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Risk Assessment for DEVONSHIRE PRIMARY ACADEMY



Risk assessment produced by: DPA SLT	Date completed:	5/08/2020
Risk assessment endorsed by DPA's qualified Risk Assessors: Mrs S.Drummond & Mrs N.Horabin	Date completed:	5/08/2020
Risk assessment endorsed by the DPA's Governing Body: Mrs B.Houghton	Date completed:	5/08/2020
Risk assessment endorsed by the Trust Central Team: Angela Holdsworth (CEO) Nikki Wilkinson (TBM)	Date completed:	25/08/20
Risk assessment endorsed by the Trust Board's Resource, Finance, Audit and Risk sub committee: Dave Wallbank (Chair of Trust, Interim) Norman Gibson (Chair of Sub Committee) Bukky Gibson (Trustee) Michael Pickthall (Trustee)	Date completed:	25/08/20

Operational risk assessment for Devonshire Primary Academy – September full-opening

Assessment conducted by:	DS	Job title:	Head Teacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	05.01.21	Review interval:	As appropriate taking into consideration revised advice provided by Gov.uk & PHE	Date of next review:	Ongoing
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Related documents	
Trust/Local Authority documents:	Government guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus https://www.gov.uk/government/publications/covid-19-stay-at-home-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

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place by 31.07.20 (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a system for a full reopening based on twin plan system of control					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	L	<ul style="list-style-type: none"> No longer applies, as Government guidance now states that all pupils are required back in school from September 	Y	N/A	L
1.2 Organisation of teaching spaces					
<p>Revised control measures are not adhered to.</p> <p>No minimising contact between pupils and staff and maintaining social distance</p>	H	<ul style="list-style-type: none"> Training given to all staff for new systems of control. Pupils placed into Year group bubbles. Staff working in bubbles remain separate from other bubbles, where possible. Four zoned staff rooms containing separate distanced tables for staff from the different bubbles. Teacher and support staff movement between bubbles is minimised. Where staff move between bubbles, close contact with others should be minimised. PPA and cover staff to wear a face shield when it is not possible to maintain a 2M distance. Layout of classrooms adapted to accommodate the age and learning needs of the children. Distance between staff and pupils is maximised where possible. Individual pupil work packs containing daily resources. PPE available in all teaching spaces especially where pupils cannot maintain social distancing – SEND/EYFS/1:1/Intimate care PPA staff/TA4/LM/SLT and some office staff are permitted to move between bubbles in accordance with Government guidance. However, 	Y	<ul style="list-style-type: none"> Inset training on the 1st & 2nd September (video link sent to staff who do not attend Insets). Four staff zones to continue, to minimise staff contact. Staff to ONLY sit with staff from their bubble in staff rooms. PPA and cover staff to use the orange zone staff room due to it being the largest. Gov guidance for primary schools recognises that younger children will not be able to maintain social distancing, therefore the minimising of contact between year groups is the focus. Indoor PE/music to be limited to groups of no more than 15. Cleaning of sports equipment 	M

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		<p>these staff members must wear a face shield or mask when leaving their allocated zone.</p> <ul style="list-style-type: none"> ● No nurture or lunch club to minimise contact between bubbles. ● Breakfast and afterschool club will commence on Thursday 3rd September, in line with government guidance. The maximum number of children attending breakfast and afterschool club will be 15 at any one session and places allocated on a first come basis. (breakfast and afterschool club will not open during lockdown) ● Breakfast and afterschool club staff to wear a face shield or mask when it is not possible to maintain a 2M distance. ● DPA to follow Government advice with regard to PE and music. Where it is not possible to deliver practical sessions of music and PE, an alternative curriculum may be delivered. ● Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals. Supply teachers use the allocated staff zoned staffroom in accordance with the year group they are teaching. ● Ventilation – in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air. 		<p>between year groups is essential and the responsibility of the staff teaching the lesson.</p> <ul style="list-style-type: none"> ● Children are not to be sent on errands. Children should remain with their bubble at all times. 	
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1.3 Availability of staff and class sizes

