



**Dartmoor**  
MULTI ACADEMY TRUST

**Establishment name:**

**NORTH TAWTON PRIMARY SCHOOL**

**Initial Assessment**

**Date of Initial Assessment:** 01/09/2020

**Review**

**Assessor(s):** JHW

**Following Incident**

**Date of Review:** N/A

**Assessor(s):** N/A

**Activity/Task/Process/Equipment**

**COVID-19 2020. School full return September 2020**

(NB Other risk assessment findings and policy arrangements apply where unaffected by COVID-19)

**Summary of hierarchy of controls:**

- Monitor and isolate all who have symptoms – maintain quarantine arrangements, cooperate with PHE (testing, track and trace)
- Continue to protect the vulnerable/highly vulnerable in line with national guidance and by local risk assessment
- Regular and repeated hand washing/sanitising: on arrival, before food, after washroom visit, on entry/exit to room.
- Good respiratory hygiene practice
- Enhanced cleaning regime
- Avoid mass congregation: no assemblies, segregated lunches, virtual staff meetings, managed access to toilets.
- Class groups to remain segregated in 'bubbles': pupils and staff not to mix, stagger breaks to limit population congregation; segregate exit entrances where possible, stagger start-end times (siblings excluded)
- Limit sharing of equipment and avoid across class bubbles – personal equipment where possible (PE/Art activities to be risk assessed).
- PPE for selected staff who work in close proximity for <1m for >15 minutes (1:1 Work, First Aid etc)
- School discipline: policy amended to account for those who disrupt/endorse fellow pupils/staff.

**Significant hazard**

**Who/what is at Risk?**

**Risk**

**Control measures in place**

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<p><b>Essential premises services to keep school open</b></p> <p>Injuries or ill-health arising from failure to maintain the building examples include: legionella contamination, CO production, failure to raise alarm in event of fire etc.</p>	Staff, pupils	>1	5	>5	<ul style="list-style-type: none"> <li>Essential site maintenance should continue as normal and as determined by the timetable established on the Every system (Activities module)</li> <li>Every system used to monitor essential site maintenance: Compliance module can be scrutinised to identify gaps in maintenance provision.</li> <li>Annual H&amp;S Review process will also monitor</li> <li>Contractors entering site will do so by appointment and will abide by hygiene controls and work to 1m plus social distancing rules.</li> </ul>
<p>NTP:</p> <ul style="list-style-type: none"> <li>Re-Opening Health and Safety Check List to be completed by 07.09.2020 onsite inspection (SC, AK) <a href="#">Appendix 11</a></li> <li>Ensure all are evident clearly in the Every System (EU, SC, JW)</li> </ul>					
<p><b>Staff or pupils with symptoms</b></p> <p>Potential for contracting COVID-19 via direct or indirect contact with someone displaying symptoms</p>	Staff, pupils	1	4	4	<ul style="list-style-type: none"> <li>No staff or pupils to attend if they are symptomatic.</li> <li>Contact-free thermometers to be provided at each site to monitor pupils if they feel unwell.</li> <li>Those who display symptoms (continuous cough, high temp and loss/change to sense of smell/taste) whilst on site must return home as soon as possible to start period of isolation for 10 days (7 plus day of first symptoms). Household members to isolate for 14 days.</li> <li>Isolation room provided for those with symptoms to wait until collected.</li> <li>Those displaying symptoms are to cover their mouth/nose with a tissue or paper towel until they can leave.</li> <li>Stocks of tissue, hand-sanitiser and cleaner-sanitiser to be located in this room. PPE also to be to hand for use by staff assisting this person <i>if this is unavoidable</i> (see First Aid section).</li> <li>The room must then be cleaned in line with previously circulated guidance.</li> </ul>

