

Covid-19 Risk assessment for St Peter's re: school opening in Sept. 2020

RA100 V2

This risk assessment has been adapted to reflect the significant hazards and control measures present in our site to allow the safe return of pupils and staff to St Peter's C of E High School.

This is a live document and it will be continuously reviewed by the leadership team alongside the latest Covid-19 government guidance. It has also been read alongside existing risk assessments and health and safety arrangements for our school.

Suspected or confirmed cases of COVID-19 must be reported to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others. You should also email the school priority alert mailbox (educate.schoolspriorityalerts-mailbox@devon.gov.uk) to ensure the DCC Education team also know promptly.



	Establishment/Department: St Peters C of E High School Exeter	Establishment Risk Assessment	RA100 V2
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors	Address: Quarry Lane Exeter EX2 5AP	Date this version of risk assessment completed: 1/9/20 – 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 – updated 28 August 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 schools should 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 is generic, and St Peter’s C of E School is responsible for reviewing and amending to ensure it is applicable to their setting. 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> <p>When conducting the risk assessment, we have adopted a considered collaborative approach in line with DfE Guidance.</p>		Assessor(s): Phil Randall Graham Kirk	

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>	Optional: School's comments / actions and mitigations put in place – reviewed regularly.
Social distancing and reducing risk of transmission		
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p>We have provided information to parents and students stating that If possible, parents should not attend school premises with their children. Where they have SLT permission to do so, they remain within vehicles to avoid mixing of bubbles and mass gatherings.</p> <p>We have added a third entrance to the school site in order to reduce the number of students in one place.</p> <p>Once on the site, students will arrive at the school by different entrances to alleviate crowding and mixing of year groups. These will be as follows:</p> <p>Year 7 - 8.30 Main entrance</p> <p>Year 8 – 8.30 Kitchen entrance</p> <p>Year 9 – 8.30 Elgar Close entrance (bikes to be chained to railings near Cricket net)</p> <p>Year 10 – 8.30 Student entrance</p> <p>Year 11 – 8.30 Lower gate, green gates</p> <p>We have provided instructions to students regarding safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school.</p> <p>The latest guidance (28th August 2020, page 10 and 11) requires a system to be put in place regarding the disposal of face coverings. We will provide a lidded bin at every entrance for disposable face masks.</p> <p>We will following the recommendations in the government guidance Staying safe outside of your home: face coverings and Guidance for Full Opening.</p>	

	<p>Page 11 of 35 refers.</p> <p>The guidance notes relates to the disposal of face coverings and states:</p> <p><i>“Used PPE and any disposable face coverings that staff, children, young people or other learners arrive at the school wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with guidance COVID-19: cleaning of non-healthcare settings outside the home.</i></p> <p><i>Used PPE and face coverings should not be put in a recycling bin or dropped as litter. Education, childcare and children’s social care settings should provide extra bins for staff and customers to throw away face coverings and PPE and should ensure that staff and customers do not use a recycling bin.</i></p> <p><i>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.”</i></p> <p>A link to the Government guidance is below:</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Pupils have been instructed to bring their own hand san and hand sanitise or wash their hands, at various times during the day, including on arrival and before leaving. This is non-negotiable.</p>	
<p>Parents gathering at school gate not social distancing</p>	<p>We have planned parents’ drop-off and pick-up protocols that minimise adult to adult contact. Parents / carers should always remain in vehicles to avoid mass gatherings and mixing of bubbles.</p> <p>We have made it clear to parents that they cannot drop off pupils inside of school premises unless they have pre-arranged permission from the school for</p>	<p>Regularly check signage at top of school Duty Rota will include top gates</p>

