

IMPORTANT – please read this information before completing this risk assessment.


This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

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.

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: Mill Water School	Establishment Risk Assessment	RA100 V2.3
	Address: Bicton, EX9 7BJ		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors	Date assessment completed: 22.7.20 Last Updated 6.1.21 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.		
<p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance, latest: Guidance for Full Opening: Link: www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening</p> <p>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.</p> <p>This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and must consult with their staff regarding the risks and control measures being implemented.</p> <p>General guidance on completing risk assessments is available at arrangements note HS47.</p> <p>When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p>	Assessor(s): Lynne Hasell/Sarah Pickering		

<p>Mill Water School recognises that most pupils will be unable to socially distance or maintain hand and respiratory hygiene, and that they will need considerable support from staff to keep themselves safe. The following measures will be put in place to help mitigate the risks.</p>	

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 and compromising social distancing	<p>When school is fully open:</p> <p>Arrivals</p> <ul style="list-style-type: none"> • There will be two members of staff with a walkie talkie in the car park area. Members of staff will be called to collect children from vehicles as they arrive via the normal whiteboard system. • Staff within the same bubble will collect children from buses. • Parents who are bringing their own children to school will be given staggered drop off and pick up times by the Assistant Head. • Parents who bring their own children to school will be asked to wait in the school car parking areas for staff to collect their children. • Staff will access the car park via the side door opposite the hydro pool, going round the side of the school, and will bring children in through the front door. • Pupils will be instructed to wash their hands, on arrival. <p>Home time</p> <ul style="list-style-type: none"> • There will be a member of staff with a walkie talkie in the car park at home time. • Classes will be informed as soon as taxis arrive, from 3 pm. • Children will be taken through the front door by staff and delivered to their taxi or family vehicle. Staff will return to the school building by the side entrance (door opposite hydro pool). Children leaving the building at the end of the day will be marked as having left the premises, as per usual arrangements. <p>5.1.21</p>	

	The car park arrangements detailed above will not be necessary while the school is only partially open. The Head Teacher will allocate staff as necessary, depending on the expected number of vehicles.	
Parents gathering at front reception not social distancing	Parents will be told to stay in their vehicles and not to come in to school building. If they are on foot, they will be asked to remain in the car park area.	
Overcrowding in classrooms and corridors.	<p>In order to make the school as safe as possible, children will be allocated to 13 classrooms as per the Class List for January 2021</p> <ul style="list-style-type: none"> Bubbles will be created as follows: <ul style="list-style-type: none"> Classes 1 and 2 Classes 3 and 4 Classes 5 and 6 Classes 7 and 8 Classes 9 and 10 Class 11 Class 12 6th form <p>This will allow for some inclusive curriculum activities, some social inclusion, and some use of shared spaces ie sports barn.</p> <ul style="list-style-type: none"> Tables will be spread as far apart as possible. Children will not generally use corridors on their own. Children who have been risk assessed as able to, will come in from school transport on their own and proceed directly to their classrooms. At the end of the day this same cohort of children will go to their buses independently. One-way system in the reception area and along the main corridor. One way system at the beginning and end of the school day. 	
Risk of transmission within EYFS settings	<p>We will follow Guidance for EYFS (2 July 2020) https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures Classes 1 and 2 will form a single bubble with, where possible, consistent staff, use of shared facilities and exclusive use of Early Years playground.</p>	
Groups mixing during breaks and lunchtime compromising social distancing.	<ul style="list-style-type: none"> Pupils will access designated playground areas via their classroom directly onto the playground/balcony rather than via the corridor/hall and shared doors. Playground times will be staggered 	

