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| **Covid-19 increase in school numbers from June 2020**  | **RA100** |

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.



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|  | **Establishment/Department: Newton Poppleford Primary School** | **Establishment Risk Assessment** | **RA100** |
| **Address: School Lane, Newton Poppleford. EX10 0EL** |
| **Person(s)/Group at Risk****Staff, Pupils, Visitors and Contractors** | Date assessment completed:20th May 2020This 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.  |
| **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)****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**](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)**General guidance on completing risk assessments is available at arrangements note HS47.** **Updates:**  | Assessor(s):  Stuart Vaughan |
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| **Significant Hazard Section** | **Control measures in place***Additional measures or actions not included in this column below should be put in the assessor’s recommendations at the end of this document* |
| Movement of persons around the school  |  |
| Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing. | *Year 6 children to be left at main school gates by parents – starting from 2/6/2020 (using Y5 and Y6 classrooms)**Year 1 children to arrive with maximum one parent, parent and child to SD and follow one-way system and child to leave parent outside classroom – starting from 8/6/2020 – (using Y1, Y2 and reception classrooms)**Key worker children in group one to follow one-way system and leave children with staff in library, key worker children in group 2 to be left by main gate and to go into main school and to Year 3 or 4 classroom to staff as designated (as advised to parents) – starting from 1/6/2020**Parents to continue following one-way system after dropping off children. Staggered start times to be established, to allow separation between groups and to ensure no over crowding.**Each group to be introduced separately to test function of procedures and make any identified necessary changes before accepting next group of pupils* |
| Parents gathering at school gate not social distancing | *Parent drop off and collection staggered to reducing any potential congestion, one-way system created to ensure no need for anyone to pass one another* |
| Overcrowding in classrooms and corridors. | *Classroom furniture rearranged – in KS2 to ensure SD in classrooms all children’s workstations 2m apart, maximum of 12 children per room, systems to allow limited movement to allow access to the toilet if necessary. Routines created and practiced for leaving the classroom (for break, lunch and exercise) and for returning to the classroom after.* *In year 1 it is accepted SD will be impossible, so children in small groups maximum 5 – these groups will not mix, each classroom to have 2 small groups with divide in between created using furniture – all have access to outside direct from room**Timetable created for all groups to reduce movement around the school and appropriate selection of classroom and learning environments* |
| Increased numbers during breaks compromising social distancing. |  *All groups to have own separate break times as scheduled in own area, allowing for SD with older age groups. Year 1 in single social groups* |
| Increased numbers during lunchtime compromising social distancing. | *Hall to be arranged so social groups are separated and kept in own small group for Year 1. Only one year group to be in hall at any one time. Hand washing before and after. Dining area to be cleaned thoroughly before next group use.* *School prepared packed lunches to be offered to Year 6 and KS2 key worker children – these to be delivered and eaten in their classroom or children eat packed lunch brought from home*  |
| Spread of virus due to increased numbers of people within the building. | *Parents only coming into building to use staircase as part of one way system – deep cleaning of this area when all parents have left at beginning and end of day. All movement following one way systems in place* |
| Inadequate social distancing measures leading to spread of the virus. | *Always keep cohorts together where possible – in same small groups of maximum 12 pupils in KS2, smaller social groups in year 1 and not mixed on subsequent days. Each cohort should retain the same teacher / TA, wherever possible. No mixing of groups*  |
| Premises related matters  |  |
| Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape. | *Reviewed Whole school risk assessment (RA22) and updated as necessary, to ensure control measures remain suitable and in place.* *One way systems and layout being used to ensure ease of access to outdoor space, no equipment shared between groups, unless through cleaning process carried out before hand.**Fire evacuation procedures reviewed, all staff trained in new procedures, weekly fire drills to take place* |
| First Aid procedures – Reduced numbers of first aiders and Paediatric first aider. | *Reviewed First Aid risk assessment (RA22). First aid and PFA trained staff available at all times. Communication of first aid arrangements during daily bulletin board and bi-weekly staff briefings.*  |
| Fire Procedures | *Reviewed fire risk assessment taking into consideration changes made to the layout, and the impact this may have on fire evacuation and escape routes.* *Testing and monitoring regimes continue for fire detection, alarm systems and fire extinguishers and interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.* *Constant review of fire evacuation routes and assembly points to ensure that social distancing guidelines are being met after weekly fire drills. Markings at assembly points to assist SD.**Manual registers kept with group for fire evacuation purposes* |
| Water hygiene – management of legionella | *All flushing and monitoring of temperatures have been maintained throughout current period of partial opening.*  |
| Using and monitoring new practices to reduce risk of Covid-19 transmission | *Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and changes to fire evacuation routes, use of PPE, location of designated room for suspected cases.* *Bi-weekly morning or end of the day briefings, use of daily update bulleting board in entrance area. Headteachers and school leaders will monitor arrangements throughout the day and make remedial actions where needed, then update RA. Clear communication channels for opportunities for all employees to raise concerns / make suggestions – email, Google classroom staff site and in person.*  |