	<p>medical reasons (4 or 5 pupils currently have this) or gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p>	
<p>Overcrowding in classrooms and corridors.</p>	<p>Children have been grouped into as consistent groups as possible with contact between groups avoided as much as possible (see Curriculum section below).</p> <p>Each year group will be in a bubble and contact with other bubbles will be minimised. Identified areas where mixing of bubbles is the biggest challenge are entry and egress to site, use of toilets, use of lockers, use of canteen for which we have specific assessments to minimise mixing.</p> <p>Desks wherever possible will be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided.</p> <p>We have set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other year groups.</p> <p>Where needed, we have removed some furniture to enable this. Where this was the case, we identified appropriate storage space to store it.</p> <p>We have reduced movement around the school using timetabling and appropriate selection of classroom or other learning environments. Assembly groups will be staggered with no more than one year group assembly a week.</p>	<p>There are round tables in the library. We have swapped these with different desks</p> <p>Sodexo have re-configured classrooms</p> <p>Furniture to be moved to the back of the hall</p> <p>Refer to latest guidance re: soft furnishings</p>
<p>Groups mixing during breaks and lunchtime compromising social distancing.</p>	<p>We have utilised the space on the site to provide separate break time locations and will ensure appropriate supervision will be in place. The different school locations for different year groups as follows:</p> <p>In good weather</p> <p>Year 7 - Half of the field Year 8 – Half of the field Year 9 – Tennis Courts Year 10 – Basketball court and half courtyard Year 11 – AWP and tarmac outside Math's / Science</p> <p>In poor weather</p> <p>Year 7 – Dance studio Year 8 – Sports Hall Year 9 – Classrooms (year group bubble classrooms) Year 10 – Canteen</p>	

	<p>Year 11 – Classrooms (year group bubble classrooms)</p> <p>We now have confirmation from Sodexo re: our proposals for our grab and go offer for all children at break and lunch time will happen. Where food is needed, Children to order in tutor group daily in advance.</p> <p>Staff / students can order hot food in advance to help Sodexo. Duty meals to be provided – one hot meal for each duty</p> <p>Different coloured Wristbands will be worn to identify which year group each student is in.</p> <p>Year 7 - Orange Year 8 - Green Year 9 - Blue Year 10 - Red Year 11 - Yellow</p> <p>We will control access to the canteen at all times to ensure entry and exit are only by staff. Students will kept be in set groups with handwashing / hand san expected at the start and end of lunch. – Different year groups will be kept apart. Tables used by staff in the canteen will be cleaned at the end of every lunch sitting.</p> <p>Break time food – e.g. food will be delivered to the 5 year group bubbles.</p> <p>We will monitor that everyone keeps appropriate distance apart and a significant number of new duties roles have been identified</p>	
<p>Groups mixing during extra-curricular provision</p>	<p>3pm to 4pm every day - all years will have the opportunity to attend a “secure and boost” session in year group bubbles.</p> <p><u>The following can take place with a thorough RA being agreed after approximately the first two weeks of the Autumn term.</u></p> <p>Staff who wish to run after school extra-curricular sessions can do so in year group bubbles after a thorough risk assessment has been agreed.</p> <p>Non St. Peter’s staff volunteers who lead and support clubs can do so in year group bubbles after a thorough RA has been agreed.</p>	

<p>Spread of virus due to increased numbers of people within the building.</p>	<p>Parents will not accompany their children into the building</p> <p>Sodexo have confirmed that there are no plans for lettings in September 2020</p>	<p>Business Manager to monitor if any planned change to this</p>
<p>Staff</p>	<p>We will continuously remind staff that they should maintain Public health guidance of 2m wherever possible with one another and with students.</p> <p>This has also been emphasised in the start up inset training for staff</p> <p>If there is a need to reduce certain elements of delivery of the curriculum to 1m, mitigations will be put in place.</p> <p>Our 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 and will be followed.</p> <p>We have ordered 50 more visors for music, TA's Art and Tech – which have now arrived.</p> <p>We have also procured laptops for all the TA's in order for them to access the work that students are carrying out easier through using software that mirrors the students chromebook</p>	<p>Laptops to arrive w/c 31/8/20</p>
<p>Premises related matters</p>		
<p>Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.</p>	<p>We have reviewed previous school risk assessments to ensure control measures remain suitable and in place.</p> <p>We have updated our risk assessments to include any changes that have been necessary (e.g. handwashing, allocation of specific classrooms) and this includes curriculum risk assessments where necessary.</p> <p>We have considered how the school layout will enable access to outdoor space as above and the equipment necessary for teaching the year groups.</p> <p>We have considered how changes will impact on arrangements such as safe fire evacuation routes (see below).</p>	