					<ul style="list-style-type: none"> <li>▪ If visual contamination is evident in the room e.g. saliva on table surfaces etc then PPE in the form of gloves, apron, respirator to be worn for clean. Contaminated area to be pre-treated with Titan sanitiser.</li> <li>▪ Flow chart from PHE to be followed in respect of any person displaying symptoms</li> <li>▪ Staff to be tested</li> <li>▪ Pupils encouraged to be tested. School to be provided with a number of test kits to facilitate prompt pupil testing.</li> <li>▪ Actions on flow chart followed depending on test result. If negative, child can return to school after end of symptoms.</li> <li>▪ Positive test result would mean isolation of class 'bubble' for 14 days.</li> </ul>
<p><b>Shielding the vulnerable</b></p> <p>Potential for contracting COVID-19 via direct or indirect contact whilst attending school site with elevated consequence</p>	Staff, pupils, co-habitants of staff/pupils	1	4	4	<ul style="list-style-type: none"> <li>▪ Highly vulnerable groups (shielding up until 31.07.2020) must be risk assessed ahead of a return. To be led by line manager and undertaken with member of staff.</li> <li>▪ Vulnerable staff (expectant mothers, over-70s, BAME staff, those with medical conditions whereby they are advised to have an annual flu-jab) must be risk assessed ahead of a return by their line manager.</li> <li>▪ Controls measures could be: strict social distancing, work away from higher risk pupils, avoid close contact 1:1 work, avoid direct face to face contact, PPE, other work tasks which avoid direct close contact. The school will try as far as practically possible to accommodate additional measures where appropriate.</li> <li>▪ Highly vulnerable pupils should follow medical guidance in respect of their return to full-time education. Risk assessment should be completed for returning pupils in this category to identify (subject to medical guidance) additional control measures.</li> <li>▪ Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will be</li> </ul>

					<p>offered access to remote education and engagement with this activity will be monitored.</p> <ul style="list-style-type: none"> <li>▪ Risk assessments should be completed for pupils with EHCP to identify additional control measures necessary to control the risks to the individual, their peers and the staff who work with them.</li> <li>▪ IHCP to be reviewed to ensure all students with medical needs can attend school with all protective elements of plan in place.</li> </ul>
<p>NTP:</p> <ul style="list-style-type: none"> <li>• Risk assessment completed with associated staff (EU/SC) <a href="#">[Appendix 2]</a></li> <li>• Risk assessment completed with associated children (SC) <a href="#">[Appendix 3]</a></li> <li>• Clear roles and expectations defined for all staff whether they are working from home or on site (EU, SC) <a href="#">[Appendix 4]</a></li> <li>• <i>cha</i></li> </ul>					
<p><b>Social distancing</b></p> <p>Potential for contracting COVID-19 via direct contact whilst attending school site</p>	Staff, pupils	2	3	6	<p><b><u>Pupils:</u></b></p> <ul style="list-style-type: none"> <li>▪ Population density will mean that pupils will not be able to maintain social distancing upon a full return.</li> <li>▪ Principal control measure there shifts to maintaining class 'bubble' and avoidance of mass congregation.</li> <li>▪ Class bubbles not to mix: no assemblies and food provision organised to minimise congregation (see food provision below). No PE activities across classes.</li> <li>▪ Staggered start/end times to minimise mass contact at beginning and end of day.</li> <li>▪ Staggered break/lunch times.</li> <li>▪ Breaks segregated by space where segregation by time is not possible.</li> <li>▪ One-way system to be maintained to reduce corridor congestion as well as entrances direct into the classroom where possible.</li> <li>▪ Classrooms laid out to avoid face to face positioning with tables in rows, facing forwards.</li> </ul>

