

	Department: Hennock Community Primary School		Academy Risk Assessment		RAA01	
	Name and Address of Academy: Hennock Primary School, Hennock, nr Bovey Tracey, TQ13 9QB 01626 833233					
Person(s)/Group at Risk All children, all staff and parents returning to school after lockdown			Initial Assessment <input checked="" type="checkbox"/> X Review <input type="checkbox"/> Following Incident <input type="checkbox"/>			
Activity/Task/Process/Equipment Returning to school after lockdown			Date of Assessment 15.05.20 Assessor(s) Vic Pooler 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)				
		Yes		No		
H&S	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 • Fridges and freezers • Boiler/ heating servicing • Internet service				X	
Cleaning	<ul style="list-style-type: none"> • Deep clean has taken place during closure • An enhanced, thorough, daily cleaning schedule has been agreed between business manager/AH and cleaner/caretaker (JG) to take place out of school hours (8am – 5pm) • Daily schedule during school hours agreed with staff to maintain cleaning and keep school tidy, organised and free of clutter. TA led. • Removed soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) • All surfaces (tables, cupboard tops/counters, windowsill and desks) are clear 				X	

	<p>to allow cleaning to take place.</p> <ul style="list-style-type: none"> Adequate cleaning supplies in place and longer-term arrangement for continual supply is in place. 		
PARENTS Drop off/pick up transport Maintaining social distancing site security infection controls	<ul style="list-style-type: none"> No additional adults (ie parents) allowed access to school building to reduce infection transmission under any circumstances. No visitors or meetings to be booked without express permission from VP. <p>Approach for pupils to arrive at school:</p> <ul style="list-style-type: none"> No pupils use DCC travel arrangements; all commute via car, walking or bicycle. Parents made of social distancing measures in letter and reminders prior to 1st June. Adequate signage to remind, particularly at pinch point (stairs & gate). Parents, children and staff will be asked to engage with education resources such as e-bug and PHE schools resources found on the following link. This will be in letters sent prior to 1st June https://e-bug.eu/ <p>START OF DAY</p> <ul style="list-style-type: none"> Breakfast club open from 8:00am (drop off from 8-8.20) but only where absolutely necessary (discussion with parents around this & spaces must be booked). Parents to knock on hall door, step back and handover child/ren. They must not enter the hall. Clear signage to communicate this. Drop off for all parents between 8:45 and 9:15am. <ul style="list-style-type: none"> Parents encouraged to drop off at gate if children are old enough. If not, parents to take children to back playground & hand over to member of staff. Parents are also asked to wait in car / car park if they notice that school looks busy to allow for staggering. Children will go straight in to school, wash hands and enter class at named desk. 		X Providing parents follow guidance

	<ul style="list-style-type: none"> ○ Staff member to monitor corridor so children go swiftly to class. ○ Pinch points at school gate and steps – parents reminded to be responsible and courteous. ○ Pre-school parents to take children to normal pre-school entrance. <p>END OF DAY</p> <ul style="list-style-type: none"> • Parents will be allowed to enter the school back playground from 3pm onwards. <ul style="list-style-type: none"> ○ Parents asked to spread out on playground (not beyond the Netton), staying 2m apart. Signage to remind. ○ Groups will begin to exit, starting with reception being aware of pinch point on back stairs. ○ Staff will send children one-by-one to parent. ○ Those in after school club or walking will wait until the end. ○ Parents will immediately take children off site, not staying to play. Parents will be strongly discouraged from using the village play park if it is open. ○ Pre-school parents asked to inform office of collection time when they book – preschool parents asked to signal to office on entry so office can radio down to pre-school to prepare them. • After School Club open until 5. Parents collecting to knock on hall door, step back and wait. Children will be sent to them. Parents are not to enter the hall. Signage to convey this. • In the event of a child becoming ill / C19 symptomatic parents need to be immediately contactable and able to collect child. Parents will be informed of this in the letter sent prior to 1st June <p>HOME / SCHOOL resources:</p> <ul style="list-style-type: none"> • Children will be told not to bring in pens/pencils/rulers/rubber etc. School will provide for children. 		
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	<ul style="list-style-type: none"> • In pre-school and reception, resources will be separated prior to school re-opening and not mixed. Any shared resources will be cleaned prior to use by another group. • Reading books will not be sent home to avoid any cross contamination/infection. • Staff will time table regular cleaning of shared resources during the day. Suggest break & lunch times & end of day as suitable points. • EYFS: Sterilising tablets/steam cleaning / dishwashing on a high setting / antibacterial wipes will be used to soak and sterilise play equipment once a week. Staff will factor this in to their end of day routine. 		
First aid, illness, intimate care & PPE	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Staff member attached to class will take action: First aid area for an ill child will be outdoors (weather, child health permitting) or in hall. Child to sit on chair under window, 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 <p>Approach to other first aid incidents:</p> <ul style="list-style-type: none"> • Staff to wear PPE (aprons, gloves, mask) to perform first aid. This should take place outdoors or in the corridor outside usual first aid room (not in first aid room) or hall. <p>Approach to intimate care:</p> <ul style="list-style-type: none"> • Staff to wear PPE (aprons, gloves, mask) to perform intimate care. Use main building or hall toilets (not first aid room) with doors and windows open. 		X