First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<p>We have review our First Aid risk assessment. We have systems in place to ensure that there are adequate numbers of first aid and PFA trained staff on site at any one time.</p> <p>We will communicate first aid arrangements via bulletin and other updates. We also have sufficient PPE within our first aid supplies</p>	
Fire Procedures	<p>We have reviewed the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.</p> <p>Locations for fire drills have not changed.</p> <p>Sodexo will ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</p> <p>We will review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</p>	
Water hygiene – management of legionella	<p>Sodexo, our facilities management contractor, review the water hygiene management plan. They are responsible for ensuring that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening.</p> <p>Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance Managing School Premises during the Covid-19 outbreak.</p> <p>Water fountains will be covered up.</p>	<p>Business Manager has checked that this is done regularly – 496 taps in the building, each one is flushed for 3 minutes, twice a week.</p> <p>Business Manager to regularly check that the water fountains remain covered.</p>
Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>We have updated all staff via written communications and have offered opportunities for staff to feedback and ask questions of SLT prior to start of the new academic year. This will include contents of this RA, new layouts, fire evacuation routes, use of PPE, location of the designated medical room (secure visitors' room) for suspected cases.</p>	

	<p>There will be two sessions for staff to ask questions about the Risk assessment and our plans from Sept 2020. These will be during the inset days at the start of term: Thursday 3rd Sept 8am – 10am and Friday 4th Sept – 2pm - 4pm.</p> <p>We have communicated with our students about the use of face coverings – to support children with adhering to social distancing.</p> <p>The senior leadership team will monitor arrangements and make remedial actions where needed.</p> <p>We will provide opportunities for all employees to raise concerns / make suggestions through our open-door policy that has worked well historically.</p>	
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<p>At the weekly meeting between the Sodexo FM manager and the Business manager, Sodexo will communicate arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors).</p> <p>If any equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</p>	
Staff rooms and offices to comply with social distancing and safe working practice	<p>The main staff room has been re-configured to allow social distancing – chairs have been removed and also placed apart.</p> <p>Staff rooms will be provided with signage to remind colleagues about social distancing.</p> <p>We will avoid unnecessary gatherings. This includes staff briefings and other training sessions / meetings.</p> <p>Where possible we will reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils.</p> <p>We also plan to provide additional hot drink facilities for staff. This will be placed in the Hope Zone area. This area will be screened off.</p> <p>We have enhanced cleaning regimes as per below.</p>	Business Manager to check with Sodexo
Ventilation to reduce spread	Staff should open windows as soon as they enter the classroom in the morning and prop doors open, where it is safe to do so (bearing in mind fire safety, security and safeguarding).	Discussed with Sodexo.

	<p>Sodexo staff will open the sky ventilators and where fitted, the actuators in the classrooms</p> <p>Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. Our mechanical ventilation systems cannot be adjusted to full fresh air systems and will be operated as normal. Ventilation to chemical stores should remain operational.</p> <p>We provided lidded bins on results day.</p> <p>Extra lidded bins – one for each room – have been purchased and will be distributed to each room on 3/9/20</p>	Purchased 18/8/20
Management of waste	<p>The cleaning team ensure that bins for tissues are emptied throughout the day. Compliance for this is checked by the FM manager and spot checked by the Business Manager. These checks will continue.</p> <p>We will follow Guidance on disposal of PPE waste (such as used fluid resistant masks)</p>	
Management of incoming goods	<p>We have considered how to manage supplies coming into the school, which takes into consideration SD and hygiene measures. The drop-off point will be the school reception area – one person is able to control this process.</p>	
School owned outdoor sports equipment	<p>To follow up with SLL. How will the cleaning regime on the climbing wall be managed? can we clean this?</p>	Business manager to meet with HT / SLL 3/9/20
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<p>Science - in order to maximise safety and minimise risk, only our year 11 will carry out practical lessons. All other year groups will only do demonstrations of practical work with their teacher</p> <p>Specialist teaching rooms, e.g. computing, D and T, food, drama, music and Art will require cleaning of equipment used between different year group bubble usage.</p> <p>It is noted that Classroom based resources such as sports and art equipment can be used and shared within the year group bubble. Such resources should</p>	

