

		Department Bearn's Primary Academy		Academy Risk Assessment	RAA 01
		Name and Address of Academy Bearn's Primary School, Queen Street, Newton Abbot, TQ12 2AU			
Person(s)/Group at Risk Full re-opening of school in September				Initial Assessment Review <input checked="" type="checkbox"/> <input type="checkbox"/> Following Incident <input type="checkbox"/> <input type="checkbox"/>	
Activity/Task/Process/Equipment Returning to school after lockdown- full school re-opening September 2020				Date of Assessment 03/09/20 reviewed and updated on 11/09/20 Assessor(s) Dan Turner Academy Head	
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	
Is government advice being regularly accessed, assessed, recorded and applied?	<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 changes are reviewed by senior leadership (sent to CEO) Trustees interrogate risk assessments 			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
H&S	<ul style="list-style-type: none"> All health and safety compliance checks have been undertaken before opening: Health and safety check undertaken of the premises/facilities and building compliance, especially if school has been closed, e.g. Water treatments Fire alarm testing must take part in the two weeks of term and recorded and held by School 			<input checked="" type="checkbox"/> Building plans DfE guidance TBC	

	<p>Administrator for inspection by the H&S co-ordinator Claire Slee.</p> <ul style="list-style-type: none"> • (Evac plan: KS2 bubble to rear playground via hall. KS1 Bubble to front of school with mobile phone, to ease corridor congestion Pre-School and EYFS will use their side gate and Year 1 and 2 will use their side gate. Only bubble 2 to use main corridor through centre of school to get to fire assembly point. This will reduce congestion and the chances of bubbles coming together. • Repairs • Grounds swept • PAT testing – arranged completion before start of Autumn 2 • Fridges and freezers cleaned • Boiler/ heating servicing • Internet service • Additional BC staff trained in food hygiene • All money brought in for school dinners MUST be counted with gloves on and stored away in sealed boxes. Parent Pay now up and running so this should reduce the amount of change being brought in. • Risk assessment for new building work in place • Food hygiene • Educational visits -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. No residential trips may take place. Enhanced risk assessments need to take place for any off site activity with section on making Covid secure. • Management of incoming goods- manage supplies coming into the school, which takes into consideration SD and hygiene measures by having one designated person to oversee this (PY). 		
Cleaning	<ul style="list-style-type: none"> • Deep clean to take place and regular cleaning throughout the day of frequently used items (door handles and tables etc). • An enhanced, thorough, daily cleaning schedule has been agreed between business manager and cleaning contractor – Chairs to be wiped down every day in classrooms and breakfast club area. • Removed soft furnishings, soft toys and toys that are hard to clean (such as those with 		X

	<p>intricate parts) - Rug to stay within EYFS area as constant hand hygiene taking place and only Bubble 1 using this area.</p> <ul style="list-style-type: none"> Adequate cleaning supplies in place and longer-term arrangement for continual supply is in place. Staff to maintain the levels of supply in their classroom and alert DT or PY to diminishing supplies in advance. New order for supplies submitted on 10th September for key items required. School has a good supply of hand sanitiser in DT's office. Please keep empty bottles and refill when required. A set of cleaning cloths per room/area. Extras ordered on 10th September Equipment use-large outdoor equipment must not be used without spray cleaning between bubbles. Class based resources such as toys and games can be used but must be cleaned regularly. Resources shared between bubbles must be cleaned between users or left for 48 hrs (72 hours for plastics). Hot soapy water can be used for cleaning larger areas such as tables. Milton has been delivered to school to aid effective cleaning of items being used. School cleaner is wiping down surfaces and door handles morning and afternoon. All children and staff are practicing hand hygiene in order to reduce contamination risk. Tables are high contact areas are wiped down by staff before and after lunch in order to reduce transmission. This links in with good hand hygiene for eating. 		
PARENTS Drop off/pick up Maintaining social distancing site security infection controls	<ul style="list-style-type: none"> No additional, unnecessary adults, i.e. parents allowed access to school building to reduce infection transmission. Those that do come into the office are advised to wear a mask due to the enclosed space. Parents wishing to come on site will need to book an appointment and wear a face covering upon attendance. Parents/carers/guardians that need to purchase school uniform from the office are only allowed in one at a time and after all children have entered the school. Hand sanitiser available at the front desk. It is the law that you must wear a face covering when travelling in England on public transport. Some people don't have to wear a face covering including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face 	X (taped/chalked out weekly)	

covering.

