

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

Risk Assessment for:	<b>Covid 19 – Local restriction tiers onwards</b>							
School:	St James School	Address:	Summer Lane, Exeter, EX4 8NN					
Person(s) / Group at risk:	Staff, pupils, visitors and contractors							
Risk Assessment carried out by:	Lindsay Skinner (Headteacher)	Date:	03.12.2020	Approved by:	St James School ELT TWT Board	Date:	25/08/2020 (previous version)	
	Clive Nevill (H&S Lead)	Date:	03.12.2020	Approved by:	Governing body	Date:	01/09/2020 (previous version)	

<p>Regional rules came into effect on Wednesday 2<sup>nd</sup> December 2020 placing all areas in one of 3 tiers. Guidance for the current tier must be followed.</p> <p>More information can be found here: <a href="https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#high-alert">https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#high-alert</a></p>	<p><b>Current Tier:</b></p> <p><b>Tier 2: High Alert</b></p>
<p>This model risk assessment has been adapted to reflect the significant hazards and control measures present to help enable all persons using the building to do so safely. This is a live document and it will be continuously reviewed alongside the latest Covid-19 government guidance. It will also be read alongside existing risk assessments and health and safety arrangements for your school.</p> <p><b>All updates from the previous version are highlighted in yellow.</b></p> <p><b>‘Close Contact’ is currently defined as,</b></p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> </ul>	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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- travelling in a small vehicle, like a car, with an infected person

**Suspected or confirmed cases of COVID-19 must be reported to the Department of Education COVID-19 helpline on 0800 046 8687 – Option 1. Opening hours – Monday to Friday 8am to 6pm and Saturday and Sunday, 10am to 4pm.**

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<b>1</b>	<b>Social distancing and reducing risk of transmission</b>			
1.1	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing	<ul style="list-style-type: none"> <li>-Parents informed of alternative drop off locations.</li> <li>-Each year group to have its own entrance to the school to avoid congestion.</li> <li>-Visitors to have a different entrance (main entrance) to pupils.</li> <li>-Parents to only attend the site by prior booking. Parents will be advised that if their child needs to be accompanied to school only one parent should attend</li> <li>-One way system to be put in place in the atrium.</li> <li>-All reminded to keep to the left when moving around the school.</li> <li>-With reference to guidance, a process will be followed for safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school. This will be communicated clearly in letter to parents and in first tutor time, following the recommendations in the government guidance <a href="#">Staying safe outside of your home: face coverings</a> and <a href="#">Guidance for Full Opening</a>.</li> <li>-Pupils instructed to wash/sanitise their hands on arrival and freestanding automatic dispensing sanitising units will be available at all entrances used by students</li> <li>-Pupils, staff and others are not permitted entry to the school building and should not come to the school grounds if they have <a href="#">coronavirus (Covid 19) symptoms</a>, or have tested positive in the last 10 days.</li> <li>-Anyone who becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, is sent home and advised to follow: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a> which sets out that they must self-isolate for at least 10 days</li> </ul>	<ul style="list-style-type: none"> <li>-Two metre floor stickers will indicate appropriate distancing at student entrances.</li> <li>-Parents and pupils given maps that outline their access to their pod entrance. Signage to support.</li> <li>-Signage will outline the need for distancing and key safety measures, including hand hygiene and 'catch it, kill it, bin it'.</li> <li>-Parents will be advised that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment).</li> <li>-Visitors will be advised to follow social distancing guidelines when on the school site both by reception/school staff and via signage displayed around the building</li> <li>-School staff to be present outside to supervise students leaving school to ensure social distancing guidelines are followed.</li> <li>-Hand sanitiser is available in the main reception for use by all</li> </ul>	No