	<p>be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>We will follow government guidance for working in education and childcare if a someone becomes ill with suspected COVID-19 at the setting and we will also follow guidance on Cleaning and decontamination of non-health care settings.</p> <p>Further guidance on cleaning non-health care settings was published by Public Health England on 15/7/20.</p> <p>.</p>	
<p>Shared resources and equipment increasing spread</p>	<p>We will prevent the sharing of stationery and other equipment where possible.</p> <p>We already have in place suitable procedures for managing access to items of 'heavy use' such photocopiers to maintain social distancing. These include moving the photocopiers to areas where there is more space and also rotating the position of some photocopiers so that they face the wall rather than staff.</p> <p>Wipes are placed with all photocopiers and this is checked daily. We also have been provided with enhanced cleaning regimes around touch points in the school.</p>	
<p>Cleaning staff and hygiene contractor's capacity - providing additional requirements</p>	<p>We have discussed with Sodexo – our cleaning contractors – our additional cleaning requirements and have agreed different shifts of working patterns to allow for this.</p> <p>We check to ensure that the cleaning products being used are suitable and that adequate supplies of cleaning materials are available. (See Safe working in education and childcare for guidance on PPE and guidance on cleaning non-health care settings)</p> <p>The enhanced cleaning schedule that was put in place at the start of the summer term around touchpoints has been successful and we will work hard to build on the strong base that is in place.</p> <p>We do not anticipate heavy use of shared areas used by different groups.</p> <p>Additional guidance on cleaning of non-health care settings was published by Public Health England at the end of the summer term and Sodexo are aware of this.</p>	<p>Business manager to liaise with Sodexo re: cleaning of the Lifts</p>

Sufficient handwashing facilities for staff and pupils	<p>We have sinks in the following rooms: Science labs F047 Drama F023 G067 G068 G066 G070 G076 Art</p> <p>Where a sink is not nearby, we provide access to hand sanitiser in classrooms and other learning environments.</p> <p>We currently have 5 heavy duty hand san stations – each holding 5 litre containers of hand sanitiser. These are placed outside the main reception entrance, outside the student entrance, near the entrance by the kitchen, near the year 9 entrance in the math’s corridor, and we will also put one at the entrance to the science block.</p> <p>We have planned in regular access to facilities throughout the day, and as per above, we will provide access to additional sinks where possible.</p>	
Additional time for staff and pupils to carry out handwashing	Frequent hand cleaning is now part of the normal school routine. We will stagger regular access to handwashing facilities through the day and will build routines into behaviour expectations and our school culture.	
Good respiratory hygiene	<p>We actively promote the ‘catch it, bin it, kill it’ campaign and ensure that enough bins are available for disposal of tissues.</p> <p>Signs are placed around school reminding students and staff of this. Support will be given to children with complex needs, particularly where children spit / use saliva. In such cases this will be considered within the pupil’s individual risk assessment.</p>	Business Manager and IT manager to GK to reinforce messages on TV screens on site.
Sufficient supplies of soap and cleaning products	Sodexo have had discussions with suppliers and contractors to ensure sufficient supplies and deliveries. They use regular detergents and bleach. Sodexo will review COSHH assessments and implement additional controls required where there has been any change in products.	