- **Approach for pupils to arrive at school:**
- Staggered as outlined below.
- Put social distancing markers (signs) outside school, on routes into school and path outside where parents wait at end of day and ensure parents are fully informed of this via letter sent prior to return
- Parents to be reminded regularly regarding the need to social distance and disperse after collection via social media.
- 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 1st June and again on 4th September and newsletter to inform of changes.
https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Welcome%20to%20e-Bug
- Breakfast Club will resume on 7th September. Children to be dropped off by side gate to Ms Robins (two staff on duty -one outside) children to walk down corridor past toilets and into the hall. Children will then be split in the hall into their appropriate KS bubble. Tables and chairs to be wiped down after use by breakfast club assistant.
- When breakfast club head outside to play KS1 and KS2 will play in separate areas – more than 2m apart.
- Where possible only one parent to drop off and collect children and minimise adult to adult contact

START OF DAY

Staggered start and end must be in place but the school teaching time must not be reduced.

- Staggered start time to the school day:

Class	Time
Acorns and Oaks	9.05am - 3.25pm
Chestnuts	9.00am – 3.20pm
Sycamore	8.55am – 3.15pm
Redwoods	8.50am – 3.10pm

	<p>Y5 and 6 enter/exit school via their classroom door from front playground. To be met by class teacher and directed to go to wash hands, apply sanitiser and sit at named desk (monitored by class TA).</p> <p>Y1 and 2 pupils enter/exit school via their classroom gate from the front playground. To be met by class teacher and directed to go to wash hands, apply sanitizer and sit at named desk (monitored by class TA)</p> <p>Yr 3 and 4 pupils to enter/exit school via front door from front playground and dropped at gateway. To be met by class teacher and directed to go to wash hands and apply sanitizer (monitored by class TA).</p> <p>Pre-School and EYFS pupils enter/exit school via their classroom gate from the front playground. To be met by class teacher and directed to go to wash hands, apply sanitizer and sit at named desk (monitored by class TA)</p> <ul style="list-style-type: none"> • Although not required in schools, face coverings where applicable for vulnerable adults- safe removal and disposing of / storing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them, following the recommendations in the government guidance Staying safe outside of your home: face coverings and Guidance for Full Opening. • Staff will send one child to a parent at a time (at the end of the day), ensuring social distancing can be effective. Only once one year group has been released will the next year group come out onto the front playground. • Parents are required to take children home immediately and not congregate at the gate/fence • Parents MUST continue social distancing during appointments to speak to staff, as well as wear a face covering. Where possible meetings will be conducted outside in the gazebo. For any parental meetings, that are conducted outside, parents will need to go to the rear gate to gain entry. This reduces the number of adults going through the school. • In the event of a child becoming ill / C19 symptomatic parents need to be immediately contactable and able to collect child - This was highlighted in the letter sent out to parents on Friday 4th September. 		
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	<p>HOME / SCHOOL resources:</p> <ul style="list-style-type: none"> • Children will not be encouraged to bring in pens/pencils/rulers/rubber etc. School will provide these for individuals. • In EYFS there will be shared resources for use of all children that will be cleaned at regular points during the day. • Reading books will be sent home but will need to be placed in quarantine box for 72 hours and wiped down before being re-issued. This is to avoid any cross contamination/infection. A library timetable has been set up for each class so that we do not get crossing of bubbles. This timetable has been shared on Teams and will be placed on the library door. All people using the library will sanitise their hands upon entering and leaving the library space. This will allow us to reduce transmission of virus. Quarantine book box will be placed in the toilet hallway for return of books. These boxes will then be stored in line with timetable produced for the library – minimum of 72hrs. All pupils need to be accompanied by an adult when using the library and no more than 6 people should be in the room at any one time. • Staff will timetable regular cleaning of shared resources during the day as a minimum before school, at break, before and after lunch and at the end of the school day. Suggest break & lunch times & end of day as suitable points. • EYFS: Sterilising tablets/Milton will be used to soak and sterilise play equipment once a day. Staff will factor this into their end of day routine. Hand hygiene will be implemented in order to reduce transmission risk. Sand will be available but children need to wash hands before and after playing with this item. • Group gatherings such as assemblies or training are not permitted. This includes Toddler Group. Assemblies can occur within class room – twice a week. • Bubbles will be full class sizes and KS2 bubbles may mix, as may KS1 and EYFS bubbles. • Desks should be forward facing if this is possible in the restricted space. Removal of some furniture may be required to enable this. Where this is not possible pupils have been placed in bubbles to reduce transmission rate. 		
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	<ul style="list-style-type: none"> • Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. • Corridors divided to create safe space to walk without bumping into another individual. Chestnuts not to use library as a cut through whilst moving around school. This is to reduce the risk of Bubble 1 and 2 coming into contact with one another. Chestnuts to use side exit and come in via the toilet corridor in order to get to playground. In order to reduce bubble popping Chestnuts will need to wait in this corridor until all of Redwoods are back in class (this is mainly at break and lunch times). • A 2m barrier has been set up around Sycamores class – they are currently in the hall. Other bubbles will need to walk through hall to get to outside space – 2m barrier to reduce transmission. • Discussions had with builders regarding getting side corridor re-opened as quickly as possible in order to create a full one way system for Bubble 1 and 2. This will hopefully be in place within the next couple of weeks. • Movement during lunch and break times will allow for social distancing by children being escorted by staff member. A staff member will always need to be at the front of the line in order to make judgement on whether space safe to move through. 		
First aid, illness & PPE	<ul style="list-style-type: none"> • Approach to confirmed COVID19 cases in place: during school day • Staff member attached to class will take action: First aid area for an ill child will be The Den with the door open (to 1st aid area which means redirecting Chestnuts through the library in this instance only- staff member supervising is responsible for informing the class teacher) and staff supervision at all times, staff to ensure ventilation by opening windows and wear full PPE until collection via KS1 side gate. Latest DfE guidelines show what PPE is required at any given time. This is displayed in The Den and has been placed in the Bearnas Team Covid-19 folder. This folder is shared with all staff and updates given during staff meetings. • Cleaning procedure in place should this occur See step by step guidance in The Den • Arrangements for informing parent community in place (email to all parents/carers/guardians for bubble after making contact with Nicky Dunford to discuss all details. • PPE is available for all staff should they need it: masks, gloves and aprons. Extra supplies can be found in DT's office when needed. DT to check supply levels in The Den regularly and 		X

