

	Department Diptford C of E Primary Academy	Academy Risk Assessment	RAA01
Name and Address of Academy Diptford C of E Primary, Totnes, TQ13 7NY			
Person(s)/Group at Risk Key Year groups (children), staff and parents returning to school in September 2021 after the summer holidays		Review: Review for full return, September 2021 Following Incident For full return following the summer break	
Activity/Task/Process/Equipment September 2 nd updates September 2021updates June updates March 21 review in green based on return to full opening following Lockdown 3. January 27 th 21 updates in red based on return to school during lockdown and with teacher LFT in place This risk assessment explains the actions school leaders should take to minimise the risk of transmission of COVID-19 in their school Stage 4 Road Map September 2021. This includes public health advice, endorsed by Public Health England (PHE). *January 2022 updates* Return to school risk assessment – based on the principles and guidance contained within DfE Guidance, latest: Guidance for Full Opening: Link: www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Guidance for EYFS (updated Feb 2021) to be followed: https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures <i>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.</i>		Date of this Assessment Assessor(s) Lizzie Lethbridge Jodie Talbot Reviewed and updated following Gov guidance and DCC advice re: RA -Original RA for 1st June return: 20.5.20 -Followed by first review & subsequent updates: Reviewed 16.05.20. -Reviewed 17.7.20 for Sept return. -Reviewed 4.9.20 on full return. -Reviewed 16.10.20 for updates. -Reviewed 4.11.20 for lockdown 2. -Reviewed 4.1.21 for return to school after Christmas/new variant. -Reviewed 27 th Jan for staff testing.	

Significant Hazard and possible Outcomes/injuries	Control Measures in Place	Are any additional measures or actions required? (if yes put on the Action Plan)	
		Yes	No
Poorly ventilated spaces leading to risks of coronavirus spreading Ventilation to reduce transmission Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information. DfE is working with the Scientific Advisory Group for Emergencies (SAGE) and NHS England on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.	<p>Ventilation and AC systems working optimally.</p> <ul style="list-style-type: none"> • Heating used as necessary to ensure comfort levels are maintained when the building is occupied. • Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow. • Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). • Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible. • Use fans for good air circulation. • Air conditioning systems that normally run with a recirculation mode set up to run on full outside air. • Ventilation's system that removes and recirculates air to different rooms is turned off. • Ventilation system remains on at all times, even when the building is unoccupied. The system set to operate at lower ventilation rates during evenings and weekends. • Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered). • Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation <p>Each classroom has a government issued CO2 monitor – windows provide ventilation and CO2 monitor provides readings which all staff can monitor</p>		X
Is government advice being regularly accessed,	<ul style="list-style-type: none"> • E.G DfE advice is checked daily. • risk assessment is a live document and will be changed according to latest guidance. New date will be applied and RA will be sent to all staff after any alteration 		X

assessed, recorded and applied?	<ul style="list-style-type: none"> • changes are reviewed by senior leadership (sent to CEO) • Trustees interrogate risk assessments • Government guidance is being followed as updated 		
Staff Training: using and monitoring new practices to reduce risk of COVID19 transmission	<ul style="list-style-type: none"> • Training of all staff via briefing prior to start on 4.9.20– included contents of the RA, First RA, Fire policy & procedures, alternative layouts, use of PPE, location of designated space for suspected cases. • Use of PPE: Donning & Doffing guidance given to all staff & discussed at debrief. (discussed on 1.6.20 and again in September 2020. Again Nov 2020.) • Academy Heads /senior teachers to monitor arrangements throughout the day and make remedial actions where needed. • Ensure there are opportunities for all staff to raise concerns / make suggestions~ via briefings • Ensure bins for tissues are emptied throughout the day. Follow guidance on disposal of waste ~ lunch time staff to empty bins • Lidded bins bought • 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 • Letter sent to staff 16.10.20 re: subtle changes to bubbles – daily operations to remain in place but move to become one official bubble, continue operating in two 'mini-bubbles', as before (YN-Y1 and Y2-Y6). Ongoing through Lockdown 3. • Letter to parents (and staff) on 2.3.21 re: return arrangements • Operating as one bubble, children kept separate inside but together outside. • Share updated RA with staff 7.9.21 		<p>X 4.09.20 and follow up inset session 11.11.20. Further revisit 4.1.2021.</p> <p>Shared via inset and Teams on 27.1.21.</p> <p>Shared 5.3.21 Shared June 21.</p>
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"> • Recommended twice weekly before coming into school 3-4 days apart 		X Staff training done via Teams Monday 25.1.21.