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<p>The number of staff who are available is lower than that required to teach classes in school.</p> <p>Plans are not in place to address vulnerable and high risk individuals.</p> <p>Plans are not in place to address workload and wellbeing.</p>	H	<ul style="list-style-type: none"> ● The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. ● Full use is made of those staff who are self-isolating. ● Individual risk assessments conducted for clinically vulnerable or living with clinically extremely vulnerable. ● Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. ● Overall working day will not be longer for any members of staff as a result of the September risk assessment. ● Continuation of online meetings; physical meetings being kept to a minimum to reduce contact between individuals. Meetings which require face to face are held in the hall and staff sat in year group bubbles, socially distanced from other staff bubbles. ● Additional support identified for newly qualified staff. ● Baseline plans in place across the trust enabling teachers a robust starting point for all pupils. ● English, maths and the wider curriculum is mapped out for staff to follow, minimising planning time. ● Wellbeing team to meet in September to devise an action plan for the academic year. ● Supervisions of all staff to start in the autumn term by the Hive leads. ● Websites where additional support for wellbeing can be found at: ● https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers ● https://www.educationsupport.org.uk/ 	Y	<ul style="list-style-type: none"> ● Normal attendance/absence procedures are adhered to enable SLT to deploy staff accordingly. ● DPA to engage with NHS Test and Trace process and to provide relevant training to staff. ● Staff consulted on flexibility for staggered start/finish times. ● Where face to face meetings are required, social distancing to be adhered to. 	L
1.4 School day					
<p>The start and end of the school day create risks of breaching social distancing guidelines</p> <p>The school has not adopted satisfactory control measures for social distancing.</p>	M	<ul style="list-style-type: none"> ● Large gatherings are avoided, including Key Stage and Whole School assemblies. ● Start and departure times are staggered. ● The number of entrances and exits to be used is maximised. ● Different entrances/exits are used for different year groups. ● All staff to enter school with a face shield or mask and remove when they enter their allocated zone. ● All staff to sanitise their hands on entry to school using the hand sanitiser provided. ● All staff to wear a face shield or mask when moving around school (outside of their zone), including break times, lunch times, visiting the photocopier, visiting the office etc. 	Y	<ul style="list-style-type: none"> ● 4 separate entrance/exits – year groups timetabled. (see appendix). ● All staff on entrance to school will go to their allocated working area and observe social distancing. ● Allocated zones to be adhered to at all times. ● If staff are to enter a different zone a face shield or mask must be worn – this is regardless of whether it is during school 	L

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		<ul style="list-style-type: none"> ● All staff to wear a face shield or mask when leaving school and hand sanitise on the way out. ● Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. ● Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone. ● Visual aids are used to display social distancing measures. ● Staggered lunchtimes and break times. ● Safe environments provided for staff to take their breaks away from pupils. ● Liaison with Blackpool Council to arrange safe crossing of main roads. ● A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. ● Arrangements for safe movement on staircases and in lifts. ● Floor markings are visible where it is necessary to manage any queuing. ● Attendance patterns have been optimised to ensure maximum safety. ● Please refer to section communicating your plans https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 		<p>hours or outside of school hours.</p> <ul style="list-style-type: none"> ● Photocopier to be moved to the yellow/green area. ● Pigeon holes not to be used. Any paper correspondence will be left in the correct zoned staffroom. ● Parents may enter the playground under the guidance of SLT. This is to minimise the amount of children and parents on the pavement. ● KS2 parents enter the playground at the discretion of SLT to avoid large crowds gathering on the pavement. ● All parents that enter the playground must wear a face mask unless they have a medical reason not to. Parents waiting outside the premises are advised to wear a face mask. ● All staff members to wear a face mask or shield when dismissing their children. ● Parents advised that one adult drops/picks children up, to minimise the amount of adults at start and finish times. ● Parents will be reminded of social distancing when dropping off and collecting children. ● Staff to avoid using the lift wherever possible. ● Where children have to use the lift a maximum of 1 adult and 2 children must be adhered to. 	
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				<ul style="list-style-type: none"> • Late children to be admitted via the office. Lates recorded by attendance officer (as per usual protocol). • Parents aware of all the measures in place, including arriving on time and adhering to social distancing when dropping off and collecting. • Staff to be responsible for their own social distancing at all times. 	
Emergencies	M	<ul style="list-style-type: none"> • Staff and pupils' emergency contact details are up-to-date, including alternate emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • The school has an up-to-date Medical Procedures within the Health and Safety Policy in place, which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. • First Aid is to be administered as normal – staff are reminded to wear gloves when dressing wounds, as previously, and wash hands thoroughly after any contact with children. 	Y	<ul style="list-style-type: none"> • Parents made aware of all the measures in place, including the need for up to date emergency contacts. • Parents know that we need at least two contactable numbers and the office will make random weekly checks to ensure these numbers are answered. 	L
1.5 Planning movement around the school					