	<p>replace items if child has been isolated.</p> <ul style="list-style-type: none"> • PPE : masks, gloves and aprons is available to staff who administer first aid. • Biological- risk of infection transmission from people displaying symptoms. • Staff MUST maintain social distancing with other staff as far as possible. • PPE : masks, gloves and aprons are available to staff who may need to care for an ill child whilst waiting for parents to come and pick up. • PPE training scheduled – video and PDF – donning and doffing PPE sent out to all staff. Posters are also displayed in staff toilet and have also been added to the Covid-19 Teams section. • Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance 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 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. • First aid room for normal ‘bumps and scrapes’ is our normal first aid area. <p>ALL USED PPE MUST BE DOUBLE BAGGED AND PLACED IN AN EXTERNAL BIN IMMEDIATELY.</p>		
<p>Use of shared areas Toilets Playground Hall Outdoor ‘classroom’</p>	<p>TOILETS- must be monitored for overcrowding. ONLY pupils from same bubble can share toilet facilities.</p> <ul style="list-style-type: none"> • EYFS will use own toilets only and will be monitored closely to ensure they use them 1 at a time only and that hand hygiene is in place. Plastic hangings to be removed. • Yr 3/4/5 and 6 to use hall toilets and signed staff toilet only and will be monitored closely to ensure they use them 1 at a time only and that hand hygiene is in place. Hand washing can also take part in resources room for those in Year 5 and 6. Hand sanitiser will be placed in each class and hall also. Sycamores have implemented a sanitising station so that different areas of the class move to certain stations to reduce numbers and streamline. • All children will have lessons in hand washing to ensure they are fully aware of how to maintain best hygiene. • Y1 and 2 pupils will use main school toilets and be accompanied to the area to ensure 	X	