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		<p>and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for at least 14 days from when the symptomatic person first had symptoms.</p>	<p>persons arriving and leaving the site.</p> <ul style="list-style-type: none"> <li>-Staff to sign in and out via the Inventory system ID using their cards which does not involve using a touch screen. If the card does not work, they will be signed into the Inventory system by the receptionist.</li> <li>-All visitors should sign in using the Inventory system and will be directed to sanitise their hands.</li> <li>-Persons using the Inventory screen will be instructed to wipe the screen with an antibacterial wipe after use and dispose of the wipe in the lidded bin provided.</li> <li>-Lanyards will be issued to visitors and will be quarantined upon return for at least 72 hours to help reduce transmission.</li> <li>-Visitors only allowed into the building only when absolutely necessary.</li> <li>-Sanitising/cleaning stations to be available at all entrances.</li> </ul>	
1.2	Parents gathering at school gate not social distancing	<ul style="list-style-type: none"> <li>-Parents will be advised that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</li> <li>-Parents to only attend the site by prior booking.</li> </ul>		No

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		<ul style="list-style-type: none"> <li>-Parents will be advised that if their child needs to be accompanied to school only one parent should attend.</li> <li>-Recorded message on the school answerphone giving advice to parents</li> </ul>		
1.3	Overcrowding in classrooms and corridors.	<ul style="list-style-type: none"> <li>-Children are to be grouped into consistent groups with contact between groups avoided where possible (see Curriculum section below).</li> <li>-Desks, wherever possible, are forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided. The location of furniture has been adjusted where needed to enable this.</li> <li>-Face coverings are mandatory for use by staff and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</li> <li>-The school will support individuals who are exempt from wearing face coverings and will put in additional control measures where needed, including an individual risk assessment</li> <li>-All staff and students are aware that they need to provide their own reusable or disposable face covering</li> <li>-Reusable fabric face coverings will be supplied to students as a one-off free of charge. This is then logged to monitor repeat issuing and this will be addressed via the school sanctions system.</li> <li>-Reusable masks must be kept on their person or inside their bag at all times.</li> <li>-The following government guidance will be consulted, <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a> and <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></li> </ul> <p style="background-color: yellow;">When an area moves to the local restriction tier 2 or tier 3, in education settings where year 7 and above are educated, face coverings should be</p>	<ul style="list-style-type: none"> <li>-Staggered breaks and lunches</li> <li>-Bubbles allocated sections of the school to minimise movement across areas.</li> <li>-Pupils and staff to wear a mask or visor.</li> <li>-Where a distance of 2 metres between the teacher and students is not possible in classrooms, a Perspex screen will be fitted to the teacher desk to create a barrier between the pupils and staff.</li> <li>-One-way system in operation in some corridors and stairwells.</li> <li>-All staff and students to keep to the left in all corridors when circulating around the building</li> <li>-Separate social spaces prevent crowding on transition</li> <li>-If teaching staff or teaching assistants work closely with students during lessons, the wearing of face coverings and/or visors is recommended and contact with any one student will be strictly limited to 15 minutes throughout the course of each day. If supporting students, no direct face</li> </ul>	No

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		<p>worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.</p>	<p>to face communications will take place as staff will either sit behind or to the side of students facing the same direction.</p> <p>-Whenever the lesson format allows, teaching assistants to work with students during lessons in an alternative larger area such as the atrium to help ensure adequate social distancing and to allow for an effective increased support time.</p> <p>-‘Sunflower’ lanyards will be issued free of charge to all students and staff who are exempt from wearing a face covering for medical reasons. Lanyards can be collected from Student Services.</p>	
1.4	Groups mixing during breaks and lunchtime compromising social distancing.	<ul style="list-style-type: none"> <li>-Break/lunchtimes will be staggered and appropriate staff supervision and a handwashing regime is in place</li> <li>-Student bubbles will have access to separate external spaces during break times</li> <li>-Break and lunchtime spent outside when weather permits.</li> <li>-Lunches delivered to classrooms to bubble collection point.</li> <li>-Robust staff supervision will be in place to help ensure everyone keeps further apart than normal and no touching rule enforced.</li> <li>-Cleaning of dining tables by the FM Contractor (currently Sodexo) between uses by different groups will be completed in accordance with the agreed cleaning regime</li> </ul>	<ul style="list-style-type: none"> <li>-No break time for service.</li> <li>-Packed lunches encouraged.</li> <li>-Use of Timeout for pupils who touch others.</li> <li>-External and internal spaces are available for use and all areas/students will be supervised by school staff.</li> <li>-Outside break and lunch time where possible.</li> <li>-No ball games permitted</li> </ul>	No