	<ul style="list-style-type: none"> • 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 additional information to support primary schools and staff in preparing and operating home testing LFT. • https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54 • 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. For secondary schools - Resources - Google Drive. For primary schools - Primary Schools Document Sharing Platform - Google Drive • All guidance given is from the government, latest guidance is followed and shared with parents. 		
Dealing with confirmed case/cases and outbreak.	<p>Case (possible vs confirmed case) Possible: anyone with either a high temperature, a new, continuous cough or a loss of, or change to, your sense of smell or taste (and awaiting a test)</p> <p>Confirmed: PCR or LFD test positive case of COVID-19 with or without symptoms.</p>		
Close contact requirements	<p>Individuals identified as close contacts are not required to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated (e.g. at least 2 weeks after second dose) • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Close contacts who are not required to isolate will be advised to:</p> <ul style="list-style-type: none"> • take a PCR test (do not need to isolate whilst awaiting result but will need to isolate as a case if positive) • limit close contact with others outside their household • wear a face covering in enclosed spaces • limit contact with clinically extremely vulnerable • participate in twice weekly LFD testing if eligible • Updated government guidance is being followed 		

Cases -staff	For all cases relating to staff, please also see the guidance for workplaces: For cases in staff, settings should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are aware. Employers will need to provide the 8-digit NHS Test and Trace account ID of the person who tested positive, alongside the names of co-workers identified as close contacts to ensure they are registered with NHS Test and Trace and receive the necessary public health advice.		
Cases	<p>Children who are unwell should not attend the setting and should remain at home until their acute symptoms resolve (+24 hours for a fever).</p> <ul style="list-style-type: none"> • IF these symptoms develop into cough, temperature, changes to taste and smell, should isolate and test. • IF test negative to COVID-19, still need to remain at home until at least 24 fever free and acute symptoms resolved. <p>Parents and settings should not try and 'second guess' diagnosis – if have the key symptoms, isolate and test.</p> <ul style="list-style-type: none"> • Ensure the case isolates for 10 days • Household of the case isolates for 10 days (unless fully vaccinated or aged under 18 years and 6 months) • If positive case came from an LFD test, case should take a confirmatory PCR test within 48hrs of the LFD • Following a pupil PCR positive NHS Test and Trace will speak to the case (or parent/carer) to identify close contacts and advice on isolation as required and to get a PCR test • Staff and pupils who do not need to isolate should continue to attend school as normal • Clean and disinfect rooms the case was in, using appropriate PPE • Case and any isolating contacts can return once isolation period is completed, as long as they are well <p><u>For most education and childcare settings:</u></p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, <u>who are likely to have mixed closely</u>, test positive for COVID-19 within a 10-day period. • 10% of children, pupils, students or staff <u>who are likely to have mixed closely</u> test positive for COVID-19 within a 10-day period. • There are any admissions to hospital for COVID-19. • You are having problems implementing the control measures OR you have applied the 		