	<p>safety and hand washing is of a high standard. This will be 2 at a time only. Pupils will be instructed to follow this policy and staff will endeavour to monitor this. Staggered break times should support this.</p> <p>REAR PLAYGROUND & OUTDOOR AREAS</p> <ul style="list-style-type: none"> Staggered timetable to ensure only Bubble 1 or 2 use the area – not big enough to socially distance both bubbles, especially with building works ongoing. Children will be encouraged to maintain distance between themselves and their peers but we recognise that this will be a challenge due to the building work- completion expected October half term latest. <p>HALL</p> <ul style="list-style-type: none"> Year 3 and 4 will be taught in the hall for the first ½ term. A 2m exclusion zone will be in place around the outside of the hall so that Year 5/6 pupils requiring the toilet and pupils, from other bubble going to break are at a safe distance. Lunch will take place in classrooms. Staggered lunchtime will ensure groups remain distanced from each other when outside. Thorough cleaning will take place between lunch sittings. Packed lunches encouraged (must be stored in own classrooms) and school packed lunches delivered for FSM and eaten in class. Bubble 1 will eat first (12.30-13.00) in their classrooms supported by staff in their bubbles. Bubble 2 will be in the playground (12.30-13.00) with bubble 2 staff members. MTA's to deliver food to the classrooms to prevent unnecessary movement around the school. At change over time (12.30), Chestnuts will need to exit via class side door and travel along toilet corridor – staff member at the front. Staff member to make sure route is clear and bubbles will not be popped. AS Redwoods come in staff member at front needs to be aware Chestnuts are coming from the opposite direction. Distance of 2m's needs to be adhered to when moving bubbles. <p>OTHER</p> <ul style="list-style-type: none"> All books cleaned with a 'drop box' after use. Books to then be quarantined for 72 hours. One box of outdoor resources with a 'drop box' for after use Items used to be thoroughly cleaned between uses and not shared between bubbles unless completely necessary. <p>BREACHES</p> <ul style="list-style-type: none"> Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches: 		
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	<ul style="list-style-type: none"> • Handwashing and sanitising upon leaving and arrival to classroom • Cleaning increased across the school cleaning taking place at appropriate times (before school, break, lunch and after school) • Conversations and communication with parents/carers/guardians via letters, website and social media • Inability to sustain placement if persistent • Regular reminders given; posters in all classrooms + work spaces. • Risks assessments completed for students who might struggle to follow expectations <p>PE</p> <ul style="list-style-type: none"> • Pupils should be kept in consistent groups year groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. • Effective P.E. timetable drawn up in order to reduce opportunities for bubbles to meet. Timetable shared with staff via Teams and staff meetings. • P.E. co-ordinator has produced a rigorous and separate P.E. RA • Academy head and P.E. co-ordinator have met and discussed provision based upon current building works, use of hall by Sycamores and equipment. P.E. Co-ordinator has adapted teaching approach based on this. To be reviewed once building works have been completed. • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. • External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice: · guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport · advice from organisations such as the Association for Physical Education and the Youth Sport Trust Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. • 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 • Separate Risk Assessment has been completed by P.E. staff in order to reduce risk of 		
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	transmission.		
Provision of food	<ul style="list-style-type: none"> • Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination • Follow usual food safety and hygiene procedures and Government guidance for catering establishments https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery . Ensure Health & Safety policies are followed • Catering staff are operating in a safe environment • Catering staff to follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery • MTA (CG) to carryout classrooms clean (tables, handles and bins) after eating as well as taps and toilet handles. Room allocated clothes as discussed. • Food hygiene- virus transmission during food service- lunch to be brought classrooms by MTA's. All touch surfaces will need to be cleaned between sessions and social distancing between bubbles must continue. 		
Use of shared resources/areas	<ul style="list-style-type: none"> • Always keep cohorts and/or bubbles together – Bubbles and equipment should not mix. Each cohort should only use staff within that bubble. A list of bubble staffing has been added to Teams for all staff to see. No mixing of groups e.g. for sports. • Photocopier/laminator to be wiped between use – Wipes are placed next to photocopier and laminator • Staggered arrival, break times, lunch times and end of day will support social distancing between groups within school and individuals when parents arrive at the end of the day. • Chestnuts to follow one-way system – leaving main corridor clear for Redwoods to enter and exit the building. • Children will be encouraged to maintain distance between themselves and their peers but we 		X