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1.5	Groups mixing during extra-curricular provision	<p>-All extra-curricular provision will be carefully considered with reference to current guidance and wider protective measures, including keeping students within their year group</p> <p>-No contact sports will take place within extra-curricular provision, with reference to the following guidance <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.</a></p>	<p>-Breakfast club to be grab and go with pupils eating their food sat outside, socially distanced.</p> <p>-Staff running extra-curricular activities to verbally advise students of risks associated with COVID-19 prior to starting activities</p>	No
1.6	Spread of virus due to increased numbers of people within the building.	<p>-Parents informed that if their child needs to be accompanied to school only one parent should attend</p> <p>-Active engagement with NHS Test and Trace system</p> <p>-Children will be grouped together in bubbles</p> <p>-Contact between groups limited so far as possible</p> <p>-Forward facing desks where practical and possible</p> <p>-Staff maintaining distance from others as much as possible</p> <p>-Posters and briefings to those who have access to the school to remind them to focus on the 4 key points of infection control:</p> <ol style="list-style-type: none"> <li>1. No persons are to attend the school site if symptomatic. If symptoms commence on site, isolate, inform leadership and leave. Unless caring for a student in which case PPE required if a distance of two metres cannot be maintained, avoid contact with anyone with symptoms</li> <li>2. Frequent hand cleaning and good respiratory hygiene practices. Promote the 'catch it, bin it, kill it' approach.</li> <li>3. Touch surfaces. Regular cleaning will be increased with additional agreed cleaning support from the FM Contractor (currently Sodexo). Cleaning time allocation amended to enable a more thorough clean in the areas of the building that are in use. The FM Contractor is responsible for providing all the necessary equipment to their cleaning staff.</li> </ol>	<p>-Offices and relevant other non-classrooms to have a poster advising of the maximum capacity on the door which must be adhered to at all times.</p> <p>-Staff to work outside or in the atrium where possible and clean areas after use using equipment available from the cleaning/sanitising stations</p> <p>-No assemblies or other large gatherings at any location on the school site will take place.</p> <p>-Windows and doors to be kept open where possible to support ventilation.</p> <p>-Cleaning stations for use by school staff with hand sanitiser available across the building.</p> <p>-Staff provided with personal equipment to avoid sharing.</p> <p>-Pupils to bring personal equipment to avoid sharing and to</p>	No

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		<p>4. Minimising contact and mixing by grouping students into year groups. Entry to administration and support offices is limited to those who work in these areas so far as reasonably practicable.</p> <p>5. Bubbles will remain in their classrooms so far as reasonably practicable. Staff will move around the school and maintain distancing so far as reasonably practicable.</p>	<p>be provided with art equipment that is not shared.</p> <p>-Shared surfaces or equipment (such as phones/visualisers) to be wiped down after use using antibacterial wipes supplied to staff.</p> <p>-Meetings with visitors should be held online where possible.</p> <p>-Meetings with visitors must be held in rooms that can maintain social distancing of 2 metres. The options for rooms will be communicated to staff during INSET sessions.</p> <p>-All meetings must maintain social distancing of 2 metres.</p> <p>-Perspex screens will be fitted in all classrooms and offices where the two metre social distancing guideline is not possible due to the room size/design</p> <p>-Option for individuals to join live meetings virtually/ remotely if needed</p> <p>-If teaching staff or teaching assistants work closely with students during lessons, the wearing of face coverings and/or visors is recommended and contact with any one student will be strictly</p>	

