


If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

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: <i>Lanscore Primary School</i>	Establishment Risk Assessment	RA100 V2
	Address: <i>Threshers, Crediton, Devon, EX17 3JH</i>		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: <i>23rd July 2020</i> 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.	
Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Covid-19 Implementing protective measures in education and childcare settings (15 May 2020) and updated following the publication of Guidance for Full Opening (2 July 2020) and Managing School Premises during the Covid-19 outbreak (7 July) 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. This risk assessment should be read alongside DCC guidance document C-19, checklist C-19 and the latest government guidance: Guidance for Full Opening		Assessor(s):	

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 re. mitigations put in place
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><i>Different drop off and collection times planned for all year groups:</i> <i>EYFS – 9.15am drop off, 3pm collection</i> <i>Years 1 and 2 – 9.15am drop off, 3.10pm collection</i> <i>Years 3 and 4 – 9.00am drop off, 3.30pm collection</i> <i>Years 5 and 6 – 8.45am drop off, 3.15pm collection</i> <i>(Breaks during the day will be adjusted to ensure learning time is not shortened)</i> <i>One way system down steps by office, dropping children off at playground gates, leaving site via 'Hairy House' path.</i> <i>Floor markings and signage reinforcing social distancing requirements</i> <i>Information shared with parents through initial letter.</i> <i>Reminders shared as required.</i> <i>Message reinforced by SLT and staff member based at entrance.</i> <i>There will be a bin at the gate for the disposal of face masks, these will also be situated in the reception lobby and staff room.</i> <i>Pupils will make their way to their classrooms and wash their hands upon arrival.</i> <i>Coats will be hung up in cloakrooms on designated pegs.</i></p>	
Parents gathering at school gate not social distancing.	<p><i>Parents' drop-off and pick-up protocols minimise adult to adult contact.</i> <i>Make clear to parents 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) through initial letter and reminders shared as required.</i> <i>SLT to re-inforce expectations verbally as required.</i></p>	
Overcrowding in classrooms and corridors.	<p><i>Indoors- classes to act as discreet bubble. Desks in the classrooms to be arranged facing forward, spaced as far apart as possible. Pupils who are likely to require more additional support to be placed on the desks that are the most accessible. Resources to be placed in the classroom so they are accessible, but these are to be given out by staff as required to limit movement around the classroom.</i> <i>The exit point from the ground floor classroom, for any transitions, is through the outside classroom door. Years 3 and 4 to be accompanied by member of staff when leaving through these doors.</i> <i>One way system developed for staircases – up flight by library and down flight by hall</i> <i>Excess furniture and resources to be removed from classrooms.</i> <i>Cloak rooms to be used by fewer classes. Some classes to have free standing coat rails.</i> <i>Packed lunches and PE kits to be stored in classrooms where possible. Limited resources/ items to be brought in from home.</i></p>	

	<p><i>Limited/no movement by children around the classroom when they are in, except for EYFS. Reduce movement around the school, only reason to be in the corridors is accessing the toilets.</i></p> <p><i>No assemblies will be done in the hall. Assemblies to be delivered in classrooms by teachers.</i></p>	
Risk of transmission within EYFS settings	<p><i>EYFS year group will be kept as a single bubble.</i></p> <p><i>Regularly cleaning hands and using hand sanitizer.</i></p> <p><i>Good respiratory hygiene will be promoted – ‘catch it, bin it, kill it’ approach.</i></p> <p><i>Encourage side by side play instead of face to face. Use outdoor areas as much as possible.</i></p> <p><i>Enhanced cleaning, including frequently touched surfaces.</i></p> <p><i>Minimise contact with any individuals who are unwell.</i></p>	
Groups mixing during breaks and lunchtime compromising social distancing.	<p><i>Staggered break times with appropriate supervision.</i></p> <p><i>Using different playground locations where possible.</i></p> <p><i>Outside bubbles (EYFS, Yr 1 & Yr2; Yrs 3&4; Yrs 5&6) will be based in 3 zones identified for break time/lunchtime. Groups will have designated space for the week.</i></p> <p><i>Children will not move between zones and staffing will be allocated to zones.</i></p> <p><i>Children will be advised to keep social distancing in toilets over lunchtime and break time.</i></p> <p><i>Lunches to be staggered and served in the hall using set tables, children will only sit along one side of the table and will be kept to indoor bubbles, tables to be wiped down between groups.</i></p> <p><i>Years 3 & 4 will eat in classrooms supervised by the MTA with their bubble.</i></p> <p><i>At the end of breaks, children to line up in the zone they have been playing in and in seating order to file back into classrooms, ensuring groups are not congregating in the corridors.</i></p> <p><i>Children will be given squirt of hand sanitiser on entering the classroom, they will start an activity on the board and then, in small groups, will undertake handwashing.</i></p>	
Groups mixing during extra-curricular provision	<p><i>Breakfast and After School provision to be arranged ensuring pupils stay in bubbles. KSC must ensure that staffing is consistent and appropriate. This will be checked periodically.</i></p> <p><i>No other after school provision or extra-curricular clubs to be launched at this time. When clubs begin, children will be kept to bubbles.</i></p>	
Spread of virus due to increased numbers of people within the building.	<p><i>Inform parents that if their child needs to be accompanied to school, only one parent should attend.</i></p> <p><i>Parents told access to the school is by pre-arranged appointment only, parents encouraged to pay dinner money online, or drop it into the letterbox.</i></p> <p><i>Parents encouraged to contact the school office by email or telephone.</i></p>	
Staff	<p><i>Staff should maintain Public health guidance of 2m wherever possible.</i></p> <p><i>If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE or having a Perspex screen in place. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils.</i></p> <p><i>Staff room furniture to remain spaced out appropriately.</i></p>	