	<p>recognise that this will be a challenge.</p> <ul style="list-style-type: none"> • Staff room: Teachers to use own cups and not shared cutlery and crockery. Staff to bring own food, cutlery and crockery. • Teachers not to physically 'mark' pupils work – verbal feedback and editing. Pupil's books kept on their tables/ in work packs. • Play equipment can be used (limited range) and will be appropriately cleaned between groups of children using it. • Climbing equipment cannot be used under any circumstances as we cannot ensure this is appropriately cleaned. <p>Congestion around school:</p> <ul style="list-style-type: none"> • Staggered breaks eliminate issues as we now have one entrance/exit to playground from the rest of school/ car park due to building work. On way system in place for Chestnuts. 		
Classroom organisation and infection controls	<ul style="list-style-type: none"> • Each child will have named, desk to work at, where possible these will face forwards. • 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. • Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. • Children will not be allowed to bring own pens, pencils, rulers etc. These will be given to individuals to keep in classrooms for their use only. Resources will be kept on their named desk to minimise movement around the classroom. • Equipment to be wiped down at appropriate times during the day and especially at the end of the day. • Children are in the same bubbles at all times each day, and different bubbles, including staff, are not mixed during the day, or on subsequent days. This will reduce transmission risk. • Children will use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day. • Carefully arranged and staggered timetables are in place for arrival, breaks, outdoor learning, PE, lunch, and end of day collection - these have been shared on Teams. • Hand sanitiser will be available in each class - each staff member has also been given their own personal travel hand sanitiser for their use. • Children will be told to clean their hands on arrival at school, before and after eating, and after 		X