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<p>Movement around the school risks breaching Year Group bubbles.</p>	<p>M</p>	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms. • Break time and lunch time times to be strictly followed to ensure bubbles are not crossing. • All staff to wear face shields or masks when moving around the school, at all times. • Pupils are briefed daily with regard to the system of controls. • Appropriate duty rota and levels of supervision are in place. 	<p>Y</p>	<ul style="list-style-type: none"> • Arrows to show one-way movement in main corridor. • Staff to be responsible for their own social distancing at all times. • Staff to adhere to allocated zones and only sit with staff from their bubble in staff rooms. • Staff to be responsible for maintaining a 2M distance in staff rooms with staff from other bubbles. • Rota in place for break and lunch times to minimise year group bubbles coming into contact. 	<p>L</p>
<p>1.6 Curriculum organisation</p>					
<p>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</p>	<p>H</p>	<ul style="list-style-type: none"> • Gaps in learning are assessed in R/W/M to obtain baseline. Trust aligned procedures including Star Reading/Lancashire Maths/SFA assessments are in place. • DPA to be an early adopter of the new EYFS curriculum after consultation with EYFS staff. • September curriculum redesigned to maximise progress and to address gaps. • Plans for accelerating progress of identified pupils are in place. • TA4s to support identified year groups. • The DPA curriculum will be broad and balanced and all pupils will access all curriculum subjects. • DPA recovery curriculum to continue to support mental health and well-being. • Remote learning policy in place for any part or full closures. 	<p>Y</p>	<ul style="list-style-type: none"> • English baseline assessments to include spelling/grammar/reading and writing. • Maths at DPA to include Big Maths baseline assessment. • DPA recovery curriculum to be used to support PPA delivery where PE/Music is not possible. 	<p>L</p>
<p>1.7 Staff workspaces</p>					

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<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> ● Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. ● Staff rooms have at least two separate tables for the staff from different bubbles to sit. This includes teachers and support staff. At no time should you sit closer than 2M with a staff member from a different bubble. ● Staff have been briefed on the use of these rooms. ● Whole school assemblies will not take place ● Staff meetings will be held face to face if needed or via alternative online meeting platforms. ● 4 zoned staff rooms will remain. 	<p>Y</p>	<ul style="list-style-type: none"> ● 4 Zone staffrooms to remain. ● Staff to be responsible for maintaining social distance in staffrooms. ● Staff to remain in their allocated areas at all times. ● Staff training given before the wider opening of school. ● Clear signage throughout the school. ● Only office staff permitted in the office. 	<p>L</p>
<p>1.8 Governance and policy</p>					
<p>Governors are not fully informed or involved in making key decisions</p>	<p>H</p>	<ul style="list-style-type: none"> ● Online meetings are held regularly with governors. ● Governing bodies have been involved in plans for Sept reopening. ● Governors are briefed regularly on the latest government guidance and its implications for the school. 	<p>Y</p>	<ul style="list-style-type: none"> ● As a MAT we are following advice and direction from The Sea View Trust. ● Regular dialogue between the head and chair of governors. 	<p>L</p>
<p>1.9 Policy review</p>					
<p>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</p>	<p>H</p>	<ul style="list-style-type: none"> ● All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. ● Staff, pupils, parents and governors have been briefed accordingly. ● The school keeps up to date with advice issued by, but not limited to, the following: <p style="margin-left: 20px;">-Gov.UK -DfE -NHS</p>	<p>Y</p>	<ul style="list-style-type: none"> ● Covid 19 annexes added to all relevant policies and shared with stakeholders. 	<p>L</p>

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		<ul style="list-style-type: none"> -Department for Health and Social Care -Public Health England -The Local Authority <ul style="list-style-type: none"> ● Confidentiality is maintained at all times – this includes withholding the names of pupils, parents, staff, and volunteers with either suspected or confirmed cases of coronavirus. 			
1.10 Communication strategy					
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	H	<ul style="list-style-type: none"> ● Communications strategies for the following groups are in place: <ul style="list-style-type: none"> ● Staff ● Pupils ● Parents ● Governors/Trustees ● Local authority ● Regional Schools Commissioner ● Professional associations ● Other partners ● Staff are made aware of the school’s infection control procedures in relation to coronavirus via email, briefings and posters and to contact the school as soon as possible if they believe they may have been exposed to coronavirus. ● Staff are informed via email about the relevant information regarding opening to all pupils, including any changes to the workday, staggered lunchtimes and social distancing. ● All stakeholders to engage with the NHS Test and Trace process, if necessary. ● Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter, text and social media – they are informed they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. ● Pupils are made aware of the school’s infection control procedures in relation to coronavirus via class teachers/ posters and are informed they must tell a member of staff if they feel unwell. ● The headteacher liaises with the CEO and LA about reopening the school and includes any local guidance into the coronavirus opening plan, where required. 	Y	<ul style="list-style-type: none"> ● School bus for staff. ● Online DPA calendar for all staff. ● Termly overview of staff meetings and twilights. ● Dojo, ParentApp & social media for parents. ● Staff meetings face to face, or via digital means. ● Regular dialogue between head and chair of governors. ● HTB and Trust updates. ● Governor schedule still being adhered to. ● Regular updates to union representatives. ● The website is kept up to date with any information regarding the school being open to all pupils. 	L