	<i>Any meetings will be held at an appropriate social distance.</i>	
Premises related matters		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<i>Clear instructions given to both staff and pupils regarding the changes made to the building, e.g. one way system for stairs. Information to be sent home in newsletters, parents asked to share this with pupils and will be reinforced when arriving in school on the first day and then again on consecutive days. Staff to be briefed through emails and non-pupil day staff meetings One way routes to be marked with signage and tape dividers placed on floor (where relevant).</i>	
First Aid procedures	<i>Staff to act as initial First Aid providers, lunchtime cover to be communicated through rota displayed on First Aid Room Door. First Aid Room remains available and unobstructed for any serious 1st aid incidents. Basic first aid bag stored in each classroom for staff to use for cuts & grazes. All other first aid will be completed in the designated first aid area. Paediatric cover to be maintained throughout. PPE provided for First Aiders – gloves, aprons and masks. Instruction on PPE to be given to staff and displayed in first aid area, this will cover disposal of PPE.</i>	
Fire Procedures	<i>All fire equipment maintained through COVID closures, continuation of testing regime in house. Fire evacuation process remains unchanged, external doors to be used. Pupils to assemble in classes 2m apart from other groups. Reminder given to staff that doors and windows must be shut as evacuation happens. Pupils and staff updated through verbal briefing at start of academic year.</i>	
Water hygiene – management of legionella	<i>All testing maintained throughout COVID closures, continuation of testing regime and pass of concerns identified to Premises and Safety Administrator Playground water fountains isolated.</i>	
Using and monitoring new practices to reduce risk of Covid-19 transmission	<i>Communication Strategy: Briefing of all staff through staff meetings on non-pupil days – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. Regular email updates to staff. Headteacher and senior leaders will monitor arrangements throughout the day and make remedial actions where needed.</i>	
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<i>Premises related risks controlled throughout COVID closure and these will be continually maintained. Requirements and controls understood by Responsible Person and Premises & Safety Administrator.</i>	

Staff rooms and offices to comply with social distancing and safe working practice	<p><i>Staff advised not to use these communal spaces unless absolutely necessary. Seats to be limited and spaced out.</i></p> <p><i>Office rota developed, doors to these spaces to remain closed, signage on doors used to remind people to respect social distancing.</i></p> <p><i>Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and staff to bring their own food and utensils if possible. Enhanced cleaning regimes as per below.</i></p>	
Ventilation to reduce spread	<p><i>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</i></p> <p><i>Opportunities to be exploited to work outside (of the classroom) and the wider school grounds.</i></p>	
Management of waste	<p><i>Bins to be lined with bags, and emptied regularly. If staff are noticing that tissues are building up in bins, these need to be emptied during the day. Follow Guidance on disposal of PPE waste (such as used fluid resistant masks) and Government guidance on disposal of waste, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school. PPE can be disposed of in normal waste unless symptoms of COVID-19 are present. These items must not go into recycling.</i></p> <p><i>If there is an individual with COVID-19 symptoms in school, waste must be double bagged and stored for 72 hours.</i></p>	
Management of incoming goods	<p><i>Incoming deliveries are placed in foyer and the office staff are aware of these being made. These can be delivered respecting social distancing.</i></p>	
School owned outdoor play equipment	<p><i>Play equipment to be allocated to a bubble for a week at a time.</i></p> <p><i>Signage to be placed on the school gates and near the equipment reminding parents of their responsibilities regarding hand washing and hygiene when using the equipment out of hours.</i></p>	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<p><i>Classroom based resources such as sports, art and science equipment will be used and shared within the bubble. Such resources will be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</i></p> <p><i>Regular cleaning – sprays and cloths available throughout the day.</i></p> <p><i>Enhanced cleaning will be taking place at the end of the school day.</i></p> <p><i>Government cleaning guidance to be followed if someone becomes ill with suspected COVID-19 at the school.</i></p>	