	control measures and are still seeing a significant rise in cases.														
Social distancing & reducing risk of transmission															
Parents gathering & not social distancing	<ul style="list-style-type: none"> No additional adults, ie parents (and other school visitors) allowed access to school building to reduce infection transmission unless by appointment wearing a mask. Parent drop-off and pick-up protocols in place that minimise adult to adult contact – not allowed on site. Head and staff 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) School has informed parents that if their child needs to be accompanied to school only one parent should attend (parent letter 17.7.20 and reminders in newsletters, plus letter 16.10.20. And newsletter 6.11.20. Plus letter 2.3.21) Staggered starts and end to each day continue as prior to lockdown 3, as below. Children will also make use of alternative entrance/exits to support social distancing – top/bottom playground. Parent reminder sent 6.11.20. Letter 2.3.21 Reminder sent on 6.11.20 not to gather at the school gates and regular reminders on weekly newsletter. And letter 2.3.21. Parents and staff asked to wear a mask for drop off/pick up. Staff also required to wear a mask for parent contact. Staggered starts and pick up times, letter sent to parents 7.9.21 <p>START OF DAY</p> <ul style="list-style-type: none"> <i>During Lockdown 3, only top gate is needed but staggered approach remains with key children. With start of day from 8am (on request) or 8.50am and 3.15pm pick up or 4pm (on request)</i> During full opening, staggered start time to the school day and different gates – also see additional plan below <p>INFORMATION SHARED WITH PARENTS - Staggered start/end to each day:</p> <table border="1"> <thead> <tr> <th>Class</th><th>Gate</th><th>Entrance</th><th>Exit</th></tr> </thead> <tbody> <tr> <td>Little Dippers</td><td>Main gate</td><td>9.00am</td><td>3.05pm</td></tr> <tr> <td>Dippers</td><td>Main gate</td><td>8:50am</td><td>3.10pm</td></tr> </tbody> </table>	Class	Gate	Entrance	Exit	Little Dippers	Main gate	9.00am	3.05pm	Dippers	Main gate	8:50am	3.10pm		X
Class	Gate	Entrance	Exit												
Little Dippers	Main gate	9.00am	3.05pm												
Dippers	Main gate	8:50am	3.10pm												

	Kingfishers	Main gate	8.50am	3.15pm	
	Hawks	Bottom gate (next to village hall)	8.50am	3.15pm	
	<p>Attendance noted in letter to parents: “The government have stated that it is mandatory that children return to school and attendance will be monitored. We anticipate that all pupils will return. If you believe you have exceptional circumstances, please let us know and we can discuss this with you individually.” Reminder that all pupils are expected to return in letter 2.3.21.</p> <p>Wrap around care – details from additional plan, see full plan below for full opening: <u>*During lockdown 3, 8am-4pm is an option with staff on rota for early/late 'educare' starts.</u></p> <ul style="list-style-type: none"> Parents, children and staff will be asked to engage with education resources such as e-bug and PHE schools resources found on the following link. This was in letters sent prior to September start and on website 'covid page', along with other links. Reminder in letter 2.3.21 <p>https://e-bug.eu/</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Hand%20Hygiene</p>				
Overcrowding in classrooms and corridors	<ul style="list-style-type: none"> Children are grouped into two mini-bubbles for day-to-day operations (EY/Y1 and Y2/KS2); however, school is one bubble. Contact between these mini-bubbles to be limited by staggered timetabling and spaces used. Desks forward facing and arranged so that face to face seating is avoided. This will not always apply to Preschool and Reception/Y1. Classrooms set up where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other mini-bubble. Removal of some furniture has been required to enable this. PE kit to be worn all 				X

