

		Department LINK Academy Trust	Academy Risk Assessment	RAA01
		Name and Address of Academy Drake's C of E Primary School, Middle Street, East Budleigh, Budleigh Salterton, DEVON EX9 7DQ Ottertton C of E Primary School, Church Hill, Ottertton, Budleigh Salterton, DEVON EX9 7HU		
Person(s)/Group at Risk Full re-opening to all year groups.		Initial Assessment <input checked="" type="checkbox"/> X Review <input type="checkbox"/> Following Incident <input type="checkbox"/>		
Activity/Task/Process/Equipment School closure following Government Lockdown – 5th January 2021		Date of Assessment Tuesday 5th Jan 2021. Review – 25th Jan 2021 Regular review dates throughout the Spring Term 1 following closure Assessor(s) Peter Halford Academy Head		
Significant Hazard and possible Outcomes/injuries	Control Measures in Place			Are any additional measures or actions required? (if yes put on the Action Plan)
	DRAKE's C of E PRIMARY SCHOOL WILL BE <u>CLOSED</u>. OTTERTON C of E PRIMARY SCHOOL will remain open.			Yes No
Lateral Flow testing (Primary staff home testing)	Guidance on the coronavirus (COVID-19) LFT testing programme for primary staff home. It is also important to remember that the LFT for staff are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures. Key points <ul style="list-style-type: none"> Recommended twice weekly before coming into school 3-4 days apart 			

	<ul style="list-style-type: none"> • Read guidance and watch video • This process is not for releasing people early from Self Isolation • It is not mandatory DfE have created the link below for asymptomatic testing for schools to follow. This area contains additional information to support primary schools and staff in preparing and operating home testing LFT. • https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54 		
<p>Staff knowledge of children and any pre-existing needs</p> <p>Jan 2021</p>	<ul style="list-style-type: none"> • Parents to complete booking form online • Form to include key details: Name, year group, days required Reason in, (critical worker, EHCP, vulnerable, Social worker, other) School dinner required- Dietary requirements, medical requirements & emergency contact • School attendance during lockdown is booked in advance ~ administrators take our bookings and communicate re needs of pupils to staff covering • Parents to let staff know pick up times if different from 3pm 		X
H&S	<ul style="list-style-type: none"> • All health and safety compliance checks have been undertaken before opening: Health and safety check undertaken of the premises/facilities and building compliance, especially if school has been closed, e.g. • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing (where necessary) • Fridges and freezers • Boiler/ heating checked • Internet service 		
Cleaning	<ul style="list-style-type: none"> • Deep clean to take place during the summer. Confirmed by Cleaning provider level of cleaning • An enhanced, thorough, daily cleaning schedule has been agreed between business manager and cleaning contractor • removed soft furnishings, soft toys and toys that are hard to clean (such as those 		

	<p>with intricate parts)</p> <ul style="list-style-type: none"> • Adequate cleaning supplies in place and longer-term arrangement for continual supply is in place. 														
<p>PARENTS Drop off/pick up transport Maintaining social distancing site security infection controls</p>	<ul style="list-style-type: none"> • Additional adults are allowed on site by prior arrangement – Music teachers and PE teacher. Parents by appointment only. • Music and PE teachers to have their own briefing to manage spread of infection and their own cleaning arrangements. – Cleaning of PE equipment after each group • Parents are reminded via school letters and newsletters to adhere to social distancing measures. • RE-CAP in September for all year groups. e-bug and PHE schools resources found on the following link • https://e-bug.eu/ <p>BUBBLES</p> <ul style="list-style-type: none"> • Both schools will have two Bubbles – Keys Stage 1 and Key Stage 2. Children in Key Stage 2 will be taught separately in their respective classrooms. <p>START OF DAY</p> <p>When staff enter the building they need to wash their hands and open all the windows and doors to allow for good ventilation.</p> <p>DRAKE'S</p> <table border="1"> <thead> <tr> <th>Group</th><th>Drop off</th><th>Pick up</th><th>Gate</th></tr> </thead> <tbody> <tr> <td>KS1 Bubble</td><td>9:00 to 9:15am</td><td>3:00 to 3:15pm</td><td>Pupil entrance</td></tr> <tr> <td>KS2 Bubble</td><td>8:45 – 9:00 am</td><td>2:45 to 3:00pm</td><td>Pupil Entrance</td></tr> </tbody> </table> <p>OTTERTON</p>	Group	Drop off	Pick up	Gate	KS1 Bubble	9:00 to 9:15am	3:00 to 3:15pm	Pupil entrance	KS2 Bubble	8:45 – 9:00 am	2:45 to 3:00pm	Pupil Entrance		
Group	Drop off	Pick up	Gate												
KS1 Bubble	9:00 to 9:15am	3:00 to 3:15pm	Pupil entrance												
KS2 Bubble	8:45 – 9:00 am	2:45 to 3:00pm	Pupil Entrance												