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		<ul style="list-style-type: none"> Confidentiality is maintained at all times – this includes withholding the names of pupils, parents, staff, and volunteers with either suspected or confirmed cases of coronavirus. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus https://www.gov.uk/government/publications/covid-19-stay-at-home-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 			
1.11 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> Updated risk assessments and policies are issued to all staff prior to reopening. Risk assessment update training delivered on the 1st and 2nd September during the inset days. 	Y	<ul style="list-style-type: none"> Inset training 1st & 2nd Sept. To include DPAs response to twin plan strategy of systems of control. 	L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> All updated policies to be shared with staff prior to Inset. Robust induction programme in place. 	Y		L
1.12 Risk assessments					

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<p>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</p>	<p>H</p>	<ul style="list-style-type: none"> ● Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> ● Different areas of the school ● When pupils enter and leave school ● During movement around school ● During break and lunch times ● Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	<p>Y</p>	<ul style="list-style-type: none"> ● Staggered entry and exit times. ● Different entry and exit points for the different groups. ● Clear designated areas for staff and children depending on their bubble. ● Markings on necessary areas for direction of travel and social distancing. ● Staff and children designated times and areas for break and lunch. ● Daily cleaning protocol in place for equipment. ● Individual work packs in place for staff and children. ● Contractors on site risk assessment shared with staff in light of building work commencing in November 	<p>M</p>
<p>1.13 School transport</p>					
<p>Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times</p>	<p>M</p>	<ul style="list-style-type: none"> ● Guidance shared with parents with regard to government guidance on public transport ● Please refer to: <ul style="list-style-type: none"> ● https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers ● https://www.blackpool.gov.uk/Campaigns/Coronavirus/Coronavirus.aspx#Publictransport ● School minibuses may be used with EVC RA for day trips. This is limited to Year Group Bubbles. PPE available for staff if required. 	<p>Y</p>	<ul style="list-style-type: none"> ● Staff who car share must take responsibility for their own safety by wearing a face covering. 	<p>L</p>
<p>1.14 Attendance</p>					

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<p>Parents don't understand the rules regarding attendance for a full reopening</p>	<p>M</p>	<ul style="list-style-type: none"> • Parents are informed that the usual rules on attendance apply from September – this means parents have a duty to secure that their child attends regularly. • The attendance register is taken as normal and absences are followed up by the attendance officer. • In line with the most recent shielding advice, pupils and staff members that have been shielding can attend the school site. • Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. • Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised. • Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals. • Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils. 	<p>Y</p>		<p>L</p>
<p>1.15 Testing</p>					
<p>Staff could have coronavirus and be asymptomatic</p>	<p>H</p>	<ul style="list-style-type: none"> • Lateral flow tests available to all staff within the school. • Training given on how to administer the test and how to interpret the results. • Clear guidance given on what to do if a positive result is recorded. • Staff are asked to take a test twice weekly and only report positive cases to SLT. 	<p>Y</p>		<p>M</p>

2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	<p>H</p>	<ul style="list-style-type: none"> ● A cleaning schedule for cleaning staff (including any deep cleans) is agreed with cleaning/site staff. ● An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. ● Working hours for cleaning staff are increased, when necessary. ● Dining areas are cleaned between use by different bubbles. ● The necessary areas of the school are deep cleaned before reopening with suitable cleaning agents and in line with the COSHH Policy. ● All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. ● Adequate amounts of suitable cleaning agents are available. ● PPE is available to members of staff who require it to carry out cleaning safely. ● Classroom resources, e.g. books and games, are permitted to be shared within aa bubble. These resources are cleaned regularly. 	<p>Y</p>	<ul style="list-style-type: none"> ● Cleaning kit available in all learning spaces. ● TA cleaning protocol in place, which states all equipment/ resources used throughout the day to be cleaned at the end of the day; time dependant on staggered finish times. ● Extra cleaning hours available if required. ● Cleaners are employed by the school to carry out daily, thorough cleaning which is monitored by the site supervisor. The SBM and Site Staff monitors the cleaning standards of school on a daily basis and discusses any additional measures required with regards to managing the spread of coronavirus with the cleaning team. 	<p>M</p>
2.2 Hygiene and handwashing					
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	<p>H</p>	<ul style="list-style-type: none"> ● An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. ● Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. ● Pupils and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating. 	<p>Y</p>	<ul style="list-style-type: none"> ● Daily Devonshire safety reminder adhered to; follow either Summer Term or recreate own version. These must include handwashing, good respiratory hygiene and older children encouraged to keep a social distance. ● Hand sanitiser unit, for staff only, in every classroom. 	<p>L</p>

