

		<b>Department</b> <b>Stoke Gabriel Primary School</b>	<b>Academy Risk Assessment</b>	<b>RAA</b> <b>01</b>
		<b>Name and Address of Academy</b> <b>Stoke Gabriel Primary School, School Hill, Stoke Gabriel, Totnes, TQ9 6ST</b>		
<b>Person(s)/Group at Risk</b> <b>All year groups, staff and parents returning to school after partial closure during lockdown.</b>		Initial Assessment <input checked="" type="checkbox"/> X Review x <a href="#">19/10/2020</a> <input type="checkbox"/> Following Incident <input type="checkbox"/>		
<b>Activity/Task/Process/Equipment</b> <b>Returning to school after lockdown- change in pupil offer.</b>		<b>Date of Assessment</b> 1.09.20 <b>Assessor(s)</b> Alice Eeles- Academy Head		
<b>Significant Hazard and possible Outcomes/injuries</b>	<b>Control Measures in Place</b>			<b>Are any additional measures or actions required? (if yes put on the Action Plan)</b> Yes      No

<b>H&amp;S</b>	<ul style="list-style-type: none"> <li>• 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:</li> <li>• Water treatments</li> <li>• Fire alarm testing must take part in the first week of term and recorded and held by School Administrator for inspection by the H &amp;S co-ordinator Claire Slee.</li> <li>• Repairs</li> <li>• Grounds swept</li> <li>• PAT testing</li> <li>• Fridges and freezers cleaned</li> <li>• Boiler/ heating servicing</li> <li>• Internet service</li> <li>• Additional BC staff trained in food hygiene</li> <li>• No cash brought to the school office- e-schools/ Parent Pay in place.</li> <li>• Food hygiene</li> <li>• 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.</li> <li>• 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 (SL).</li> <li>• Letter sent to staff and parents 20.10.20 regarding the subtle changes to our bubbles. Daily operations to remain in place but move to become one official bubble, continue operating in two 'mini-bubbles', as before (YR-Y2 and Y3-Y6).</li> </ul>		X
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• Deep clean took place in Late July -AE and Linda have discussed this.</li> <li>• An enhanced, thorough, daily cleaning schedule has been agreed between business manager and cleaning contractor.</li> <li>• After lunchtime toilets will be deep cleaned (Linda) and after breaktime staff will wipe high touch areas in the toilets.</li> <li>• Removed toys that are hard to clean (such as those with intricate parts)</li> </ul>		X

	<ul style="list-style-type: none"> <li>• Adequate cleaning supplies in place and longer-term arrangement for continual supply is in place.</li> <li>• A set of cleaning cloths per room/area not to be removed from classes.</li> <li>• Equipment use-large outdoor equipment must not be used without spray cleaning between . Class based resources such as toys and games can be used but must be cleaned regularly.</li> <li>• Resources shared between bubbles must be cleaned between users or left for 48 hrs (72 hours for plastics and books going home-ZM to manage this).</li> <li>• Hot soapy water can be used for cleaning larger areas such as tables.</li> <li>• High touch areas -toilets, sinks, toilet doors (which are not wedged open) bannister and tables cleaned regularly.</li> </ul>		
<b>PARENTS</b> Drop off/pick up Maintaining social distancing site security infection controls	<ul style="list-style-type: none"> <li>• No additional, unnecessary adults, i.e. parents allowed access to school building to reduce infection transmission.</li> <li>• 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 covering.</li> <li>• <b>Approach for pupils to arrive at school:</b></li> <li>• Staggered as outlined below.</li> <li>• Put social distancing markers (posters) outside school, on routes into school and in school playground where parents wait at end of day and ensure parents are fully informed of this via letter sent prior to return</li> <li>• 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 newsletter to inform of changes.  <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Welcome%20to%20e-Bug">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Welcome%20to%20e-Bug</a></li> <li>• Where possible only one parent to drop off and collect children and minimise adult to adult contact</li> </ul>	X (taped/chalked out weekly)	