<p>Toilets being overcrowded</p>	<p>We will limit the number of children or young people who use the toilet facilities at one time. Duty staff will monitor the maximum identified use of the facilities.</p> <p>We are aware that different year groups can't need to be allocated their own toilet blocks. We have allocated toilet blocks within the school as follows:</p> <p>Year 7 - Downstairs with computing – shared with year 9 Max numbers at any one time – girls 4 , boys 3</p> <p>Year 8 – Upstairs MFL – shared with year 10 Max Numbers at any one time – girls 5, boys 5</p> <p>Year 9 – Downstairs with computing – shared with year 7 Max numbers at any one time – girls 4, boys 3</p> <p>Year 10 – Upstairs MFL – shared with 8 Max numbers at any one time – girls 5, boys 5</p> <p>Year 11 – Upstairs Hums (Girls) Downstairs Science / Math's (Boys) Max numbers at any one time – girls 5, boys 5</p> <p>Toilets will be cleaned regularly (at least in line with guidelines) and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>There will be a duty rota for staff to ensure students hand san regularly, both before and after entry to the toilet.</p> <p>We will endeavor, where possible, to minimise the mixing of year groups in shared toilets. This will not always be possible due to the availability of toilets on site for students and staff. The facilities we do have mean that it is not possible to have one year group having their own designated toilet bubble.</p> <p>Students will not be allowed to leave their lessons to visit the toilets in the last 5 minutes of lessons. This is to prevent the mixing of year group bubbles and also to promote social distancing</p> <p>Signage will remind toilet users to flush with the lid down</p>	<p>Note – Business Manager to follow up check and regularly review numbers of students at any one time</p>
<p>Staff related issues</p>		

<p>Staff measures to reduce contact and transmission</p>	<p>When assessing the return to full opening in September we have followed the relevant section of the DfE guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p> <p>All teachers, TA's and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>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.</p> <p>Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>When considering the return of non-teaching staff, we have recognised and considered the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in certain administrative roles). We will promote this if at all possible balancing this with the needs of the students .</p>	
<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<p>We are aware that Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</p> <p>We are currently assessing the possibility of peripatetic teachers coming to St Peter's. If it transpires that they can be used at St Peter's they should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>We have considered 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.</p> <p>We will follow guidance regarding recording details regarding our visitor information.</p>	

	<p>Where visits can happen outside of school hours, they should. We will keep a record of all visitors. We will ensure that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.</p> <p>All meetings with parents should be conducted by phone and not on site, unless otherwise agreed in advance by SLT.</p>	
<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants could be allocated to lead a group, working under the direction of a teacher. We will only ask TA's to do this in exceptional circumstances.</p> <p>Careful planning of the year groups/classes has been 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</p>	
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p>We have communicated with staff about our plans (for example, safety measures, timetable changes and arrival and departure times including a discussion on whether training would be helpful).</p> <p>If appropriate, we will seek GP or occupational health advice. 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</p> <p>Further advice is available from HR if required.</p>	
<p>Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment</p>	<p>We have communicated with staff about the plans (for example, safety measures, zones, timetable changes), including discussing whether training would be helpful.</p>	
<p>Accessing testing arrangements are clear for all staff</p>	<p>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/</p> <p>As of 16th July, this is the most up to date link,</p>	

	<p>We will promote this link through communications.</p>	
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask will be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>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 should also be worn we will ensure that fluid resistant face masks are available for all schools and that a supply is maintained.</p> <p>The School Business Manager will meet with the first Aid co-ordinator in Sept to ensure that the Medical room remains well stocked.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>	
<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p>We have carried out a complete risk assessment on all clinically extremely vulnerable and clinically vulnerable staff.</p> <p>Staff deemed to be clinically extremely vulnerable and clinically vulnerable will return to school in the Autumn term subject to 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.</p> <p>We have communicated with all BAME staff that we wished to take a personalised approach with them. Currently all BAME staff due to be in school are present but are aware that they can contact the HT if they wish to discuss any concerns in this regard.</p> <p>A risk assessment will 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.</p> <p>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.</p>	