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			<p>limited to 15 minutes throughout the course of each day. If supporting students, no direct face to face communications will take place as staff will either sit behind or to the side of students facing the same direction.</p> <p>-Whenever the lesson format allows, teaching assistants to work with students during lessons in an alternative larger area such as the atrium to help ensure adequate social distancing and to allow for an effective increased support time.</p>	
1.7	Wraparound provision: Groups mixing during extra-curricular provision	<p>Schools should work to continue any essential breakfast and after-school provision, where possible, in line with the latest guidance. Carefully consider with external providers how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups. Schools can consult the guidance produced for <a href="#">providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a>, as much of this will be useful in planning extra-curricular provision. Where parents use childcare providers or out of school extra-curricular activities for their children, schools should encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this. DfE have issued <a href="#">guidance for parents and carers</a>, which schools may want to circulate.</p>		No

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1.8	Staff	<p>-Staff will be instructed to maintain the public health guidance of 2 metres distance wherever possible.</p> <p>-The 2 metre social distancing guidance will be applied at all times wherever possible, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene will also be encouraged for both staff and pupils.</p> <p>-If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering doesn't count) or a Perspex screen in place.</p> <p>- Government guidance will be followed where reasonably practicable but due to the nature of the work, it is acknowledged that the majority of staff will not be able to work from home while students are at school.</p>	<p>-Staff to only work in their dedicated areas and not exceed room capacity.</p> <p>-Staff to work in atrium or outside if their work area is at capacity.</p> <p>-Staff to clean areas once they have used them.</p> <p>-Staff provided with personal equipment that they must not share and personal hand sanitiser to use when swapping locations.</p> <p>-Staff to teach behind the Perspex screen in the classroom and to not be within 1 metre of a pupil for more than 15 minutes throughout each day (and if needed, to mitigate with other measures, such as PPE).</p> <p>-Staff to not make each other drinks or food.</p> <p>-Antibacterial wipes available for use by school staff in shared areas such as kitchens</p> <p>-Perspex screens will be fitted in offices where needed when staff are working face-to-face or within 2 metres distance.</p> <p>-Orange lanyards available to staff within vulnerable categories or where requested</p>	No

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			<p>-Staff to wear face coverings at all times when circulating around the building</p> <p>-If teaching staff or teaching assistants work closely with students during lessons, the wearing of face coverings and/or visors is recommended and contact with any one student will be strictly limited to 15 minutes throughout the course of each day. If supporting students, no direct face to face communications will take place as staff will either sit behind or to the side of students facing the same direction.</p> <p>-Whenever the lesson format allows, teaching assistants to work with students during lessons in an alternative larger area such as the atrium to help ensure adequate social distancing and to allow for an effective increased support time.</p> <p>-‘Sunflower’ lanyards will be issued free of charge to all students and staff who are exempt from wearing a face covering for medical reasons. Lanyards can be collected from Student Services.</p>	

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<b>2</b>	<b>Premises related matters</b>			
2.1	Visitors and deliveries	<ul style="list-style-type: none"> <li>-Visits and deliveries to be arranged for quiet times or outside school hours wherever possible.</li> <li>-Visitors issued with printed stickers and self-collect. Visitor lanyards will not be issued to help prevent the spread of the virus.</li> <li>-Reception glass hatch/screen is kept closed at all times</li> <li>-Inentry signing-in screen to be cleaned with antibacterial wipes after use by the visitor using the screen. Signage will be displayed.</li> <li>-Hand sanitiser provided for use by all persons when arriving and leaving the building</li> </ul>	<ul style="list-style-type: none"> <li>-Contact details for all visitors must be noted upon signing in.</li> <li>-On entry, all visitors must read the C19 health and safety guidelines and confirm they are not symptomatic and should not be isolating.</li> <li>-Meetings with visitors should be held online where possible.</li> <li>-Meetings with visitors must be held in rooms that can maintain social distancing of 2 metres. Details of the room options will be communicated to staff.</li> <li>-Rooms used for multiple concurrent confidential meetings must be ventilated between meetings by opening the door. Desk fans will also be provided to increase airflow between meetings to help expel air contaminants.</li> <li>-All visitors to wear face coverings when circulating within the building. Signage displayed on the reception entrance door for visitors to wear face coverings.</li> </ul>	No
2.2	Changes to building use being safe for	-Whole school building/site risk assessment will be reviewed to ensure control measures remain suitable and in place.	-Perspex screens installed	No