Shared resources and equipment increasing spread	<i>Pupils to be allocated key resources in an individual pack, which can be replenished as required, this is designed to prevent the sharing of stationery and other equipment where possible. Suitable procedures in place for managing access to items of 'heavy use' such as photocopiers to maintain social distancing. Wipes are next to these items and staff reminded to clean them after use.</i>	
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<i>Cleaning expectations agreed with external provider. Surfaces in classrooms to be wiped down regularly during the day using agreed products.</i>	
Sufficient handwashing facilities for staff and pupils	<i>Sinks and soap are provided in all classrooms. Each classroom will leave adequate space around the sink area. Facilities will be used by staff and pupils on coming in from outside and before consuming food and drink. Classrooms also provided with bottle of hand sanitiser, this is for use immediately after break and lunch before hand washing and for staff throughout the day. Bottle is also in reception by the signing in book.</i>	
Additional time for staff and pupils to carry out handwashing	<i>Frequent hand cleaning as part of normal routine – as a minimum, on arrival at school, before eating or drinking at break or lunchtime, on coming in from outside, after using the toilets and before leaving school at the end of the day. Handwashing facilities available in classrooms throughout the day, teachers to manage sensible use of them.</i>	
Handwashing practice with children	<i>Handwashing posters displayed in toilet areas and pupils continually reminded of importance of handwashing throughout the day for 20 seconds minimum, potentially using 'Happy Birthday' x2 as a measure of time. Hand sanitiser to be stored appropriately, where necessary wipes to be considered for children who cannot use sanitiser.</i>	
Good respiratory hygiene	<i>'Catch it, bin it, kill it' promoted throughout the school, enough tissues and bins are available. Support provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this will be considered within the pupil's individual risk assessment.</i>	
Sufficient supplies of soap and cleaning products	<i>Suppliers for soap and cleaning products identified. Volumes of products monitored by Caretaker (soap) or Office and orders placed by office staff.</i>	
Toilets being overcrowded	<i>Staff to monitor spaces and not sending groups to access facilities at the same time. Pupils reminded about SD while using these spaces and a limit of two children in the toilets at any time.</i>	
Staff related issues		

Staff measures to reduce contact and transmission	<p><i>DfE guidance followed:</i></p> <ul style="list-style-type: none"> • a requirement that people who are ill stay at home • robust hand and respiratory hygiene • enhanced cleaning arrangements • active engagement with NHS Test and Trace • formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable <p><i>Teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will try to 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.</i></p> <p><i>Pupils who have complex needs or who need close contact care should have their support provided as normal. Face visors and gloves can be worn by adults working closely with these children if required.</i></p> <p><i>Staff who can work for home to be supported to do so if it works for the school.</i></p>	
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<p><i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</i></p> <p><i>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</i></p> <p><i>Contractors to be encouraged to attend outside school hours, however information on physical distancing and hygiene protocols to be explained upon arrival.</i></p> <p><i>A record should be kept of all visitors - they need to sign into the visitors book for Track and Trace records.</i></p>	
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<p><i>Supply teachers and other peripatetic staff will be engaged where necessary. School will ensure that they are briefed in the contents of this risk assessment.</i></p>	
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<p><i>Draft plans and risk assessments shared with staff (for example, safety measures, timetable changes and staggered arrival and departure times). If appropriate, GP or occupational health advice will be sought.</i></p> <p><i>Where a member of staff has anxieties about the changes, a conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups' - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQy/LupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</i></p> <p><i>Feedback through email and face to face conversations.</i></p>	

Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	Staff involved with the development of these plans, and briefed fully (for example, safety measures, timetable changes and staggered arrival and departure times) during INSET days and through emails. Feedback encouraged through emails or conversations with Headteacher/SLT.	
Accessing testing arrangements are clear for all staff	Guidance about testing, including the NHS 'Test and Trace' service, is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/	
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	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 should be worn by the supervising adult if a distance of 2 meters cannot be maintained. These can be found in the First Aid Room. If contact with the child or young person is necessary, then gloves, an apron and a face mask should 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. All PPE supplies in school and maintained by the office.	
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	Individual risk assessments undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment will also be undertaken with staff who may be anxious about returning to school and/or due to the increased numbers.	
Staff use of PPE	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. Supplies have been purchased, these will be monitored by the Office and replenished as necessary. Staff have access to single-use disposable masks for any close contact first aid. Visors, face masks and gloves are available should staff request these for specific purposes.	
Use of PPE Lack of understanding	Government guidance posters displayed in first aid area and staff room.	
Dealing with suspected and confirmed case/ cases and outbreak.	If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk . Devon County Council's Local Outbreak Management Plan (LOMP) is available here: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/ . IF A SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS Contact your local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk and inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk . If there is a complex situation or an outbreak is declared in your setting, you may be asked to join an Outbreak Control Team or Local Incident Management Team Meeting.	