	<p><b>START OF DAY</b></p> <p>Staggered start and end must be in place but the school teaching time must not be reduced.</p> <ul style="list-style-type: none"> <li>• Staggered start time to the school day:</li> <li>• EYFS 8.50-3.10pm</li> <li>• KS1 -9-3.20 pm</li> <li>• 3/4 8.55-3.15pm</li> <li>• 5/6 9.05-3.25pm</li> </ul> <p>All pupils to enter/exit school via front gate in 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> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff will send one child to a parent at a time, ensuring social distancing can be effective</li> <li>• Parents are required to take children home immediately and not congregate at the gate/fence</li> <li>• Parents MUST continue social distancing and appointments to speak to staff.</li> <li>• In the event of a child becoming ill / C19 symptomatic parents need to be immediately contactable and able to collect child. Parents were informed of this in the letter sent prior to 1<sup>st</sup> June</li> </ul> <p><b>HOME / SCHOOL resources:</b></p> <ul style="list-style-type: none"> <li>• Children will not be encouraged to bring in pens/pencils/rulers/rubber etc. School will provide these for individuals.</li> <li>• In EYFS there will be shared resources for use of all children that will be cleaned at regular points during the day.</li> <li>• Reading books will be put in a 'daily drop box' to be cleaned on return to school.</li> <li>• Staff will timetable regular cleaning of shared resources during the day as per the schedule. Suggest break &amp; lunch times &amp; end of day as suitable points.</li> </ul>		
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	<ul style="list-style-type: none"> <li>• EYFS: Sterilising tablets will be used to soak and sterilise play equipment once a day. Staff will factor this into their end of day routine.</li> <li>• Group gatherings such as assemblies or training beyond bubbles are not permitted.</li> <li>• Bubbles will be full class sizes and KS2 bubbles may mix, as may KS1 and EYFS bubbles.</li> <li>• Desks should be forward facing <b>if</b> this is possible in the restricted space. Removal of some furniture may be required to enable this.</li> <li>• Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments.</li> </ul> <p><b>Peripatetic teaching:</b></p> <ul style="list-style-type: none"> <li>• Piano and guitar lessons to take place in the hall- windows to be open and doors open throughout the day.</li> <li>• Peripatetic teacher to remain 1metre + away from pupils.</li> <li>• Sports providers (including clubs) will follow the school risk assessment procedures. No peripatetic staff will carry out first aid- this will be done by a member of school staff.</li> <li>• One pupil will have a lesson at a time.</li> <li>• Teachers will be observing bubble guidance.</li> <li>• Equipment will be sanitised between each session.</li> <li>• Pupils will wash their hands before and after each session.</li> </ul>		
First aid, illness & PPE	<ul style="list-style-type: none"> <li>• Approach to confirmed COVID19 cases in place: during school day</li> <li>• Staff member attached to class will take action: First aid area for an ill child will be the Heads office with the window open and staff supervision at all times, staff to ensure ventilation by opening windows and wear full PPE until collection via front gate.</li> <li>• Cleaning procedure in place should this occur</li> <li>• Arrangements for informing parent community in place (email to all parents of set group after making contact with Nicky Dunford to discuss all details).</li> <li>• PPE is available for all staff should they need it: masks, gloves and aprons.</li> <li>• PPE : masks, gloves and aprons is available to staff who administer first aid.</li> </ul>		X