				<ul style="list-style-type: none"> <li>▪ Pupils should be self-sufficient in terms of equipment: all equipment used every day i.e. pens, rulers etc to be brought from home and to be for that pupil's personal use only.</li> <li>▪ Curriculum to be limited to reduce PE or other practical activities involving shared equipment across class bubbles.</li> <li>▪ Where the sharing of equipment across class bubbles cannot be avoided, specific risk assessment to be undertaken to identify compensating hygiene controls. This could be sanitising items or quarantining them for 48 hours (72 hours for hard surface items like plastic).</li> </ul> <p><b><u>Staff:</u></b></p> <ul style="list-style-type: none"> <li>▪ Staff should maintain a social distance between one another of 2m wherever they can: staff briefings to be virtual. Where physical meetings cannot be avoided, meetings to maintain 2m distance.</li> <li>▪ Staff should avoid close and direct face to face contact with pupils wherever possible. Assist pupils by looking over their shoulder or remain side to side.</li> <li>▪ Individual risk assessments should be completed for pupils who require 1:1 support.</li> <li>▪ 1:1 support staff to limit direct face to face contact as far as is practicable by positioning side to side. PPE in the form of a medical face mask (PPE) used for close contact (&lt;2 for &gt;15mins).</li> <li>▪ If the specific pupil risk assessment identifies the need, a face-shield may also need to be worn if there is a risk of spitting (see section on PPE below)</li> <li>▪ Additional hygiene controls are described below for Nursery/ KS1 in recognition of the reduced ability of staff in these areas to maintain social distance.</li> </ul> <p><b><u>Visitors:</u></b></p> <ul style="list-style-type: none"> <li>▪ There should be no non-essential visitors without prior appointment. Parents and ad-hoc visitors must not be granted</li> </ul>
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					<p>access and reception should remain closed to those without an appointment. Signs should be displayed with a telephone number or e-mail for appointments to be made.</p> <ul style="list-style-type: none"> <li>▪ Where reception remains unprotected, a reception screen is installed to protect reception staff.</li> <li>▪ A meeting room is set up to allow meetings with an advanced appointment to take place in accordance with 2m social distancing.</li> <li>▪ Contractors who must attend for essential maintenance must follow hygiene practices and must maintain the 1m or more rule, as with staff. Wherever practicable (and as is consistent with safeguarding protocols), they must be left alone in the room where their work can be undertaken (e.g. plant room etc).</li> </ul> <p><b><u>Food provision:</u></b></p> <ul style="list-style-type: none"> <li>▪ Pupils partaking in school meals pre-order from a limited menu option.</li> <li>▪ Food pre-paid – no payments upon collection to speed up collection</li> <li>▪ HACCP reviewed by kitchen managers to control any additional COVID-19 risk areas in food production.</li> <li>▪ No shared cutlery/crockery to be used - menu choices designed around that concept.</li> <li>▪ Food either delivered to class or collected in class-rotas to limit queueing and maintain class bubble</li> <li>▪ Hand sanitising ahead of food collection (hand sanitiser at front of refectory queue)</li> <li>▪ Food consumed in teaching room bases or in segregated external space in fine weather.</li> </ul>
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NTP: Staggered arrival and departure times ensure social distancing while hand over takes place – timings will ensure siblings have matching times. [Specific School Detail NTP – [Appendix 5](#)]

- Each classroom contains approximately 30 children.

- Each classroom has an internal and an external door. The internal and /or external door will remain open (where possible) with windows also open.
- Each bubble will have separate access to outdoor space, staggered and/or separated to ensure that bubbles of children don't mix - it is important that there is access to outdoors most of the time where possible, especially for pre-school and reception.
- The route from the classroom to the toilet will be clearly marked and floor markings will help prevent deviation from this route.
- Morning drop offs and end of day collection will be staggered.
- Drop off and collection point is by the main school gate. They will be collected by their class teacher and led to their classroom/play area.
- Parents will not be allowed to enter the main school site.
- Staff well-being will be carefully managed through release time for breaks, whilst still ensuring a reduction of movement around the school.
- Staff toilet arrangement takes account of social distancing and clear vacant/ free sign visible from the corridor to prevent movement within a limited space.
- Where staff are working between bubbles, good hand hygiene and social distancing will be applied.
- Extra curricular clubs will operate for separate bubbles in the first instance. tbc
- Where peripatetic music tuition takes place, it will be conducted with good hand hygiene and social distancing.

<p><b>Hygiene</b></p> <p>Potential for contracting COVID-19 via direct and indirect contact whilst attending school site</p>	<p>Staff, adult co-habitants of pupils</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p><b><u>Hand-hygiene:</u></b></p> <ul style="list-style-type: none"> <li>▪ Ongoing regular hand-hygiene is the principal control for indirect transmission.</li> <li>▪ Hand washing or hand sanitising with alcohol hand sanitiser must be undertaken at the following times:               <ul style="list-style-type: none"> <li>○ Upon arrival at class base at day's start</li> <li>○ After using a washroom</li> <li>○ Before and after food</li> <li>○ <u>Upon entering and leaving any class bubble</u></li> <li>○ After coming in from outside recreation</li> <li>○ Upon final departure</li> <li>○ After removing PPE</li> </ul> </li> <li>▪ Therefore, hand- sanitiser must be available at the entrance/s to each teaching space and class bubble.</li> <li>▪ Staff to undertake hand-hygiene <b><u>before and after</u></b> handling pupils' work.</li> </ul>
<p>First Aid</p> <p>Potential for contracting COVID-19 from direct and indirect contact with child due to administration of First Aid</p>	<p>First Aid staff</p>	<p>2</p>	<p>3</p>	<p>6</p>	
<p>Nursery/Early years</p>	<p>EYFS Staff, adult</p>	<p>2</p>	<p>3</p>	<p>6</p>	

