**Return to school risk assessment – based on the principles and guidance contained within DfE Guidance:**

**This risk assessment is a generic frame 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 below:** [**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)

[**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**](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)

[**https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england**](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england)

[**https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings**](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings)

[**https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures**](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures)

[**https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested**](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)

[**https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel**](https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel)

[Actions for early years and childcare providers during the COVID-19 pandemic (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056993/20220223_EY_guidance.pdf)

**The risk assessment must remain dynamic and is likely to change at short notice. It accompanies the parental letter of guidance 25th May sent to parents, and the Covid-19 Policy.**

Date Risk Assessment carried out: ……………originally 25th May………….. updates highlighted in yellow

(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.)

Changes to Risk Assessment in November 2021………….updates highlighted in green

Changes to Risk Assessment in January 2022………….Updates highlighted in orange

Changes to Risk Assessment in June 2022………..updates highlighted in yellow

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HAZARD OBSERVED** | **PERSONS AT RISK** | **INITIAL RISK RATING****(L, M, H)** | **CONTROL MEASURES** | **ADDITIONAL ACTION REQUIRED** | **FINAL RISK RATING****(L, M, H)** |
| Movement of persons around St Petroc’s |
| Entrance and exits to school site causing large groups of people inside school grounds compromising social distancing. | Staff, Children and Parents | H | *Parents to socially distance, following the posters displayed saying 2m distance. We may need to review and give children allocated times.**Early Years sessions further extended to normal opening times of 8am-6pm from 07/09/2020**Provide information to parents. Small numbers and verbal SD reminders for the car park.* *Update as of 8th November 2020 - Parents/Carers are now being asked to wear face masks when they drop off and pick up their children. Initial email has been sent to parents/carers to advise of this change and signs are displayed clearly at each room door.**Government have announced masks are mandatory in communal areas, shops and public transport and space. Parents have been emailed to request they continue to wear masks due to the new variant.* *Continue to only have one family or household in the porch at one time November 21.**The main school building is not being accessed as frequently updated January 22due to HHH taking accommodating the building*  | *Verbal reminders politely given if required* | M |
| Parents gathering at school gate not social distancing | Staff, Children, Parents | H | *Early Years children to be given a designated door to go to depending on their bubble. Dolphins have A/B/C with colours**From 27/7/2020, with the relaxation of bubbles as advised by the government, all children within the same bubble can use the same entrance.* *Parents are informed to drop off children at outside door and adhere to social distancing protocols. We will plan 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). Social Distancing signs will be displayed. Ideally, only one parent should escort a child, and adults must not gather by the entrance.**Parents have been asked to continue to enter porch area one family at a time in the Dolphins building. Sealions will continue to greet parents in the garden and Little Turtles one family at a time in their porch.* *With Sea Lions moving over to the little room in the Dolphins building we continue to encourage one family at a time with both rooms using one porch* *Face covering to continue to be used by parents and carers on arrival and collection even though this is no longer a legal requirement Updated January 22.**Parents no longer required to use face covering or to line up outside the porch area following Government guidelines updated June 2022* |  | LL |
| Overcrowding in classrooms and corridors. | Children and Staff | H | *Keep to small groups – Dolphins will be separate from the main school. Sea Lions and Little Turtles resumed from Mon 22nd June in the Sea Lions rooms and have their own separate garden and external door space. As of the 1st September, the Little Turtles room reopened and has its own separate entrance and garden space.**Family units will be kept together if possible.* *Additional staff on hand for each group if required. Work areas to be spaced as far apart as possible. Rules in places per room for each bubble. Supervised by room / class leader..**January 2022 Sealions has moved into the smaller room within the Dolphins room.* |  | M |
| Increased numbers during breaks compromising social distancing. | Children and Staff | H | *N/A for Early Years*  |  | M |
| Increased numbers during lunchtime compromising social distancing. | Children and Staff | H | *N/A for Early Years* *Children will need to bring their own snacks and lunch each day. A water bottle must remain on site and not move between home and school.* ***UPDATE: As of Monday 3rd September, the kitchen will reopen for children so they are no longer required to bring their own snacks and lunch.****Children will have lunch with their group in their classroom or outside area.**All children will need to bring a packed lunch every day, as the kitchens will remain closed.* ***UPDATE: As of Monday 3rd September, the kitchen will reopen for pupils so they are no longer required to bring their own lunch. A separate risk assessment for the kitchen has been completed and a hard copy is available in the “Early Years Covid File” stored in the main office.****Do not bring nuts on to the school site please. A fridge is available to store food if required.* | *Children will need reminding over items coming and going, along with their water bottles.* | M |