	<ul style="list-style-type: none"> <li>• Biological- risk of infection transmission from people displaying symptoms.</li> <li>• Staff MUST maintain social distancing with other staff as far as possible.</li> <li>• Records of any close contact (within 1m of someone for more than 15 mins) must be kept.</li> <li>• PPE : masks, gloves and aprons is available to staff who may need to care for an ill child whilst waiting for parents to come and pick up.</li> <li>• PPE training scheduled</li> <li>• 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 <a href="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">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</a> Follow guidance on putting on and taking off standard PPE <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a> and above guidance on use in education settings.</li> <li>• First aid space for normal ‘bumps and scrapes’ is our normal first aid area.</li> </ul> <p>ALL USED PPE MUST BE DOUBLE BAGGED AND PLACED IN AN EXTERNAL BIN IMMEDIATELY.</p> <p><b>Approach to suspected COVID-19 cases during the day</b> (triggers point: high temperature or staff noticing a new continuous cough or children reporting change or loss in taste and smell)</p> <p>Staff member attached to class will take action:</p> <ul style="list-style-type: none"> <li>• 1. Send children with an adult to the isolation room-Heads office.</li> <li>• 2. Child to sit on chair under window, staff to ensure ventilation by opening window and wear full PPE until collection.</li> <li>• 3. AE to be informed straight away – office to contact parents for immediate collection. Siblings will also be collected.</li> <li>• 4. Issue letters and guidance for children once they are being collected</li> <li>• 5. Parents to arrange to Covid-19 testing &amp; head/office/senior staff to keep in touch with family</li> <li>• Further guidance in Trust flowchart (copied as Appendix A into this risk assessment)</li> </ul>		
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	<b>Approach to confirmed COVID-19 cases:</b> Head & school to be led by a team from PHE as per DfE guidance.		
Use of shared areas Toilets Playground Hall Outdoor 'classroom'	<b>TOILETS- must be monitored for overcrowding. Bubbles can share toilet facilities.</b> <ul style="list-style-type: none"> <li>EYFS pupils will be monitored closely to ensure they use them <a href="#">2</a> at a time only and that <u>good</u> hand hygiene is in place.</li> <li>All children will have lessons in handwashing to ensure they are fully aware of how to maintain best hygiene. 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 to support this. y do the same.</li> </ul> <b>REAR PLAYGROUND &amp; OUTDOOR AREAS</b> <ul style="list-style-type: none"> <li>Staggered timetable to ensure all groups remain social distanced from each other</li> <li>Children will be encouraged to maintain distance between themselves and their peers but we recognise that this will be a challenge.</li> </ul> <b>HALL</b> <ul style="list-style-type: none"> <li>Lunch will take place in classrooms for KS2 and the EYFS and KS1 bubble will use the hall. 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 by kitchen staff and eaten in class.</li> </ul> <b>OTHER</b> <ul style="list-style-type: none"> <li>All books cleaned with a 'drop box' after use.</li> <li>One box of outdoor resources with a 'drop box' for after use and not shared with another bubble- weekly</li> </ul> <b>BREACHES</b> <ul style="list-style-type: none"> <li>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches:</li> <li>Handwashing</li> <li>Cleaning</li> <li>Conversations with parents</li> <li>Inability to sustain placement if persistent</li> </ul>	X	

	<ul style="list-style-type: none"> <li>• Regular reminders given; posters in all classrooms + work spaces.</li> <li>• Risks assessments completed for students who might struggle to follow expectations</li> <li>• The Behaviour Policy will be amended to ensure clarity about expectations and Covid.</li> <li>•</li> </ul> <p><b>Infection control:</b></p> <ul style="list-style-type: none"> <li>• Hand sanitiser or handwashing station available in each class</li> <li>• Children will be told to clean their hands on arrival at school, before and after break and eating, and after sneezing or coughing</li> <li>• Staff will encourage children not to touch their mouth, eyes and nose</li> <li>• 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')</li> <li>• All classroom will be well ventilated using natural ventilation (opening windows &amp; prop doors open to the outside areas) this limits use of door handles and aids ventilation</li> </ul> <p><b>PE- see specific risk assessment</b></p> <ul style="list-style-type: none"> <li>• Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>• Pupils to wear PE kit all day on a Friday to avoid additional bags in school and changing.</li> <li>• Teachers must take children outside to PE coaches.</li> <li>• 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.</li> <li>• 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.</li> </ul>		
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	<ul style="list-style-type: none"> <li>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</li> </ul>		
Provision of food	<ul style="list-style-type: none"> <li>Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination</li> <li>Follow usual food safety and hygiene procedures and Government guidance for catering establishments <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a> . Ensure Health &amp; Safety policies are followed</li> <li>Catering staff are operating in a safe environment</li> <li>Catering staff to follow government guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></li> <li>MTA to carryout classrooms clean (tables, handles and bins) after eating as well as taps and toilet handles. Room allocated clothes as discussed.</li> <li>Food hygiene- virus transmission during food service- lunch to be brought classroom doors by Linda and Barbara who will wear face shields. All touch surfaces will need to be cleaned between sessions and social distancing between bubbles must continue.</li> </ul>		
Use of shared resources/areas	<ul style="list-style-type: none"> <li>Always keep cohorts (bubbles) together where possible – in same <b>class</b> groups and not mixed on subsequent days. Each cohort should retain the same teacher / TA. No mixing of <b>pupil</b> groups e.g. for sports.</li> <li>Photocopier to be wiped between use (wipes stored in the office)</li> <li>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.</li> <li>Children will be encouraged to maintain distance between themselves and their peers but we recognise that this will be a challenge.</li> </ul>		X

