



Dunsford Community Academy Summary Risk Assessment: Phased Opening For Schools During Covid-19

As part of the planning for the gradual re-opening of schools, from September 2020, risk assessments have been created using the DfE Guidance, DfE Planning Tool, Local Authority Model Risk Assessments and The Health and Safety Executive. The summary identifies the risks associated with opening the school and the measures we are able to put in place to manage the risk.

From this we have identified the level of risk - high, medium, low. The **red**, **amber**, **green** indicates the risk after control measures have been put in place. Where the RAG remains high (red) this is because although the likelihood of risk has been lowered by control measures, the severity of the risk still remains high.

This information in this summary document is taken from our detailed assessments. Our risk assessments are subject to change as new guidance becomes available and we review our practices.

School: Dunsford Community Academy	Risk Assessor: Mrs Guntrip and Trust Health and Safety Lead	Ref: September 2020 Phased Reopening
Description of Risk Assessment	Assessment of risk involved in the September 2020 re-opening of full school and nursery following the COVID-19 lockdown. On 2nd July, the UK government announced plans that Schools and nursery settings should plan to fully open to all pupils with effect of the beginning of the Autumn Term (September 2020) for all children. The COVID-19 virus is a contagious condition which can result in fatality for a large number of people. There are a number of people considered to be at higher risk than others, due to underlying health conditions. It is considered that the risk to young people (children) is greatly reduced by the evidence seen in the UK and other countries. Detailed guidance from the DfE can be found here: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	

Identified Risk	Measures To Manage and Reduce Risk	Risk after measures in place	Who is Responsible
1.	<p>Entrance and egress to the school site causing large groups of people inside school grounds compromising social distancing.</p> <p>Plans for staggered drop-off and collection times and arrangements, in place to maintain social distancing, to be shared with parents before school reopens for children from 3rd September 2020. Signage will be clear for parents when attending and no parent will be able to come on to the playgrounds when dropping off and collecting children unless they have specifically been informed to do so by communication from the Head of Academy. A member of staff will be at the gate to oversee and support. Staff will remind parents of and encourage social distancing.</p>		Head Staff Parents
2.	<p>Groups of people gathering in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p> <p>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Parents and families will have had communication and be clear that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Staggered drop off and collection times minimises mixing contact between children and families from different pods. Only parents who have been informed will be able to enter the school ground to drop off and collect children. Clear signs will remind and support parents with social distancing while waiting to collect their children and expectations. Member(s) of staff on duty on the front entrance will pause parents if there is a build up and ask them to wait at 2m before the pupils can enter the school site. Once the blockage has cleared, they will be able to enter. Parents will be reminded through letters and communication to adhere to social distancing, only 1 adult to bring their child to school and the expectations to not gather around the entrance. Parents will be informed in advance of the expectations:</p> <ul style="list-style-type: none"> To not hold conversations with staff or parents leading to potential breaches of social distancing requirements and guidance 		Head Staff Parents

		<ul style="list-style-type: none"> ● To leave the school/village asap following drop off and collection ● Follow the government guidance at all times which explains social distancing guidelines ● Follow the expectations communicated by the Head of Academy ● To adhere to drop off and collection times to support the protective measures put in place by the academy 		
3.	Parents gathering at school gate not social distancing	<p>A member of staff will be on duty at the gate reminding parents of the expectations surrounding social distancing.</p> <p>Clear communication from the Head of Academy regarding expectations for a full opening of school in September 2020.</p> <p>Clear signs to support parents and reinforce expectations.</p> <p>Staggered drop off and collection times.</p> <p>Parents asked to wear face coverings at drop off and collection times.</p> <p>Staff asked to wear face coverings at drop off and collection times.</p>		Head Staff Parents
4.	Increased numbers during breaks compromising social distancing.	<p>Staggered break times will be implemented so that each pod knows where they should be to avoid congregating. Timings to be established and known by all staff. These will be strictly adhered to. The Head of Academy will be responsible for ensuring that timings are adhered to. Both pods will have a marked area of the field and never mix, with separate entrances on and off and a 2m wide exclusion zone, marked by cones and tape, in the middle. Pod1 will use the EYFS playground area and Pod2 will use the main playground (should it be wet). Only Y2+ children to ride to school, so only cycles on site to fill the Bike Shed.</p> <p>Children will not mix with other pods during the day, including at social times (break and lunch) and they will be encouraged during these social times to continue to socially distance.</p> <p>Younger children, those in Nursery and EYFS, cannot be expected to socially distance or remain at allocated tables, however, staff will encourage children to play more spread out and make good use of outside areas.</p> <p>Staff will not gather in the staffroom and will observe and maintain social distancing.</p>		Head Staff Parents
5.	Increased numbers during lunchtime, including food service and consumption compromising social	<p>Both pods of children can share Dunsford Community Academy site without the need to mix or come into contact with each other. They will do this by:</p> <ul style="list-style-type: none"> ● Having separate indoor and outdoor spaces ● Using separate, designated toilet and handwashing facilities 		Head Staff Parents