| Spread of virus due to increased numbers of people within the building. | Children and Staff | H | *Consider allowing a parent/carer to enter the Early Years for the purpose of settling in a child; this could be done in the garden area to help separation. A single adult may enter the foyer of Dolphins. SD guidelines reminded outside.**Only little turtles remain in the main school building January 22.**Little turtles moved into Dolphins building after February half term due to old school being occupied by HHH. All parents to arrive at main Dolphin door separate door bell for little turtles and sealions updated February 2022* | *Dynamically assessed on a case by case basis for EYFS. As of 18.06.20 processes have been working well without need for parent entry.* | M |
| Inadequate social distancing measures leading to spread of the virus. | Staff and Children and Parents | H | *Continue to review and assess the situation on a weekly basis and staying up to date with latest guidance from the DfE.*  |  | M |
| Little Turtles garden - through access for Dolphins building | Staff and Children and Parents | H | *Parents/Carers and Staff have access through The Little Turtles garden in order to get to the Dolphins building. Little Turtles staff are aware that children should not be playing outside during drop-off/collection times.**Parents will be asked to keep their children off the play equipment while collecting their child/children from Dolphins updated November 21.* *No longer equipment in front garden moved into Dolphins building updated 2022*  | *Periodic disinfection and awareness of any Dolphins children loitering in that area and verbal cues given to remind parents and children to move through and not pause.**Email will be sent to parents or hard copy of letter November 21*  | H |
| Condensing Early Years into Dolphins building during half term/unfunded weeks with lower occupancy | Staff and Children and Parents | H | *During half term/unfunded weeks only, occupancy across the Early Years is generally lower. The most effective way to manage this is to condense the three groups into the Dolphins building during these weeks.* *Staff will maintain social distancing from one another, though this will not be possible with the children. To compensate for mixing groups of children who would normally be separated, additional cleaning will take place to reduce cross-contamination, particularly in frequently touched areas, all hard surfaces, all outside play equipment. Toys will be rotated as normal to allow time for cleaning.**In the afternoons and during half-terms*  |  | M |
| Premises related matters |
| Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape. | Children and Staff | H | *Existing fire procedures to remain in place and exits as we normally would use.* *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. eg toilets if required. At present, toilets have been allocated to class groups and work well.**Parents emailed to request not to bring in toys from home only comforters used for sleeping November 21.**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)* *UPDATE 2021 Fire assembly point for Early Years is the front of the building in the last parking bay*  | *Anyone who considers an improvement should raise with SMT immediately.**Systems reviewed weekly.* | M |
| First Aid procedures – Reduced numbers of first aiders and Paediatric first aider. | Children and Staff | H | *All Early Years staff have up to date first aid training.**UPDATE 2021 All Early Years staff are paediatric first aid trained, and 4 members of staff have updated their training (12 hour course November 2021) Tahira White has now been trained for the full first aider* *Each member of staff responsible for their own group’s first aid where possible with SD or PPE measures in mind. They can call upon EY member of staff in an emergency.* |  | M |
| Fire Procedures | Children and Staff | H | *All existing fire procedures in place and use the same fire evacuation muster points. Assembly points to be marked with socially distant measures. Doors that have been propped open, in line with guidance for additional ventilation have been explained to bubble leads to remove in an evacuation where safe to do so.* | *Main Kitchen is not being used for cooking at all and the gas is turned off and those doors are not propped open.* ***As of Thursday 3rd September, the kitchen reopened for staff. The kitchen will reopen for pupils as of Monday 7th September and gas will also be turned back on on this date.****Adult only area.* | M |
| Water hygiene – management of legionella | Children and Staff | H | *Paul S to complete legionella testing and record in appropriate file and complete his online refresher course for Legionella. Since completed and filed.* |  *LR to book course this week. This course was completed prior to opening.* ***Course completed and certificates filed.*** | L |
| Risk of Covid-19 transmission | Children and Staff | H | Using and monitoring new practices to reduce transmission of infections.- *All staff working with children to complete* ***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 use of PPE, location of designated room for suspected cases.* *Daily informal briefings will take place between staff and SMT updated on issues if required.**Head of Early Years / Headmaster will ensure arrangements are monitored throughout the day and remedial actions are taken where needed throughout the day and SMT is informed of any such changes. There are opportunities for all employees to raise concerns or to make suggestions during daily briefings. UPDATE:* ***From 18th September*** *The Headmaster will ensure arrangements are monitored throughout the day and remedial actions are taken where needed.**UPDATE: All staff emailed to request they continue with cleaning practices which are in place as well as soak toys in Milton to prevent the transmission of covid 19 November 21.* | *Online courses to be emailed out when more staff are un-furloughed and part of their induction / return to work.* | M |
| Staff rooms and offices to comply with social distancing and safe working practice | Staff | H | *Staff to bring own food to eat with the children to ensure they remain socially distanced where possible.* ***As of Thursday 3rd September, the kitchen is now open to staff.****Staff room use is likely to be kept to a minimum. However, there is a cleaning station for all shared working areas.* | *Ness will regularly clean and wipe frequently touched / high traffic areas throughout ground floor and toilets. Staff are also reminded this responsibility is shared with them all.* | L |