<p>Potential for contracting COVID-19 via direct and indirect contact whilst attending school site</p>	<p>co-habitants of pupils</p>				<ul style="list-style-type: none"> <li>▪ Hand hygiene should also be undertaken after use of any shared resources within the class bubble.</li> <li>▪ Staff should supervise hand sanitising in teaching spaces.</li> <li>▪ All visitors must wash/sanitise their hands upon arrival and departure</li> </ul>
<p>Lack of ventilation</p> <p>Potential for contracting COVID-19 via direct contact due to poor ventilation</p>	<p>Staff, adult co-habitants of pupils</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p><b><u>Respiratory hygiene:</u></b></p> <ul style="list-style-type: none"> <li>▪ Good respiratory hygiene – ‘Catch it, Bin it, Kill it’ to be followed and modelled as much as possible.</li> <li>▪ Tissues and covered bins to be provided in each room</li> <li>▪ <i>Behaviours to be taught and modelled at all ages.</i></li> <li>▪ Regular checks of washrooms must be undertaken to ensure that stocks of soap etc are available.</li> <li>▪ Pupil access to washrooms to be controlled [local detail of how this will be achieved is in School Specific Detail: Appendix 5] to limit numbers as well as to control behaviour.</li> <li>▪ Message to be reinforced by posters displayed around the site</li> <li>▪ Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers. This should be considered in pupil specific risk assessments in order to support these pupils and the staff working with them.</li> </ul> <p><b><u>Cleaning:</u></b></p> <ul style="list-style-type: none"> <li>▪ Demands of whole school opening in combination of reduced national risk means all rooms utilised in the timetable should be cleaned <b>daily</b> except nursery and KS1 which remains twice daily</li> <li>▪ Reduction in displays around rooms to limit clutter and potential for trapped dirt to gather.</li> <li>▪ Clear desk policy: staff to clear hard surfaces to allow for cleaning.</li> <li>▪ A disinfectant/cleaner (either combined or separate) to be used. Ensure that this has a confirmed viricidal action.</li> <li>▪ Launder cloths daily or use disposable paper rolls.</li> </ul>