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	pupils & staff – e.g. storage, one-way systems, floor tape.	<ul style="list-style-type: none"> <li>-All other risk assessments, including curriculum/dept risk assessments to be reviewed to note any changes that have been necessary</li> <li>-All minor changes to the building to introduce COVID-19 safety measures do not pose any additional risk to staff or students</li> </ul>	<ul style="list-style-type: none"> <li>-Floortape showing one-way system in the ground floor atrium and related signage</li> <li>-Roll-up screens installed in relevant rooms where distancing is needed</li> <li>-Headteacher to remind staff regularly via staff briefing of procedures</li> <li>-One central log in use for suspected cases</li> </ul>	
2.3	First Aid procedures	<ul style="list-style-type: none"> <li>-Whole school first aid risk assessment will be reviewed and amended to note COVID-19 procedures/processes where necessary.</li> <li>-Adequate numbers of experienced first aid trained staff are available at all times.</li> <li>-PPE is available for use in relation to suspected COVID-19 within first aid supplies and safely stored</li> </ul>	<ul style="list-style-type: none"> <li>-Clear process for separating general first aid and C19 suspected cases.</li> <li>-Isolation room (G94, and G26 if needed for multiple suspected cases) and procedure for suspected C19 cases.</li> <li>-Additional PPE is provided to first aid staff for use when responding to a suspected case of C19 and two metres distance cannot be maintained.</li> <li>-Staff to be trained on the safe usage and disposal of used PPE.</li> </ul>	No
2.4	Fire Procedures	<ul style="list-style-type: none"> <li>-Fire risk assessment to be reviewed and additional procedures for COVID-19 noted where necessary</li> <li>-Where doors are propped open during school hours (in agreement with the landlords) staff will be advised of the actions to take in the event of a fire or evacuation</li> </ul>	<ul style="list-style-type: none"> <li>-Fire practices completed for every year group to give instructions for evacuations during the pandemic</li> <li>-Flammable stocks of hand sanitiser to be stored in the outside chemical store (room L05, exterior</li> </ul>	No

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		<ul style="list-style-type: none"> <li>-Fire evacuation routes and assembly plans to be reviewed and amended where necessary to allow for social distancing where necessary</li> <li>-All testing and monitoring regimes for fire detection to include alarm systems and fire extinguishers are the responsibility of the FM Contractor (currently Sodexo)</li> <li>-Any PEEPs in place will consider additional processes needed for COVID-19 and all relevant staff/students will be aware of the contents</li> <li>-Regular fire drills will be conducted with reference to current guidelines</li> <li>-Flammable, high-alcohol hand sanitiser stocks to be stored as per current CLEAPPS guidelines for flammable items (see opposite for details)</li> </ul>	<p>of L04 in front playground) and the flammable materials cupboard (room L03, science prep room). Stocks to be managed jointly by school Business Support staff and Science Technicians.</p>	
2.5	Water hygiene – management of legionella	<ul style="list-style-type: none"> <li>-All testing and monitoring regimes for water hygiene are the responsibility of the FM Contractor (currently Sodexo).</li> </ul>		No
2.6	Using and monitoring new practices to reduce risk of Covid-19 transmission	<ul style="list-style-type: none"> <li>-Training of all staff via INSET prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes if relevant, use of PPE, and location of designated room for suspected cases.</li> <li>-The safe use of face coverings will be explained to support students with adhering to social distancing.</li> <li>-The Headteacher and the school leadership team will monitor arrangements and make remedial actions where needed.</li> <li>-School leadership will ensure that all staff feel comfortable raising concerns or to make suggestions.</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure all staff have signed to say they have read the risk assessment and opening guidance on Hays platform.</li> <li>-Outline to pupils and parents the priority safety measures, including hand hygiene, not attending with symptoms and catch it, kill it, bin it.</li> <li>-Explain to pupils via tutor time video the key safety measures they must adhere to.</li> <li>-Display posters outlining key measures, including hand washing posters displayed in staff/student toilets.</li> <li>-H&amp;S/COVID-19 to be included as a standing agenda item in the weekly ELT meetings</li> </ul>	No