	<ul style="list-style-type: none"> day on PE day to reduce bags. Reduce movement around the school using staggered timetabling and spaces, appropriate timetabled selection of classroom or other outdoor learning environments. Assemblies/ collective worship to take place in own classrooms/mini-bubbles – recorded to be viewed as individual timetables allow. <i>*And online during lockdown.</i> To continue in full opening, March 21. Children are in one bubble, based in their own classrooms throughout the day: R/1/2 together 3/4 in Kingfishers 5/6 in Hawks Children will be together for Collective Worship and play times and lunch times and in well ventilated rooms 		
Bubbles mixing during break times / lunchtimes	<p>PLAYGROUND & OUTDOOR AREAS (for use by all)</p> <ul style="list-style-type: none"> Children will be encouraged to maintain distance between themselves and their peers but we recognise that this will be a challenge. Playground split into separate spaces (2-mini-bubble spaces) Appropriate supervision is in place. Different playground locations are used by different mini-bubbles at different times because we have space to do so (EYFS playground own playground/decking, bottom playground and field) Staggered lunch time timetable is not in place – instead, meals are delivered in individual boxes. Spaces are separate, children eat in own classrooms. Lunches eaten in classes. Class tables to be cleaned down at the end of lunch service by staff. Playground is shared during lunch time Lunch time in now moving to the Village Hall. Windows and doors are to remain open at all times. Children to use the toilets up in school rather than the Village Hall. Wash hands before entering. Collective Worship to happen outside where possible 		X
Staff social	The new variants may present increased risk amongst children and young people who		X

<p>distancing</p> <p>Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus.</p>	<p>present as - asymptomatic.</p> <p><i>Close contact means (PHE definition of 'close contact'):</i></p> <ul style="list-style-type: none"> • <i>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)</i> • <i>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i> • <i>travelling in a small vehicle, like a car, with an infected person</i> <p>The following mitigations will help to reduce staff and pupil absences, including when/if there are cases within the school:</p> <ul style="list-style-type: none"> • Staff should maintain Public health guidance of 2m distance wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face and wearing a mask if distancing is not possible. • 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 held at important for both staff and pupils. DFE guidance states: "In primary schools and early years settings it is recommended that staff and visitors wear face coverings where social distancing cannot be maintained between adults. These measures will be in place until Easter." • Chairs removed from staff room to ensure distance. To be spaced 2-metres apart. • Additional staff room space has been provided to spread out (old library) • Masks to be worn by staff (and parents) on the school gates. • Work one official bubble. Extra hygiene measures to be used if staff cross bubbles. • Staff meetings will be held in a large, well ventilated space or online. • Good hygiene at all times - regular cleaning regimes throughout the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it message. Hands, face, space. 		
Premises related matters			
<p>Changes to</p>	<ul style="list-style-type: none"> • Children made aware of social distancing 		<p>X</p>

building use being safe for pupils & staff – social distancing markers for toilet use	<ul style="list-style-type: none"> • Children will share toilets due to the change in class structure • Toilet use is monitored so that teachers only allow one pupil at a time to go and to ensure that hand hygiene is in place (we can ensure that only one child from each class goes to the toilet at a time during lessons and will need older children to act responsibly and wait outside before going into the toilet) • children continue to have lessons and reminders in handwashing to ensure they are fully aware of how to maintain best hygiene • Staff to use the staff toilet • Toilets will need to be cleaned regularly (at least daily). Anti-bac spray available between cleans. • Pupils must be encouraged to clean their hands thoroughly after using the toilet. <p>Other spaces</p> <ul style="list-style-type: none"> • Staff may be required to do a daily ½ lunch duty in order to minimise contact between the mini-bubbles at lunch time. • Appropriate timetabling and support staff in place to allow lunch time break for all staff. • Lunch will be eaten in the village hall, whole school in there, room will be well ventilated with windows and doors open at all times. • The village hall will also be used for PE. 		
H&S	<ul style="list-style-type: none"> • All health and safety compliance checks have been undertaken before full opening: Health and safety check undertaken of the premises/facilities and building compliance, especially after school has been closed, e.g. · Water treatments incl legionella · Fire alarm testing · Repairs · Grass cutting · PAT testing · Fridges and freezers · Boiler/ heating servicing · Internet service 		X
Fire procedures	<ul style="list-style-type: none"> • Reviewed 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. 		X Fire drill