	<ul style="list-style-type: none"> • All five playground areas will be used – refer to Playground Plan updated 4.1.21 • Bubbles will always use the same playground area • Assistant Head/Teachers to coordinate. • Devon Norse kitchen staff will deliver meals direct to classrooms. • Children will eat lunch in their classrooms. • Children will wash hands before eating. • Children will not share utensils. 	
Groups mixing during extra-curricular provision	Children will access all areas of the curriculum within their individual classes or within combined class bubbles as defined above. This will apply to core curriculum areas, assemblies and PE. As with physical activity during the school day, contact sports will not take place and recommendations set out in Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak will be taken into consideration.	
Spread of virus due to increased numbers of people within the building.	<ul style="list-style-type: none"> • Parents and visitors will only enter the school building by prior arrangement or invitation. • Annual review meetings will generally happen remotely. Where face to face meetings are deemed essential, strict social distancing will be maintained. • As many statutory meetings as possible will happen remotely • The number of visiting professionals will be limited to essential visits – we will encourage professionals to use zoom/teams or telephone meetings with parents. • Incoming work experience or student placement requests will be individually risk assessed. • We will limit the number of contractors coming onto site – to be managed by School Business Manager. Statutory checks will go ahead. Other works will be considered on a “balance of risks” basis and will go ahead if the work is needed to maintain safety within the school. Essential works will be scheduled to take place outside of school hours wherever possible. 	
Spread of virus via droplets/aerosols Children	Pupils will not be asked to wear face coverings unless they want to or their parents want them to. We have considered the risks of children wearing masks in communal areas (eg improper disposal or deliberate wiping on other surfaces or each other, use as a weapon, etc.) and concluded it increases the risk of Covid-19 via cross contamination rather than reducing it.	

Spread of virus via droplets/aerosols Adults	<p>Staff will endeavour to follow Public Health guidance and maintain 2m social distancing wherever possible. This can be reduced to 1m as long as mitigations are in place, eg not face to face, a screen is in place, or wearing full PPE. Face coverings are not considered to be PPE. The priority will always be to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene will be implemented for both staff and pupils.</p> <p>Staff, when not working directly with children, will be encouraged to wear face coverings wherever possible, including when interacting with transport staff at the beginning and end of the school day.</p> <p>Staff meetings and briefings will happen remotely whenever possible.</p> <p>Staff training will happen remotely or face to face within bubbles.</p> <p>All visitors to school will be asked to wear face coverings.</p>	
Premises related matters		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<ul style="list-style-type: none"> • A one-way system will be indicated in the reception area and along the corridor to the hall. • 2m distance will be indicated in front of the photocopiers in the reception area and in the hall. • 2m distance will be indicated in the staff room in front of the sink, microwave and fridge. • Classes will use their external doors to access playground areas. • The two sets of double doors in the main corridor may be propped open at key points during the school day (at the beginning and end). • Fire evacuation routes will stay the same. 	
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<ul style="list-style-type: none"> • There will always be a First Aider present on the school site. Paediatric First Aiders will be available for Early Years both in and out of school. • Arrangements for delivering first aid will remain the same, with staff wearing gloves and aprons. 	
Fire Procedures	<ul style="list-style-type: none"> • The School Business Manager will ensure there are sufficient Fire Marshals at all times. • If there is a need to evacuate the school, the normal assembly point will be used, with social distancing followed as far as is possible. • The School Business Manager will continue with the usual testing and monitoring regimes for fire detection, alarm systems and fire extinguishers. 	

	<ul style="list-style-type: none"> The School Business Manager will ensure that any interim arrangements, such as doors being propped open where necessary to reduce hand contact, are managed so that they do not compromise fire protection and security measures. 	
Water hygiene – management of legionella	The School Business Manager and Handyman will continue to follow water hygiene management plan. Managing School Premises during the Covid-19 outbreak.	
Using and monitoring new practices to reduce risk of Covid-19 transmission	<ul style="list-style-type: none"> There will be training for all staff on 3rd September 2020 and at other key points, as arrangements change. Slides and Risk Assessment will be available on the school website for staff to access. Additional training will be given on 4th January 2021 SLT will monitor arrangements throughout the day and take remedial actions where needed. SLT will provide opportunities for all employees to raise concerns/make suggestions via email to Headteacher, in school briefings or face to face. SLT will email staff with any changes that arise as the pandemic continues. New starters will be given a copy of this Risk Assessment and key points discussed with them. 	
Management of premises related risks e.g. asbestos, delayed statutory testing (<i>LOLER</i>)	The School Business Manager will keep staff aware if any equipment is not within statutory test periods (eg hoists). Such equipment will be taken out of use until the inspection and test can be completed.	
Staff rooms and offices to comply with social distancing and safe working practice	<p>Social distancing will be followed whenever possible by all adults in the staff room, communication room, offices, reception area, photocopier areas. Pupils will not visit these areas.</p> <p>Staff room</p> <ul style="list-style-type: none"> chairs moved apart, single occupancy of double seats; staff room extended into back meeting room to allow more space, if required 2m rule observed at water heater, microwaves and fridge – signs in place tables limited to 1 person staff to bring own utensils – cup, cutlery, plate; no utensils to be left out on counter top, in sink or rack create outdoor sitting area for staff staff encouraged to wear face coverings <p>Communication Room and General Office</p> <ul style="list-style-type: none"> 2m rule to apply to desks; screens between desks if necessary no sharing of phones without disinfecting first 	