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			<ul style="list-style-type: none"> <li>-Additional extended tutor time sessions created when needed to clearly explain any changes to pupils</li> <li>-Duty staff to monitor compliance from pupils during transition and social time</li> </ul>	
2.7	Management of premises related risks e.g. delayed statutory testing (LOLER)	-All testing and monitoring regimes for lifting equipment (e.g. lifts and hoists) is the responsibility of the FM Contractor (currently Sodexo).		No
2.8	Staff rooms and offices to comply with social distancing and safe working practice	<ul style="list-style-type: none"> <li>-Numbers of people reduced at one time to allow for social distancing within current guidelines</li> <li>-All large unnecessary gatherings of staff will be avoided. Essential gatherings will only take place if adequate social distancing can be maintained in a well-ventilated environment.</li> <li>-Additional cleaning equipment such as antibacterial wipes will be provided at communal/shared facilities/areas and staff will be encouraged to bring their own food and utensils.</li> <li>-Agreed enhanced cleaning regimes are in place to be completed by the FM Contractor (currently Sodexo).</li> </ul>	<ul style="list-style-type: none"> <li>-All offices and shared staff areas such as dept. staffrooms measured, and a maximum capacity will be displayed via a poster on each door with reference to the 2 metre rule.</li> <li>-Cleaning products available at cleaning/hygiene stations across the school.</li> <li>-Staff are permitted to handle food and make drinks for other people if needed. However, it is essential that staff thoroughly wash and sanitise hands before doing so. All cups, cutlery etc must be clean.</li> </ul>	No
2.9	Ventilation to reduce spread	-Windows to be opened and doors propped open, where safe to do so and dependent on outside temperature (all staff will consider fire safety, security and safeguarding).	-All meetings to be held outside where possible if weather allows or well ventilated rooms	No