	<p>Communicated all changes to staff</p> <ul style="list-style-type: none"> • 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 required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met. • Fire evacuation procedures updated with all staff in staff meeting 3.7.20 and again on 4/9/20. • Fire drill to be held within first week of return in September – <i>done and logged.</i> <p>Also to be held in spring 2 on full return.</p> <ul style="list-style-type: none"> • Hold fire drill in Autumn 1 		<p>week 1 - done.</p> <p>Fire drill spring 2.</p> <p>Fire drill Summer 2</p>
Ventilation	<ul style="list-style-type: none"> • Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). • During colder weather, retain some ventilation and widen windows/doors at break times. 		X
Management of waste	<ul style="list-style-type: none"> • Ensure bins for tissues are emptied throughout the day. • Follow Guidance on disposal of PPE waste (such as used fluid resistant masks) <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#how-should-ppe-and-face-coverings-be-disposed-of</p>		X
Management of incoming goods	<ul style="list-style-type: none"> • Administrator to manage supplies coming into the school, taking into consideration social distancing and hygiene measures. Drop-off point in reception area outside office – one person(the administrator) controls the process • Administrator uses anti-bac between visits. 		X
School owned outdoor play equipment	<ul style="list-style-type: none"> • Use of play trail will not be allowed during the school day (as well as cleaning is difficult to maintain between possible groups) – although now not in use whilst new playground is being installed. • Play equipment can be used (limited range) and will be kept in classrooms during the day to avoid being used by other Bubbles and are then to hand in for cleaning at the end of the day, or 72 hour rotation. 		X

	<ul style="list-style-type: none"> All play equipment can be used and shared and will continue to be cleaned 		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p>School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19) (Harbertonford delivering meals to Diptford)</p> <p>Food cooked at Harbertonford, delivered and served at Diptford Village Hall. It will be served to pupils rather than a buffet style where the children help themselves.</p>		X
Catering staff are operating in a safe environment	<p>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</p>		X
Home / school resources	<p>HOME / SCHOOL resources:</p> <ul style="list-style-type: none"> In YN/YR/Y1/Y2 there will be shared resources for use of all children that will be cleaned at regular points during the day. Staff have their own resources they don't share. Staff timetable regular cleaning of shared resources & hard surfaces during the day. Suggest break & lunch times & end of day as suitable points. RECEPTION: Sterilising tablets will be used to soak and sterilise play equipment once a week. Staff will factor this into their end of day routine. *Additional learning packs – books, rulers, glue, pen, pencils – sent home on request during lockdown 		X
First aid, illness & PPE	<ul style="list-style-type: none"> First aid box in each class and central space with PPE for administering first aid. First Aid risk – Trust systems in place to ensure adequate numbers of first aid and PFA trained staff in school. Communication of first aid arrangements during weekly TEAM staff meetings. Approach to confirmed/suspected COVID19 cases in place: during school day Staff member attached to class will take action: First aid area for an ill child will be in the staff room. Child to sit in old library upstairs room, staff to ensure ventilation by opening window & door 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 	X	

	<p>return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</p> <ul style="list-style-type: none"> • Cleaning procedure in place should this occur. (Remove throw or wash at 60 degrees. Wipe down plastic chair with disinfectant solution. Ensure deep clean of area by cleaning contractors. • Arrangements for informing parent community in place (Letter to all parents of set group after making contact with Nicky Dunford to discuss all details. Letter format already in place for use in such emergencies) • PPE is available for all staff should they need it: masks, gloves and aprons. • PPE : masks, gloves and aprons is available to staff who administer first aid. • PPE : masks, gloves and aprons is available to staff who may need to care for an ill child whilst waiting for parents to come and pick up. • First aid room for normal 'bumps and scrapes' is our normal first aid room. 		
BREACHES	<p>BREACHES Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches:</p> <ul style="list-style-type: none"> • Handwashing • Cleaning <p>Academy Head to have/give/put in place</p> <ul style="list-style-type: none"> • Conversations with parents • Regular reminders given; posters in all classrooms + workspaces. • Risks assessments around students who might struggle to follow expectations • Keep a log of contact beyond 15 minutes of less than 1m+ for adults/staff, f2f. • Contact Devon Norse for any cleaner issues. 		X
Cleaning and reducing contamination			
Contaminated	<ul style="list-style-type: none"> • Classroom based resources such as sports, art and science equipment can be used 		X