| Ventilation to reduce spread | Children and Staff | H | *Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). Specific doors can be held open and will be communicated with staff.* |  | M |
| Management of waste | Children and Staff | H | *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](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%252523how-should-ppe-and-face-coverings-be-disposed-of)*Use of yellow bin for body fluids to emptied daily, if required, by member of staff using PPE as per EY guidance* |  | M |
| Lessons or activities to take place outdoors in line with social distancing. | Children and Staff | M | *Decide which lessons or classroom activities can take place outdoors and refresh risk assessment for outdoor space if required. This can be completed dynamically with awareness to clean the space after use.* | *Consult with SMT if required and reminders of signed documentation to be completed.* | L |
| Cleaning and reducing contamination |
| Contaminated surfaces spreading virus. | Staff and Children | H | *Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Regular cleaning. Remove items such as sand, and soft furnishings and toys from early years setting to reduce contact surfaces. 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* [*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)*Regularly clean electronics, such as tablets, phone, remotes, keyboards throughout the day using antibacterial wipes before and after use.**Frequently touched areas i.e. light switches, door handles etc. will be regularly cleaned by a member of the cleaning staff. Cleaning products are stationed in frequently used shared spaces.**Guidance from Government continue to clean hard surfaces at least twice a day Updated June 2022* | *Review processes regularly and amend and communicate where necessary.* | M |
| Using play or outdoor equipment – multiple-use | Children | H | *Appropriately cleaned between groups of children. If this is not possible - Do not use.**Daily or sessional rotas are employed to allow for additional cleaning time.* | *Garden sprayers have been acquired to be filled with Milton style solution* | M |
| Shared resources and equipment increasing spread | Children and Staff | H | *In the Early Years, resources to be single use where possible and put in a sink for washing. Inevitable resources will be shared, but we can minimize this by limiting the amount of resources.* *Buggies are a shared resource and will be sanitised before and after each use.**Garden toys will be sanitised before and after each use.**Indoor play resources will be sanitised before and after use updated November 21.* | *Shared work spaces such as the kitchen sink, staffroom kettle have a cleaning caddy full of resources. Adult only area.**Warning signs and visual reminders to clean prior to use.* *This is also displayed within the staff toilets.* | M |
| Cleaning staff and hygiene contractor's capacity - providing additional requirements | Staff and Children and Parents | H | *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*](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)*.* *Communal spaces and handrails, door handles and switches regularly cleaned with cleaning staff. Bubble settings to be cleaned by specific supervising staff 4 times daily. On arrival, before snack, before lunch and at the end of the day.* | *Staff to supervise and be responsible for their own setting bubble area - acceptance that required cleaning has been carried out by them as their space.**Dated Tick sheets displayed in each bubble setting to demonstrate cleaning has been completed. This will be reviewed as the term progresses.**Communal areas cleaned by CT.****As of 01/09/2020, cleaners are resuming duties in at the end of the day for Little Turtles, Sea Lions and Dolphins.*** | M |
| Adequate handwashing facilities for staff and children | Staff and Children and Parents | H | *ALL children and adults to wash / sanitise hands on arrival, before and after eating food, after visiting the toilet or playing outdoors, after sneezing, blowing their nose or coughing into their hand, dealing with unwell people, and when leaving to go home.**Children to continue to wash hands on arrival and departure to minimise any contamination updated June 2022* | *All in place prior to lockdown. Additional sanitizer dispensers have been installed.* | M |
| Additional time for staff and pupils to carry out handwashing | Staff and Children | H | *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. Staff to manage a rota for their bubble if required.* | *All in place prior to lockdown* | M |
| Ensuring correct NHS Handwashing practice with children | Staff and Children | H | *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*](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%2525252520about%2525252520the%2525252520Coronavirus) | *All in place prior to lockdown.**New lidded bins purchased and deployed throughout school areas.* | M |
| Sufficient supplies of soap and cleaning products | Staff and Children | H | *Use regular detergents and bleach or Milton solutions. Ensure* s*tocks are available and replenished regularly Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.**Staff are only to remove stock from locked store room if they have made L/ CT aware of doing so, so all levels can be maintained. This is an adult only area.* | *BH / NF to ensure all restocked and refilled if necessary aided by CT/ NM* | L |
| Toilets being overcrowdedAnd regularly cleaned | Children | H | *In the Early Years, children should be supported to do as much for themselves as possible. If an accident happens, no one else to use the bathroom whilst it is dealt with, one the child has been sorted then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone.**Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other. Bubbles have specific toilets allocated to them. Staff are made aware of which toilets are used by their bubble.* *Toilets are cleaned at the practically agreed intervals throughout the day (in line with bubble schedule). Reception toilets are now cleaned after each single use. Hand washing reminders given for all children. Update: From 3rd September children in each room Dolphins, Sealions and Turtles have free use of the toilets in their area. Cleaning happens at regular intervals during the day. If an accident happens then no one else is to use the bathroom whilst it is dealt with, when the child has been sorted the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone.* | *Consider use of floor markings to provide children with visual cues - Red and White tape. Not been required yet as of 18.06.20.**Floor markings are not required as a consensus of the SMT.* | M |