	<ul style="list-style-type: none"> <li>• <b>Staff room:</b> Teachers to use own cups and not shared cutlery and crockery. Staff to bring own food, cutlery and crockery.</li> <li>• Play equipment can be used (limited range) and will be appropriately cleaned between groups/bubbles of children using it.</li> </ul> <p><b>Congestion around school:</b></p> <ul style="list-style-type: none"> <li>• Staggered breaks eliminate issues</li> </ul>		
Classroom organisation and infection controls	<ul style="list-style-type: none"> <li>• Each child will have socially distanced desks to work at.</li> <li>• 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.</li> <li>• Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments.</li> <li>• Children will not be encouraged 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.</li> <li>• Children are in the same groups at all times each day. This will reduce transmission risk.</li> <li>• Children will use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day.</li> <li>• Carefully arranged and staggered timetables are in place for arrival, breaks, outdoor learning, PE, lunch, and end of day collection</li> <li>• Hand sanitiser will be available in each class</li> <li>• Children will be told to clean their hands on arrival at school, before and after eating, and after sneezing or coughing</li> <li>• Staff will encourage children not to touch their mouth, eyes and nose</li> <li>• 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')</li> <li>• All classroom will be well ventilated using natural ventilation (opening windows &amp; prop doors open to the outside areas) this limits use of door handles and aids ventilation.</li> <li>• FIRE DOORS MUST NOT BE PROPPED OPEN.</li> <li>• <b>Specific issues for EY stage children</b> - Updated Guidance for EYFS (2 July 2020) to be followed.<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a> removes</li> </ul>		X

	<p>keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.</p> <ul style="list-style-type: none"> <li>• All children welcomed by EY bubble staff and parents remain socially distanced at the front of school.</li> <li>• Handwashing will be safely supported to ensure it has been done well. This will be backed up with stories, games and play opportunities</li> <li>• 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.</li> </ul>		
<p>STAFF Infection controls PPE use Cleaning Staff Wellbeing Managing workload Anxiety</p>	<ul style="list-style-type: none"> <li>• Any staff travelling in via public transport will be asked to bring a change of clothes.</li> <li>• 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' - <a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a> further advice is available from HR if required.</li> <li>• Staff are encouraged to make use of education resources such as e-bug and PHE schools resources found on the following link. <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Welcome%20to%20e-Bug">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Welcome%20to%20e-Bug</a> to ensure clear messages are given to children about social distancing and hygiene</li> <li>• Accessing testing arrangements are clear for all staff. Guidance about testing, including the NHS 'Test and Trace' service, is available via this link <a href="https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/">https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</a></li> <li>• PPE is available for all staff should they need it: masks, gloves and aprons.</li> <li>• Staff will time table regular cleaning of hard surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks &amp; light switches. Suggest break &amp; lunch times as suitable points during the day.</li> <li>• Staggered break time will result in staggered use of staff room to limit occupancy</li> </ul>		X

