

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.

Please report **suspected or confirmed cases of COVID-19** 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.



	Establishment/Department: Shebbear College Prep School and Pre-School	Establishment Risk Assessment	RA100
	Address: Shebbear College, Beaworthy, Devon EX21 5HJ		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: 22nd May 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.	

<p>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 (15 May 2020)</p> <p>This risk assessment is generic and each school is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside DCC guidance document C-19, checklist C-19 and the latest government guidance: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>General guidance on completing risk assessments is available at arrangements note HS47.</p> <p>Updates:</p>	<p>Assessor(s):</p> <p>Matthew Foale (Head of the Prep School)</p> <p>Hetty Thompson (Head of EYFS/Pre-School)</p> <p>David King (Bursar)</p>
<p>NOTE: Blue text is specific to the group based in the Prep building. Green text is for F4 and L6 (from week beginning 15th June). Black text is for Pre-School and/or all groups.</p>	

Significant Hazard Section	Control measures in place
Movement of persons around the school	
Entrance and exits to school site causing large groups of people inside school grounds compromising social distancing.	<p><i>Staggered drop-off and collection times at school. 8.30am to 2.30pm for Group 1, and 9.00am to 3.00pm for Group 2. Provide information to parents. Small numbers and large car park. Note - Pre-School groups to start from Wednesday 3rd June.</i></p> <p><i>Due to the small number of Year 6 children expected to arrive in the Prep building, there is no need for a staggered arrival, but an arrival between 08:30 and 08:50 is requested (at the Prep entrance overlooking the 6th Form Centre and cricket pitch). Ideally only one parent should escort a child, and adults must not gather by the entrance. Collection time will be between 15:30 and 15:45 from the same door. Year 6 'group' (including any vulnerable children and children of key workers) to start on Monday 1st June.</i></p>

	<p><i>From week beginning 15th June F4 and L6 will be dropped off and collected via the main car park. The drop off is by 2.00pm Tuesday (F4) and Wednesday (L6) and the collection at 4.30pm on each day. These times are staggered around other groups visiting the site to maintain social distancing.</i></p>
<p>Parents gathering at school gate not social distancing</p>	<p>Parents are informed to drop off children at outside door and adhere to social distancing protocols. We will plan <i>parents' drop-off and pick-up protocols to minimise adult to adult contact this may be subject to change according to the children needs regarding adult separation. Make clear to parents that they cannot gather at entrance gates or doors or enter the site ,(unless they have a pre-arranged appointment for which they will be informed of protocol.)</i></p> <p><i>Only one parent should escort a child, and adults must not gather by the entrance. Collection time will be between 15:30 and 15:45 from the same door. If a second parent is present, they must stay in their car.</i></p> <p><i>Parents should wait in their car and pupils attending the session will proceed from / return to the vehicle.</i></p>
<p>Overcrowding in classrooms and corridors.</p>	<p><i>Keep to small groups - Pre-School class will be mixed with Reception and split in half. Family units will be kept together with no more than 6 pupils per small group. Additional staff on hand for each group if required. Work areas to be spaced as far apart as possible.</i></p> <p><i>One group situated in main classroom with immediate access to outside area</i></p> <p><i>One group to use another room with monitored access to another outside area.</i></p> <p><i>Check that we have 2.5 square metres per child for 2 year olds and 2.3 square metres for 3 to 5 year olds.</i></p> <p><i>Our classes (or 'groups') will be fewer in number than the maximum of 15 indicated by the Government. These children will need to stay in the same group throughout the day. Prep staff (on a rota) will be supervising a group in the Prep School building. Classrooms being used will be rearranged so that each child can have their own desk or space, adhering to the 2 metre distance rule.</i></p> <p><i>Sessions will take place outside (weather dependent) or in the Sixth Form centre, group sizes are limited to maintain social distancing.</i></p>
<p>Increased numbers during breaks compromising social distancing.</p>	<p><i>Break times in the group and in different parts of playground.</i></p> <p><i>Playtimes will be taken in the same small groups, using different areas of our grounds and play areas. Outdoor play equipment will only be used if it can be cleaned between each group.</i></p>

