


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: Teignmouth Community School Mill Lane September opening 2020	Establishment Risk Assessment	RA100 V2.1
	Address: Mill Lane, Teignmouth, Devon, TQ14 9BB		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings (2 July 2020) and Managing School Premises during the Covid-19 outbreak (7 July 2020)	Date assessment completed: 14/07/2020 This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.		
	Assessor(s): Annabelle Thomas		

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>	Date action to be carried out	Person Responsible
Children and Parents	School to re-open to all pupil's full time based on governments guidance.	Week commencing 7 th September	SLT
	Children will not be allowed into school if they or any household members are showing symptoms of Covid-19. Symptoms are:- <ul style="list-style-type: none"> • High temperature • New continuous cough • A loss of, or change to, your sense of smell or taste 		AT/RW/AW
Pupils and families anxious about return	<i>Support in place to address concerns and communications with parents on measures in place to reduce anxiety. Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.</i>		AT/LW/CF/AW/RW
	A class will be allowed in one classroom and classed as a 'bubble'. Classes and staff will stay in the same groups where possible.		AT/LW to organise
Children with EHCP and pupils who attend dual settings	<i>A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child</i>		LW/KAP

Using and monitoring new practices to reduce risk of Covid-19 transmission	<i>Training of all staff via briefing prior to start – 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. Explaining to children about the use of face coverings – to support children with adhering to social distancing. Headteachers and school leaders must monitor arrangements and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions. RA to be shared with staff on the INSET day. E-mailed out to all staff to read and adhere to and signed.</i>		AT
	Change to school hours for a staggered start and finish time to allow parents to drop off with no overlapping. Provide information to parents. Remove disposable face masks if worn into lidded bins next to sanitisation station or reusable ones to be kept in bags.		AT/AW
	Entry and exit of school via a one-way system. In through the pedestrian gate, 1m apart, and drop off point at school gates (3 drop off areas and collection). Fencing used to make a one way flow system. Ts and TAs to collect from here to take pupils back to their new classroom. Exit with parents collecting from the playground and out through the nursery gates. No Nursery children to be outside from 2.30pm.		AW / Caretaker/AT/LW
	Entrance/exit to be clearly labelled with banners and social distancing paint.		AW/LW
	Only one person will be allowed to drop off and collect children. AT to communicate with parents.		AT

	Parents will not be allowed to gather outside the school premises. AT to communicate with parents.		AT
	No parents to be allowed to come inside the school premises, or make physical contact with staff. AT to communicate with parents.		AT/LW/AW
	Parents only to be allowed into Main Reception one at a time (although discouraged), maintaining social distancing of 2m from the Receptionist.		AW/RW
	Cash will not be accepted, payments to be made via School Money and contactless cards only.		AT/AW/RW
	Sanitisation stations for children to use on entry and exit from school to be located on entry/exit points. Sanitisation station to be set up on playground. ACTION – create stations		LW
	Children to bring drinking water bottle with their name on it. Extra water bottles ordered for those that haven't brought one.		AT
	Individual cups clearly labelled with a pupils name can be used for milk. These need to be thoroughly washed daily (preferably through the dishwasher) and the same kept for each child.		All staff

	For those pupils with complex needs or those that need close contact care, these should be provided as normal. RA for EHCP children updated.		LW/ASm/AT/KAP
	Children will be instructed by the class teacher to frequently wash their hands for 20 seconds using soap or hand sanitiser.		AT and class teachers
	Hands will need to be fully dried. Songs and rhymes about hand washing will be built into the school day. ACTION – paper towels will need to be delivered to classrooms daily.		AW
	Hand washing will take place on entry/exit/before and after break/lunch and regularly throughout the school day. New handwashing area by water fountain.		All staff
	Social distancing will be maintained within the classroom wherever possible, however this cannot be guaranteed.		SLT and class teachers
	School packed lunch available through September. Packed lunches to continue to be eaten in classrooms/outside and break and lunch covered by T and TA and rotated to ensure they have their lunch. AW to liaise with ER to ensure a variety of cold options. Break and lunch times to be staggered (see rota).		Class teachers, SLT, RW
	Gazebos to be put up on field to provide shade. ACTION - Gazebos		AW/caretakers

	National 'Catch it, bin it, kill it' slogan will be adhered to. Children will be learn this slogan. AW to ensure there are tissues provided in each classroom.		AW
	Children will be reminded not to touch their mouths/eyes/noses.		AT and class teachers
	School corridors will adopt a new 'stay to the left' routine. Corridors will be labelled to show this. Movement around site to be kept to a minimum. ACTION – tape off corridors and signage		AW
	If a child becomes unwell with Covid-19 symptoms, they will be isolated in a well-ventilated room (Foyer) until the parent arrives to collect them. They will be supervised at all times. Staff member to wear PPE including a mask. AT to contact helpline for guidance for a confirmed or suspected case and inform the local authority by e-mailing educate.schoolspriorityalerts-mailbox@devon.gov.uk		AT and MK
	If they require the toilet, they will use the visitor toilet which will be cleaned immediately.		AW and cleaners
	Paediatric First Aider on site at all times.		AT/AW