	<ul style="list-style-type: none"> • staff encouraged to wear face coverings <p>Reviews Office</p> <ul style="list-style-type: none"> • no sharing of phone without disinfecting first • staff encouraged to wear face coverings <p>Reception area</p> <ul style="list-style-type: none"> • will be kept clear of gatherings • 2m social distancing by staff when signing in and out • one-way system indicated • staff working at reception desk will not be swapped/covered at lunch time • only the receptionist will answer the main phone; other staff will answer phone via remote pick up (13) if required • parents will not come in; they will wait outside or in the lobby and observe 2m rule if there are other people there as well • children will not bring registers down or run errands • staff encouraged to wear face coverings <p>Photocopier</p> <ul style="list-style-type: none"> • panels will be cleaned regularly throughout the day • staff using photocopiers will observe 2 m rule • children will not use photocopiers 	
Ventilation to reduce spread and thermal comfort	<p>Higher level windows will be opened, where possible, to minimise draughts. Windows will be opened and doors propped, where it is safe to do so, bearing in mind fire safety, security and safeguarding. Staff and pupils will wear adequate clothing to keep warm if temperature drops.</p> <p>For more information on suitable workplace temperatures see HSE: Guidance on temperature in the workplace</p>	
Management of waste	<p>Bins for tissues will be emptied throughout the day by Handyman/other staff (as required)</p> <p>We will follow the guidance on disposal of waste such as used fluid resistant masks and clinical waste. Guidance on disposal of PPE waste</p>	
Management of incoming goods	<p>We will manage deliveries to the school</p> <ul style="list-style-type: none"> • catering deliveries will be left in the lobby at the front of the school for Handyman/staff to take down to kitchen/freezer area. • other deliveries will be left in the lobby area. 	
School owned outdoor play equipment/shared spaces	<ul style="list-style-type: none"> • All the equipment in the two sensory rooms, rebound room, food tech room and other shared play equipment will be wiped by staff between use by different groups. 	

	<ul style="list-style-type: none"> • If this is not practical, these shared areas will not be used. • If pupils who need access to these spaces for self-regulation are on site, these rooms will be reserved for them for the whole day. This will be managed by the Assistant Head. • The hydrotherapy pool will be prioritised for hydrotherapy sessions. • The changing bed and hoist will be cleaned by staff before/after use by each pupil. • Pupils who are swimming for exercise or wellbeing will get changed in one of the four possible changing areas in the swimming pool area. The Assistant Head will allocate specific rooms within the area to individual classes. Posters will be put up on each door to remind staff/pupils which space to use. • Bikes will be allocated to specific classes and will only be used by children in that class. 	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> • Unnecessary items will be removed from classrooms and other learning environments where there is space to store them elsewhere. Handyman will be consulted on practicality. • There will be regular cleaning of frequently touched surfaces during the day, including door handles, light switches, table surfaces, Inventory key pad, photocopier key pads, kitchen equipment. The front door handle, door plates and handles along the main corridors will be cleaned by the Handyman after all children have arrived in the morning. • Each classroom will manage their own cleaning routines. • Government advice on cleaning will be followed if someone becomes ill with suspected COVID-19 in school • We will follow government guidance for working in education and childcare if someone becomes ill with suspected COVID-19 at Mill Water School. • We will follow guidance on Cleaning and decontamination of non-health care settings. Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term. 	
Shared resources and equipment increasing spread Use of shared devices Use of school vehicles	<ul style="list-style-type: none"> • Staff will not share stationery, phones or devices without prior cleaning • Pupils will have their own pens, pencils, scissors etc and will not share equipment. • Each child will be allocated their own box with their own games and resources in that they can access throughout the day. 	