	<i>There will only be one group of senior school pupils onsite at a time, which will be a separate bubble from other groups on site.</i>
Increased numbers during lunchtime compromising social distancing.	<p><i>Lunches in 2 groups in two areas or weather permitting outside.</i></p> <p><i>Pupils will need to bring their own snacks each day. A water bottle must remain on site and not move between home and school.</i></p> <p><i>Pupils will have lunch with their group in their classroom or outside area.</i></p> <p><i>All pupils will need to bring a packed lunch every day, as the kitchens will remain closed.</i></p> <p><i>Do not bring nuts on to the school site please. A fridge is available to store food if required.</i></p>
Spread of virus due to increased numbers of people within the building.	<p><i>Parents not to enter building and if a child is anxious about separating the negotiation to be done in outside area or if bad weather in covered outdoor area.</i></p> <p><i>Parents will not be allowed in school, but will have telephone numbers to contact if required. Prep staff (on a rota) will be supervising a group in the Prep School building.</i></p>
Inadequate social distancing measures leading to spread of the virus.	<p><i>Two groups at all times.</i></p> <p><i>Our classes (or 'groups') will be fewer in number than the maximum of 15 indicated by the Government. These children will need to stay in the same group throughout the day.</i></p>
Premises related matters	
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p><i>Existing fire procedures to remain in place and exits as we normally use.</i></p> <p><i>Certain items will be removed from the classroom. Soft toys blankets and some carpet matting. Taped examples of distance will be on the flooring in the particular areas that the children tend to line up. Whole school risk assessment has been reviewed, to ensure control measures remain suitable and in place. Risk assessments have been updated to include any changes that have been necessary. (e.g. handwashing and allocation of specific classrooms)</i></p>
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<i>All staff have up to date first aid training. Communication of first aid arrangements during daily briefings. Each member of staff responsible for their own group's first aid.</i>
Fire Procedures	<i>All existing fire procedures in place and use the same fire evacuation muster points. Assembly points to be marked with socially distant measures.</i>

Water hygiene – management of legionella	<i>Water bottles will be available for all children and staff, as well as hand washing and toilet facilities.</i>
Using and monitoring new practices to reduce risk of Covid-19 transmission	<i>Hetty Thompson (Pre-School Manager) and Kelly Henderson has completed Prevent Covid training and Introduction to infection Prevention and Control. 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. Daily morning and end of the day briefings will take place between staff and HT updated. EYFS Lead will ensure arrangements are monitored throughout the day and remedial actions are taken where needed throughout the day and HT is informed of any such changes . There are opportunities for all employees to raise concerns or to make suggestions during daily morning and afternoon briefings.</i>
Staff rooms and offices to comply with social distancing and safe working practice	<i>Staff to bring own food to eat with the children to ensure they remain socially distanced.</i>
Ventilation to reduce spread	<i>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</i>
Management of waste	<i>Ensure bins for tissues are emptied throughout the day. Lidded bins will also be available for use. Follow guidance on disposal of waste (such as used fluid resistant masks) 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#how-should-ppe-and-face-coverings-be-disposed-of Use of yellow bin for body fluids to emptied daily by member of staff using PPE</i>
Lessons or activities to take place outdoors in line with social distancing.	<i>Decide which lessons or classroom activities can take place outdoors and refresh risk assessment for outdoor space if required.</i>
Cleaning and reducing contamination	