	distancing and increasing the risk of transmission	<ul style="list-style-type: none"> • Using separate, designated playground and field spaces • Staff observing social distancing and not congregating in the staffroom and shared areas of the school • School meals being delivered to the front gate by the catering provider • Parents observing staggered drop off and collection times and observing social distancing expectations 		
6.	Changes to building use being safe for pupils & staff	Each pod will have its own dedicated classroom and outdoor space. Lunch and break rota will ensure there is a low number of children moving between areas at any one time and supervised by adults. Corridors and shared areas have been cleared of any additional furniture where possible to create larger areas. Risk assessment for changes and monitoring ensure that fire, health and safety and first aid needs are met. Entry to the lobby area of the school will be limited except for the Head of Academy and Administrator.		Head Staff Parents
7,	The configuration of classrooms and teaching spaces does not support compliance with system of controls	Each pod will have their own dedicated classrooms and outdoor spaces. In Years 2+, children will have front facing desks and will sit forwards. Social distancing will be encouraged within Nursery - Year 1, while recognising the difficulties that younger children face with understanding and implementing social distancing. Adults will minimise movement around school and between pods and will maintain social distancing. Additional furniture that is not required in classrooms to support the delivery of the curriculum will be stored in designated areas of the school, therefore providing further space to support social distancing. Regular cleaning within pods will take place by adults in adherence with the academy risk assessment.		Head Staff
8.	Social distancing guidance is breached when pupils circulate around school	Any 'bottle-neck' areas, such as the school gate, have been risk assessed and information regarding safe use communicated to both parents and staff. The movement of pupils around school is minimised as much as possible and is overseen by all members of staff. Pupils will be reminded of the importance of social distancing and how to move safely around school by staff. Appropriate levels of staff supervision in place.		Head Staff
9.	Staff rooms and offices not able to comply with social distancing and safe	Minimise unnecessary gatherings. Use of the outdoor space where possible and, when meeting in doors, staff will ensure social distancing and that spaces used are ventilated.		Head Staff

	working practice	<p>Visibility panels are used in doorways to ensure safe movement around school. Staff will be based within a designated pod and will follow government guidance relating to movement within school.</p> <p>Staff will follow the academy risk assessment relating to maximum numbers of staff in the staff room and main office areas and will ensure thorough cleaning of spaces and equipment used. The photocopier will operate by 1 person using it at a time and then thoroughly cleaning as required.</p> <p>Staff will ensure ventilation in areas used at all times.</p>		
10	Lack of ventilation and the risk of spreading the virus.	<p>Avoiding unnecessary gatherings.</p> <p>Ensure ventilation of pods and areas within the school, propping open doors and windows where safe to do so.</p> <p>Both pods will have their own separate, designated playground and field space.</p> <p>Free flow outdoor play/spaces for Nursery-Year 1 children.</p>		Head SLT Parents
11	Risk of transmission from staff when working between pods	<p>Staff will understand and adhere to the systems of control outlined in the government guidance and academy risk assessment. These include:</p> <ul style="list-style-type: none"> ● Frequent hand washing ● Use of hand sanitiser ● Maintaining social distance when in different pods ● Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach ● Minimise contact between individuals and maintain social distancing wherever possible ● Wear PPE when appropriate ● Use of face masks when moving outside of class and bubbles and within shared spaces (eg, corridors and office spaces). <p>Head of Academy to oversee this.</p>		Head Staff
12	Risk of transmission from staff working 1:1 and small/close group working	<p>Staff will adhere to the systems of control (as outlined in point number 11 above).</p> <p>Risk assessments will be in place for children requiring additional support as required.</p>		Head Staff
13	The mental health and wellbeing of staff has been adversely affected	<p>Staff will be kept informed of the DFE guidance, potential hazards, academy risk assessment and decision-making process in a timely fashion, with the opportunity for both engagement and feedback.</p>		Head Staff Parents

