






	Department LINK ACADEMY TRUST Landscape C of E Academy		Academy Risk Assessment		RA100		
Name and Address of Academy Landscape C of E primary School, Landscape, Nr Ashburton, TQ13 7LY							
Person(s)/Group at Risk All Year groups (children), staff and parents			Initial Assessment X Review Following Incident				
Activity/Task/Process/Equipment DEC 2021 All Christmas events: Christmas nativity performances & Christmas fair			Date of Assessment 2.12.21 Assessor(s) Jill Ryder Academy Head Reviewed and updated <small>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.</small>				
Significant Hazard and possible Outcomes /injuries	Control Measures in Place					Are any additional measures or actions required? (if yes put on the Action Plan) Yes No	
Is government advice being regularly accessed, recorded and applied?	<ul style="list-style-type: none"> E.G DfE advice is checked daily. risk assessment is a live document and will be changed according to latest guidance. new date will be applied and RA will be sent to all staff after any alteration changes are reviewed by senior leadership (sent to CEO) Trustees interrogate risk assessments <p>DfE daily email- DfE - COVID daily email subscription service (office.com)</p> <p>Posters and promotional material - https://coronavirusresources.phe.gov.uk/back-to-school/resources/</p> <p>NHS resources and videos</p> <ul style="list-style-type: none">  Handwashing for teachers  Handwashing for children  Coronavirus factsheet for kids  PPE Donning and Doffing advice <p>Other resources and videos</p> <ul style="list-style-type: none">  COVID-19: the facts Scouts  eBug https://e-bug.eu/  PHE webcast - Breaking the chain of infection 						X

Make all adults aware of protocols & procedures to reduce risk of COVID19 transmission	<ul style="list-style-type: none"> • Training of all staff via briefing prior to events • FOLS Chair has met with Head to discuss controls for managing additional numbers safely and avoiding any congestion with adults in school building • Parents have been made aware of expectation when attending events via newsletters from school and FOLS (PTFA) • RA will be placed on school website 		X
Crowded spaces and social distancing			
Are procedures in place to avoid overcrowding to reduce risk of COVID19 transmission	<p>Christmas fair:</p> <ul style="list-style-type: none"> • One way system in place • Limit on numbers in Father Christmas letter room, craft room and games room • Stalls outside under cover where possible <p>Nativity Performances in Church:</p> <ul style="list-style-type: none"> • Limit on numbers attending each event: tickets have been issued- 2 per family • 3 performances limits numbers attending and therefore numbers in church remains below church protocols • Empty pews between adults and children/school performers • Families encourages to spread out in space allowed. 		X
Keep occupied spaces well ventilated			
<p>Are venues well ventilated?</p> <p>Poorly ventilated spaces leading to risks of coronavirus spreading Ventilation to reduce transmission</p>	<ul style="list-style-type: none"> • Heating used as necessary to ensure comfort levels are maintained when the building is occupied. • Keep windows open wide enough to provide some natural background ventilation and open internal doors& external doors to increase air flow. Opening internal doors can also assist with creating a throughput of air (not fire doors) • Open windows fully when rooms are unoccupied for longer periods to purge • Occupants encouraged to wear additional, suitable indoor clothing. <p>(Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information. DfE is working with the Scientific Advisory Group for Emergencies (SAGE) and NHS England on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.)</p>		X

Ensure good hygiene for everyone			
Sufficient handwashing facilities/hand sanitiser for all attendees	<ul style="list-style-type: none"> • COVID-19 posters/ signage displayed. • Frequent and thorough hand cleaning is regular practice. • Pupils, Parents and staff to clean/sanitise their hands when they arrive at school, • Hand sanitiser points throughout common use areas in school: entrance points to school, entrance point to classrooms, toilets and the office. • Sinks available in Classes. • Hand sanitiser will be available in each class • Parents have been asked to bring own sanitiser to events • Children will be told to clean their hands after sneezing or coughing • Staff will encourage children not to touch their mouth, eyes and nose • Hand sanitiser will be available at church entrance. Adults will be encouraged to use this when entering the church 		X
Good respiratory hygiene	Respiratory hygiene <ul style="list-style-type: none"> • The 'catch it, bin it, kill it' approach continues to be very important. • Lidded bins are available in each classroom / back of church 		x
Face Coverings	<ul style="list-style-type: none"> • All adults and children from year 7 upwards must wear a mask indoors. 		X
Lateral flow testing			
Lateral Flow Testing: Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> • Tests will be carried out twice weekly by all staff coming into school 3-4 days apart. All tests will be recorded on Gov website as well as the schools recording form. • tests will be done on a Sunday morning and Wednesday evening to allow the Academy Head time to coordinate cover and gain support from PHE • Parents have been asked to lateral flow before attending events. Anyone exhibiting symptoms should not attend events 		X

Symptoms	<ul style="list-style-type: none"> We deliver strong messaging about signs and symptoms of Covid-19, isolation advice and testing to support prompt isolation of suspected cases 		X
Cleaning and reducing contamination			
	<ul style="list-style-type: none"> Enhanced cleaning schedule is in place Reduced clutter and removed difficult to clean items to make cleaning easier. <p>Prior to and Post Christmas Fair</p> <ul style="list-style-type: none"> Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. <p>Post Nativities</p> <ul style="list-style-type: none"> Cleaning using standard cleaning products such as detergents, paying attention to all surfaces but especially ones that are touched frequently(pews) 		
Safeguarding			
Safeguarding all pupils	<ul style="list-style-type: none"> When picked up prior to, during and after events children will be the responsibility of parents. This has been shared with parents to ensure all children are monitored during Christmas fair and after being picked up from nativity Safeguarding lead info is available to all Landscape: DSL: Jill Ryder 01803 762656 DDSL: Chloe McFadzean “ <p>Should the above be unavailable for any reason, please contact one of the other DSL's within our Trust:- Barnes – Dan Turner 01626 353980 Cheriton Bishop – Alex Waterman 01647 24817 Diptford – Lizzie Lethbridge 01548 821352 Drakes - Pete Halford 01395 443871 Harbertonford – Anne Burns 01803 732352 Henock – Vic Pooler 01626 833233 Otterton - Pete Halford 01395 568326 Stoke Gabriel – Alice Eeles 01803 782469 Tedburn St Mary – Andy Keay 01647 61338 Yeoford – Alex Waterman 01363 84234 Devon County Council Local Authority Designated Officer (LADO) can be reached on 01392 384964.</p>		X

Communications with parents & others			
Communication to parents and staff	<ul style="list-style-type: none"> Parents have received communication regarding Christmas events - procedures and protocols have been shared via newsletters, emails and website. RA for Christmas events to be on website RA100 for whole school policy & procedures should be referred to in addition to this risk assessment(see website) 		x
Oversight of the governing body & Trustees			
Lack of governor oversight leads to the school failing to meet statutory requirements	<ul style="list-style-type: none"> The governing body & Trustees continue to meet regularly via online platforms. The governing body & Trustee agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. 		x

Assessor's Recommendations - Additional Control Measures or Actions		
List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Share this RA with all staff & FOLS chair	2 nd Dec 2021	Jill Ryder
Place on school website to keep all parents fully informed	2 nd Dec	Jill Ryder
Ensure updates and reviews follow latest government/DFE guidelines	As DFE guidance is published	Jill Ryder

Signed: Academy Head:

Jill Ryder.

Date 2nd December 2021

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