Contaminated surfaces spreading virus.	<p><i>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Regular cleaning. Remove items such as play dough, sand, any malleable resources and soft furnishings and toys from early years setting to reduce contact surfaces.</i></p> <p><i>Utilise resources that can be easily cleaned between use by different groups.</i></p> <p><i>Reduce toy sharing .Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting and ensure all staff have read and are familiar and confident with</i></p> <p><i>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</i></p>
Using play equipment – multiple-use	<p><i>Appropriately cleaned between groups of children and only one group 6 at a time.</i></p>
Shared resources and equipment increasing spread	<p><i>Children to have own sets of stationery to be kept at school in suitable named containers Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to reduce social distancing. Enhanced cleaning regimes.</i></p> <p><i>Children will have their own set of equipment. It would be extremely helpful if Year 6 children (and children of key/critical workers) could bring in their own laptop if possible, as this will help them to access the Google Meet live lessons. We will limit toys and equipment available and make sure they are not used by other groups. They will also be cleaned regularly.</i></p> <p><i>Where possible pupils will bring in their personal equipment, any shared equipment will be wiped down at the end of use and hand hygiene maintained throughout the session.</i></p>
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p><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. See and ensure all staff have read 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 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings.</i></p>
Sufficient handwashing facilities for staff and pupils	<p><i>Hand sanitiser on entry to rooms. One group to use bathroom in main classroom and the other group to use year one and two bathrooms.</i></p> <p><i>Classrooms and surfaces will be cleaned prior to re-opening and cleaned thoroughly during and after each day. Desks, door handles, keypads and other surfaces will be regularly cleaned throughout the course of each day. Staff will be vigilant in ensuring that children wash their hands regularly and use hand sanitizer as needed.</i></p>

Additional time for staff and pupils to carry out handwashing	<i>Stagger regular access to handwashing facilities through the day. Children asked to wash hands on arrival and before departure. Hand washing before and after all meal times and regularly throughout the day.</i>
Handwashing practice with children	<i>Review the guidance on hand cleaning and continue handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources that we shall be using at: https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus</i>
Sufficient supplies of soap and cleaning products	<i>Use regular detergents and bleach. Ensure stocks are available and replenished regularly Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</i>
Toilets being overcrowded	<i>Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other. On the days when there are 6 children allocate a toilet to each child at the beginning of the day.</i> <i>Different groups will be allocated different toilets and the use of toilets will be staggered, in order to maintain distancing.</i>
Staff related issues	
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<i>Talk to staff about and put in writing the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. If appropriate, seek GP or occupational health advice</i>
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<i>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</i>
Accessing testing arrangements are clear for all staff	<i>Access to testing is already available to all essential workers https://www.gov.uk/apply-coronavirus-test-essential</i>

<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<p><i>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</i></p> <p><i>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained. To use class one and two as a holding room for any child that may become unwell.</i></p> <p><i>All staff to have read and be familiar with 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</i></p>
<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p>To have discussions with staff members before opening and make the necessary checks.</p>
<p>Staff use of PPE</p>	<p><i>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. Follow guidance and ensure all staff are aware of the intimate care policy.</i></p> <p><i>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</i></p>
<p>Use of PPE</p>	<p><i>Adequate training / briefing on use and safe disposal</i></p> <p><i>Follow 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.</i></p>
<p>Dealing with suspected and confirmed cases / cases</p>	<p><i>Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting Ensure the room is allocated</i></p> <p><i>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#when-open</i></p> <p><i>Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</i></p>
<p>Pupil related issues</p>	<p><i>OM asked to be out of nappies. CH AS may find hard to separate so will use the garden area for this.All children to bring slippers and wellies to keep at school and no objects to be bought from home IE comforters or toys. No book bags or PE kits to be going to and from school. Change of clothes to be kept at school and replenished if needed.</i></p> <p><i>Awareness of dyspraxic difficulties with spacial awareness (AW).</i></p>