Group	Drop off	Pick up	Gate
KS1 Bubble	9:00 – 9:15am	3:00 – 3:15pm	Maunders Hill gate
KS2 Bubble	8:45 – 9:00am	2:45 – 3:00pm	War memorial

Staff will meet children at the gate and parents do not enter the site.

ALL Children must wash hands when they enter the building.

Staff to ensure social distancing guidelines are adhered to between children, staff and parents.

END OF DAY

- Staff to take children to the gates for collection.
- Staff to send children to their parents avoiding other children and parents.

HOME / SCHOOL resources:

- Children will not be encouraged to bring in pens/pencils/rulers/rubber etc. School will provide for all children attending
- In Otters Classrooms there will be shared resources for use of all children that will be cleaned at regular points during the day.
- Reading books will be sent home but school will clean and leave books to be clear of any infection or virus before they are re-issued.
- Staff will time table regular cleaning of shared resources during the day. Suggest break & lunch times & end of day as suitable points.

RISK ASSESSMENT to be posted on school website for parents to view.

<p>Social distancing, Drop off/pick up Maintaining site security</p> <p>Jan 2021</p>	<ul style="list-style-type: none"> • Parents will drop children at front entrance – they are asked not to congregate and socialise at school entrance • Parents and staff to wear masks at drop off and pick up • Adults to wear masks when moving around school site – protect one another • staff will escort children to Otters Class and or Dragonflies Class ~ buzzed into building • Door will remain locked throughout the day • At pick up parents to come to front entrance. • Educare will operate from 8:15am-3:00pm Mon-Fri • In the event of a parent not arriving by 3:10pm staff will follow our safer Collection policy • Securing site at the end of a day will be the responsibility of a designated academy head/senior teacher or cleaner. Window and doors should be checked, closed / locked. The alarm will be set and front doors locked. 		X
<p>First aid, illness & PPE</p>	<ul style="list-style-type: none"> • Approach to confirmed COVID19 cases in place: during school day • Staff member attached to class will take action: Staff to take child to designated first aid area: • School House at Otterton • Kitchenette at Drake's – Ensure door to corridor by the stairs is closed and door to outside is open (change from Heads' Office) (5-6-20) • Staff to ensure ventilation by opening window and wear full PPE until collection. • Cleaning procedure in place should this occur • Arrangements for informing parent community in place (email to all parents of set group after making contact with Nicky Dunford to discuss all details. Letter format already in place for use in such emergencies • PPE is available for all staff should they need it: masks, gloves and aprons. • PPE : masks, gloves and aprons is available to staff who administer first aid. • PPE : masks, gloves and aprons is available to staff who may need to care for an ill child whilst waiting for parents to come and pick up. • First aid room for normal 'bumps and scrapes' is our normal first aid room. • 		X