surfaces spreading virus	<p>and shared minimising as far as possible to within mini-bubbles. Such resources should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> School will follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe 		
Cleaning	<ul style="list-style-type: none"> Deep clean took place during summer holidays. Enhanced clean during Christmas break and Feb half term. An enhanced, thorough, daily cleaning schedule has been agreed between business manager and cleaning contractor removed soft furnishings, soft toys and toys that are hard to clean from all classrooms (such as those with intricate parts) Adequate cleaning supplies in place and longer-term arrangement for cleaning at set times during the school day(break points) Cleaning of village hall on a Friday to continue weekly. 		X
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> Prevent the sharing of stationery and other equipment where possible Children to have own stationary/ equipment in their personal trays Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing Staff have own stationary they don't share. 		X
Sufficient handwashing facilities for staff and pupils and time to do complete hygiene routines	<ul style="list-style-type: none"> Sinks available in all classroom, also we provide supervised access to hand sanitiser in classrooms. Planned regular access to facilities throughout the day. Ensured enough hand wash and sanitiser available based on what we have learned from usage to date. Frequent hand cleaning as part of normal routine. Staggered breaks allow regular access to handwashing facilities through the day. 		X

Teach children to wash hands	<ul style="list-style-type: none"> • Build routines into behaviour expectations and school culture~ via PSHE, ebug and daily expectations. • Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at e Bug or NHS. • 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. • Hand sanitiser will be available in each class • Children told to clean their hands on arrival at school, before and after eating, and after sneezing or coughing • Staff will encourage children not to touch their mouth, eyes and nose • Staff and pupils will be regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE. SMP to do this. 		
Good respiratory hygiene	<ul style="list-style-type: none"> • 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. • Ensures bins are regularly emptied (min daily) 		x
Classroom organisation and infection controls	<ul style="list-style-type: none"> • All classroom will be well ventilated using natural ventilation (opening windows & prop doors open to the outside areas) this limits use of door handles and aids ventilation • Lessons will also take place outside. These will be carefully timetabled to ensure distancing of groups in school 		x
Staff issues			
Staff measures to reduce contact and transmission	<p>When assessing the return to full opening in March the following section of the DfE guidance must be followed: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p> <p>Where this cannot be met, then the school must record why and what other control measures they will adopt.</p> <ul style="list-style-type: none"> • All teachers and other staff can operate across different classes and year groups in 		x

	<p>order to facilitate the delivery of the school timetable.</p> <ul style="list-style-type: none"> 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. Masks should be worn by staff if distancing is not possible. 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). 		
<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p> <p>*No additional or peripatetic staff on site during lockdown 3.</p>	<ul style="list-style-type: none"> Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Peripatetic music tutoring will be resumed. Side-by-side, in a well ventilated space (old library unless a Covid-symptoms situation, where they will then use the staffroom). Peripatetic teachers to wear masks as they move around school and sign in with the Trust log form at reception as below. 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 - online where possible. School will 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 – via front door/office, sanitise on entry, wear a mask. No contact with children or staff beyond main office. Where visits can happen outside of school hours, they should. A record should be kept of all visitors – using our Trust log form. 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. 		X
<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of</p>	<p>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.</p> <p>Careful planning of the year groups/classes (mini/bubbles) should be undertaken based on staff availability.</p>		X

teachers to maintain staff to pupil ratios	Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks		
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<ul style="list-style-type: none"> • 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. • Possible referral to the Trust IAH for support. • Regular check-ins by Head. • Parent letter sent from CEO on 4.1.21, and attendance letter sent to any parents unsure of whether to send their children back 		x
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<ul style="list-style-type: none"> • 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. • Invitations to staff meeting risk assessment reviews/updates • All RA and C-19 information shared on Teams • Coronavirus tab on our website for staff and parents 		x
Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> • Guidance about testing, including the NHS 'Test and Trace' service, is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/ 		x
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child	<ul style="list-style-type: none"> • 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/PPE should be worn by the supervising adult if a distance of 2 meters cannot be maintained. • Complete set PPE available in school for such times • PPE donning instructions up in 1st aid space and staffroom • Covid early outbreak management guidance read by Head. 		