	Communication through school app and website to parents with any required updates. Parents to be encouraged to download and use school app. RW/AW to chase up parents who have not downloaded and using.		AT/AW/RW
	Plan additional 'wellbeing' support for children who may return with mental health/pastoral issues.		CF/LW
	Breakfast and after school club to commence. Pupils should be kept in their bubbles where they can at separate desks. After school club should be outside as much as possible. Both will adhere to the main risk assessment.		AT/JW/SDu/MK
	If a child needs to be sent home with symptoms, we would advise to get a test to enable them to come back which the school would ask to see evidence of. 10 day isolation for anyone with symptoms. Pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10. Track and trace will be adhered to. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.		AT/LW
	Headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. Based on current evidence and the measures that schools are already putting in place, such as the system of controls		AT

	and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.		
Classrooms/Learning	A T and TA area will be created at the front of each class for staff to teach from, maintaining social distancing where possible at all times. ACTION – create zones in each classroom		LW/AW
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. (see recovery curriculum document)</i>		AT/LW/class teachers
Suspension of some subjects for some pupils in exceptional circumstances.	<i>Schools should be able to show that this is in the best the interests of these pupils and this should be subject to discussion with parents during the autumn term. They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021 (see recovery curriculum plan).</i>		AT/LW/class teachers
Music activities	<i>Schools should 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. This applies even if individuals are at a distance. Schools should 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. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Singing should not be done loudly!</i>		AT/LW/class teachers
	<i>Staff can take books home to mark etc. Regular hand washing and wiping.</i>		Class teachers

	Classrooms and all used areas will be cleaned regularly throughout the day. Commercial cleaning company will be used regularly for deep cleans. Bins to be emptied throughout the day. ACTION AW to create cleaning schedule <i>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. School supplies to be used.</i>		AW
	iPads and laptops will be disinfected after every use by Teachers and TAs.		Teachers
	Two children will sit at a desk beside each other facing forward. Individual desks are preferable and spaced as far apart as possible so that face to face seating is avoided. They will also receive their own pen/pencil/equipment. ACTION – labels to be made		Class teacher
	Classroom furniture could be reduced to make more room. No pillow, bean bags or rugs to be used. ACTION – remove items		Class teacher
	Rooms to be kept well ventilated where physically possible, adhering to Fire Safety and Safeguarding of children.		Class teachers
	Toileting will be staggered to aid social distancing and taken by a Teacher or TA to sure that it is not too busy to use.		Class teachers
	Library will be re-opened. Books need to be quarantined. 72 hours for plastics. Reading books can go home. Children not		AW/class teachers

	to enter the library to begin with as this will be a mixing of bubbles. SP will collect books from classroom for returns in a box and then and a selection of books for children to choose from for new. Requests for books also.		
	RWI will need to be whole class to avoid pupils moving between too many bubbles. Split between teacher and TA in class where possible or follow reception model of a continuous provision and targeted groups (see RWI action plan)		BE/class teachers
	Nursery ratios to be applied at all times.		AT/BE/nursery staff
	Normal school attendance registers will resume and attendance is mandatory. Penalty noticing will re-commence.		AT/RW/AW
Staff measures to reduce contact and transmission	PPA can commence. Where staff are needed to work across bubbles, they should try and keep their distance, ideally 2m from staff and pupils and should avoid face to face contact and minimise time spent within 1m of anyone. Extra hand washing.		Class teachers/HLTAs
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Share RA with staff. If appropriate see GP or OH advice. Complete individual risk assessment for staff including vulnerable groups where appropriate.		AT/AW

Insufficient staff capacity to deal with increased numbers of pupils-shortage of teachers to maintain staff to pupil ratios	<i>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher. Careful planning of the year groups/classes should be undertaken based on staff availability.</i>		TAs
	PE-contact sports avoided. Encourage PE to be outside where possible. Regular cleaning of equipment.		KH
	Implement recovery curriculum.		AT/LW
	Clubs can recommence but try to keep in bubbles where they can. Outside where possible. Sports coaches can be used.		Staff
	Reception-address gaps in language, early reading and maths, phonics and vocabulary and follow new early adopter for reception.		AT/LF/BE/CW
	Assemblies will continue to be virtual and played to children live through Microsoft Teams.		Teachers/SDu/GS rota
	EYFS-use the dishwasher to clean toys daily. Outside space should be used as much as possible. No soft toys and toys with intricate parts. Regular washing, cleaning and disinfection. Sand play can commence.		EYs staff and AT

	Nursery to be in groups of no more than 16 at a time. Second EYs classroom to be created next to AT office.		EYs staff
	No toys to be brought in from home.		AT and class teachers
	For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.		Teachers and TAs
	Books and games can be used within classes. Shared within own bubble and cleaned regularly.		Teachers and TAs
Contaminated surfaces spreading virus.	Classroom based resources can be used and shared within the bubble. Resources need to be cleaned frequently. AW to ensure wipes in each classroom.		Class teachers and TAs/AW
	In the event of wet weather, children will still go outside unless it is torrential weather to enable classrooms to be cleaned. In the event of torrential weather, the T or TA can clean the areas needed with wipes.		Teachers TAs
	Residential-advised against. No overnight visits in the autumn term. Money to be claimed back and parents reimbursed.		AW/JB contact Y6 provider to look at options