| Shared work space | Staff | H | *Shared work spaces such as in the staff room, and kitchen, to be cleaned regularly, cleaning products such an antibacterial spray and hand gel are readily available. Signage warns to clean the area yourself prior to use.* | *Appropriate signage has been displayed to remind staff regularly* |  |
| Staff toilets | Staff | H | *Staff reminded to wipe down the frequently touched areas* ***before use*** *for example taps, flush, door handles, lock, toilet seat, soap dispenser to minimise the risk of infection.* | *Appropriate signage has been displayed to remind staff to clean prior to use regularly.* |  |
| Staff awareness of where cleaning products are kept, and ensuring stock does not run low | Staff | M | *We have a specific staff member, who cleans the schools after all the children have gone home. That staff member is responsible for topping up items from the PPE caddies that are around the school. A list of items that should be in each caddy has now been done, and a list of where the caddies are located has been displayed in the kitchen foyer next to the PPE stock.**Wholesale Cleaning supplies are kept in the adult only area in the locked housekeeping store.* *The caddies within each bubble are stored high and out of reach of children. These contain a Milton solution spray and antibac wipes and antibac gel – (Gel and wipes are already accessible to children elsewhere within buildings on entrances and exits but Milton spray is not).* | Tick sheets employed to monitor cleaning of various areas and recorded when completed. 4 times daily for each bubble. Timings vary due to each bubble. | M |
| Staff related |
| Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes. | Staff | H | *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. Some of those can be communicated in inset prior to opening. If appropriate or required, seek GP or occupational health advice* | *SMT to consider staff supervision sessions throughout the Autumn Term.* | M |
| Understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment | Staff and Children | H | *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. Share details and receive feedback. Give opportunity to revise and adapt plans.* | *Keep this as a discussion point on a weekly basis. Staff can rasie concerns and issues at any point.* | M |
| Contravening Covid-19 practice and planning | Staff and Children | H | *All staff to be re-inducted on any return to work. RA issued, Policy discussed, plans verbalised and strategy for safe working practices. Online Courses on Prevent Covid-19 and Introduction to Infection Prevention and Control successfully completed by all returning staff. A signed school reopening checklist is filed after inset meeting has been completed, (a staff version of CPPA)* | *CPPA – Corona Parent Partnership Agreement.**All Staff checklists are filed,* | M |
| Accessing testing arrangements are clear for all staff | Staff and Children | H | *Access to testing is readily available:* [*https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested*](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) | *BH has registered as employer for Covid -19 testing.*  | H |
| Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff. | Staff | H | *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 and or visor should be worn by the supervising adult if 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 the dining room for a Covid-19 room.* *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*](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) | *PPE has been ordered and stocked.**Visors have arrived.* | H |
| Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors | Staff | M | *To have discussions with staff members before opening and make the necessary checks, and continue regular assessment of staff following completed paper audit prior to opening.**Any staff with underlying health concerns but who are not shielding, will complete an individual risk assessment. Hard copies of these are stored in the “Early Years Covid File” in the main office.****UPDATE Risk assessment in place for Steph Perry who is pregnant 2021/2022- SHE HAS TAKEN ADVICE FROM MEDICAL PROFESSIONALS REGARDING WORKING AND THE RISKS INVOLVED*** | *SMT aware of current staff picture* | L |
| Staff understand the use and location of PPE | Staff and Children | M | *The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not able to maintain a distance of 2m from others. 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.**Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings because of the operating bubbles format. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus*[*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) | *PPE is stored in the store of the kitchen and staff are made aware to regularly report its use to the front office to ensure that stock levels are maintained.* | M |
| Correct use of PPE when required | Staff and Children | H | *Adequate training / briefing on use and safe disposal.**Follow guidance on putting on and taking off standard PPE* *and below guidance on use in education settings –posters displayed around the school.**(see below for use of PPE for a suspected case)* [*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) |  | M |
| Dealing with suspected and confirmed cases / cases | Staff and Children | H | ***Please see the St Petroc’s Covid-19 Policy for further information.******Call DfE Helpline on 0800 046 8687 for advice.****Follow government guidance and St Petroc’s Covid-19 policy, on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting Ensure a room is allocated and all staff are aware – Dining room.* *PPE to be easily accessible – gloves, aprons and visors to be worn,*1. *clean the area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people*
2. *Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished*
3. *For any outbreaks, we will follow the guidance of the below document:*