<p>Vulnerable groups who are clinically, extremely vulnerable.</p>	<p>Parents should follow medical advice if their child is in this category: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version or if someone within their household is in this category https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 None on records of children signed up to attend.</p>
<p>Children with EHCP</p>	<p>Complete risk assessment before attendance None on record in Pre-School</p> <p><i>Complete risk assessment before attendance for Prep children (SC).</i></p>
<p>Pupils unable to follow guidance</p>	<p>Ensure that the same teacher(s) and other staff are assigned to each group. some children will need additional support to follow these measures. We have asked that all children are out of nappies. Only applies to one child at present.</p> <p><i>Parents informed as follows: Whilst every effort will be made to assess for risks and put many measures in place, we simply cannot guarantee social distancing from the children. Their basic nature means that they want to be close to others, and whilst we can (and will) explain as much as possible, the children will not be told off for getting closer than 2 metres. They will simply be reminded and encouraged, as well as repeatedly washing hands and surfaces. These are young children and we want their experiences in school to be positive and enjoyable, not stressful and worrying.</i></p>
<p>Specific issues for EY stage children understanding social distancing</p>	<p><i>Further EYFS stage guidance to be issued awaiting these guidelines</i></p>
<p>Member of a class becoming unwell with COVID-19</p>	<p><i>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location.</i></p>
<p>Travel to school and provision of safe school transport:</p>	<p><i>Ensure we are aware of every child's transport to and from school and ask that parents do not share lifts.</i></p>

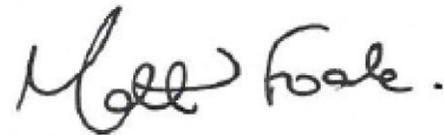
Provision of food	<p>Children are to bring own packed lunches and mid morning snacks. They are to be allocated their own plates and cups including disposable cups where necessary and when needed.</p> <p><i>Pupils will need to bring their own snacks each day. A water bottle must remain on site and not move between home and school.</i></p> <p><i>Pupils will have lunch with their group in their classroom or outside area.</i></p> <p><i>All pupils will need to bring a packed lunch every day, as the kitchens will remain closed.</i></p> <p><i>Do not bring nuts on to the school site please.</i></p> <p><i>Pupils will bring in any snacks / drinks with them and for their personal use only.</i></p>
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	<p><i>Follow usual food safety and hygiene procedures and Government guidance for catering establishments https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery . Ensure Health & Safety policies are followed</i></p>
Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p><i>No cooking activities to take place in the setting</i></p>
Communications with parents and others	
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<p><i>Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Existing procedure will apply for visitors that have to go via reception.</i></p> <p><i>Parents will not be allowed in school, but will have telephone numbers to contact if required.</i></p>
Communications to parents and staff	<p><i>Regular communications regarding any changes that are deemed necessary.</i></p>
Parent aggression due to anxiety and stress.	<p><i>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety.</i></p> <p><i>An information letter sent to parents (21-5-20) outlining all relevant information and procedures. All relevant parents have also been contacted individually.</i></p>

Assessors' Recommendations - Additional Control Measures or Actions

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
	Crockery plates to be obtained through the kitchen Paper cups to be obtained.	Before June 1st	Hetty Thompson, Matthew Foale and Bursar
	Ensure HT, KH and all staff involved are aware of all risk assessments are confident with them.	Immediate	Hetty Thompson, Kelly Henderson and Matthew Foale
	Ensure HT, KH and all staff involved have read and are familiar with government guidelines as sated in this document.	Immediate	Hetty Thompson and Kelly Henderson
	Supply of tape for social distancing measures	To be set up before June 1st	Hetty Thompson and Matthew Foale
	Adequate supply of PPE gloves, masks, eyewear, aprons, hand sanitiser and hand wash	Before June 1st	Hetty Thompson, Matthew Foale and Bursar
	Adequate supply of cleaning solutions, bleach and Milton for the toys.	Before June 1st	Hetty Thompson, Matthew Foale and Bursar

	Classrooms prepared and deep cleaned	Before June 1st	Hetty Thompson, Matthew Foale and Bursar

Signed: Head of the Prep School:

A handwritten signature in black ink that reads "Matthew Foale". The signature is written in a cursive style with a period at the end.

Date: 27-05-20

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.