		<p>Staff wellbeing will be prioritised and platforms of support can be accessed including that of Educational Psychologists and Counselling Service as required.</p> <p>Any concerns will be talked through with individual members of staff and Head of Academy.</p> <p>Daily dialogue between the Head of Academy and staff to discuss any concerns and also implementation of safety measures. Any concerns raised will be acted upon and will inform the risk assessment and further measures deemed necessary.</p> <p>Parents and families will be informed of the academy risk assessment and measures put into place to reduce and eliminate risk.</p> <p>Head of Academy and administrator to follow up any concerns.</p> <p>Frequent communication with school and home.</p>		
14	Contaminated surfaces spreading virus	<p>Additional furniture or resources that are not a necessary requirement to deliver the curriculum will be minimised and, where necessary, stored in a designated space within the academy. Remaining furniture and resources will be regularly cleaned as per the academy risk assessment.</p> <p>Regular cleaning, high touch/traffic areas will need particular attention and will be cleaned more regularly throughout the day.</p> <p>Teachers will instruct and remind pupils to adopt the 'catch it, bin it, kill it' approach for coughs and sneezes.</p> <p>All tissues will be disposed of into a lidded bin, and hands washed for 20 seconds.</p> <p>Communication to parents from the Head of Academy will inform parents of what resources/equipment and belongings children are permitted to bring into school each day.</p> <p>Staff will be responsible for wiping surfaces regularly during the day, using designated cleaning products and equipment.</p>		Head Staff Parents
15	Using play equipment - multiple use	<p>Each pod of pupils will have their own set of designated play equipment. Any shared PE equipment will be frequently cleaned using the correct chemical between groups of children and only used by one pod at a time, such as hoola hoops and gymnastic benches.</p> <p>Pupils will have their own sets of play equipment for use in their designated pod area on the field. This equipment will not be shared between pods.</p> <p>Pod 1 will be able to access the zipwire and pod 2 will access the rest of the play equipment.</p>		Head Staff

		<p>Each pod will have its own designated area of the field and playground and there will be separate access points to each of these areas.</p> <p>Any balls or travelling play equipment that enters another pod area will not be touched but will be cleaned and placed outside for 72 hours.</p> <p>Field equipment to be cleaned once a day after use by pods.</p>		
16	Shared resources and equipment increasing potential spread of the virus	<p>Years 2+ will store their own designated resources at their desk.</p> <p>For Nursery-Year 1 children, equipment will be regularly cleaned.</p> <p>Surfaces and resources in the pod will be regularly cleaned as part of the requirements outlined in the academy risk assessment.</p> <p>Milton will be used to clean any toys and resources that have intricate parts.</p>		Head Staff
17	Cleaning staff and hygiene contractors capacity - providing additional requirements	<p>Estates team to complete thorough end of day cleaning of each room/area being used with support of agency to ensure cleaning requirements are met.</p> <p>All staff within pods are to take responsibility for the cleaning of surfaces and resources regularly throughout the day.</p> <p>Cleaners will be responsible for carrying out a detailed clean of all areas each evening.</p> <p>Staff will clean their pods during the school day. Admin staff in the main office will wipe down high touch areas at least once a day with cleaning products.</p> <p>Pupil's toilets will be cleaned more regularly than 'normal', at least additionally once during the school day.</p> <p>Shared surfaces in staff rooms will be cleaned after each use by staff.</p> <p>Head of Academy to oversee implementation and monitor.</p>		Head Staff
18	Children do not return to school due to parental concern	<p>Parents will be informed of the statutory requirement for pupils to return to school in September.</p> <p>The Head of Academy will communicate with any parents/carers who feel that they are exempt from this and identify any areas of support or advice needed.</p> <p>Where applicable, the school will work with parents and partner agencies to support pupils in returning to school in September.</p> <p>Teachers to support in conversations with parents regarding attendance and to use positive praise and encouragement for pupils returning to school in September.</p>		Head Staff Parents
19	Pupils will have fallen behind in their learning during school closures and	<p>Assessment of attainment and learning will be assessed by teachers and staff.</p> <p>Curriculum planning will be adapted to ensure provision to address any potential gaps in learning and also to ensure that there is a focus on children's</p>		Head Staff Parents