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		<ul style="list-style-type: none"> • Younger children and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. • Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene practices. • Face coverings to be worn by all staff members (except those who are exempt) when leaving their allocated zone and on entry/exit to school. • If an individual child arrives at school wearing a face covering, they are asked to remove it on arrival at their allocated zone and to put it away safely. • Hygiene measures are explained to visitors and contractors upon their arrival. 		<ul style="list-style-type: none"> • Hand soap and paper towels in every classroom, for pupils. • Hand held hand sanitiser in every classroom to be used by children under the supervision of an adult. • Pupils, staff and visitors to school are expected to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) – subject to availability - and follow infection control procedures in accordance with the DfE and PHE’s guidance. • Visitors on site to wear a face mask. 	
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> • Pupils reminded daily for the need to wash their hands regularly and frequently. • Posters at every sink reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Y	<ul style="list-style-type: none"> • Daily Devonshire safety reminder adhered to. • Staff training reminder 1st & 2nd Sept. • Classroom reminders about hand washing. • Pupils are supervised by staff in the classroom and cloakroom areas when washing their hands to ensure it is done correctly. 	M
2.3 Clothing & Resources					

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<p>Not wearing clean clothes and sharing resources may increase the risk of the virus spreading</p>	<p>M</p>	<ul style="list-style-type: none"> • A return to school uniform for all. Gov guidelines now suggests that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using alternative methods. • Expectations and guidance are communicated to parents. • Staff and children have their own individual and frequently used items, e.g. pencils and pens. • Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly. • Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books and mobile phones. • Pupils are permitted to bring bags to school. • Reading books and diary to stay in school and not be sent home at the present time. 	<p>Y</p>	<ul style="list-style-type: none"> • Parents are advised to send children in correct school uniform daily. 	<p>L</p>
<p>2.4 Testing and managing symptoms</p>					
<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	<p>H</p>	<ul style="list-style-type: none"> • See guidance below with regard to testing. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ • Staff members and parents are informed that they need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. • The guidance has been explained to staff as part of the Inset training. • Parents and staff are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have Covid 19 symptoms, they, and the members of their household, can stop isolating. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have Covid 19 symptoms other than a cough or loss of smell/taste. 		<ul style="list-style-type: none"> • EAP still available for all Devonshire staff. • Training update 1st & 2nd Sept. 	<p>L</p>

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		<p>Other members of their household are required to continue self-isolating for the full 10-day period.</p> <ul style="list-style-type: none"> • Post-testing support is available for staff through the school’s health provider. • SLT to liaise with PHE if necessary. • Twice weekly lateral flow tests are available for all Devonshire staff with clear guidance on what to do for both positive and negative results. 			
<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	H	<ul style="list-style-type: none"> • Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, does not enter the school grounds. • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any pupil or staff displaying COVID-19 symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. • https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms of COVID-19. • A record of any confirmed COVID-19 cases in staff or pupils is reported to the trust, the local authority and via the daily attendance return form. • Where contact with a pupil’s parents cannot be made, an appropriate member of staff will contact health care advisors for assistance/guidance (telephone 111). • Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • Staff members who have helped someone with COVID-19 symptoms and any pupils who have been in close contact do not need to self-isolate unless they develop COVID-19 symptoms themselves or the symptomatic individual subsequently tests positive. • The school does not routinely take the temperature of pupils. 	Y	<ul style="list-style-type: none"> • If a member of staff shows symptoms of covid-19 they must leave the premises immediately. It is then their responsibility to self-isolate and book themselves a test. • If a child displays COVID-19 symptoms they will be isolated in the Breakfast and Afterschool Club Room (if this is being used for groups, the main reception area is to be used). A member of staff will be given appropriate PPE to sit and wait with the child. If the child needs to use the toilet while awaiting collection, the disabled toilet by the hall is to be used. The use of this toilet being used needs reporting to the site manager or SBM. • If PPE is used, the staff member must then inform the site supervisor that the PPE for the isolation room needs replenishing. • All Personal Protective Equipment used is to be disposed of into two tied rubbish bags and disposed of immediately in the outside bin area. After 72 hours or a 	M

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				negative test result the bin bags can be disposed of in the normal way.	
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	H	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff during training sessions. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 	Y	<ul style="list-style-type: none"> Training day 1st & 2nd Sept. Staff updated regularly with the latest DFE/PHE guidance. Risk assessment shared with staff. Individual staff risk assessments amended accordingly. If a child or member of staff has symptoms they will be instructed to be tested and the results given to school as soon as known. Only when a negative test is received by the school or the isolation period is fulfilled will the child/staff member be allowed to return. The other family members can also be advised to stop self isolation. Test and trace guidance followed. 	L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> Where an individual in the school community tests positive for coronavirus, the head teacher contacts the local HPT immediately. The school works with the local HPT to manage the response. Individuals at schools who have been in close contact with someone are identified. Contact tracers will inform contacts that they need to self-isolate for 10 days. Close contact is defined as follows: Direct close contacts – face-to-face with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) Proximity contacts – extended close contact (within one to two metres for more than 15 mins) with an infected individual Travelling in a small vehicle, like a car, with an infected person 	Y	<ul style="list-style-type: none"> Training day 1st & 2nd Sept. Staff updated regularly with the latest DFE/PHE guidance. Risk assessment shared with staff. Individual staff and pupil risk assessments amended accordingly. Test and trace guidance followed. 	L

