effect and their engagement with this will be monitored.
Transport	
Travel to school and provision of safe school transport:	School transport arrangements will be made to ensure cleanliness of bus and distancing occurs where possible. Children encouraged to walk or cycle to school where possible. Liaison with school transport will be ongoing to follow latest government guidance.
Provision of food	
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	Follow usual food safety and hygiene procedures and Government guidance for catering establishments https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery . Ensure Health & Safety policies are followed. Devon Norse to brief all of their staff on guidance.
Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance	As above
Catering staff are operating in a safe environment	Catering staff to follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery
Communications with parents and others	
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	Parents, carers or any visitors, such as suppliers, are not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. All visitors, suppliers, and contractors must pre-arrange visits to school site. All adult visitors to wear a mask. All visitors to the site who are not Trust employees to complete a form before entering that confirms they do not have symptoms. QR code displayed at the entrance to the school.
Suppliers understanding and complying with new arrangements	Discuss arrangements with suppliers. Deliveries to school office to be left in foyer and the staff member collecting them must wash hands following handling items delivered.
Communications to parents and staff	Regular communications of updates, responding to queries and sharing important information. Expected number of children attending to be monitored through registers and parent surveys. Additional emphasis to be placed on sharing of positive news eg Facebook page.
Parent aggression due to anxiety and stress.	Parents aware of allocated drop off and collection times/locations and the process for doing so, including protocols for minimising adult to adult contact.

Children with specific medical needs	
Where appropriate	Personalised and specific plans in place shared with all staff, children concerned and parents.

Assessor's Recommendations - Additional Control Measures or Actions			
Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

A handwritten signature in black ink that reads "A. Burns". The signature is written in a cursive, flowing style.

Signed: Anne Burns, Academy Head

Date: 04.01.21

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.