	achievement gaps will have widened	<p>wellbeing following COVID 19 and partial school closures.</p> <p>Aspects of subjects will be prioritised following assessment.</p> <p>The curriculum will remain broad and ambitious for all children, with the full range of subjects being taught whilst focussing on potential missed learning in phonics, reading, vocabulary, writing and maths.</p> <p>For any pupils who are unable to attend school, remote learning will be available and calibrated to complement in-school learning. Parents who are concerned about this should contact the Head of Academy.</p> <p>Teaching of music and singing require additional protective measures such as additional distancing and use of outdoors and will be minimised where possible.</p> <p>In Physical Education, outdoor activity will be prioritised, maximising distance, and following scrupulous cleaning. Contact sport will be avoided.</p>		
20	Sufficient handwashing facilities for staff and pupils	Where a sink is not nearby, hand sanitiser will be provided in classrooms and other learning environments – the correct sanitiser 70% alcohol. Soap and warm water is the preferred cleaning method and this will be modelled, encouraged and overseen by staff.		Head Staff
21	Pupils and staff forget to wash their hands regularly and frequently	<p>Time for frequent hand cleaning will be built into every part of the day, in line with the Government guidance.</p> <p>Washing will be carried out;</p> <p>Upon entering school (sanitiser)</p> <p>Before and after preparing, handling and eating food.</p> <p>After using the toilet.</p> <p>After being in another room in school</p> <p>After exposure to any external activities and environments such as playtimes</p> <p>After coughing, sneezing and blowing of the nose.</p> <p>After cleaning (for staff)</p> <p>After dealing with any first aid/illness cases.</p> <p>Younger pupils will be supported with handwashing.</p> <p>Regular watching of hand washing videos will support hand washing routines and reestablish these again after summer holidays.</p>		Head Staff
22	Sufficient supplies of soap and cleaning products	<p>Suppliers to confirm current stock and availability of resources.</p> <p>Supplies of high quality cleaning chemicals and consumables within school have been assessed.</p>		Head Staff Administra

		Central supply of stock is held in the event of supply shortages. Staff to inform the Head of Academy and Administrator when stock is becoming low.		tor Estates and Services Lead
23	Toilets being overcrowded risking hand washing and not compliant with social distancing	Each pod has their own set of designated toilets. Staff will monitor the volume of children using the toilets at any one time. Pupils will be reminded about the requirement to wash hands (for 20 seconds). The need for queueing will be reduced as much as possible and children will be reminded to socially distance. Pupils will be encouraged to access the toilet during class/throughout the day to help avoid queues at break times. Whenever possible, any extra use of toilets outside of this time to be supervised by support staff from that class or area. Pupils will be reminded to flush the toilet with the lid down.		Head Staff
24	Staff with underlying health issues or those who have previously been shielding are not identified and so measures have not been put in place to protect them	An audit was previously undertaken to identify staff within vulnerable groups. Updated guidance published 4.11.20 for a second national lockdown implemented on 5.11.20 Schools are expected to remain open during the second national lockdown. The updated national guidance is that all staff in the education sector are to continue to work unless they fall within the new definition of Clinically Extremely Vulnerable (CEV). Staff within this group will have individual conversations with the Head of Academy. Where applicable, updated individual risk assessment will be completed to identify any individual control measures which may need to be introduced to ensure their safety is maintained. Members of staff who feel that they may be of increased risk will speak directly with the Head of Academy.		Head Staff
25	Pupils who were previously shielding are not identified and so measures have not been put in place to protect them	Parents should identify and inform the school of any pupils with severe underlying health conditions. Updated guidance published 4.11.20 for a second national lockdown has been implemented from 5.11.20. Schools are expected to remain open during the second national lockdown. All pupils are expected to attend school during the second national lockdown unless self isolating, or unless they fall within the new definition of Clinically		Head Staff Parents

