



Teignmouth Community School, Exeter Road

Covid-19 Guidance for Full Opening September 2020

RA100 V2

This risk assessment is a live document and will be continuously reviewed alongside the latest Covid-19 government guidance. It accompanies existing risk assessments and health and safety arrangements.

Suspected or confirmed cases of COVID-19 will be reported to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This enable us to discuss any outbreak control measures that are needed and the information will be communicated to our community as swiftly as possible.



	Establishment/Department: Teignmouth Community School Exeter Road	Establishment Risk Assessment	RA100 V2
	Address: Exeter Road, Teignmouth, Devon, TQ14 9HX		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors	Date assessment completed: 14.07.2020 This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.		
<p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Covid-19 Implementing protective measures in education and childcare settings (15 May 2020) and updated following the publication of Guidance for Full Opening (2 July 2020) and Managing School Premises during the Covid-19 outbreak (7 July)</p> <p>As part of planning for full return in the autumn term, it is a legal requirement that all schools revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.</p> <p>This risk assessment has been adapted from the DCC template and is specific to the TCS site and particular characteristics. This risk assessment should be read alongside DCC guidance document C-19, checklist C-19 and the latest government guidance: Guidance for Full Opening</p>	Assessors: Lead Assessor: Roland Weston (Health and Safety lead) Assessors and reviewers: James O’Connell (Principal) Joab Forte (Lead Digital and Support Operations) 26.08.2020		

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below are included in the assessor's recommendations at the end of this document</i> Green – Actioned Yellow – To be completed Blue – To be completed by briefing / letter to parents etc	Optional: School's comments and actions completed or required regarding mitigations put in place
Social distancing and reducing risk of transmission		
Entrances and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p><i>Provide information to parents: No parents on site to pick up or collect if not absolutely necessary. Use alternative drop off locations where possible. Disposal bin for used face coverings available at entry points. (See guidance Staying safe outside of your home: face coverings and Guidance for Full Opening.) Pupils instructed to wash their hands, on arrival.</i></p>	Sanitisers and waste bins placed at each entrance gate.
Parents gathering at school gate not social distancing	<i>Parents' drop-off and pick-up protocols communicated: parents not to gather to minimise adult to adult/children contacts. If parents have a pre-arranged appointment they should go straight to Reception.</i>	Parents briefed not to attend the site unless essential to support child and their safety or learning.
Overcrowding in classrooms and corridors.	<p><i>Children grouped into consistent groups (year groups) with contact between groups avoided (see Curriculum section below). Desks forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided. Classrooms set out where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups. Excess, unnecessary furniture and furnishings removed. Potentially crowded corridors have been made one way where necessary. Staggered first break and separate spaces for each year group for social times. Assemblies to be conducted digitally in classrooms rather than hall to avoid unnecessarily large crowds.</i></p>	Staff instructed to de-clutter rooms. Students to arrive onsite and proceed straight to their classroom. Student desks all facing forward where this is possible.
Use of face masks	<p><i>All staff and pupils to have face masks with them. The school will have a stock of disposal masks to give out if required. Masks may be worn by staff, visitors and pupils when moving around the site. This is optional at this stage and the advice and situation will be reviewed. It may become mandatory to wear a mask if the threat risk increases or advice changes.</i></p>	Briefing

	<p>Masks should not be worn normally in lessons. See guidance: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p>	
Groups mixing during breaks and lunchtime compromising social distancing.	<p>Staggered break times and appropriate supervision in place. Different playground locations for each year group. Staggered times in canteen/KS4 Common Room and in set groups, ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.</p>	<p>Staggered breaks and queuing system will be in place. Students will be separated by year group. Extra cleaning regime organised.</p>
Groups mixing during extra-curricular provision	<p>Carefully consider how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day, then small, consistent groups will be used. As with physical activity during the school day, contact sports will not take place - recommendations set out in Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.</p>	<p>Additionally, toilets will be labelled with year group bubbles.</p>
Spread of virus due to increased numbers of people within the building.	<p>Parents to be informed that if their child needs to be accompanied to school only one parent should attend. Visitors allowed on site where necessary, but where possible meetings conducted remotely. The balance of need versus risk must be considered by all staff when making arrangements.</p>	<p>Parents and staff communicated.</p>
Staff	<p>Staff should maintain public health guidance of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering doesn't count) or a Perspex screen in place. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils.</p>	<p>Access to student services will be via student entrance with clear floor markings. All classrooms have designated 'teacher zone' only of the teacher to preserve their distance.</p>
Premises related matters		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p>Reviewed whole school risk assessment (RA22) to ensure control measures remain suitable and in place. Updated risk assessments to include extra arrangements: hand washing, one-way systems, adaptations to classrooms and standard operating procedures. We will continue to consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Arrangements such as safe fire evacuation routes adapted (see below).</p>	<p>Clearly marked and briefed: one way system installed in most corridors. Where this is not possible, 'Keep Left' will be encouraged along with clear markings and briefing.</p>