*Checklist for COVID-19 Case and Outbreak management in Educational Settings**Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.*[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%252523when-open) | *Updated to reflect current guidance and the reporting of suspected cases advised to PH Cornwall* | H |
| Vulnerable groups who are clinically, extremely vulnerable | Staff and parents | H | *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) *One family are in dialogue on their circumstances. The children have been signed up to attend.* | Pupils and Parents advised in survey prior to reopening. They will be required to sign the consent agreement.This remains in place for all new arrivals. | M |
| Children with EHCP adhering to changes in school routines and SD. | Staff and Children | H | *One child on record in Early Years who is currently not attending.**Complete risk assessment before attendance* *interruptions to routines have been considered and attendance deemed counter productive at this time.* | Parents informed and in agreement. | L |
| Pupils unable to follow guidance | Staff and Children | H | *Ensure that the same teacher(s) and other staff are assigned to each group. Some children will need additional support to follow these measures.* *Parents informed as follows: Whilst every effort will be made to assess risks and having 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 sanctioned for getting closer that 2 metres. They will simply be reminded and encouraged in a positive way, 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.* | Included and emphasised in parental letter prior to opening.Widely agreed that children are a lower risk category. | M |
| Understanding process of a member of a class becoming unwell with COVID-19 | Staff and Children within the bubble | H | *If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door 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.* *If a child needs to go to the bathroom, it should be cleaned and disinfected using standard cleaning products before being used by anyone else.**Consider who is the member of staff - it should be a member of staff in that child’s bubble that will be responsible for this cleaning regime, should a case be suspected.* | This room is the Dining Hall within the Prep building and could be accessed directly from outside - it also has a completely wipe able surface and flooring.**21/09/2020****This has now been moved to the ‘First Aid Room’ for any primary case. To be reviewed if multiple cases experienced.** | H |
| Travel to school and provision of safe school transport: | Staff, Children and Parents | M | *Ensure we are aware of every child’s transport to and from school and ask that parents do not share lifts.**Wherever possible staff and parents should travel to the Pre-school using their own transport.**If public transport is necessary, current guidance on the use of public transport must be followed.* | Staff survey results indicate no public transport. No parent has indicated it.Early Years to be enquired by staff on pickups and drop offs if required, further conversations to take place. | L |
| Parents/Children/Staff returning to the UK from abroad | Staff, Children and Parents | M | *If parents, children and/or staff have returned to the UK from certain countries abroad, they should follow the advice on quarantining as set out by the government here:* [*https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested*](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)*This information is available in our Covid-19 Policy.* |  | L |
| Staff bringing in Coronavirus on their clothes  | Staff and Children | M | *Staff are told to wear fresh clean clothes every day, and are advised that they can change clothes on arrival and departure from school if desired. At lunch breaks, staff may go for a walk but must not enter shops whilst wearing their work clothes until their shift has finished.**Staff are also advised to remove their work clothes before they enter their home and take a shower immediately.* | This makes up part of their staff agreement. | L |
| New staff members or existing staff members joining the team once re-opened | Staff  | M | *Headmaster or Head of Early Years to ensure that any staff members returning after the initially reopening of St Petroc’s have a full induction, and are given a copy of this RA, the Covid-19 Policy, safeguarding addendums, and any other documents or legislations that are applicable. Staff members must also complete online training modules related to Covid-19 and infection control.* |  | L |
| Staff illness (unrelated to Coronavirus) | Staff | M | *If staff are ill and unable to work, we will make informed decisions about how best to deal with staff absences to allow us to continue to operate, limiting risks to the best of our ability with the government guidance in mind. UPDATE: From 8th November staff who are displaying symptoms or being in contact from a positive test will be asked to self isolate. Any children who have also been in contact with a positive case will also be asked to self isolate. An analysis on remaining staff and children will be taken and the best way to manage numbers safely will be assessed and it may be necessary to condense rooms during this period or move adults to another room to maintain ratios.****UPDATE : From December* The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day.****UPDATE: From June 2022 parents and children no longer required to self-isolate however if parents and children are unwell with the symptoms, we can take the decision to refuse the child from attending to safeguard other children and adults in the setting.**  |  | L |
| Food related |