		<p>Extremely Vulnerable (CEV). Pupils within this group will be contacted by their GP and instructed not to attend school. Remote Learning Arrangements are in place to support the education of these pupils.</p> <p>Pupils who live with people within the CEV group, but not in the group themselves are still expected to attend school.</p> <p>Parents may wish to consult their specialist health professional about the return of their child to school.</p> <p>Should pupils have to stay at home for health reasons, they will have full access to remote learning.</p> <p>Parents who are concerned about their child should contact the Head of Academy.</p>		
26	Risk to pupils with EHCP	<p>Individual risk assessments will be completed where required to determine what additional control measures need to be introduced.</p> <p>Where possible, the same adult will be assigned to children needing one to one provision as some pupils will need additional support to follow measures.</p> <p>Support measures for staff working with EHCP pupils may include extra training and regular supervision to review the risk assessment.</p> <p>Head of Academy to oversee and support the implementation.</p>		Head Staff
27	Pupils with SEND require additional support following school closures	<p>Every endeavour will be made to ensure appropriate support is identified for pupils with SEND. Staff will strive to ensure that pupils with SEND have their needs met. Any concerns to be raised with Head of Academy.</p>		Head Staff
28	Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	<p>Experienced staff will be available to support pupils with mental health issues. Staff will draw upon trust-wide support of trained staff and universal provision support as required and necessary.</p> <p>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</p> <p>Wellbeing/mental health will be discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</p> <p>Additional pastoral and extra-curricular activities for pupils will be assessed and provided as necessary.</p>		Head Staff
29	Increased Safeguarding disclosures following pupils	<p>Child protection policy will reflect the full return of all children.</p> <p>Designated Safeguard Lead will be provided with more time, as necessary, to</p>		Head Staff

	extended period in lockdown	meet the needs of pupils returning to school. Communication with other agencies will be held as required.		Designated Safeguard Lead
30	Pupils' behaviour on return to school does not comply with social distancing guidance	<p>Clear communication to parents and pupils regarding the importance and reasons for social distancing and this will be reinforced throughout the school day by staff. For young children this is done through age-appropriate methods such as stories and games.</p> <p>Staff will model social distancing consistently and continue to explain the importance of social distancing to pupils.</p> <p>The movement of pupils around the school is minimised.</p> <p>Large gatherings are avoided.</p> <p>Break times and lunch times are structured to support social distancing and are closely supervised.</p> <p>The school's behaviour policy has been revised to include compliance with social distancing and this will be communicated to staff, pupils and parents.</p> <p>The Head of Academy and staff will monitor areas where any breaches of social distancing measures may occur and arrangements will be reviewed.</p> <p>Messages and communication to parents reinforce the importance of social distancing.</p> <p>Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.</p> <p>Individual risk assessments of pupils will be completed as necessary.</p>		Head Staff
31	New children start school without an adequate induction/transition programme	<p>A plan has been put into place for pupils to transition into reception.</p> <p>There is regular and effective liaison with pre-schools and parents to aid transition and the new Reception/Year 1 teacher has called families and pupils to introduce herself. Welcome packs have been sent home to pupils who are transitioning into Reception.</p> <p>Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. The Head of Academy will continue to communicate with parents and families and discuss any individual concerns.</p>		Head Staff
32	Member of staff or Pupil becoming unwell with symptoms of COVID19	In the event that a member of staff presents with symptoms, they will		Head Staff Parents