	<ul style="list-style-type: none"> Pupils will have their own beakers and will not share within the classroom. Pupils will not use the photocopiers/printers. Staff will observe social distancing when waiting to use equipment. Photocopier and signing in keypads will be cleaned throughout the day. School Business Manager will disinfect any walkie talkies or phones when they are borrowed/returned for charging. Staff will be mindful of hygiene when using essential devices within the classroom ie iPods and iPads. Laptops from the shared trolley will be sanitised before and after use by classes. <p>School Cars</p> <ul style="list-style-type: none"> Handyman and/or vehicle users will disinfect door handles, steering wheel and any other hard surfaces before/after use. 	
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p>School Business Manager will discuss with cleaning contractors any additional cleaning requirements and agree additional hours to allow for this. School Business Manager/Handyman will ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. We will follow Safe working in education and childcare for guidance on PPE and guidance on cleaning non-health care settings. We will put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or those used by different groups. Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term.</p>	
Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> Staff and children will wash their hands on arrival. Children and staff will wash their hands throughout the day. 	
Additional time for staff and pupils to carry out handwashing	Frequent hand cleaning will be included as part of our normal routines. Class teachers will manage children using shared washing facilities.	
Handwashing practice with children	Children will be encouraged to wash their own hands, using handwashing songs. All children will be supervised or helped to wash their hands frequently throughout the day. See guidance and resources available at e Bug . Children will be closely monitored to ensure they are not able to ingest sanitiser.	
Good respiratory hygiene	We will promote 'catch it, bin it, kill it' and ensure that enough tissues and bins are available. We will support pupils who are unable to manage this for themselves, particularly where they are known to spit or dribble. Pupils' individual risk assessments will include how this will be managed.	

Sufficient supplies of soap and cleaning products	School Business Manager will liaise with suppliers and contractors to ensure the school has sufficient supplies and deliveries. Regular detergents and bleach will be used. SBM will review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.	
Toilets being overcrowded	<p>Classes 1 and 2 have their own toilets.</p> <p>Classes 3 ,4, 5 and 6 each have their own toilet</p> <p>Classes 7 and 8 will use toilet on corridor between their classrooms</p> <p>Classes 9 and 10 will use toilets next to the Servery or in senior area</p> <p>Classes 11 and 12 will use the two toilets in senior area</p> <p>6th form have their own toilets</p> <p>Children's toilets are generally single occupancy</p> <p>Staff toilets will be one out, one in for toilet block. Poster on door to advise.</p> <p>Toilets will be cleaned regularly. Children will be supervised in accordance with their Intimate Care Plan. All children will be supervised/helped to wash their hands after using the toilet.</p>	
Staff related issues		
Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people who present as asymptomatic	<p>We will follow https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p> <p>It is recognised that it will be impossible for most Mill Water pupils to maintain any distance between each other and between members of staff. Staff work in classes on this basis.</p> <p>For this reason, we will focus on control measures that reduce close contact, thereby reducing the number of staff and pupils required to self-isolate if and when there are cases within the school. These measures include:</p> <ul style="list-style-type: none"> • reducing bubble sizes • reducing face to face meetings • reducing the number of staff and pupils mixing across classes at lunch, breaks, staff rooms etc. • reducing the movement around the school of pupils and teaching staff • reducing or eliminating the movement across bubbles of teaching staff • keeping to the 2m distancing (for teachers especially) if at all possible <p>Other measures that will reduce the spread of the virus in the school include the wearing of face coverings, thorough regular cleaning regimes throughout</p>	