	<i>School Emergency Plan updated to incorporate the above links.</i>	
Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<i>Shielding advice for all adults and children will pause on 1 August meaning that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons should be followed, and those under the care of a specialist encouraged to discuss their return to school. Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required.</i>	
Children with EHCP and pupils who attend dual settings	<i>A risk assessment should be completed before attendance if deemed necessary. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child.</i>	
Pupils unable to follow guidance	<i>Because it is challenging to reduce contact between young children in EYFS, regular cleaning and disinfection of surfaces, objects and toys, as well as hand washing, are particularly important. The use of soft toys and toys with intricate parts or that are otherwise hard to clean should be avoided. Some children will need additional support to follow these measures. Sanctions will be given to those choosing not to follow the rules – normal school procedures will be followed.</i>	
Pupils equipment	<i>Pupils to limit the amount of equipment they bring into school each day, to essential items only. Pupils to have individual equipment allocated to them and replenished as required.</i>	
Member of a class becoming unwell with COVID-19	<i>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff – this room is the first aid room Suitable PPE (including fluid resistant face mask) is available at this location.</i>	
School Uniform	<i>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</i>	

Transport		
Travel to school and provision of safe school transport:	<i>Parents reminded that best modes of transport are walking or cycling. Parents reminded that ideally single adult to accompany child to school.</i>	
Wider public transport	<i>It is the law that you must wear a face covering when travelling in England on public transport. Some people don't have to wear a face covering including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering.</i>	
Curriculum considerations		
Planned return to normal curriculum in all subjects by Summer Term 2021	<i>Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.</i>	
Marking children's books	<i>Staff will need to provide children with regular feedback about their work and the school's marking policy should be followed. Hygiene routines should be followed when handling children's books and gloves are available should staff request them.</i>	
Library and reading books	<i>The library will only be open on Mondays, Wednesdays and Fridays. Children should return library books to a specified box and the books should be left for 72 hours before being returned to the shelves. A maximum number of 3 children in the library at any time. KS1 and EYFS Reading books should be changed on a Tuesday and Friday if needed.</i>	
Music, dance and drama activities	<i>There may be an additional risk of infection in environments where children or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. When playing instruments or singing in small groups such as music lessons, we will follow physical distancing, play outside wherever possible, limit group sizes to 15, position pupils back-to-back or side-to-side, avoid sharing of instruments and ensure good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further detailed DfE guidance will be published shortly.</i>	
Physical activity in schools	<i>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe</i>	

	<p>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>Primary Sports coaches will provide curricular and extra-curricular activities and will follow government guidance.</p> <p>Activities at break times and a daily physical activity will enable pupils to be physically active while encouraging physical distancing.</p>	
Practical science, art and D&T lessons	<p>Guidance from CLEAPSS should be followed when planning practical lessons, using resources such as the Guide to doing practical science work during Covid-19, Guide to doing practical work in D&T, food and art , and Practical activities in a bubble.</p>	
Educational visits	<p>All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings For additional information check with EVOLVE guidance on website.</p>	
Groups of children mixing resulting in risk of more widespread transmission	<p>Children will be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Inside groups will be a class size and outside groups will be a whole team (EYFS & KS1, Y3 & Y4, Y5 & Y6) Groups will be kept apart from other groups where possible and older children will be encouraged to keep their distance within groups. It is accepted that the youngest children cannot socially distance from each other or staff. Measures should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time).</p> <p>Large gatherings, such as assemblies, will be avoided.</p>	
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p>Contracted NORSE service</p> <p>School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)</p>	
Catering staff are operating in a safe environment	<p>Contracted NORSE service</p> <p>Catering staff to follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</p>	

Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<p><i>Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus.</i></p> <p><i>Inform all visitors, suppliers, and contractors that only pre-arranged visits will be allowed on site.</i></p> <p><i>School diary to be used for pre-arranged appointments</i></p> <p><i>Site telephone list available in office</i></p>	
Suppliers understanding and complying with new arrangements	<i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i>	
Communications to parents and staff	<i>Regular communications – weekly newsletter and adhoc emails as required.</i>	
Pupils and families anxious about return	<p><i>Support in place to address concerns and communications with parents on measures in place to reduce anxiety.</i></p> <p><i>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.</i></p>	
Parent aggression due to anxiety and stress.	<i>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</i>	
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p><i>The governing body continues to meet regularly.</i></p> <p><i>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. 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.</i></p> <p><i>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</i></p> <p><i>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.</i></p>	

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

Signed: Headteacher: **Date**

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.