First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<i>First Aid risk assessment (RA22) reviewed. Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during regular briefings and whenever there is a change. PPE within first aid supplies</i>	Actioned
Fire Procedures	<i>Reviewed fire risk assessment taking into consideration changes made to the layout, and the impact this may have on fire evacuation and escape routes. Testing and monitoring regimes are in place for fire detection, alarm systems and fire extinguishers. Interim arrangements (such as doors propped open where necessary to reduce hand contact), have been considered so that they do not compromise fire protection (and security) measures. Fire evacuation routes and assembly points reviewed to ensure that social distancing guidelines are being met.</i>	<i>In the event of evacuation, staff to be briefed to release doors and not follow one way systems. Fire drill to be carried out in first full week back (asap).</i>
Water hygiene – management of legionella	<i>Water hygiene management plan reviewed. Regimes for flushing and monitoring of temperatures have been maintained and cleaning and disinfection has taken place prior to reoccupation as per government guidance Managing School Premises during the Covid-19 outbreak.</i>	Actioned
Using and monitoring new practices to reduce risk of Covid-19 transmission	<i>Training of all staff via briefing prior to start of term includes contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. Explanation to children about the use of face coverings – to support children with adhering to social distancing. Principal and school leaders will monitor arrangements and make remedial actions where needed. Opportunities for all employees to raise concerns / make suggestions through regular dialogue and open culture.</i>	<i>Briefing and availability of Head, SLT and line managers made clear (open and honest communication).</i>
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<i>Communication arrangements ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it is taken out of use until the inspection and test can be completed.</i>	Actioned
Staff rooms and offices to comply with social distancing and safe working practice	<i>Numbers of people in offices and meeting rooms reduced at one time to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Staff encouraged to bring their own food and utensils. Enhanced cleaning regimes as per below.</i>	Briefing
Ventilation to reduce spread	<i>Windows open, doors propped where safe to do so (bearing in mind fire safety, security and safeguarding). Where mechanical ventilation is present, re-circulatory systems adjusted to full fresh air. (If mechanical ventilation systems</i>	<i>Door stops provided; briefing to release doors in the event of evacuation.</i>

	cannot be adjusted to full fresh air, systems will be operated as normal). Ventilation to chemical stores will remain operational.	
Management of waste	Bins for tissues are emptied daily.. Follow Guidance on disposal of PPE waste (such as used fluid resistant masks)	Cleaning regime to be installed.
Management of incoming goods	Consideration of supplies coming into the school, which takes into consideration SD and hygiene measures. E.g. drop-off point – one person controls the process etc.	Actioned – timings consider and arranged, plus drop off locations top avoid mixing and contacts.
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources will be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Follow government guidance for working in education and childcare if someone becomes ill with suspected COVID-19 at the setting. Follow guidance on Cleaning and decontamination of non-health care settings . Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term.	Sanitiser and wipes provided to each room. Staff to wipe down between each bubble where this changeover is less than 48hrs or (72 hours).
Shared resources and equipment increasing spread	Prevent the sharing of stationery and other equipment where possible. Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing. Enhanced cleaning regimes.	Actioned
Cleaning staff and hygiene contractor's capacity - providing additional requirements	Cleaning requirements and procedures discussed with cleaning team and additional hours arranged with midday cleaning. Cleaning products used have been checked and are suitable, and adequate supplies are available. See Safe working in education and childcare for guidance on PPE and guidance on cleaning non-health care settings .	Cleaners Briefed and arrangements and materials checked.
Sufficient handwashing facilities for staff and pupils	Where a sink is not nearby, supervised access to hand sanitiser in classrooms and other learning environments available. These used on entry and exit to all classrooms and students reminded to hand wash throughout the day. Maximum hand washing and sanitiser stations have been provided.	Actioned
Additional time for staff and pupils to carry out handwashing	Extra time for lesson change overs considered. Routines into behavior expectations and school culture.	Actioned Briefing