| Provision of food | Staff and Children | M | *Children and staff 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.****UPDATE: As of Thursday 3rd September, the kitchen reopened for staff. As of Monday 7th September, the kitchen will reopen for pupils and so it is no longer necessary for staff and pupils to provide their own food.*** | Water bottles are named and are within the bubble and cannot be accessed by another bubble.Staff supervising each bubble help ensure no bottles are similar so no confusion.Parents advised to include chill/freezer block in lunchbox. (As per CPP signed agreement)Lunchboxes wiped with antibac when arrive in school.Named with a Sharpie if required.**07/09/2020 – Lunchboxes are no longer required due to kitchen reopening as normal.** | L |
| Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination | Staff and Children | L | *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.****Kitchen staff to change separately in girls’ changing room. ‘Pinchpoints’ in kitchen have been identified as the cleaning cupboard and store room - only one staff member to be in each space at any one time.*** ***Kitchen staff work in separate areas of the kitchen and make sure they are back to back if they need to be in closer proximity. Windows open whilst kitchen is in use to ensure good ventilation of the space.******Multi use areas such as the kettle and hot water urn are regularly sanitised by staff and cleaning products are supplied.*** ***When collecting food from the dining room, staff are asked to stand well back from the serving area. Kitchen staff will plate the food and wear masks and gloves when doing so.******Salt and pepper are no longer available so as to avoid cross contamination.******A separate risk assessment for the kitchen has been completed and a hard copy is available in the “Early Years Covid File” stored in the main office.*** | Kitchen is currently closed. **Kitchen reopened for staff as of 3rd September and will reopen for pupils as of 7th September. Individual food hygiene certificates have been completed.** | L |
| Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance  | Staff and Children | L | *No cooking activities to take place in the setting.**Some of the bubble leads may use the home economics room to aid their teaching. IF this area is to be used, now routines are settled then a thorough surface clean will take place before and after use. UPDATE: From 3rd November cooking activities are now able to take place in the setting providing a relevant risk assessment has been carried out.* | Kitchen is currently closed. ***Kitchen reopened******for staff as of 3rd September and will reopen for pupils as of 7th September***If cookery room used by teacher, other staff are informed.**September 2020 – Not Applicable** | L |
| Communications with parents and others |
| Parents not being aware of guidance relating to Covid-19 and the reopening of educational settings. | Staff, Children and parents | H | *A signed copy of the Corona Parent Partnership agreement, adhering to the guidance in the parent letter and procedures being followed by the school and EYFS, must be received prior to any child attending St Petroc’s following June 1st 2020.*  | All CPPA are stored in the Main Office and information discussed with SMT if required. | M |
| Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety | Staff, Children and contractors | M | *Attendance to the setting should be restricted to only children and staff as far as practically possible.**Essential visits will be allowed and the necessary precautions will be taken. As usual, visitors will be required to sign in. Hand sanitiser is readily available and we will request that visitors maintain a social distance. Any visitors attending site for a meeting will be shown to the agreed space for the meeting. Likely a larger room (The Main Hall or the Reception or Year 1 Classroom.). Wipe-clean tables and chairs will be used and these will be cleaned between meetings. Bottled water will be provided* *and we may offer a shared refreshment table, where sanitiser and cleaning products will be provided to allow cleaning before and between use. The use of facemasks will remain optional, however we will ensure social distancing measures are adhered to and adequate ventilation of the occupied space. Frequently touched shared spaces are regularly cleaned by a member of the cleaning staff.**As far as possible parents and carers should not enter the premises, unless approved by a member of staff.**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 the Main Office. Informal meetings can take place in the car park adhering to SD.* | Any visiting adult would be informed of procedure and be expected to adhere to SD guidance. | L |
| Communications to parents and staff | Parents and Staff | L | *Regular communications regarding any changes that are deemed necessary. Parents should understand their role to play in safe operating procedures and all measures being taken to ensure the safety of their children and themselves.*  | These are likely to be frequent via email or phone. | L |
| Parent aggressiondue to anxiety and stress. | Staff and Children | M | *Tell parents the drop off and collection process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety.* *Staff to be aware that tensions amongst Parental body remains high.**An information letter sent to parents outlining all relevant information and procedures. All relevant parents have also been contacted individually.* | Parents to be advised after 28th announcement for June 1st. | L |