		<p>immediately remove themselves from the school having notified a member of staff, at a safe distance, as well as confirming where they've been and with whom so cleaning can be immediately initiated to any affected areas and contacts within school closely monitored. The member of staff will, as soon as they are able, arrange to be tested and will provide the school with the test results as soon as practicable.</p> <p>The school and staff member will contact PHE Health Protection Team for advice.</p>		
33	Staff or pupil testing positive for COVID 19 after being in school	<p>Staff sign in sheets will be in use at all sites to support track and trace Contain outbreak by following DfE advice. Contact the DfE's helpline and you will then be directed to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases. This service can be reached by calling DfE's existing helpline on 0800 046 8687 and selecting the option for reporting a positive case. Lines are open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. On confirmation that a member of a class cohort, either child or member of staff, has had a positive test, ensure they stay at home for 8 days (day of onset + seven days). The rest of their household need to self-isolate for 14 days.</p>		
34	Educational provision must still be maintained for children who are not able to attend school because they are self-isolating or are unable to return for a valid reason.	<p>Google classroom will continue as a learning platform and would continue to be used in the event that pupils were not able to return to school or were self-isolating. The Head of Academy would oversee this. Work (inline with that which is being taught in the classroom) would be provided on this platform. Google classroom used to set work, will follow the outlined guidance for Remote Learning as previously shared with parents and on the school website.</p>		Head Teachers
35	Local levels of confirmed COVID cases increase (localised second wave). Causing local lockdown and school closure.	<p>The academy and the Head will follow guidance and advice from Public Health England.</p> <p>A contingency plan will be in place for a remote education plan enabling pupils access to remote education.</p>		Head Teachers

36	Staff are not trained in new procedures, leading to risks to health	<p>Staff will receive training prior to children returning for the Autumn Term. Staff will receive training and will both understand the measures of control, safety measures within the risk assessment and expectations. Staff will have the opportunity to ask any questions and gain any clarification that they may need,</p> <p>An induction programme is in place for all new staff.</p> <p>The revised staff handbook is issued to all new staff prior to starting.</p>		Head Staff
37	Face to face CPD and cross trust working increasing the transmission of the virus.	<p>In school CPD continues to take place. This will be structured in a way that maintains social distancing or it occurs online. Outside areas will be utilised as appropriate.</p> <p>Any additional members of staff from across the trust who visit the school to deliver elements of CPD will remain socially distanced at all times. They will adhere to the points in the academy risk assessment and will follow control measures set out in the government guidance.</p>		Head Staff
38	Provision and use of PPE for staff where required is not in line with government guidelines	<p>Government guidance on wearing PPE is understood by and communicated to staff. Sufficient PPE has been procured for staff within school.</p> <p>Staff will receive adequate training on the use and safe disposal of PPE. Staff will be reminded that wearing of gloves is not a substitute for handwashing measures.</p>		Head Staff
39	Routine 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. Staff will ensure thorough hand washing following government guidance and the academy risk assessment.</p>		Head Staff
40	Commuting to school including public transport having an adverse effect on attendance and punctuality. Also risk of increasing transmission of virus	<p>Advice can be found here: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Where possible, parents and pupils are encouraged to walk, cycle or drive in a family car to school.</p> <p>Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport and parents will be directed to this on making the school aware of their use of public transport.</p>		Head Parents

		<p>Where using public transport, children and their families should wear face coverings.</p> <p>Use of hand sanitiser before entering the school premises will be required.</p> <p>Parents should ensure that social distancing on public transport (where possible) is maintained.</p>		
41	<p>Kitchen facilities not complying with latest Covid19 guidance to reduce risk of infection/contamination.</p> <p>Also Increased risk of food poisoning due to prolonged service delivery (staggering times)</p>	<p>Devon Norse will deliver food in 'ready meal' format. This will be delivered straight to each pod separately and the temperature checked by Devon Norse before 'serving'.</p> <p>Disposable cutlery will be provided.</p> <p>Pupils not receiving lunch from Devon Norse will be required to bring a packed lunch to school with them.</p> <p>Lunchtimes do not need to be staggered as the pods will not be sharing an eating area or dining room.</p> <p>Devon Norse menus will be offered based on the availability of ingredients but may need to be altered to accommodate staffing within their kitchens.</p> <p>Hot and cold food will continue to be monitored for temperature and recorded during service.</p> <p>Catering teams will use a batch cooking service to ensure that food is served fresh.</p>		Head Devon Norse
42	<p>Visitors - Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety</p> <p>Social worker visits</p>	<p>Parents, carers or any visitors, such as suppliers, will be asked not to enter the school grounds if they are displaying any symptoms of coronavirus. This will be effectively communicated by the Head of Academy and, where applicable, the administrator and school staff.</p> <p>Visitors, suppliers, and contractors will visit the school by pre-arranged calls only.</p> <p>Visitors, suppliers and contractors will be informed of any infection control procedures that must be adhered to on site and the measures of control that must be followed.</p> <p>Deliveries, where a delivery time before or after school opening/closing is not possible, will be left in a safe and secure place.</p> <p>A record of all visitors to the site will be kept to support Track and Trace.</p> <p>Any visits from outside practitioners and partner agencies will take place in a socially distanced way and the area used will be thoroughly cleaned after use.</p>		Head Staff
43	Poor or lack of communications to parents	Parents will receive clear and timely communication from the school and Head of Academy regarding expectations, procedures and updates (these will be		Head Staff