	<p>the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it message.</p> <p>At Mill Water School</p> <ul style="list-style-type: none"> • Teachers and teaching assistants will generally work exclusively with their own class. • Where two or more classes have joined to form a bubble, staff will work across the bubble. • Where there is staff absence, TAs from other classes will be deployed to meet the shortfall. • Teacher PPA will be covered by other staff. • Staff will try and maintain a distance of 2 metres from other adults when they are working in a different class • The Head Teacher may allow administrative staff to work from home where it is feasible. • Staff who generally work across the school delivering interventions will work with groups drawn from the same bubble. Rooms will be wiped down before and after use by different groups. Group sizes will be reduced. • Physio team will carry out dynamic risk assessments to determine when or whether PPE should be worn ie where close face to face contact is required (this may be in the classroom, the physio room or in the hydro pool) 	
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<ul style="list-style-type: none"> • Visiting professionals will conduct their work/interventions with school staff or pupils as normal, maintaining social distancing wherever possible. • Mill Water School does not generally use supply or other temporary staff. • Contractors will be allowed on site during school hours on a balance of risks basis, managed by the School Business Manager. • Where visits can happen outside of school hours, this will be arranged. • The School receptionist will give guidance on physical distancing and hygiene to all visitors on or before arrival. • A record of all visitors will be kept using the Inventory system. • Parent meetings (as part of Annual Review process) will happen remotely unless the parents requests a face to face meeting and this can be accommodated safely. 	
Insufficient staff capacity to deal with increased numbers of pupils -	If there are any shortages of teachers, teaching assistants will be allocated to lead a group, working under the direction of a teacher. We will follow the 'School Workforce' section of the DfE guidance:	

Shortage of teachers to maintain staff to pupil ratios	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks	
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	The Head Teacher and SLT will share with staff the plans for a full return to school in a safe way, including discussing whether training would be helpful. If appropriate, they will be advised to seek GP or occupational health advice. HT or SLT will talk to individual members of staff where there might be anxieties about returning. The conversation will be recorded using the 'Risk assessment for all staff including vulnerable groups' - https://devoncc.sharepoint.com/:w/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy	
Staff understanding of new changes – safe practice at work and in classroom. Teaching in a safe environment	The Head Teacher and SLT will share with staff the plans for a full return to school, including discussing whether training would be helpful. We will amend the plan if necessary. The Head Teacher and SLT will share with staff the plans and timetabling during the Lockdown from 5.1.21. All staff will be kept informed of any changes to working hours and safe working practices.	
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 pupil becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home, a face mask will be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the pupil 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. A supply of fluid resistant face masks will be available and maintained. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe	
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	Staff deemed to be clinically extremely vulnerable and clinically vulnerable will return to school in the autumn term subject to Head Teacher's confirmation that the school is 'covid-secure', i.e. that every reasonable step has been taken to ensure the safety of pupils, staff, premises and community and that the full measures as provided in the DfE guidance have been applied.	

	<p>A risk assessment will be 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 began. A risk assessment will also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' will be used to aid and record this assessment - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p>	
Staff 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. We will follow guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe and will bear in mind that it is safer to carry out personal care from the side or the top of a changing bed, rather than face on. Also, that it is safer if staff keep their heads above the height of the children in order to minimise likelihood of transmission.</p> <p>Guidance on the appropriate selection and use of PPE from DCC can be found at: http://devon.cc/ppe</p>	
Use of PPE Lack of understanding	<p>Staff will be given adequate training and briefing on the use and safe disposal of PPE. They will follow the guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings.</p>	
Dealing with suspected and confirmed case/ cases and outbreak.	<p>Dealing with suspected and confirmed case/ cases and outbreak.</p> <p>We will contact the local Health Protection Team if one of the following arises:</p> <ul style="list-style-type: none"> • A symptomatic person has been admitted to hospital • A possible case refuses testing • There are a cluster of possible cases/unexpected increase in absenteeism • A possible case has definite links to a confirmed case • All confirmed cases will be reported to the Local Authority <p>Concerns</p> <ul style="list-style-type: none"> • If we have any infection control concerns or questions, we will call the South West Health Protection Team on 0300 303 8162. 	