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		<ul style="list-style-type: none"> Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. If required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HTP who advises on additional actions. <ul style="list-style-type: none"> https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ 			
2.5 Medical rooms					
Isolation rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Social distancing provisions are in place for isolation rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for isolation rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> Breakfast and afterschool club room to be used as an isolation room, if this is busy the main reception area is to be used. Disabled toilet to be used, if needed, by isolating child and 	L

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				<p>thoroughly cleaned by site supervisor on their departure.</p> <ul style="list-style-type: none"> ● Cleaning schedule for DPA cleaning team. ● Zoned staff areas used for first aid incidents that can't be dealt with outdoors. 	
2.6 Communication with parents					
<p>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</p>	M	<ul style="list-style-type: none"> ● As part of the overall communications strategy referenced in 1.10, parents are kept up to date with information, guidance and the school's expectations on an ongoing basis using a range of communication tools. ● A COVID-19 section on the school website is updated as necessary. 	Y	<ul style="list-style-type: none"> ● Social media, ParentApp, Dojo provide regular updates. ● Covid Section on the school website. 	L
<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>	H	<ul style="list-style-type: none"> ● Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website. ● https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ 	Y	<ul style="list-style-type: none"> ● Clear guidance given to parents prior to their children returning to school. 	M

2.7 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> ● Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. ● All staff have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. ● All PPE waste is put in a plastic rubbish bag, which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. ● Staff are reminded that the wearing of gloves is not a substitute for good handwashing. ● PPE is available to staff who provide intimate care for pupils' in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school. 	Y	<ul style="list-style-type: none"> ● Training day 1st & 2nd Sept. ● All staff know where to find PPE. ● Where it is impossible to maintain the desired distance, PPE is available for staff to use at all times. ● Every staff member is allocated a face shield to wear when working in close contact with children, e.g. 1:1 reading, small phonics group etc. (These shields will be named and the staff member is responsible for keeping it safe and clean) ● Masks or face shields have to be worn when dismissing children at the end of the day by all staff members. ● Masks or face shields to be worn by staff monitoring the gates at drop off and collection. ● Masks or face shields to be worn by all staff (except those who are exempt) when leaving allocated zone area. 	M

3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	H	<ul style="list-style-type: none"> ● Clear messaging to pupils on the importance and reasons for the systems of control are reinforced throughout the school day by staff and through posters, and floor markings. For young children this is done through age-appropriate methods such as stories and games. ● Staff model social distancing consistently. ● The movement and interaction of pupils around the school is minimised. ● Large gatherings are avoided. ● Break times and lunch times are staggered to reduce mixing of Year group bubbles. ● The school's behaviour policy has been revised and this has been communicated to staff, pupils and parents. ● Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. ● Messages to parents reinforce the importance of social distancing. ● https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899384/Checklist_for_school_leaders_on_behaviour_and_attendance.pdf 	Y	<ul style="list-style-type: none"> ● Staff training 1st & 2nd Sept. ● Pupils and most staff are separated into bubbles. ● DPA will have 8 bubbles. ● Daily message at the start of everyday to include the importance of social distancing. 	L
Managing challenging behaviour	H	<ul style="list-style-type: none"> ● Staff made aware of the Covid-19 annex of the Behaviour Policy. ● Staff should avoid becoming involved in the use of physical intervention of any kind unless it reaches a critical point. ● Staff should exercise a level of professional judgement that avoids conflict with children at all times. ● Where children's behaviour is presenting high risk in school the Headteacher/ SLT should be informed immediately. ● Parents/Carers will be contacted and appropriate intervention will be taken. ● Please refer to section How should I care for children who regularly spit? ● 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 	Y	<ul style="list-style-type: none"> ● Individual risk assessments for children that display challenging behaviour. These will include expectations of staff and sanctions for the child. ● Continual review of behaviour with all agencies involved with the child and family. ● PPE made available to protect staff. 	M