	<p>The 'Risk assessment for all staff including vulnerable groups' will be used to aid and record this assessment –</p> <p>https://devoncc.sharepoint.com/:w/s/PublicDocs/Education/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p>	
Staff use of PPE	<p>We currently have 2 pupils whose care could potentially involve the use of PPE due to their intimate care needs.</p> <p>We will follow the guidance provided 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</p> <p>Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe</p>	
Use of PPE Lack of understanding	<p>We have provided training, guidance and briefing on use and safe disposal of PPE and will follow the guidance on putting on and taking off standard PPE using the advice provided</p> <p>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.</p>	
Dealing with suspected and confirmed case/ cases and outbreak.	<p>We will adhere to the guidance.</p> <p>If we have any infection control concerns or questions, we will call the South West Health Protection Team on 0300 303 8162.</p> <p>If the matter is not urgent we will 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/.</p> <p>The advice says that "IF A SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS Contact your local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk and inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk. If there is a complex situation or an outbreak is declared in your setting, you may be asked to join an Outbreak Control Team or Local Incident Management Team</p>	

	Meeting. School should up-date the Schools Emergency Plan to incorporate the above links.”	
Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<p>Shielding advice for all adults and children paused on 1 August meaning that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Covid-19 shielding guidance from the Royal College of Pediatrics for children and young persons should be followed, and those under the care of a specialist encouraged to discuss their return to school.</p> <p>We will communicate with parents with regard to the possibility of personalised approaches while balancing the govt guidance on expectations regarding attendance.</p> <p>Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required.</p>	
Children with EHCP and pupils who attend dual settings	We will complete a risk assessment for all students with an EHCP before attendance. For dual settings, we will 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.	
Pupils unable to follow guidance	We are currently not aware of any pupils who will need additional support to follow these measures. If we become aware of any, we will work with them and mitigate using special measures.	
Pupils equipment	We have provided a daily kit check list for our students.	
Member of a class becoming unwell with COVID-19	<p>We have allocated a suitable room for this purpose and communicate intentions to staff. Suitable PPE (including fluid resistant face mask) is available at this location.</p> <p>If a child is awaiting collection, they will be moved to the medical room (Secure Visitors Room) or one of the wings next to the main hall with doors open to ventilate the area. Here they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p>	

	<p>The window in the SVR should be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</p> <p>Where possible, we will not mix year group bubbles in the medical rooms.</p> <p>Pupils who are unwell should be collected within one hour.</p>	
School Uniform	We expect uniform to be worn according to our policy. We note that the guidance says that 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.	
Bobby the Therapy dog	Children will be instructed to Hand San before and after they are near Bobby. They will be told not to touch Bobby and Bobby will have different leads between use.	Business Manager to check that additional dog leads have been bought
Transport		
Travel to school and provision of safe school transport:	<p>We are liaising with Devon County Council transport team regarding school transport arrangements and we will encourage parents and children and young people to walk or cycle to school where possible.</p> <p>We will Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.</p>	
Dedicated school transport, including statutory provision	<p>We have considered how pupils are grouped together on transport and where possible this should reflect the bubbles that are adopted within school.</p> <p>Duty staff will be available to ensure organised queuing/boarding and distancing within vehicles.</p> <p>.</p>	
School Transport arrangements support changes to school times	<p>We are not proposing any changes to the school day.</p> <p>Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</p>	
Curriculum considerations		

<p>Planned return to normal curriculum in all subjects by Summer Term 2021</p>	<p>With a number of adaptations, we are able to offer a full curriculum taught by specialist staff. This will involve the students staying in whole year group bubbles.</p> <p>Movement of students is minimised because staff are moving more than usual.</p> <p>Specialist teaching rooms e.g. computing, music, drama, art, D and T, food, PE, are available for specialist teaching for all year group bubbles with appropriate teaching schedules between year group use.</p> <p>The Year 11 cohort bubble is situated in the science block. To improve the seating for the students we have purchased 300 new pepper pot stools as recommended by CLEAPS and also DCC health and Safety advisor.</p>	<p>Should arrive w/c 31/8/20</p>
<p>Suspension of some subjects for some pupils in exceptional circumstances.</p>	<p>Please see note above.</p>	
<p>Music activities</p>	<p>We note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting.</p> <p>This applies even if individuals are at a distance. We will consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>We are also procuring fluid resistant face coverings to assist the teachers in delivering their curriculum.</p>	
<p>Physical activity in schools</p>	<p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>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.</p>	<p>Meeting arranged with SLL on 3/9/20 re cleaning of the changing rooms:</p> <p>Look at the cleaning idea for Drama and Bleachers</p>