	<ul style="list-style-type: none"> • If the matter is not urgent, we will 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 there is a complex situation or an outbreak is declared in our setting, we may be asked to join an Outbreak Control Team or Local Incident Management Team Meeting. • If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the DfE helpline on 0800 046 8687 and select option 1 for advice. If necessary, the call will be transferred to the local health protection team, who will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious. The school will ask these people to self-isolate for 10 days from the day they were last in close contact. • Close contact means: <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ travelling in a small vehicle, like a car, with an infected person ○ the headteacher will use her discretion in establishing close contacts of pupils or staff within the school community. • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#social-media • We will inform the Local Authority using this link: https://www.smartsurvey.co.uk/s/Covid19NotificationTestResults/ • We will update our Schools Emergency Plan to incorporate the above links. <p>The following resources will be referred to in the event of cases at the setting:</p> <ul style="list-style-type: none"> • Educational settings Action cards • PHE SW HPT: Flowchart for childcare and Educational settings V 4 • Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the Actions for Schools Guidance Section 5 	
Pupil related issues		

Vulnerable groups who are clinically, extremely vulnerable.	<p>As shielding advice for all adults and children paused on 1 August, we expect all pupils to return to school. Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons will 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 will be implemented as required.</p> <p>We can only record absence from school as “shielding” if children have a current Shielding Note from the NHS or their GP.</p> <p>4.1.21 Shielding is expected to be reintroduced for staff and pupils who are clinically extremely vulnerable. Risk Assessments will be conducted with members of staff who fall into this category, if they have not already been undertaken.</p>	
Children with EHCP and pupils who attend dual settings	Centrally held Risk Assessments will be maintained for every pupil. Teachers will update pupil IPRA's, if necessary, to reflect temporary changes to a pupil's Behaviour Plan, Intimate Care Plan, Moving and Handling Plan, or PEEP.	
Pupils unable to follow guidance	<ul style="list-style-type: none"> • Most children at Mill Water cannot follow the rules on social distancing or hand and respiratory hygiene • All children will need help to follow the rules. • Parents will be made aware of this and send their children to school on this basis. • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	
Pupils' equipment	<ul style="list-style-type: none"> • Parents will be asked to limit the amount of equipment/toys their children bring into school each day, to the essentials. • Children's devices will be put in a box at reception on arrival at school and collected at the end of the day. • Pupils and staff should use their own pens and pencils, etc, and not share. 	
Member of a class becoming unwell with COVID-19	If a pupil is awaiting collection, they will be moved to the small room at the back of the flat where they can be isolated behind a closed door with appropriate adult supervision. The window should be opened for ventilation. SLT will ensure suitable PPE (including fluid resistant face mask) is available. The room will be accessed via the external door. The child will be taken out to meet their parent via the side entrance.	

School Uniform	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.	
Transport		
Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> • All pupils are entitled to school transport. DCC Transport Services will coordinate routes for all pupils. • We will manage DCC vehicles arriving and leaving the school site as per Section 1. • Where pupils are brought to school by parents, they will be managed as per Section 1. 	
Dedicated school transport, including statutory provision	<ul style="list-style-type: none"> • We will be advised by DCC Transport Services on routes, seating and protocols. • We do not expect Mill Water pupils to wear face coverings on school transport unless they or their parents wish them to. • Parents will be advised that children MUST NOT board school transport, if they or a member of their household has symptoms of coronavirus. • Any child who starts displaying coronavirus symptoms while at school will be sent home immediately. They must not travel on home to school transport. The school will contact the parent or carer who should make arrangements for the child's journey home. In exceptional circumstances, where this is not possible, and where a symptomatic child needs to be transported to their home, school will contact the Transport Coordination Service at DCC. • Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak. Pupils, drivers and passenger assistants who have been in contact with someone who has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless; <ul style="list-style-type: none"> ○ they develop symptoms themselves (in which case, they should arrange a test) or ○ the symptomatic person subsequently tests positive (see below) or ○ if they have been requested to do so by NHS Test and Trace. • When deciding on the package of measures that is appropriate on transport for children and young people with special educational needs, Transport Coordination Service will take account of the particular needs of the children using the transport and will work with the parents and school. 	