				<ul style="list-style-type: none"> <li>▪ Cleaning protocol circulated. Regularly touched hard-surfaces to be sanitised: tables, desk tops, light switches, keyboards/mouse, phones, taps, flush handles.</li> <li>▪ Roving cleaning staff throughout day to clean regularly touched corridor surfaces (door handles, bannisters etc)</li> <li>▪ Cleaner-sanitiser and paper towel to be located in teaching spaces for staff to clean if they see the need i.e. if a child sneezes on a desk top etc.</li> <li>▪ Cleansing wipes to be located by photocopiers to allow users to wipe buttons/touchscreen after each use.</li> <li>▪ Please refer to Cleaning Guidance for full details of cleaning methodology plus a <i>suggested</i> example cleaner/disinfectant.</li> </ul> <p><b><u>Nursery/Early Years:</u></b></p> <ul style="list-style-type: none"> <li>▪ Evidence shows that the risk of direct transmission is lower with young children. Nevertheless, due to the reduced capacity of younger children to follow hygiene norms and rules, indirect transmission risk may be slightly higher. Therefore:</li> <li>▪ The following additional precautions over and above what is listed above should be employed: <ul style="list-style-type: none"> <li>○ KS1 classes to be cleaned <b>twice daily</b></li> <li>○ More frequent hand washing should be undertaken by both staff and children – a suggested frequency is hourly.</li> <li>○ Model and supervise correct hand-washing.</li> <li>○ Staff should wear a disposable apron.</li> <li>○ Avoid/limit direct face to face contact at the level of the child.</li> <li>○ If experience shows continued close contact with a child cannot be avoided, and there is a risk of coughs/sneezes being directed in the face, then PPE in the form of a face mask and face shield should be worn. <i>However, the primary control is to avoid these situations in the first instance.</i></li> </ul> </li> </ul>
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					<ul style="list-style-type: none"> <li>▪ Intimate care of very young children must continue using established protocols. Robust hygiene controls must already be established in this area. Please refer to existing risk assessment and planning documents.</li> <li>▪ A cleaner-sanitiser and a roll of blue paper towels should be available in the area for staff supervising young children so that obviously contaminated surfaces can be cleaned as <i>required</i> throughout the session as needed. This must be stored securely out of reach of the children concerned.</li> <li>▪ Limit the number of toys available so that their hygiene can be better maintained. Choose toys that are easy to clean.</li> <li>▪ Avoid unnecessary sharing of equipment within class bubble and share no equipment across class bubbles.</li> </ul> <p><b><u>First Aid:</u></b></p> <ul style="list-style-type: none"> <li>▪ Delivering First Aid will often necessarily mean that staff have to remain for several minutes in close proximity (&lt;1m) to a pupil often face to face. A higher level of control is therefore needed.</li> <li>▪ PPE is required in these instances and should be provided in the form of a medical face mask and face shield</li> <li>▪ The medical face mask to be replaced with a FFP2/N95 respirator <u>if the person displays symptoms and approaching them is unavoidable</u>. The first control measure is not to approach the person with symptoms if at all possible.</li> <li>▪ Disposable gloves should be worn</li> <li>▪ If people report to First Aid with COVID-19 symptoms, beyond testing temperature if needed, they should NOT be treated by First Aid but should be shown to a separate isolation room where they can be isolated until they return home. They should be required to cover their mouths with a tissue/paper towel until this happens.</li> <li>▪ A contactless thermometer is available to take a temperature. PPE will nevertheless be worn as described above.</li> </ul>
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				<ul style="list-style-type: none"> <li>▪ Have a room set aside for this eventuality and have a supply of tissues/paper towels on hand.</li> </ul> <p><b><u>PPE – please note:</u></b></p> <ul style="list-style-type: none"> <li>▪ PPE for the purposes of infection control in the form of gloves, face masks/respirators and face shields must be used with caution as cross contamination of the virus can occur with PPE if it is not used correctly</li> <li>▪ If disposable gloves are worn, change them frequently by removing them from the wrist and continue to wash your hands.</li> <li>▪ PPE face masks/respirators must be removed by the ear pieces/ties. Face shields by the back of the securing band. In all cases avoid touching the front of the mask/shield which could be contaminated.</li> <li>▪ Always wash your hands after removing PPE</li> <li>▪ <i>PPE can be a flawed control measure if used incorrectly. It relies on good fit and correct usage. It can itself become contaminated. Do not let wearing PPE lull you into a false sense of security and avoid prolonged close, face to face contact as the control measure of first choice.</i></li> <li>▪ Briefing document for safe use of PPE circulated.</li> </ul> <p><b><u>Ventilation:</u></b></p> <ul style="list-style-type: none"> <li>▪ Occupied teaching spaces to be ventilated by opening windows.</li> <li>▪ Doors into room can be propped open when the room is occupied but teaching staff must close these when the room is unoccupied.</li> <li>▪ Air handling units and other mechanical ventilation systems should be used if the school has these. It should be ensured that these systems are <u>not</u> set to air re-circulation only.</li> <li>▪ Re-circulating only air-conditioning systems not to be used in place of open windows and fresh air ventilation.</li> </ul>
NTP:				