<p>Use of shared areas</p> <p>Toilets</p> <p>Playground</p> <p>Field</p> <p>Hall</p> <p>Outdoor classroom</p> <p>Garden</p>	<p>TOILETS</p> <p>DRAKE'S</p> <ul style="list-style-type: none"> • KS1 Bubble have their own toilets that they can use. • KS2 Bubble - Year 3 & 4 to use toilets in their cloakroom. • Year 5 & 6 children have their own toilets at the bottom of their stairs to use. <p>OTTERTON</p> <ul style="list-style-type: none"> • KS1 Bubble have their own toilets they can use • KS2 Bubble – Year 3 & 4 to use their own toilets outside their classroom. • KS2 Bubble – Year 5 & 6 to use the toilets in School House. <p>PLAYGROUND & OUTDOOR AREAS</p> <p>DRAKE'S</p> <ul style="list-style-type: none"> • Timetable in place for children to use different play-times. • Children will be encouraged to maintain distance between themselves and their peers but we recognise that this will be a challenge. <p>OTTERTON</p> <ul style="list-style-type: none"> • Playground is marked so both Bubbles are kept apart. • Children will be encouraged to maintain distance between themselves and their peers but we recognise that this will be a challenge. • <p>LUNCHTIMES</p> <ul style="list-style-type: none"> • Lunch will take place in classrooms and hot lunches brought over to the children. • Separate lunch-time rota for both school has been drawn up to ensure staff have their lunch and children have adequate supervision. <p>BREACHES</p> <ul style="list-style-type: none"> • Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches: • Handwashing • Cleaning 		X
---	--	--	---

	<ul style="list-style-type: none"> • Conversations with parents • Regular reminders given; posters in all classrooms + work spaces. • Risks assessments around students who might struggle to follow expectations 		
Use of shared resources/areas	<ul style="list-style-type: none"> • Staggered arrival, break times, lunch times and end of day will support social distancing between groups within school and individuals when parents arrive at the end of the day. • Children will be encouraged to maintain distance between themselves and their peers but we recognise that this will be a challenge. • Play equipment can be used (limited range) and will be appropriately cleaned between groups of children using it. • Climbing equipment and play trail cannot be used as we cannot ensure this is appropriately cleaned. 		
Jan 2021	<ul style="list-style-type: none"> • OTHER • All books cleaned with a 'drop box' after use. (quarantined for 72 hours) • • One box of outdoor resources with a 'drop box' for after use – cleaned daily • Learning pack boxes placed outside with sanitiser to encourage parents to use when opening box and separate drop-off box for returned books 		
Bubbles	<ul style="list-style-type: none"> • There will be two bubbles at Otterton C of E Primary School, Key Stage 1 and Key Stage 2 • There will be at least 4 members of staff on site 		
Jan 2021			
H&S transmission risk	<ul style="list-style-type: none"> • Lidded bins for tissues • Forward facing desks for all but reception children • Regular handwashing/sanitising: beginning day, after breaks, before lunch, after lunch, before home time • removed soft furnishings, soft toys and toys that are hard to clean from classrooms (such as those with intricate parts) • Adequate cleaning supplies in place and longer-term arrangement for cleaning at set times during the school day (break points during break time during lunch time play wipe down hard surfaces etc). • Ensure all staff follow these procedures 		
Jan 2021			

Classroom organisation and infection controls	<ul style="list-style-type: none"> • All children will have named, socially distanced desks to work at. • All desks will be facing the front of the classroom. • Children will not be encouraged to bring own pens, pencils, rulers etc These will be given to individuals to keep in their tray for their use only. Trays will be kept on their named desk to minimise movement around the classroom • Children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. This will reduce transmission risk. • Children will use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day. • Carefully arranged and staggered timetables are in place for arrival, breaks, outdoor learning, PE, lunch, and end of day collection • Hand sanitiser will be available in each class • Children will be told to clean their hands on arrival at school, before and after eating, and after sneezing or coughing • Staff will encourage children not to touch their mouth, eyes and nose • Staff will ensure children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • All classroom will be well ventilated using natural ventilation (opening windows & prop doors open to the outside areas) this limits use of door handles and aids ventilation • 		
STAFF Infection controls PPE use Cleaning Staff Wellbeing Managing workload	<ul style="list-style-type: none"> • Staffing numbers required have been determined including support staff and office/admin staff. • Staff are able to work across the two Bubbles. All staff must ensure thorough hand washing between groups. Class timetable will mean staff not moving between Bubbles unnecessarily. • Staff are encouraged to make use of education resources such as e-bug and PHE schools resources found on the following link. https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Welcome%20to%20e-Bug to ensure clear messages are given to children about social distancing and hygiene • PPE is available for all staff should they need it: masks, gloves and aprons. • Staff will time table regular cleaning of hard surfaces that children are touching, such 		