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3.2 Movement in corridors					
<p>Social distancing guidance is breached when pupils circulate in corridors</p>	<p>H</p>	<ul style="list-style-type: none"> ● Circulation plans have been reviewed and amended. ● One-way systems are in operation where feasible. ● Corridors are divided where feasible. ● Circulation routes are clearly marked with appropriate signage. ● Any pinch points/bottle necks are identified and managed accordingly. ● The movement of pupils around school is minimised as much as possible. ● Where possible, pupils stay in classrooms and staff move around. ● Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. ● Appropriate supervision levels are in place. 	<p>Y</p>	<ul style="list-style-type: none"> ● Movement of children throughout the school is restricted and staff/children will remain in their Year group bubble space as much as possible. ● Street one-way system. ● Entrance and exits maximised with staggered start and finish times. ● Daily Devonshire safety reminder. 	<p>M</p>
3.3 Break times					
<p>Pupils may not observe social distancing at break times</p>	<p>M</p>	<ul style="list-style-type: none"> ● Break times are staggered. ● External areas are designated for different groups. ● Pupils are reminded about social distancing as break times begin. ● Social distancing signage is in place around the school and in key areas. ● Government guidance recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. ● All supervising staff to wear a face covering at break time and monitor the children closely. 	<p>Y</p>	<ul style="list-style-type: none"> ● Child friendly signage displayed throughout the school ● Children will have a break in their Year group bubble and not come into contact with any other bubbles. 	<p>L</p>
3.4 Lunch times					

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<p>Pupils may not observe social distancing at lunch times</p>	<p>M</p>	<ul style="list-style-type: none"> ● Older pupils are reminded about social distancing as lunch times begin. ● Pupils wash their hands before and after eating. ● Dining area layouts have been configured to ensure Year group bubbles do not come into contact with each other. ● Floor markings are used to manage queues and encourage social distancing. ● Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. ● Eating areas are cleaned between each Year group bubble. ● All supervising staff to wear a face covering at lunch time (indoors and outdoors) and monitor the children closely. 	<p>Y</p>	<ul style="list-style-type: none"> ● Rota system in place for KS2 pupils to eat in classrooms. 	<p>L</p>
<p>3.5 Toilets</p>					
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	<p>H</p>	<ul style="list-style-type: none"> ● Pupils know that they can only use the toilet one at a time. ● Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. ● Monitoring ensures a constant supply of soap and paper towels. ● Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. ● Year group bubbles have access to their own toilets, with the exception of 5MT, who share with year 6 and 1S, who share with reception. 	<p>Y</p>	<ul style="list-style-type: none"> ● Posters in bathrooms on how to wash hands thoroughly. ● Daily Devonshire safety reminder. 	<p>M</p>
<p>3.6 Medical Rooms</p>					
<p>The configuration of medical rooms may compromise social distancing measures</p>	<p>H</p>	<ul style="list-style-type: none"> ● Social distancing provisions are in place for medical rooms. ● Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. ● Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<p>Y</p>		<p>M</p>
<p>3.7 Reception area</p>					

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<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Screen in place to protect office staff. • Non-essential deliveries and visitors to school are minimised. 	<p>Y</p>	<ul style="list-style-type: none"> • Limited access into the reception area. Only permitted if absolutely necessary. • Only office staff to enter the office area. • Risk assessment in place for visitors to the school site. 	<p>L</p>
<p>3.8 Arrival and departure from school</p>					
<p>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</p>	<p>H</p>	<ul style="list-style-type: none"> • Start and finish times are staggered. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Messages to parents stress the need for social distancing at arrival and departure times. 	<p>Y</p>		<p>L</p>
<p>3.9 Transport</p>					
<p>The use of public and school transport by pupils poses risks in terms of social distancing</p>	<p>H</p>	<ul style="list-style-type: none"> • Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. • Guidance shared with parents with regard to government guidance on public transport • Please refer to: • https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • https://www.blackpool.gov.uk/Campaigns/Coronavirus/Coronavirus.aspx#Publictransport 	<p>Y</p>	<ul style="list-style-type: none"> • Guidance shared with relevant pupils and parents. • Staff who car share are asked to protect themselves and others by wearing a face covering throughout the journey. 	<p>M</p>

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		<ul style="list-style-type: none"> School minibuses may be used with EVC RA for day trips. This is limited to Year Group Bubbles. PPE available for staff if required. 			
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3.10 Staff areas

<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	H	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. All staffrooms have a minimum of two tables. Staff (teachers and support staff) from different bubbles should not sit on the same table. PPA staff to use the orange zone as this is the larger space and social distancing can be maintained. 	Y	<ul style="list-style-type: none"> Four zoned staffrooms will remain. Detailed explanations will be given on the 1st & 2nd Sept as to why these zones must be adhered to. It is the responsibility of staff to maintain a social distance form staff in other bubbles in staff zones and around the school. 	L
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4. Continuing enhanced protection for children and staff with underlying health conditions