- Resources will be available to the pupil and will be stored in their tray to ensure clear table policy for nightly deep clean.
- Children will be required to bring own pencil case, containing essential stationery
- Stocks are replenished daily – they must inform SC if it runs low (this will also be checked each night during cleaning).
- Every room has a resource list of what they should have available – they must inform SC if it runs low (this will also be checked each night during cleaning). [Appendix 6](#)
- Each room will have a reminder check list of what should be completed on a daily basis ie open windows, clean down all resources as they are used etc. [Appendix 7](#)
- 'Before you attend letter for parents and children contains information regarding hygiene etc... this will also be the focus of the morning reminder every time the children start a new day. [Appendix 8](#)
- Equipment shared within the bubble, will be cleaned and sanitised regularly.
- Where equipment has to cross between class bubbles - perhaps PE equipment - then this will be sanitised after use so that nothing can be passed onto another bubble.
- Room and toilet checks will be made regularly.
- Doors will be wedged open throughout school where possible, to ensure a reduced need to touch surfaces.
- Children will be supervised to sanitise their hands prior to using the library. Books that have been withdrawn for reading will be quarantined on return for 72 hours. A box will be placed in each room to allow for all returned books to be dated and stored.

<p><b>Cleaning tasks</b></p> <p>Potential for indirect contracting of COVID-19 whilst undertaking cleaning</p>	<p>Cleaning staff</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>▪ See separate cleaning guidance and associated risk assessments</li> <li>▪ Cleaners' PPE to be disposable gloves and disposable or laundered aprons.</li> <li>▪ FFP2/FFP3/N95 respirators are for direct contact (within 2m for &gt;15minutes) with an individual who is displaying symptoms so should NOT normally be required for these tasks – refer to cleaning guidance. See exception below.</li> <li>▪ If not disposable, laundered aprons should be washed on the hottest wash possible for the clothing concerned</li> <li>▪ Removed PPE to be double-bagged for disposal</li> <li>▪ A disinfectant/cleaner (either combined or separate) to be used. Ensure that this has a confirmed viricidal action.</li> <li>▪ Usual COSHH risk assessment findings to be followed in respect of chemical safety and use.</li> </ul>
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					<ul style="list-style-type: none"> <li>▪ Please refer to Cleaning Guidance for full details of cleaning methodology plus a <i>suggested</i> example cleaner/disinfectant.</li> <li>▪ Launder cloths daily or use disposable paper rolls.</li> <li>▪ All staff to follow a 'clear-desk' policy to enable regular cleaning of all hard surfaces.</li> <li>▪ Unnecessary paperwork and displays to be removed to allow surfaces to be sanitised.</li> <li>▪ Cleaning of isolation room: if visual contamination is evident in the room e.g. saliva on table surfaces etc then PPE in the form of gloves, apron, respirator to be worn for clean. Contaminated area to be pre-treated with Titan sanitiser.</li> </ul>
<p>NTP:</p> <ul style="list-style-type: none"> <li>• All rooms will follow a clear desk policy.</li> <li>• Norse cleaners will be directed as per instructions from Alan King/Joe Wood by regional manager, reinforced by NT leadership as to safety measures.</li> <li>• All staff to refer to DMAT Cleaning Guidance <a href="#">[Appendix 10]</a></li> </ul>					
<p><b>Transport</b></p> <p>Potential for direct and/or indirect contracting of COVID-19 whilst travelling by school bus.</p>	Pupils	2	3	6	<ul style="list-style-type: none"> <li>▪ Alternative means of transport to bus travel encouraged wherever possible – walking, cycling, private car travel.</li> <li>▪ The Trust is not the principal duty holder in respect of transport organised by others. The strategy will therefore be to cooperate with and communicate the risk assessment findings of other partner organisations as well as reinforcing and communicating government guidance for the safe use of general public transport.</li> <li>▪ Class segregation will be maintained wherever practicable.</li> <li>▪ DCC Transport Coordination Service risk control measures to apply.</li> <li>▪ In line with government guidance, Year 6 pupils travelling on buses will be encouraged to wear a face-covering.</li> <li>▪ Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should wherever possible be collected by a member of their family or household.</li> </ul>

					<ul style="list-style-type: none"> <li>▪ Transport provider to clean regularly touched hard surfaces between uses</li> <li>▪ All passengers alighting from a bus will sanitise hands upon entering the building. Similarly, transport users will sanitise hands before leaving the building to board the bus.</li> </ul>
<ul style="list-style-type: none"> <li>• Parents to liaise with Devon CC re transport needs.</li> </ul>					