| Management of premises related risks e.g. asbestos, delayed statutory testing *(LOLER)*  | *Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed. Currently all necessary inspections are up to date* |
| Staff rooms and offices to comply with social distancing and safe working practice  | *Numbers of people reduced at one time on a rota to allow social distancing – chairs placed apart. Avoiding unnecessary gatherings. Reduction of the use of communal / shared facilities such as tea and coffee facilities and staff encouraged to bring their own food and utensils. Enhanced cleaning regimes as per below.*  |
| Ventilation to reduce spread | *AA to open all windows before school, all doors propped open to avoid the need to touch door handles where safe to do so. Breathable building systems in all areas to be permanently on* |
| Management of waste | *Ensure bins for tissues are emptied throughout the day.* *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*](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) |
| Lessons or activities to take place outdoors in line with social distancing.  | *Some lessons to take place outside, risk assessment for use of outdoor spaces reviewed and shared with all staff* |
| Cleaning and reducing contamination  |  |
| Contaminated surfaces spreading virus. | *All unnecessary items removed from classrooms and other learning environments where there is space to store it elsewhere. Regular cleaning, with deep clean every Wednesday. All items such as play dough, sand and soft furnishings and toys removed from early years setting to reduce contact surfaces. Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting* [*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*](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) |
| Using play equipment – multiple-use | *Some equipment removed and place out of use, other equipment cleaned between groups using and only one group to use at one time.*  |
| Shared resources and equipment increasing spread | *All children to be provided with own equipment with no sharing of stationery and other equipment where possible. Suitable procedures in place for managing access to items of ‘heavy use’ such a photocopiers to reduce social distancing. Enhanced cleaning regimes.*  |
| Cleaning staff and hygiene contractor's capacity - providing additional requirements | *Discuss with cleaning 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. Follow* [*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*](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*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)*.*  |
| Sufficient handwashing facilities for staff and pupils | *All children and adults to wash hands on entry to site, with regular hand washing throughout the day, constant reminders to children of necessary routine and learning**Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. Plan in regular access to facilities throughout the day. Provide additional sinks where possible* |
| Additional time for staff and pupils to carry out handwashing | *Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day* |
| Handwashing practice with children | *Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. Use guidance and resources available at:* [*https://e-bug.eu/eng\_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus*](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) |
| Sufficient supplies of soap and cleaning products | *Sufficient supplies already in place. Maintain contact with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.*  |
| Toilets being overcrowded | *Limit the number of children or young people who use the toilet facilities* *at one time to one child. Designated toilet areas for each group. Systems in place to allow for cleaning of frequently touched areas between uses.*  |
| Staff related issues |  |
| Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios | *If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.* *Carefully planning the year groups for whom provision is offered (using the Dfe priority list where possible) based on staff availability. Follow government guidance on creating and staffing your temporary teaching groups:* [*https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#creating-and-staffing-your-temporary-teaching-groups*](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#creating-and-staffing-your-temporary-teaching-groups) |
| Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes. | *At staff training, talk through with all staff arrangements with respect to all control measures in school, RA and fire procedures. Make all documents available to all staff through email, staff intranet and Google staffroom* |
| Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment | *Talk to staff about the plans (including safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. Regular updates at bi-weekly briefings and through daily updated staff bulletin board* |
| Accessing testing arrangements are clear for all staff | *Access to testing is already available to all essential workers* [*https://www.gov.uk/apply-coronavirus-test*](https://www.gov.uk/apply-coronavirus-test)*. AN has registered school for process*  |
| 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 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.* *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. Equipped already obtained, all staff aware of location and trained in correct use*[*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*](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 | *Risk assessments undertaken for clinically vulnerable staff, and any staff who are anxious, using the ’DCC Covid -19 vulnerable groups risk assessment’ document* [*https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/EeSzC8lWQJdGmL4VP4qrdcQB7zfj7qMSSdDt6Nobjf\_kYw?e=AyIGOQ*](https://devoncc.sharepoint.com/%3Aw%3A/s/PublicDocs/Education/EeSzC8lWQJdGmL4VP4qrdcQB7zfj7qMSSdDt6Nobjf_kYw?e=AyIGOQ) *along with DCC* [*‘Managers Guide to Supporting BAME colleagues’*](https://devoncc.sharepoint.com/sites/PublicDocs/Education/Children/Forms/AllItems.aspx?id=%2Fsites%2FPublicDocs%2FEducation%2FChildren%2FSchools%20Support%2FAdministration%2FPersonnel%2FCoronavirus%20policy%20and%20guidance%20for%20schools%2FSchools%5FGuide%20to%20supporting%20BAME%20employees%2Epdf&parent=%2Fsites%2FPublicDocs%2FEducation%2FChildren%2FSchools%20Support%2FAdministration%2FPersonnel%2FCoronavirus%20policy%20and%20guidance%20for%20schools&p=true&originalPath=aHR0cHM6Ly9kZXZvbmNjLnNoYXJlcG9pbnQuY29tLzpiOi9zL1B1YmxpY0RvY3MvRWR1Y2F0aW9uL0VmY1RiOTVlNUZsQnFERVk0MFpFYUFBQnE4N3pqakxCdGdRMktULXREVHNEMkE_cnRpbWU9THhJQWNTajcxMGc)*Guidance on shielding and protecting extremely vulnerable persons* [*https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) *and clinically vulnerable people* [*https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people*](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people) *will also be followed when considering staffing arrangements.*  |