are clear and understood by staff.			
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<ul style="list-style-type: none"> 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. 		x
Staff use of PPE Use of PPE Lack of understanding	<ul style="list-style-type: none"> If any pupil coming into school whose care routinely already involves the use of PPE due to their intimate care needs this will continue in the same way. Follow guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe <ul style="list-style-type: none"> Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe Adequate training / briefing on use and safe disposal of PPE Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings. 		x

Dealing with suspected and confirmed case/cases and outbreak.	<ul style="list-style-type: none"> Trust level procedure in place for suspected cases of COVID 19 Letter template available for use If we have any infection control concerns or questions, call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent we can also email swhpt@phe.gov.uk. Devon County Council's Local Outbreak Management Plan (LOMP) is available here: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/. IF A SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS Contact your local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk and inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk . If there is a complex situation or an outbreak is declared in your setting, you may be asked to join an Outbreak Control Team or Local Incident Management Team Meeting. School should up-date the Schools Emergency Plan to incorporate the above links. 		x
Pupil related issues			
Vulnerable groups who are clinically, extremely vulnerable.	<ul style="list-style-type: none"> 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. 		x
Children with EHCP, other vulnerable pupils	<ul style="list-style-type: none"> If necessary a risk assessment should be completed before attendance. LA RA done for 1 child with EHCP. Staff identify any pupils who may need additional TLC/support/intervention on our return. RA to be done if necessary. 		x
School Uniform	<ul style="list-style-type: none"> 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. During Lockdown 3, warm clothing and footwear should be worn – uniform is not essential. 		x

	<ul style="list-style-type: none"> • Full uniform will be needed for full opening - 8th March onwards - including PE and forest school kit. 		
Pupils unable to follow guidance	<ul style="list-style-type: none"> • Some pupils will need additional support to follow these measures. 1:1 support will be given if necessary, as needed. • Behaviour policy reviewed. 		x
Pupils equipment	<ul style="list-style-type: none"> • Pupils to limit the amount of equipment they bring into school each day, to essentials • For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared • PE kit to be worn all day on PE days so no bags required. 		x
Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> • If a child is awaiting collection, they will remain in the 1st aid room with adult supervision (PPE worn) • The window and door will be opened for ventilation. This area is at least 2 metres away from other people. School will communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location. 		x

Safeguarding all pupils	<ul style="list-style-type: none"> • Our behaviour policies have been updated to reflect the new rules and routines necessary to reduce risk in our setting. This has been communicated to staff and parents. • Playground is secure. • The front door remains locked during school hours, buzzer entry only. <p>Safeguarding lead info is available to all staff: Diptford Jodie Churchward 01548 821352 Deputy Georgia Gilby 01548 821352</p> <p>Should the above be unavailable for any reason, please contact one of the other DSL's within our Trust:- Bearnas – Dan Turner 01626 353980 Broadhempston: Jill Ryder 01803 812689 Cheriton Bishop – Alex Waterman 01647 24817 Drakes - Pete Halford 01395 443871 Harbertonford – Anne Burns 01803 732352 Hennock – Vic Pooler 01626 833233 Ilsington - Sam McCarthy-Patmore 01364 661208 Landscope - Jill Ryder 01803 762656 Otterton - Pete Halford 01395 568326 Stoke Gabriel – Alice Eeles 01803 782469 Tedburn St Mary – Andy Keay 01647 61338 Yeoford – Alex Waterman 01363 84234</p> <p>Devon County Council Local Authority Designated Officer (LADO) can be reached on 01392 384964.</p>		X
Transport			
Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> • 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. • <p>– No school transport used at Diptford currently.</p>		X
Curriculum			