	<p>as toys, books, desks, chairs, doors, sinks & light switches. Suggest break & lunch times as suitable points during the day.</p> <ul style="list-style-type: none"> • Signs will be placed in the staff room to ensure social distancing and staff are encouraged to wash hands thoroughly before entering. • <p>WELLBEING</p> <ul style="list-style-type: none"> • Academy head to have schedule of talking to individual staff to allow for open and honest dialogue around their concerns. • Staff Meetings will allow staff time to have some 'down-time' and an opportunity to support their own mental health • Whole school approach to adapting curriculum (S/M/L term) is in place. A renewed timetable is in place allowing for a refined curriculum, which will include elements of daily outdoor learning, PE and PSHE (incl mental health & pastoral care). • Timetables are in place for September to ensure a Broad and Balanced curriculum, children's well-being and 'Catch-Up' for the learning that has been missed. • If a member of staff falls ill arrangements for accessing testing, if and when necessary, are in place • Staff are clear on returning to work guidance. – Shared with staff during NPD – 3rd & 4th September. • Risk Assessment to be shared with Local Boards members and Trustess for quality assurance and scrutiny. 		
Vulnerable pupils	<ul style="list-style-type: none"> • All staff are aware of vulnerable children returning to school and the challenges they face. • Liaise with parents and communicate with them regularly on how to re-integrate them into school if they are anxious. • Speak with EWO and parents to consider part-time timetables for start of term. • Class teachers to decide if vulnerable children need alternative arrangements – meeting at the gate, seating plan, additional sensory breaks etc. • Class teachers and SENCo to decide if child needs alternative timetable to include 		

	<p>more PSHE activities to help them settle.</p> <ul style="list-style-type: none"> Communicate alternative arrangements to child, parents and all staff (where appropriate) 		
Deliveries / outside agencies	<ul style="list-style-type: none"> No additional adults will be allowed access to school building to reduce infection transmission unless prior arrangement and arrangements are fully risk assessed. Administrator has communicated with our suppliers to check they are following appropriate social distancing and hygiene measures 		
Safeguarding all pupils	<ul style="list-style-type: none"> Our behaviour policies have been updated to reflect the new rules and routines necessary to reduce risk in our setting. This has been communicated to staff and parents. The front gate will remain closed and visitors will be spoken to via the intercom and then items left at the gate if necessary Critical workers children are signed out of school by Admin/Designated adult <u>Attendance:</u> All children are expected in school every day unless they have medical evidence Normal attendance procedures will resume – First Day calling for absence. Both admin and Head to talk to parents who are anxious about sending their child back to school and clarify school arrangements Safeguarding lead info is available to all staff: Safeguarding Lead – Peter Halford Deputy Safeguarding Lead – Drake’s – Claire Appleby Deputy Safeguarding Lead – Otterton – Kathryn Thompson <p>Should the above be unavailable for any reason, please contact one of the other DSL’s within our Trust:- Barnes – Alice Eeles 01626 353980 Broadhempston: Dan Turner 01803 812689 Mob: 07742610067 Cheriton Bishop – Alex Waterman 01647 24817 Diptford – Lizzie Lethbridge 01548 821352</p>		

	<p>Drakes - Pete Halford 01395 443871 Harbertonford – Richard Charley 01803 732352 Hennock – Vic Pooler 01626 833233 Otterton - Pete Halford 01395 568326 Stoke Gabriel – Matthew Medd 01803 782469 Tedburn St Mary – Andy Keay 01647 61338 Yeoford – Alex Waterman 01363 84234</p> <p>Devon County Council Local Authority Designated Officer (LADO) can be reached on 01392 384964.</p>		
--	---	--	--

Assessor's Recommendations - Additional Control Measures or Actions		
List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Share this RA with all staff.	25-1-21	PH

Signed: the Principal/Head of Department:

P.Halford

Date 25-1-21

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