	<p>PPE:</p> <ul style="list-style-type: none"> • PPE is available for all staff should they need it: gloves. • 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. 		
<p>Use of shared areas</p> <p>Toilets Playground Hall Outdoor classroom Garden</p>	<p>TOILETS</p> <ul style="list-style-type: none"> • EYFS & PS will hall toilets, 1 at a time, social distancing marked on flooring for queues. • Y1 & Y6 and any other children to use toilets in main building. 1 at a time, social distancing marked on flooring for queues. • All children will have lessons in handwashing to ensure they are fully aware of how to maintain best hygiene <p>PLAYGROUND & OUTDOOR AREAS</p> <ul style="list-style-type: none"> • Staggered timetable to ensure all groups remain social distanced from each other. • EYFS outdoor area for use of pre-school only. • Garden set up as an EYFS area for reception children. • Rest of playground space used for other outdoor learning on site, and play. • Use of natural learning spaces off school site strongly encouraged and planned for wherever possible. <p>HALL</p> <ul style="list-style-type: none"> • Lunch will take place in the hall. Staggered lunchtime will ensure groups remain distanced from each other. Thorough cleaning will take place between lunch sittings. • Hall in use for breakfast and after school club. 		X

	BREACHES <ul style="list-style-type: none"> • Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches: • Follow positive behaviour policy and: <ul style="list-style-type: none"> • Handwashing • Cleaning • Conversations with parents • Removal of child from group • 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. 		X
Classroom organisation and infection controls	<ul style="list-style-type: none"> • Each child in Y1, Y6 & Critical care children will have named, socially distanced desks to work at. • Children will not be encouraged to bring own pens, pencils, rulers etc • A box of stationary will be kept for use of that group only and handed out by staff to reduce movement. It will be sanitised throughout the day. • 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, natural learning, PE, lunch, and end of day collection 		X

	<ul style="list-style-type: none"> • Hand sanitiser or handwashing station 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 • One way system with marking in place around the school 		
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 will be allocated to a set group and the same teacher(s) and TA are, as far as possible, with this one group during the day and on subsequent days. All staff clear on working arrangements. • 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 as toys, books, desks, chairs, doors, sinks & light switches. Suggest break & lunch times as suitable points during the day. • Staggered break time will result in staggered use of staff room to limit occupancy • Office glass window to remain closed at all times to protect office staff. <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. 		X

	<ul style="list-style-type: none"> • ITH will signpost staff to supervision if required. Sarah C available for AH support and other staff. • 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). • Academy head has ensured that expectation regarding managing teaching commitments and continuing to support home learning are clear and manageable. Staff will: <ol style="list-style-type: none"> 1. Complete one set of plans only: what is on line is what is being taught in school. 2. Home learning communication for those learning from home: this will be reduce. Days for communication are set and parents are fully informed of this via letter sent prior to 1st June 3. PPA will be honoured, although days and times might change according to staff availability. 4. Staff breaks across each day are built into the class timetable. 5. Additional time will be built into the school day for staff to correspond with Home learners. TAs will be able to support learning at these times. • 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. 		
Deliveries / outside agencies	<ul style="list-style-type: none"> • No additional adults will be allowed access to school building to reduce infection transmission. • 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 		X

	<p>communicated to staff.</p> <ul style="list-style-type: none"> • Risk assessments in place and welfare checks being undertaken. Staff will continue to monitor and maintain contact with vulnerable pupils not attending school. • Teaching staff linked to a TA to support each other and children. • Side gate will be open (unlocked) during school hours to allow one way system. Front school gate will instead be locked. Signage to inform deliveries of procedure. • Safeguarding lead info is available to all staff: Landscape: DSL: Vic Pooler 01626 833233 Mob 07903 345945 DDSL: Nikki Racey Mob 07801 591711 DDSL: Olivia Gentie Mob: 07914 058909 <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 Drakes - Pete Halford 01395 443871 Harbertonford – Richard Charley 01803 732352 Landscape – Jill Ryder 01803 762656 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>		
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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. Review weekly after 1 st June or sooner if further government guidance is released.	During Wk beg 18 th May	Vic Pooler



Signed: the Principal/Head of Department:

Date 15.5.20

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