| No permission by parents for Track and Trace | Staff | M | *Parents to be asked to fill in a track and trace permission form for us to be able to pass on details to the NHS when asked.* *If a parent declines permission, office staff and SMT staff members to be ensure they know who does not have permission so that their information is not passed on.* | Office is aware of who has not given consent. | L |
| Parents deciding not to choose to get their child tested when they have Covid-19 related symptoms | Staff, and children | M | *As part of our parental agreement, parents have to confirm whether they agree to get their child tested if they have symptoms of Covid 19. Where a parent says no, if their child displays Covid symptoms, they will need to self isolate for 14 days.**Updated parents no longer required to complete track and trace covid 19 forms June 2022* | Further guidance issued and updated as of Sept 2020. | M |
| Children’s well-being and education |
| Children’s lack of awareness or anxieties of Covid-19 | Children and Staff | M | *Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing, sneezing into a tissue.* *Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19, and staff to ensure they are aware of children’s attachments and their needs for emotional support at this time..* | Staff to be vigilant over use of inappropriate language of child to child regarding C-19 symptoms | L |
| Children taking temperature reducing medicines before coming to St Petroc’s | Children and Staff | M | *Children will not be permitted to attend the setting that day, if their child has been given a temperature reducing medicine. Best practice we are encouraging parents not to send in sick children to safeguard other children and staff in the setting June 2022.**If a child displays a high temperature or continuous cough staff have been informed to contact parents to collect and arrange a PCR test.* *Staff have been asked when collecting their child/children to email the results of PCR test.*  | This was communicated in the guidance letter to parents and also included in the Corona Parent agreement. | L |
| Children and family Pastoral needs | Staff, Parents and Children | M | *Children should be welcomed and encouraged to express their concerns through circle time or PSHE style form time discussions within a group or ask to speak to their class teacher. Age ranges associated will have a varied approach to this.**Parents can always inform members of staff or particular issues experienced by the family and this is taken into account when dealing with the children within the setting.* | This was communicated in the guidance letter to parents and also included in the Corona Parent agreement. | M |
| Children’s resources | Children | M | *Water play will have soap added to it and changed regularly,and children will wash hands before and after use. Staff wash hands after clearing it away.**Playdough can be used by the group and then thrown away. We may consider individual pots of playdough.* *Most books are very difficult to clean due to their material. Books used on one day for the children must then be put away and left until the following week to allow time for any potential germs to disappear. They must not be used on consecutive day*s. |  | M |
| Nappy changing | Children and Staff | M | *Staff to change children’s nappies on a changing mat on the floor, to allow staff to stand back in the case of a child having a coughing fit, or excessive sneezing. UPDATE: From 2nd November 2020 changing nappies will resume in the usual way. Nappy changing stations will be cleaned before and after use.* |  | L |
| Children bringing in Coronavirus on their clothes  | Children and Staff | M | *Children are asked to wear fresh clean clothes daily.* | This makes up part of their parental agreement. | L |
| Visits outside of the setting | Children and Staff | M | *Children may go on walks around the setting but will gain permission from parents prior to going outside of the Early Years provision.* |  | L |
| Children using the same buggies for nap times/transport | Children and Staff | M | *Buggies are to be sanitised before and after each use.* |  | L |
| Confirmed Covid Case at St Petroc’s |
| If a child or staff member tests positive after attending St Petroc’s | Staff and pupils | H | *If a child or staff member has developed symptoms and had a positive Covid test result, that child or staff member should stay at home and self-isolate for 10 days. Anyone who has been in close contact with that child or staff member will be asked to go home and self-isolate for 14 days as a precaution. If, in that 14 day period, the child or staff members who are self-isolating as a precaution develop symptoms, they should arrange to get a Covid test as soon as possible. This guidance is all available on the government website here:* [*https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#:~:text=If%20you%20have%20been%20informed,for%20COVID%2D19*](https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#:~:text=If%20you%20have%20been%20informed,for%20COVID%2D19)*.* *Public Health England and Ofsted will be notified using the relevant channels.**After the correct period of self-isolation is complete, the staff member or child will be able to return to St Petroc’s as normal.**Given the nature of our setting, if a child or staff member tests positive for Covid then a large number of other children and staff members could be required to self-isolate. In this instance, to ensure we can continue to provide the highest level of childcare, we may choose to combine age groups. To compensate for mixing groups of children who would normally be separated, additional cleaning will take place to reduce cross-contamination, particularly in frequently touched areas, all hard surfaces, all outside play equipment. Toys will be rotated as normal to allow time for cleaning.* |  | M  |