| Staff use of PPE  | *All staff to have access to PPE if they request this, PPE obtained. All staff to have training on PPE using guidelines, and this to be reviewed on a regular basis, with reminders through staff bi-weekly briefings*[*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*](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) |
| Use of PPELack of understanding | *Adequate training / briefing on use and safe disposal**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*](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.* |
| Dealing with suspected and confirmed cases / cases  | *Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting* [*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*](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)*Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.*  |
| Pupil related issues |  |
| Vulnerable groups who are clinically, extremely vulnerable. | *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*](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*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) |
| Children with EHCP | *Complete risk assessment before attendance where applicable* |
| Pupils unable to follow guidance  | *Ensure that the same teacher(s) and other staff are assigned to each group. some children will need additional support to follow these measures. Appendix to behaviour policy adopted and all children made aware of this* |
| Specific issues for EY stage children understanding social distancing  | *Further EYFS stage guidance awaited*  |
| Member of a class becoming unwell with COVID-19 | *If a child is awaiting collection, they will be moved to the Nest where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. The windows will be open 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. The Nest is allocated for this purpose and staff aware of this through training. Suitable PPE (including fluid resistant face mask) is available at this location.*  |
| Provision of food  |  |
| Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination | *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*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery) *. Ensure Health & Safety policies are followed* |
| Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance  | *As above* |
| Catering staff are operating in a safe environment  | *Catering staff to follow government guidance* [*https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery*](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 – school complying with external requirements for staff safety | *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. Signage outside school to inform all visitors, suppliers, and contractors that they must telephone school first before access is allowed*.  |
| Suppliers understanding and complying with new arrangements | *Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours* |
| Communications to parents and staff | *Maintain regular communications*  |
| Parent aggressiondue to anxiety and stress. | *Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact, including one way system to reduce anxiety.* |

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| **Assessor’s Recommendations - Additional Control Measures or Actions** |
| **Section** | **List Actions / Additional Control Measures** | **Date action to be carried out** | **Person Responsible** |
| Movement of persons around the school | * Tape on floor to aid SD
* Spray paint and signage around school for SD and one way system
* Classroom furniture appropriately arranged
* Timetables created for breaks
* Timetables created for lunch
* Clear information sent to parents on procedures
 | 29/5/202029/5/202029/5/2020 for Y6 and KW, 5/6/2020 for Rec, 12/6/2020 for PS29/5/202029/5/202025/5/2020 | AAAAVarious staffSVSVSV |
| Premises related Matters | * RA 22 reviewed
* Tape on floor to aid SD
* Spray paint and signage around school for SD and one way system
* All staff aware of bi-weekly briefings and timetable for these
* Fire risk assessment reviewed
* Manual registers in rooms
* Fire drills weekly and recorded
* Staff training to include RA, layouts, routines, fire evacuation procedures, designated rooms and location of equipment
* Breathable building system checked and operational
 | 26/5/202029/5/202029/5/20201/6/202026/5/2020OngoingOngoing1/6/202029/5/2020 | SVAAAASVSVStaff in charge of roomANSVAA |
| Cleaning and reducing contamination | * All unnecessary items removed from classrooms and other areas
* Deep cleaning weekly
* Outside play equipment removed
* Additional hours agreed with AA
* Cleaning guidelines shared and followed
* Regular routines for hand washing
* Introduce songs for hand washing for younger children
* Maintain sufficient supplies of soap and cleaning products
* Systems in place for use of toilets
 | 29/5/2020Ongoing12/6/202020/5/202029/5/2020OngoingOngoingOngoing29/5/2020 | StaffAA/JB/MLStaffSVAAStaffStaffAASV |
| Staff related issues | * Plan for staffing arrangements with different groups
* Staff training
* Bi-weekly briefings
* Staff bulletin board in entrance area
* RA for vulnerable and other staff
* Training on use of PPE
 | 28/5/20201/6/2020Ongoing29/5/202029/5/20201/6/2020 | SVSVSVSVSVSV |
| Pupil related issues | * Medical advice re extremely vulnerable children shared
* RA for EHCP children where applicable
* Behaviour policy appendix
* Nest prepared and equipment located in it
 | 29/5/202029/5/202026/5/202029/5/2020 | SVHCJMAA |
| Provision of food | * Guidelines shared with kitchen staff
* Otterton and East Budleigh aware of arrangements
 | 29/5/202022/5/2020 | SMSV |
| Communications with parents | * Signage for entrance areas
* Contact suppliers re access arrangements
* Inform parents of access arrangements and drop-off and pick up arrangements
 | 1/6/20201/6/202022/5/2020 | TDTD & SMSV |
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**Signed: Headteacher: Stuart Vaughan Date: 20th May 2020**

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.