	<p>sneezing or coughing</p> <ul style="list-style-type: none"> • Staff will encourage children not to touch their mouth, eyes and nose • Staff will ensure children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • 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. • FIRE DOORS MUST NOT BE PROPPED OPEN. • Specific issues for EY stage children - Updated Guidance for EYFS (2 July 2020) 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 removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff. • -All children welcomed by EY bubble staff and parents remain socially distanced the front gate (left hand side). • We will not be accepting requests for additional sessions without discussion with the Academy Head. This is to ensure our high standards remain manageable and movement between settings and bubbles is limited. • Handwashing will be safely supported to ensure it has been done well. This will be backed up with stories, games and play opportunities • We will not be accepting any children who are also attending another setting or group to reduce the risk of infection between settings. • Though the setting will look quite different, children will still be encouraged to make choices about their play and interactions in line with the EYFS curriculum. This will take place both indoors and outdoors in a well supervised area. During this time we will not be able to provide cooking activities, malleable materials, fancy dress or areas with soft furnishings. This includes the tooth brushing scheme. • Currently, we are not showing perspective parents/carers/guardians around the school but will work on producing a digital tour for those that would like to look around as well as opportunities to speak to the Academy Head or EYFS/Playgroup Lead via phone. • Advertising of the pre-school and EYFS will happen via social media with images to show prospective parents/carers/guardians what our school is about. 		
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<p>STAFF Infection controls PPE use Cleaning Staff Wellbeing Managing workload Anxiety</p>	<ul style="list-style-type: none"> Any staff travelling in via public transport will be asked to bring a change of clothes. Staff will be allocated to a set bubble and the same teacher(s) and TA are, as far as possible, with this one group during the day and on subsequent days - staffing timetable within bubbles has been created and placed in Teams – staff will only enter another bubble in an emergency situation. Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups' - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy further advice is available from HR if required. Staff are encouraged to make use of education resources such as e-bug and PHE schools resources found on the following link. https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Welcome%20to%20e-Bug to ensure clear messages are given to children about social distancing and hygiene Accessing testing arrangements are clear for all staff. 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/ 10x mail in tests are available to all staff in the school as well as pupils. These test should be used as a last resort if a drive through test cannot be obtained locally via 119. PPE is available for all staff should they need it: masks, gloves and aprons. Staff will time table regular cleaning of hard surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks & light switches. Suggest break & lunch times as suitable points during the day. Staggered break time will result in staggered use of staff room to limit occupancy - please make sure only staff from one of the bubbles are in the staff room at any one time. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual... Where visits can happen outside of school hours, they should. A record should be kept of all visitors. It is important that staff who are managing supply teachers, visitors, contractors and other Visitors need to sign in as per safeguarding but this will also be used for Track and Trace 		X
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	<p>within the school. Where possible visitors to the school will be asked to wear a mask and try to work with only one bubble.</p> <ul style="list-style-type: none"> • Temporary visiting staff are conversant with SD and hygiene protocols within the school. • If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher. Careful planning of the year groups/classes should be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: 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 • Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors Staff deemed to be clinically extremely vulnerable and clinically vulnerable can return to school in the Autumn term subject to school leaders confirmation that the school is 'covid-secure', i.e. that every reasonable step has been taken to ensure the safety of children, staff, premises and community and that the full measures as provided in the DfE guidance have been applied. A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy • Staff that are vulnerable and/or have only just returned to school have been made aware of the 'Covid Secure' lengths that school is going to in order to minimise the risk of transmission. Vulnerable staff members will work in only one bubble. And should remain where possible at a distance from others. If this is not possible they are able to use PPE as necessary e.g. face mask. Full PPE is available if needed due to proximity of staff member to pupil. If another adult in the bubble is available for intimate care or looking after a symptomatic child this 		
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	<p>option should be used.</p> <p>WELLBEING</p> <p>Risk assessment to be shared with all staff and proof of all staff reading and understanding it must be sent to the Administrator to hold.</p> <ul style="list-style-type: none"> • Accessing testing arrangements are clear for all staff Access to testing is already available to all essential workers https://www.gov.uk/apply-coronavirus-test • Academy head to keep minutes when speaking to individual staff to allow for open and honest dialogue around their concerns. • High risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors. A risk assessment should be undertaken for vulnerable groups, for DCC using the 'DCC Covid -19 vulnerable groups risk assessment' document https://devoncc.sharepoint.com/:w:/s/HRCOVID-19/ETkvMzIbd65JnQJBILQMBt8Bzirqf3g89ikk3fMTyiFA3A?e=M2B5rJ along with DCC 'Managers Guide to Supporting BAME colleagues' https://devoncc.sharepoint.com/:w:/s/HRCOVID-19/EVuSQ3BmIJxNja2RpcSLj6oBITFU8E2gwSljDTBDnsKmgA?e=DqChh6 Guidance on shielding and protecting extremely vulnerable persons https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 and clinically vulnerable people https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people should also be followed when considering staffing arrangements. • IIH will signpost staff to supervision if required <p>Using and monitoring new practices to reduce risk of Covid-19 transmission</p> <p>Whole staff safety briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases.</p>		
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	<p>Weekly briefings in place (Thursday after school)</p> <p>Academy Head must monitor arrangements throughout the day and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns.</p> <p>RA on Teams for all staff to see – this means a 'live' copy is always available – alterations will be made in a different colour to make changes easy to see.</p>		
Deliveries / outside agencies	<ul style="list-style-type: none"> • No additional adults will be allowed access to school building to reduce infection transmission unless permitted by Academy Head without exception. • Administrator has communicated with our suppliers to check they are following appropriate social distancing and hygiene measures • Hand sanitiser at entrance and cleaning wipes stored in the office for door handles. • Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required. Anyone being allowed access to the site will need to wear appropriate face coverings. • Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours • Deliveries will be left in front playground in order to reduce unnecessary adults on site. 		
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. • Individual risk assessments done for those who will struggle to manage/ understand distancing due to SEND need. • Staff will continue to monitor and maintain contact with vulnerable pupils not attending school. • Staff working in pairs • Back gate remains locked during school hours. Back playground is secure. • The front door remains locked during school hours and any late arrivals will be buzzed through the front door they will then be taken by a staff member to their bubble. • Safeguarding lead info is available to all staff: 		X

	<p>Bearnes: SL: Dan Turner DSL: Tracy Clarke and Kelly Yeo</p> <p>Should the above be unavailable for any reason, please contact one of the other DSL's within our Trust:- Cheriton Bishop – Alex Waterman 01647 24817 Diptford – Lizzie Lethbridge 01548 821352 Drakes - Pete Halford 01395 443871 Harbertonford – Richard Charley 01803 732352 Hennock – Vic Pooler 01626 833233 Broadhempston/Landscope- Jill Ryder 01803 762656 Mob 0778856167 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>		
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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	4 th September 2020 – reviewed and updated	Dan Turner

	version on 3 rd September 2020	
Updates to be made as and when required in order to keep up to date with current legislation and advice.	As needed	Dan Turner
'Live' version of RA to be added to Teams for all staff to see changes as they occur.	9 th September	Dan Turner
RA and updates to be checked by CEO	11 th September	Dan Turner to send to CEO, CEO to check

Signed: the Principal/Head of Department: Dan Turner

Date 03/09/2020 (last updated 11th September)

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