	<ul style="list-style-type: none"> <li>• 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</li> <li>• Temporary visiting staff are conversant with SD and hygiene protocols within the school. Temporary visiting staff are conversant with SD and hygiene protocols within the school.</li> <li>• 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: <a href="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">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</a></li> <li>• 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 - <a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a></li> </ul>		
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	<ul style="list-style-type: none"> <li>• Staff meetings will be held in the hall which will be well ventilated and socially distanced. Staff may wear a mask in communal situations.</li> </ul> <p><b>WELLBEING</b></p> <p><b>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.</b></p> <ul style="list-style-type: none"> <li>• Accessing testing arrangements are clear for all staff. Access to testing is already available to all essential workers <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a></li> <li>• Academy head to keep minutes when speaking to individual staff to allow for open and honest dialogue around their concerns.</li> <li>• <b>High risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors.</b> A risk assessment should be undertaken for vulnerable groups, for DCC using the 'DCC Covid -19 vulnerable groups risk assessment' document <a href="https://devoncc.sharepoint.com/:w:/s/HRCOVID-19/ETkvMzIbd65JnQJBILQMBt8Bzirqf3g89ikk3fMTyiFA3A?e=M2B5rJ">https://devoncc.sharepoint.com/:w:/s/HRCOVID-19/ETkvMzIbd65JnQJBILQMBt8Bzirqf3g89ikk3fMTyiFA3A?e=M2B5rJ</a> along with DCC 'Managers Guide to Supporting BAME colleagues' <a href="https://devoncc.sharepoint.com/:w:/s/HRCOVID-19/EVuSQ3BmIJxNja2RpcSLj6oBITFU8E2gwSIjDTBDnsKmgA?e=DqChh6">https://devoncc.sharepoint.com/:w:/s/HRCOVID-19/EVuSQ3BmIJxNja2RpcSLj6oBITFU8E2gwSIjDTBDnsKmgA?e=DqChh6</a> Guidance on shielding and protecting extremely vulnerable persons <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a> and clinically vulnerable people <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a> should also be followed when considering staffing arrangements.</li> <li>• IIH will signpost staff to supervision if required</li> </ul> <p><b>Using and monitoring new practices to reduce risk of Covid-19 transmission</b></p> <p>Whole staff safety briefing prior to start – to include contents of this RA, alternative layouts and any</p>		
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	<p>changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. Daily briefings in place (3.40pm) Mon-Thurs.</p> <p>Headteacher must monitor arrangements throughout the day and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns.</p>		
Deliveries / outside agencies	<ul style="list-style-type: none"> <li>• <b>No additional adults will be allowed access to school building</b> to reduce infection transmission unless permitted by Academy Head without exception.</li> <li>• All visitors to complete Track and Trace sign in sheet and declaration and the test and trace QR code will be scanned where possible.</li> <li>• Administrator has communicated with our suppliers to check they are following appropriate social distancing and hygiene measures</li> <li>• Hand sanitiser at entrance and cleaning wipes stored in the office for door handles.</li> <li>• 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.</li> <li>• Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</li> </ul>		
Safeguarding all pupils	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Individual risk assessments done for those who will struggle to manage/ understand distancing due to SEND need.</li> <li>• Staff will continue to monitor and maintain contact with vulnerable pupils not attending school.</li> <li>• Staff working in pairs</li> <li>• Back gate remains locked during school hours. Back playground is secure.</li> <li>• The front door remains locked during school hours</li> <li>• <b>Safeguarding lead info is available to all staff:</b>  <b>Stoke Gabriel: DSL: Alice Eeles</b>  <b>DSL: Sarah Gaskin</b> </li> </ul>		X

	<p>Should the above be unavailable for any reason, please contact one of the other DSL's within our Trust:-</p> <p>Broadhempston: Jill Ryder 01803 812689  Cheriton Bishop – Alex Waterman 01647 24817  Diptford – Lizzie Lethbridge 01548 821352  Drakes - Pete Halford 01395 443871  Harbertonford – Anne Burns 01803 732352  Hennock – Vic Pooler 01626 833233  Landscope- Jill Ryder 01803 762656  Otterton - Pete Halford 01395 568326  Stoke Gabriel – Alice Eeles 01803 782469  Tedburn St Mary – Andy Keay 01647 61338  Yeoford – Alex Waterman 01363 84234  Ilsington- Sam McCarthy-Patmore 01364 661208  Moretonhampstead- Will Bentall 01647 440482  Widecombe-in-the-Moor - Des Stokes 01364 621261</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	3/4 <sup>th</sup> September 2020	Alice Eeles

**Signed: the Principal/Head of Department: A. Eeles**

**Date 01.9.2020**

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