Planned return to normal curriculum in all subjects by Summer Term 2021 (This was the plan during lockdown 1)	<ul style="list-style-type: none"> • 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. Recovery curriculum in place (see website) • Transition project and 'recovery curriculum' in place. Adapted Oct 2020 to comment on forward planning. • Full curriculum being taught online as far as possible, remotely during Lockdown 3. • Recovery 'bounce back' curriculum in place for March based on full return to the national curriculum alongside transition and wellbeing. • Recovery curriculum is being taught along with full national curriculum coverage. • Planned return with full curriculum 		x
Suspension of some subjects for some pupils in exceptional circumstances.	<ul style="list-style-type: none"> • We will be able to show that this is in the best the interests of our pupils and this should be subject to discussion with parents during the autumn term, as appropriate. Minimal and individualised. • We will have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021. • Enabled to teach from a distance using Tapestry and Teams. • Full return to curriculum planned following lockdown 3. • Planned return with full curriculum 		x
Music activities	<ul style="list-style-type: none"> • Distancing in place <u>when singing</u>, limiting group sizes (class size), positioning pupils back-to-back or side-to-side. • Children will not share instruments, good ventilation when taking part in any music lesson. • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Check further detailed DfE guidance prior to bringing ensemble back in – na currently. • Music lessons and singing will now start again. 		x
Physical activity in schools	<ul style="list-style-type: none"> • Pupils should be kept in consistent groups (mini-bubbles) as far as possible, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. • PE teacher to ensure distance and sanitise between groups (person and equipment) • Separate PE RA in place – Trust-wide 		x

	<ul style="list-style-type: none"> 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. guidance on the phased return of sport and recreation and guidance from Sport England for grass root sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust 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. 		
Educational visits	<ul style="list-style-type: none"> All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings For additional information check with EVOLVE guidance on website. Evolve updates received by EVC via the Evolve system. *Suspended for the time being, until further guidance post-lockdown 3. Outdoor visits are happening but no overnight trips happening. 		x
Groups of children mixing resulting in risk of more widespread transmission	<ul style="list-style-type: none"> Children should be in consistent groups (Bubbles & mini-bubbles) who do not mix. 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, as far as possible. *Including through lockdown 3. Children are mixing outside – this includes Sports Day but no additional adults on site. 		x
Communications with parents & others			
Communications to parents and staff	<ul style="list-style-type: none"> Regular communications in place – newsletters and additional letters eSchools, email and/or Teams used for individual classes/teachers. 		x
Pupils and families anxious about return	<ul style="list-style-type: none"> 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 		x

	<p>may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.</p> <ul style="list-style-type: none"> • IIH support available within Trust • Regular communication 		
Parent aggression due to anxiety and stress	<ul style="list-style-type: none"> • 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 		x
Oversight of the governing body & Trustees			
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<ul style="list-style-type: none"> • The governing body & Trustees continue to meet regularly via online platforms. • The governing body & Trustee agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. 		x

Assessor's Recommendations - Additional Control Measures or Actions		
List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Share this RA with all staff – via Teams and paper copy in staffroom.	Document posted to Teams and website on 4.3.21	LL
Place on school website to keep all parents fully informed		
Additional First Aid RA in place as the EY lead's paediatric training has expired. Shared via Teams.	Actioned 14 th Jan 2021. Updated 25.1.21.	LL

Updated Risk assessment on Teams	Posted to Teams June 21.	JC
Updated Risk assessment on Teams and on the Website	Posted to Teams September 21.	JC
Updated Risk assessment on Teams and on the Website	Posted to Teams January 2022	JT

Signed: Academy Head: Jodie Churchward

Date: 7.9.21

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.