Wider public transport	No Mill Water pupils come to school by public transport. Staff will follow government guidelines if they are using public transport to get to school.	
School Transport arrangements support changes to school times	We will liaise with the School Transport Team before changes are made. We will follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles	
Curriculum considerations		
Planned return to normal curriculum in all subjects by Summer Term 2021	Pupils at Mill Water have individualised timetables to reflect the different needs identified in their EHCPs and to meet their annual and termly targets. Pupils will return to school and will pick up where they left off in March 2020. Staff will amend targets if there has been regression or to take account of progress made at home during lockdown period as most parents/carers have fully engaged with home learning programmes and online class sessions.	
Suspension of some subjects for some pupils in exceptional circumstances.	We do not anticipate the need to suspend any subject areas, other than those precluded by government guidelines. Work experience in school or in the community will be individually risk assessed. Prioritisation will be given to areas of the curriculum which will support pupil wellbeing and mental health. There will be an emphasis on outdoor learning and the benefits that this can bring in terms of learning across the whole curriculum.	
Music, dance and drama activities	Class teachers will ensure that pupils are as physically distanced as possible for singing sessions. Where possible, small groups will sing in the hall, in well ventilated areas or outside. Singing in assemblies or in the choir will be suspended until further detailed DfE guidance is published.	
Physical activity in school	<p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between use by different groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces ie the hall or Bicton Sports Barn, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. External facilities will be used in line with government guidance for the use of, and travel to and from, those facilities. We will 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 	

	We will work with external coaches, clubs and organisations where we are satisfied that this is safe to do so.	
Educational visits	Educational and off site visits will be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings and any local or national restrictions which apply.	
Groups of children mixing resulting in risk of more widespread transmission	<ul style="list-style-type: none"> • Children will be grouped into consistent bubbles (as described above) that do not mix to enable track and trace and self-isolation where necessary. • Bubbles will consist of no more than 2 classes • Bubbles will be kept apart from other bubbles where possible. • We will do our best to limit interaction, sharing of rooms and social spaces between bubbles as much as possible. Spaces will be wiped down before use by pupils from other bubbles. • It is accepted that most pupils cannot socially distance from each other or staff. • We will avoid assemblies which consist of more than one bubble. • Children will eat in classrooms. • Where children require the consistent routine of eating in the servery, this will happen on balance of risk basis. 	
Provision of food		
Food prepared on premises is compliant with Covid-19 health and hygiene guidance	Our school kitchen will operate in accordance with the Guidance for food businesses on coronavirus (COVID-19) Food will be prepared in the kitchen area and will be delivered by kitchen staff to each classroom.	
Catering staff are operating in a safe environment	Catering staff will 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	
Communications with parents and others		
Parents, contractors and other staff entering or working in the building –	<ul style="list-style-type: none"> • The school will tell parents, carers or any visitors, such as suppliers, not to enter the school building if they are displaying any symptoms of coronavirus. 	

school complying with external requirements for staff safety	<ul style="list-style-type: none"> The school will inform all visitors, suppliers, and contractors that only pre-arranged visits will be allowed on site. The school's phone number will be displayed on the school website. 	
Suppliers understanding and complying with new arrangements	The School Business Manager will discuss any new arrangements with suppliers so that deliveries can be arranged for quiet times or outside school hours.	
Communications to parents and staff	<ul style="list-style-type: none"> The Head Teacher will send regular updates to parents which will be put up on the school website Teachers will maintain regular contact with the parents of the pupils in their class via email, telephone and home school book. 	
Pupils and families anxious about return	SLT will be available to talk to anxious parents and to deal with their concerns around attendance.	
Parent aggression due to anxiety and stress.	Parents will be dealt with individually where stress and anxiety are identified.	
Oversight of the governing body		
Lack of governor oversight during the Covid-19 crisis leads to the school failing to meet statutory requirements	<ul style="list-style-type: none"> The governing body will meet regularly via online platforms. The Covid-19 sub-committee will meet as regularly as necessary whilst the Covid threat remains. 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 areas of statutory responsibility. 	

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

Signed: Headteacher/Head of Department:

S A Pickering

Date 6.1.21

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.