	and staff	<p>regular and timely).</p> <p>Regular communications will be logged and stored for continued access on the academy website.</p> <p>The administrator on site every morning will notify the Head of Academy of any communications and will respond, as required, to communications.</p> <p>Parent conversations will not be encouraged at the school gate or on the premises and staff will be trained and supported to adhere to this.</p> <p>Any paper communications from parents should be handed to Mrs Guntrip (or alternative member of staff) at the gate, therefore negating the need for parents to enter the school grounds unless previously arranged to do so.</p> <p>Visual reminders to socially distance will be in place.</p> <p>Training will be in place for staff.</p>		Parents
44	Parent aggression due to anxiety and stress.	<p>Parents to be fully informed of drop off and collection times in advance of pupils returning to school.</p> <p>Parents to be informed of the purpose for these arrangements.</p> <p>The Head of Academy will be on the gate (or alternative member of staff) to support communication and address any parental concerns.</p>		Head Staff
45	Usual school events cannot take place due to protective measures.	<p>Where possible, school events will be considered for adaptation or postponement/cancellation. Every opportunity will be taken to adapt activities.</p> <p>Assemblies will take place with only one pod at a time or virtually.</p> <p>Singing will be avoided in assemblies/ choirs etc.</p>		Head Staff
46	Spread of virus due to increased numbers of unnecessary people within the building or grounds.	<p>Communication to parents to have only one adult dropping off and collecting pupils from school.</p> <p>Where possible, younger siblings should be kept in a pushchair.</p> <p>No unnecessary people to be allowed on site.</p> <p>Parents to enter site only by communication of the Head of Academy or by pre-arranged appointment.</p>		Head Staff
47	Staff unsure of emergency procedures. Staff and pupils not evacuating the building. Pupils being too close at muster points, not socially distancing.	<p>Staff will be reminded of the evacuation procedures and instructed to read the policy.</p> <p>In the event of an emergency, the priority is to evacuate the building safely and to take pupils to their designated point of safety.</p> <p>Temporary measures for the designated point of safety will be implemented to ensure observance of social distancing.</p> <p>The point of safety remains the school playground, maintaining social</p>		Head Staff

		<p>distancing. A silent fire drill will be conducted during the first week of term so that the pupils know what to expect.</p>		
48	<p>Lack of trust following a confirmed COVID case in the school which has spread to other pupils/staff.</p>	<p>The risk of infection has been carefully considered and a risk assessment conducted in-line with government guidance. Actions are implemented as far as is reasonably practical. An information letter has been drafted in the event of an outbreak within the academy, ensuring swift communication with parents and families.</p>		Head
49	<p>ICT failure or significant issue which requires IT team to attend the occupied academy. If not addressed, staff are not able to teach the curriculum in class. or remotely.</p> <p>The use of shared computer keyboards and mice / mouse pads / tablet style computers is a high risk area as they are hard surfaces.</p>	<p>The ICT team is able to dial in remotely to support with any technical issues. Where remote working is not possible to fix an ICT issue, the ICT team will follow the same measures of control as staff within the academy. The use of ICT equipment will be reduced as much as possible, while recognising its importance in the delivery of the curriculum. All ICT will be cleaned using designated cleaning equipment and staff should wash their hands after use.</p>		Head Staff
50	<p>Ability to offer wrap around care whilst maintaining compliance with social distancing and not mixing of groups/bubbles</p>	<p>Breakfast club will run from 7:30am. Pupils must be pre-booked to use this wrap-around care. Extracurricular provision spaces must be booked at least one day in advance. Bookings made without a day's notice can not be considered.</p> <p>Pupils attending the wraparound care will remain in year group or class pods where possible. If unable to maintain these pods, small consistent groups will be used. Collection and drop off procedures will follow the systems of controls. A record of all attendees will be kept (staff and pupils) to support with Track and Trace. Additional risks involved in attending the wraparound care will be</p>		Head Breakfast Club Lead