4.1 Pupils with underlying health issues

<p>Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	H	<ul style="list-style-type: none"> Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means 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. Read the current advice on shielding. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 	Y	<ul style="list-style-type: none"> Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education. https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield 	L
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4.2 Staff with underlying health issues					
<p>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<p>H</p>	<ul style="list-style-type: none"> Government guidance now states: Clinically vulnerable staff can return to school in September. While in school they should follow the sector-specific measures in this document https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools to minimise the risks of transmission. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 	<p>Y</p>	<ul style="list-style-type: none"> Individual health risk assessments amended. PPE, including personal face shields, have been procured and staff should wear these if social distancing is not possible. 	<p>M</p>
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils & parents					
<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	<p>H</p>	<ul style="list-style-type: none"> There are sufficient numbers of staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Safeguarding lead to liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies'/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Pupils who are new to the school, are provided with the appropriate support. The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met. Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes in their routine. 	<p>Y</p>	<ul style="list-style-type: none"> Learning mentors available to support pupils, parents and staff. Information about mental health services made available to parents. Well-being team in school. PHSE given priority focus. 	<p>L</p>

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		<ul style="list-style-type: none"> • The school engages with local immunisation providers to ensure immunisation programmes can be provided on site in line with the relevant protective control measures. • Resources/websites to support the mental health of pupils are provided. • https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers • https://www.educationsupport.org.uk/ 			
5.2 Mental health concerns – staff					
<p>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	H	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. • Resources/websites to support the mental health of staff are provided by the wellbeing team. • The headteacher ensures that the school can be adequately and safely staffed. • SLT discuss the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress. • Additional resources/ help/ advice can be found at: • https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers • https://www.educationsupport.org.uk/ 	Y	<ul style="list-style-type: none"> • EAP available to all staff. • SLT operate an open door policy. • Training update on 1st & 2nd Sept. • Information about mental health services made available through Devonshire emails. 	L
5.3 Bereavement support					

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<p>Pupils and staff are grieving because of loss of friends or family</p>	<p>H</p>	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	<p>Y</p>	<ul style="list-style-type: none"> EAP Trinity hospice support 	<p>L</p>
<p>6. Operational issues</p>					
<p>6.1 Review of fire procedures</p>					
<p>Fire procedures are not appropriate to cover new arrangements</p>	<p>H</p>	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Minimising contact between staff and pupils Social distancing rules during evacuation and at muster points Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. The fire safety officer and headteacher ensure that the fire management plan and fire safety risk assessment re up-to-date and applicable to any changes in people movement or access. 	<p>Y</p>	<ul style="list-style-type: none"> Training update 1st and 2nd Sept. 	<p>L</p>
<p>7. Premises</p>					
<p>7.1 Compliancy for a full reopening</p>					

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<p>The site is not compliant for a full reopening</p>	<p>H</p>	<ul style="list-style-type: none"> • The site manager checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. • The site manager identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises. • A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress. • Roof and loft inspections are not carried out by untrained personnel. • The site manager checks all areas of the school grounds, including car parks and walkways, for any potential hazards. • The site manager checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. • The site manager checks all security systems for integrity and that they are in working order. • The SBM makes insurers aware of the buildings state of use. • External signage is visible to show that access to the school premises is restricted. • Any hazards found during checks on the premises are reported to the headteacher as soon as possible and issues are resolved prior to the school reopening to more pupils. • The headteacher, in conjunction with the governing board and trustees, ensures the school opens only when it is safe and advisable to do so, in line with local and national advice. • The headteacher, identifies which areas of the school may be used for school activity, and by which pupils, and communicates this to staff, pupils and volunteers accordingly. • Areas of the premises which remain closed are adequately secured and clearly identifiable. • The site manager arranges for any changes to the premises to be made to account for social distancing measures. • The headteacher limits access to the school for all non-essential visitors, e.g. guest speakers or third-party extra-curricular clubs. 	<p>Y</p>	<p>Control measures to be followed as detailed.</p>	<p>L</p>
<p>7.2 Contractors working on the school site</p>					

Risk assessment DPA

<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>H</p>	<ul style="list-style-type: none"> ● Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. ● An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. ● Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. ● Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. ● Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. <p>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction)</p>	<p>Y</p>	<ul style="list-style-type: none"> ● The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more pupils. ● The SLT reviews relevant school policies to ensure they account for new provision. ● Refer to separate risk assessment 'Contractors on site'. 	<p>L</p>
<p>8.1 Costs of the school's response to COVID-19</p>					
<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</p>	<p>M</p>	<ul style="list-style-type: none"> ● Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. ● LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. ● Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. ● Additional sources of income are under exploration. ● The school's projected financial position has been shared with governors and LA or trust. 	<p>Y</p>	<p>Efforts have been made to secure cost savings through internal Trust recruitment. This will prevent Covid responses taking the school into further deficit.</p>	<p>L</p>

9. Governance					
9.1 Oversight of the governing body					
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>H</p>	<ul style="list-style-type: none"> • The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Head’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors’ oversight and holding leaders to account for areas of statutory responsibility. 	<p>Y</p>	<p>Trustees to sign of RA. CEO to monitor return to school and report to LGB and Board of Trustees.</p>	<p>L</p>