	<p>This is particularly important in a sport 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:</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>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.</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>	
Educational visits	<p>All educational visits will be 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, please check with EVOLVE guidance on DCC website.</p>	
Groups of children mixing resulting in risk of more widespread transmission	<p>Children have been grouped into as consistent as possible, groups that do not mix to enable track and trace and self-isolation where necessary.</p> <p>We have followed the guidance re bubbles and while we recognise that groups should be as small as possible whilst providing the full range of curriculum subjects, for St Peter's this will be the size of a year group.</p> <p>St Peter's has the capability within its buildings portfolio to take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.</p> <p>Large gatherings such as assemblies and with more than one group will be avoided</p> <p>We have made the decision to postpone the use of lockers for 20/21 due to the locations. They are a hot spot for the mixing of bubbles. Because students will be moving around the site on significantly fewer occasions they will not be carrying bags full of books and equipment on site as much as under normal circumstances.</p>	

Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	The School kitchens is run by Sodexo and they will comply with the Guidance for food businesses on coronavirus (COVID-19)	
Catering staff are operating in a safe environment	Sodexo catering staff will 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 Food will be distributed by Sodexo staff to designated areas in each year group bubble.	Now confirmed
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	We have reinforced the message to parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. We will Inform all visitors, suppliers, and contractors that only pre-arranged appointments will be allowed on site. We will publish a site telephone number in case of immediate access required.	
Suppliers understanding and complying with new arrangements	Sodexo will discuss new arrangements with contractors, suppliers and deliveries to be arranged for quiet times or outside school hours	
Communications to parents and staff	We will communicate regularly with parents and staff through several channels to ensure that our key messages are disseminated effectively.	
Pupils and families anxious about return	We will put support in place to address concerns and communications with parents on measures in place to reduce anxiety. We have 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.	
Parent aggression due to anxiety and stress.	If needed, we will tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety	

Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p>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.</p> <p>The Headteacher'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. This risk assessment was approved by the FGB at it's meeting in August 2020.</p> <p>There is regular dialogue with the Chair of Governors and those governors with designated responsibilities.</p> <p>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</p>	

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Page 3	Check Signage at top of school	Sept 20	GK
Page 4	Check Tables in the library and put in appropriate tables	Aug 20	GK – Complete
Page 6	Order more fluid resistant face coverings	July 20	GK / Finance – Complete
Page 7	Check management of water - legionella	Aug 20	GK / Sodexo – Complete
Page 8	Look into providing hot drinks station in hope zone for staff	Sept 20	GK

Page 8	Remove tape from air flow systems	Aug 20	Estates
Page 8	Buy more lidded bins	Aug 20	GK – Complete
Page 8	Look at management of climbing wall and other PE issues	Sept 20	HT/GK/SLL – Sept 3 rd
Page 10	Order another heavy-duty hand san station from Taylor West	Aug 20	GK – Complete
Page 10	Check messages on TV screens are up to date	Sept 20	GK/RLP
Page 11	Update duty rota	Sept 20	NF/GK – Sept 3 rd
Page 12	Record appropriate site visitors' details (including GDPR)	Sept 20	GK/RG/JMc
Page 14	Make sure that all first aiders are aware of PPE rules	Sept 20	GK/JH
Page 15	Ensure staff are familiar with the guidelines on a child becoming unwell in class.	Sept 20	GK/JH
Page 19	Ensure students / parents know there will be no lockers available in 20/21	Sept 20	HT – Complete
	Lidded bins for results day	Aug 20	GK – Complete
	Look at procurement of additional radios	Aug 20	GK/JS – Complete
	Sign for staff room – “please make sure you SD”	Sept 20	GK
	Buy more leads for Bobby	Sept 20	SH
	Ensure foliage is cut back for year 9 pupils to be able to park their bikes.	Sept 20	Sodexo
	Move any spare furniture to the back of the hall	Aug 20	Sodexo
	Set up the new medical room	Aug 20	GK – Complete

Signed: Headteacher/Head of Department:



Date 02/09/2020

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.