**Amendments**

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| --- | --- | --- | --- |
| **Date** | **Page number** | **Hazard observed:** | **Amended by:** |
| Fri 5th June 2020 | 15 | Children’s resources | Nicola Olver |
| Fri 12th June 2020Friday 18th June 2020 | 78810 | Shared work spaceStaff toiletsStaff awareness of where cleaning products are kept, and ensuring stock does not run lowDealing with a suspected and confirmed cases / cases added point 3Risk Assessment updated to demonstrate current practice. | Nicola OlverBen Hilton |
| Fri 19th June 2020 | 15 | Nappy changing | Nicola Olver |
| Mon 22nd June 2020 | 15 | Additional info added to Children’s resources | Nicola OlverBen Hilton |
| Mon 22nd June 2020  | 12 | Staff bringing in Coronavirus on their clothes  | Nicola Olver |
| Mon 22nd June 2020  | 15 | Children bringing in Coronavirus on their clothes  | Nicola Olver |
| Friday 3rd July | 12 | New staff members or existing staff members joining the team once re-opened | Nicola OlverBen Hilton |
| Friday 3rd July | 1 | Note that the school have now finished for the summer term and this RA is not applicable to anything related to the school children. | Nicola Olver |
| Thursday 16th July | 1 | From 27/7/2020, session times for all Early Years has been amended and we are opening on a Thursday Friday for SL and LT. | Nicola Olver |
| Thursday 16th July | 2 | From 27/7/2020 Bubbles are relaxed and will stay where possible within their age groups. For the Summer holiday, SL and LT will need to merge due to low numbers, and there is no more than approx 12 on any day combined. | Nicola OlverBen Hilton |
| Thurs 30th July | 12 | Staff illness procedure added, and how we would cover the staff member | Nicola Olver |
| Fri 14th August | 12 | Parents/Children/Staff returning to the UK from abroad | Nikki Fewings |
| Tues 18th August | 15 | Visits outside the setting | Nicola Olver |
| Thurs 20th August | 15 | Procedures for books added to ‘Children’s resources’ | Nikki Fewings / Nicola Olver |
| Fri 28th August | 5 & 15 | Buggies are a shared resource and will be sanitised before and after each use. | Nikki Fewings / Nicola Olver |
| Fri 4th September | 2 | Little Turtles room reopened as of 1st September 2020 | Nikki Fewings / Nicola Olver |
| Fri 4th September | 4 | Fire procedures - As of Thursday 3rd September, the kitchen reopened for staff. The kitchen will reopen for pupils as of Monday 7th September and gas will also be turned back on on this date. | Nikki Fewings / Nicola Olver |
| Fri 4th September | 5 | As of Thursday 3rd September, the kitchen is now open to staff. | Ben Hilton / Nicola Olver |
| Fri 4th September | 4 | Risk of Covid-19 transmission: “*All staff to complete* ***Prevent Covid*** *training and* ***Introduction to infection Prevention and Control”*** *changed to “All staff working with children to complete….”* | Nikki Fewings / Nicola Olver |
| Fri 4th September | 3, 13 | Pupils and staff no longer need to bring packed lunches/snacks as of Monday 7th September as the kitchen will reopen. | Nikki Fewings / Nicola OlverBen Hilton |
| Fri 4th September | 13, 14 | Kitchen staff to change separately in girls’ changing room. ‘Pinchpoints’ in kitchen have been identified as the cleaning cupboard and store room - only one staff member to be in each space at any one time. Kitchen staff work in separate areas of the kitchen and make sure they are back to back if they need to be in closer proximity. Windows open whilst kitchen is in use to ensure good ventilation of the space.Multi use areas such as the kettle and hot water urn are regularly sanitised by staff and cleaning products are supplied. When collecting food from the dining room, staff are asked to stand well back from the serving area. Kitchen staff will plate the food and wear masks and gloves when doing so.Salt and pepper are no longer available so as to avoid cross contamination. | Nikki Fewings / Sherrie Robbins |
| Fri 4th September | 7 | ***As of 01/09/2020, cleaners are in at the end of the day for Sea Lions and Dolphins.*** | Nikki Fewings / Nicola OlverBen Hilton |
| Fri 18th September | 3, 14 | ***A separate risk assessment for the kitchen has been completed and a hard copy is available in the “Early Years Covid File” stored in the main office.*** | Nikki Fewings / Nicola Olver |
| Fri 18th September | 10 | *Any staff with underlying health concerns but who are not shielding, will complete an individual risk assessment. Hard copies of these are stored in the “Early Years Covid File” in the main office.* | Nikki Fewings / Nicola Olver |
| Fri 25th September | 15 | *Updated section regarding visitors and process.* | Nikki Fewings / Ben Hilton |
| Fri 25th September | 13 | *Updated section on staff illness/absence* | Nikki Fewings / Ben Hilton |
| Fri 23rd October | 4 | *Condensing Early Years into Dolphins building during half term/unfunded weeks with lower occupancy* | Nikki Fewings / Ben Hilton |
| Thursday 5th November | 1 | Under: Entrance and exits to school site causing large groups of people inside school grounds compromising social distancing - added point about parents being required to wear face masks during drop off and pick up times. | Nikki Fewings / Ben Hilton |
| Thursday 5th November | 19 | Added section on “Confirmed Covid Case at St Petroc’s” and steps to be taken. | Nikki Fewings / Ben Hilton |