Good respiratory hygiene	<i>Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available.</i>	Actioned
Sufficient supplies of soap and cleaning products	<i>Arranged with suppliers and contractors to ensure sufficient supplies and deliveries. Reviewed COSHH assessments (RA05) and implemented additional controls required where there has been any change in products.</i>	Actioned
Toilets being overcrowded	<i>Pupils reminded to visit the toilet one after the other and avoid crowding (if necessary – individual toilets in many areas). Different groups don't need to be allocated their own toilet blocks, but toilets will be cleaned regularly. Pupils reminded to clean their hands thoroughly after using the toilet.</i>	Toilets to have year group bubble signage. Briefing. Extra cleaning during school day.
Staff related issues		
Staff measures to reduce contact and transmission	<p><i>DfE guidance followed: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</i></p> <p>Where this cannot be met, the school will record why and what other control measures they will adopt.</p> <p><i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. It may not be possible when working with some pupils who have complex needs or who need close contact care. These pupils' educational and care support will be provided as normal.</i></p> <p><i>Staff who can effectively work from home will do so, particularly those in vulnerable groups.</i></p>	Staff request for permission to be considered on an individual basis. Personal risk assessments to be completed for staff where required or requested.
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<i>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. Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</i>	Actioned A copy of this risk assessment to be available and provided to visitors where required.

	<i>It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with our procedures and hygiene protocols within the school.</i>	
Insufficient staff capacity to deal with increased numbers of pupils - shortage of teachers to maintain staff to pupil ratios	<i>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 will be undertaken based on staff availability. Supply teachers and other peripatetic staff will be engaged where necessary. Sending (rotating) year groups home to work remotely is possible if required. 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</i>	Actioned
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<i>Principal and school leadership will communicate regularly and honestly with staff, students and parents. Where appropriate, medical occupational health advice sought. 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 Principal if required.</i>	Briefing
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<i>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</i>	Briefing
Accessing testing arrangements are clear for all staff	<i>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/</i>	Actioned
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<i>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home, a face mask will be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn. Fluid resistant face masks are available from caretakers and Student Services. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-</i>	Actioned

	childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe	
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p>Staff deemed to be clinically extremely vulnerable and clinically vulnerable can return to school in the Autumn term subject to their role and a risk analysis. The school is 'covid-secure' in that every reasonable step has been taken to ensure the safety of children, staff, premises and community and the full measures as provided in the DfE guidance have been applied.</p> <p>A personal risk assessment can 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 will 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 *</p>	*Available on request to JPO
Staff use of PPE	<p>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 Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe</p>	PPE to be provided to staff members where the vulnerable staff risk assessment has deemed it necessary.
Use of PPE Lack of understanding	<p>Adequate training / briefing on use and safe disposal of masks and PPE is available: Guidance on putting on and taking off standard PPE is here: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p>	Actioned
Dealing with suspected and confirmed case/ cases and outbreak.	<p>If staff or parents have any infection control concerns, they should contact the Principal. External advice can be sought through the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk. Devon County Council's Local Outbreak Management Plan (LOMP) is available here: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/. If a SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS Contact your local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk and inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk. If there is a complex situation or an outbreak is</p>	Actioned

	<i>declared in your setting, you may be asked to join an Outbreak Control Team or Local Incident Management Team Meeting. School should up-date the Schools Emergency Plan to incorporate the above links.</i>	
Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<i>Shielding advice for all adults and children was paused on 1 August meaning that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons should be followed, and those under the care of a specialist encouraged to discuss their return to school. Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required.</i>	<i>Student risk assessment available on request to Head of Student Services, Mrs J Moore.</i>
Children with EHCP and pupils who attend dual settings	<i>A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child.</i>	<i>Actioned</i>
Pupils unable to follow guidance	<i>Some pupils will need additional support to follow these measures. Separate action plans for some will be considered and put in place where required. Behaviour policy has been adapted.</i>	<i>Briefing</i>
Pupils equipment	<i>Pupils to limit the amount of equipment they bring into school each day, to essentials. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</i>	<i>Briefing</i>
Member of a class becoming unwell with COVID-19	<i>They will be sent home as quickly as is safely possible. If a child is awaiting collection, they will wait outside on the Principal's Lawn if possible (depending on weather) or be moved to a room where they can be isolated behind a closed door (depending on the age of the child and their state) with appropriate adult supervision if required. A window and/or door will be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. PPE (including fluid resistant face mask) is available from Student Support.</i>	<i>Actioned – Upper Meeting Room set aside for this purpose.</i>
School Uniform	<i>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.</i>	<i>Briefing</i>