Staff	Staff will resume back to school full time w/b Monday 7 th September.		AT
	Staff to avoid face to face contact with pupils and minimise time spent within 1m of anyone.		All staff.
	Maintain social distancing at photocopiers. Wipe down after use. AW to ensure wipes are at all photocopiers and replenished.		All staff
	Safeguarding policy to be updated in light of Covid.		CF/AT/Directors
	Pregnant staff required to work from home where possible. If this is not possible, maintain social distancing.		AT to oversee
	First aid to be administered within bubble where possible. RW to be used where not. PPE to be stored in AW office.		First aiders AT AW
	Supply teachers can be used where needed. Maintain as much social distancing as possible from staff and pupils.		AW/AT/LW
	Staff room use to be staggered. Additional staff room to be created in meeting room for staff to sit and eat. Keep it well ventilated with doors and windows open. Staff should maintain 2m apart where possible.		AW

	Staff to be encouraged to eat lunch outside where possible.		AT/LW
	All staff water machines to be disinfected before return to work. ACTION – contact Thirsty Work		AW
	Staff meetings will be virtual where possible or if not cleaned before and after use and social distanced or taken place outside.		AT/AW
	Limit 'hot desking'. Ensure desks/PCs/Telephones are cleaned before and after use.		AW/cleaners
	PPE (gloves and gowns) provided to Early Years staff and those carrying out Intimate Care. ACTION – check stock levels		AW
	Behaviour policy to be updated by an extra Covid annex to include what happens if a child does not follow the school expectations.		LW/AT/ASm/Directors
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<i>The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The 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. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for</i>		AT/KQ/Governors

	<i>areas of statutory responsibility.</i>		
Site			
	Regular checks of soap/sanitiser in all classrooms and toilets. Empty all bins during the day. ACTION: create inspection chart		AW/Caretakers
	Once the dinner hall is used again in October, thorough cleaning of tables must commence between groups of children.		AW
Catering staff are operating in a safe environment	Catering staff to follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery		AW and MTAs
	Apparatus can be used on a rota. Cleaned daily and between groups of pupils. One-way system to be introduced for children to adhere to. AW to create a rota.		AT/AW
	Pupils to enter through external doors rather than through corridors and school.		Class teachers and TAs
	Cleaning products stock to be monitored weekly		AW
	Packs of cleaning materials to be administered to each classroom to include gloves, wipes and hand sanitiser. Gowns also needed for intimate care staff.		AW

	Contractors are managed closely, supervised if attending school and ideally booked before 8.30am or after 3.15pm		AW/caretakers
	Visitors are managed closely, supervised if attending school and ideally booked before 8.30am or after 3.15pm. Where possible visits should be virtual. If they do come, they need to be briefed of the risk assessment and guidance given.		AW/caretakers
	Minibus not to be used.		All staff
	No staff to be on site for the first 4 weeks of the summer holidays.		AW/cleaners/caretakers
	See maintenance and servicing and cleaning checklist for more details.		AW
Toilets being overcrowded	Limit the amount of pupils using the toilet at one time, Visit one after the other if necessary. Pupils to be escorted by TA or T. Regular cleaning of toilets and children need to be encouraged to wash hands after.		Teacher and TA
	Review fire risk assessment taking into consideration changes within the layout, and the impact this might have on fire evacuation and escape routes. Review where appropriate fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.		AW

Water hygiene – management of legionella	<i>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. 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.</i>		AW/caretakers
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<i>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</i>		AW/caretakers
Ventilation to reduce spread	<i>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air systems should be operated as normal. Ventilation to chemical stores should remain operational.</i>		All staff/AW/caretakers

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

Signed: Head of school: **Date**

Signed: Staff member:..... **Name:**..... **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

Group	Drop Off	Pick Up from main playground
Mrs Freshwater's class	09:30	15:30
Miss Langdown's class		
Mr William's/Mrs Fleming's class	08:45	14:45
Mrs Sandercock's class		
Mr Baxter's class	09:00	15:00
Miss Sowden's class		
Mr Paine's class	08:30	14:30
Mr Correy's class		
Miss Gobel's class (now Mrs Dudley's class)		
Kingfishers Mr Smith's class	09:15	15:15
Nurture Miss Powley's class		
Nursery and new Reception (please see transition details)		

	AM	PM
w/b 7/9 (W, Th, F) half class	1 hour stay and play (10-11) Surname A-L to attend	1 hour stay and play (1-2) Surname M-Z to attend
w/b 14/9 all children	9:15-1 (to include lunch)	
w/b 21/9 all children	Full time (9.15-3.15)	Full time (9.15-3.15)
w/b 28/9	Full time with Mrs Freshwater and Mrs Emery	