		<p>communicated to parents.</p> <p>Pupils will wash hands before and after joining the club and the areas they use will be cleaned after they have attended each day.</p> <p>Older children will be expected to socially distance whilst recognising that this is not possible for those children in Nursery-Year 1.</p>		
51	Increased risk to Black and Minority Ethnic staff and pupils	<p>Social distancing is in place.</p> <p>Individual risk assessments will be carried out with employees and pupils in this category to discuss any potential additional risks and measures needed.</p> <p>Communication with families of pupils within this category to identify any additional risks.</p>		Head
52	Risk of administering first aid contributing to the transmission of the virus	<p>Staff will wear PPE all times when providing first aid, including a face shield if there is a risk of splashing of bodily fluids.</p> <p>First aid trained staff will refresh their training on the correct use of PPE (NHS Video) as part of their training.</p> <p>A record of all first aid will be kept on site to support the Track and trace system.</p> <p>Staff who are not first aid trained should not administer first aid and should seek the advice of the Head of Academy is required.</p>		Head First aid trained staff
53	Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance	<p>Risk assessments are updated or undertaken before the school reopening and mitigation strategies are put in place and communicated to staff and parents.</p> <p>The effectiveness of prevention measures will be monitored by school leaders.</p> <p>This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance and after the first weeks operational experience.</p> <p>Feedback is encouraged from parents.</p> <p>Risk Assessments monitored and reviewed by the Estates & Services Manager, trained to Occupational Health and Safety (IOSH Tech) level via NEBOSH.</p>		Head Staff Parents Estates and Services Lead
54	Lack of Trustee oversight during the COVID-19 crisis leads to the academy failing to meet statutory	<p>The Trust Board and local committees continues to meet regularly via online platforms.</p> <p>The governing body agendas are structured to ensure all statutory requirements are discussed.</p>		Head Trustees

	requirements	<p>The Head of Academy reports on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</p> <p>Regular dialogue with the Chair of Trustees and those trustees with designated responsibilities is in place.</p> <p>Minutes of trustee meetings are reviewed to ensure that they accurately record trustees oversight.</p>		
55	Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	<p>All relevant policies have been revised to take account of the most recent government guidance on social distancing and COVID-19 and its implications for the academy and wider Trust.</p> <p>Staff, pupils, parents and Trustees have been informed accordingly.</p>		Head
56	Use of the village hall for physical education during COVID 19 restrictions.	<p>Communication of the current risk assessment in school and safety measures/measures of control put into place to staff managing the village hall use. The village hall is not being hired out to other members of the public so only the school will be using this space. Children will not use any equipment in the hall and will only use specific equipment provided by the PE teacher which will then not be shared across bubbles. Children and staff will wash/sanitise their hands before leaving school to go to the hall and will then wash/sanitize their hands on returning to school. Handwashing facilities and hand sanitiser will be available in the hall for children and staff to use. Touch points will be cleaned in the hall after each class and bubble have used the space. Catch it, bin it, kill it approach will be used and staff will remind children of safety measures and expectations when using the village hall space. Head of Academy to communicate safety measures and measures of control for the use of this space to the specialist PE teacher.</p>		Head Staff
57	Use of the village hall for after school club during COVID 19 restrictions.	<p>Communication of the current risk assessment in school and safety measures/measures of control put into place to staff managing the village hall use. The village hall is not being hired out to other members of the public so only the school will be using this space. Children will not use any equipment in the hall and will only use specific equipment provided by the PE teacher which will then not be shared across bubbles. Children and staff will wash/sanitise</p>		

	<p>their hands before leaving school to go to the hall. Handwashing facilities and hand sanitiser will be available in the hall for children and staff to use. Touch points will be cleaned in the hall after each class and bubble have used the space. Catch it, bin it, kill it approach will be used and staff will remind children of safety measures and expectations when using the village hall space. Head of Academy to communicate safety measures and measures of control for the use of this space to the specialist PE teacher.</p> <p>The village hall will not be used for extra curricular clubs between 05.11.20 to 02.12.20 inline with government guidance and restrictions relating to extra curricular clubs.</p>		
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