Transport		
Travel to school and provision of safe school transport:	<i>School transport arrangements considered and parents and young people encouraged to walk or cycle to school where possible. Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.</i>	Actioned
Dedicated school transport, including statutory provision	<i>Pupils briefed where possible to sit within bubble (their year group); all pupils should wear face coverings. Hand sanitiser encouraged and available on arrival and leaving school.</i>	Actioned
Wider public transport	<i>It is the law that all 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. Students and staff 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 covering.</i>	Briefing
School Transport arrangements support changes to school times	<i>Liaising with the School Transport Team before change are made. Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</i>	Actioned
Curriculum considerations		
Planned return to normal curriculum in all subjects by Summer Term 2021	<i>The curriculum will be maintained as broad and balanced as possible. Some adaptations made such as to PE programme, music, drama, technology, with science practicals and in other areas where activities could cause risk. Separate risk assessments will be completed where necessary. We will continue to assess the risks in each area.</i>	<i>All subjects (with some modifications) being taught from Sep 20 as things stand. To be reviewed.</i>
Suspension of some subjects for some pupils in exceptional circumstances.	<i>As above, some activities suspended.</i>	<i>All subjects (with some modifications) being taught from Sep 20 as things stand. To be reviewed</i>
Music activities	<i>Additional risk of infection with singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. We have considered how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by adapting venues, increasing physical distancing, playing outside wherever possible and limiting group sizes, positioning pupils back-to-back or side-to-side, avoiding</i>	<i>Under Review – see separate risk assessment – Mr P Saturley</i>

	<p>sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies. Further detailed DfE guidance will be published shortly.</p>	
Physical activity in schools	<p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>Advice available:</p> <ul style="list-style-type: none"> • 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 <p>We can work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that this is safe to do so. We will continue to carefully how such arrangements can operate within their wider protective measures.</p> <p>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.</p>	Under Review – see separate risk assessment – Mr M Douglas.
Educational visits	<p>All educational visits are planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings</p> <p>For additional information check with EVOLVE guidance on website.</p>	Actioned
Groups of children mixing resulting in risk of more widespread transmission	<p>Pupils grouped into consistent groups as much as possible so that they do not mix more than necessary to enable track and trace and self-isolation where necessary. Groups still provide the full range of curriculum subjects and for TCS secondary this is up to the size of a year group. Year groups kept apart from other groups where possible and pupils encouraged to keep distance within groups.</p> <p>Interaction, sharing of rooms and social spaces between groups limited as much as possible, accepting that pupils cannot be socially distanced at all times.</p> <p>Large gatherings such as assemblies and with more than one group will be avoided.</p>	Year group bubbles where possible have been put in place including breaks and lunchtimes. Assemblies will be avoided where possible.
Provision of food		

Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)	Guidance will be followed. Where possible all catering will be Take Away.
Catering staff are operating in a safe environment	Catering staff to follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery	Guidance will be followed. Where possible all catering will be Take Away.
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	Parents, carers or any visitors, such as suppliers, not to enter school if they are displaying any symptoms of coronavirus. All visitors, suppliers, and contractors informed that only pre-arranged calls will be allowed on site. Site telephone number in case of immediate access required.	Briefing
Suppliers understanding and complying with new arrangements	Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours where possible.	Actioned
Communications to parents and staff	Regular communications.	Briefing
Pupils and families anxious about return	Support in place to address concerns and communications with parents on measures in place to reduce anxiety. Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.	Briefing
Parent aggression due to anxiety and stress.	Tell parents their allocated drop off point and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety	Briefing
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	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 Principal'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.	Actioned

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Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

Signed: Headteacher/Head of Department:

James O'Connell

James O'Connell Date: 27th August 2020

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.