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		<p>-The FM Contractor (currently Sodexo) is responsible for the operation and maintenance of the building management system (BMS), to include all mechanical ventilation</p>	<p>-Each bubble will have an allocated outdoor space and students and staff will be briefed on its use. This will be used for all breaks and lunches where weather permits.</p>	
2.10	Management of waste	<p>-Bins used for tissues will be emptied at least once daily and in accordance with the agreed increased cleaning regime in place by the FM Contractor (currently Sodexo)</p> <p><a href="#">-Guidance on disposal of PPE waste</a> (such as used fluid resistant masks) will be followed</p> <p>-All waste will be disposed of in general waste bins, not recycling bins</p> <p>-The FM Contractor (currently Sodexo) is responsible for the collection and removal of all waste from the school site on a daily basis and the FM Contractor is responsible for ensuring that all current guidelines relating to waste are followed.</p>	<p>-Lidded bins are available in all classrooms and at school supplied cleaning/hygiene stations around the building.</p>	No
2.11	Management of incoming goods	<p>-All school deliveries to be left in the outer reception area and collected by one member of staff (school receptionist) and moved into the reception corridor for internal delivery</p> <p>-All incoming deliveries to be completed using a non-contact/distanced signature basis</p> <p>-Delivery staff only to be given access into the building if essential (e.g. delivering items too large/heavy to leave in the outer reception)</p> <p>-All outgoing post to be handled by one member of staff to minimise contact (school resources staff)</p> <p>-All staff handling incoming/outgoing post and other incoming deliveries to wash hands thoroughly after handling items</p>	<p>-Ordering of IT to be reduced where possible and deliveries arriving outside of hours or to be received by IT staff for processing</p>	Yes
2.12	Contractors on-site whilst school is in operation	<p>-Due to the PFI contract, the school does not invite/employ any contractors during term-time/school operating hours</p> <p>-The FM Contractor (currently Sodexo) are wholly responsible for the supervision/management of all contractors at all times of the day, all</p>	<p>-If needed, the Headteacher to feedback any concerns with the management of contractors by the FM Contractor to the Trust PFI Contract Manager for resolution</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>year round. This includes areas such as the following (not an exhaustive list of responsibilities),</p> <p>1 - A prior assessment to establish any additional control measures needed to keep students, staff and contractors safe</p> <p>2 – Gaining assurances that contractors do not display COVID-19 symptoms and are not due to be isolating</p> <p>3 – Ensuring that effective social distancing is maintained at all times</p> <p>4 - Completing temperature checks if this is an agreed policy adopted by the FM Contractor</p> <p>5 - In addition to arrangements for COVID-19, to ensure that normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</p> <p>-Relevant Contractors to be informed of positive cases in school to ascertain any potential contact</p> <p>-The Trust PFI Contract Manager is responsible for ensuring that the FM Contractor is managing all contractors adequately whilst on the school site and for agreeing any amended/enhanced COVID-19 procedures in partnership with other PFI stakeholders.</p>		
<b>3</b>	<b>Cleaning and reducing contamination</b>			
3.1	Contaminated surfaces spreading virus.	<p>-Classroom based resources such as books, iPads and Chromebooks, will be used and shared within the bubble.</p> <p>-All shared resources will be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>-All persons to only use the water fountains for filling bottles, not for drinking directly from the spout.</p>	<p>-D10 spray is provided at all cleaning stations and in all classrooms for use by school staff.</p> <p>-Sodexo staff to spray and wipe dining tables at the end of every break/lunch if tables have been used.</p> <p>-In classrooms staff to spray desks and chairs at the end of lessons</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>-Upholstered furniture will be available for use where it is likely that the furniture is used by a single person or limited persons</p> <p>-Upholstered furniture <b>that is owned by the school</b> with removable/washable covers <b>will be laundered by the school</b> with reference to the following guidance, <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>-The FM Contractor (currently Sodexo) are responsible for the cleaning and laundering of any upholstered furniture owned by the landlords</p> <p>-The <a href="#">guidance for working in education and childcare</a> will be followed if someone becomes ill with suspected COVID-19 at the setting.</p> <p>-The Trust PFI Contract Manager is responsible for ensuring that the FM Contractor is following all relevant guidance and consistently completing an agreed robust cleaning regime to help reduce the spread of COVID-19, including the guidance document <a href="#">Cleaning and decontamination of non-health care settings</a></p> <p><b>Sensory Room (G91) – Upholstered furniture and other items</b></p> <p>-Where reasonably practicable, upholstered furniture/equipment used within sensory rooms will be child-specific to help avoid cross-contamination.</p> <p>-All soft furnishings and shared items will be sprayed with an effective disinfectant directly after use by students</p>	<p>and students to wipe dry with blue roll before leaving the classroom</p> <p>-If needed light switches and door handles to be cleaned at the end of lessons</p> <p>-If there is a suspected case, the table, chair and the carpet around where the individual was sitting will be sprayed with D10 and left to dry.</p> <p>-Fixed seating plans for rooms to limit pupils sharing surfaces.</p> <p>-All classroom doors to be propped open where possible when in use to reduce touch surfaces</p> <p>-Visible signage by water fountains as a reminder to use for bottle filling only and no drinking directly</p> <p>-Antibacterial wipes and hand sanitiser to be available at all interior water fountains</p> <p>-Upholstered furniture in high-traffic and public areas (such as reception areas) will be removed and stored</p> <p>-Furniture used in medical areas and the COVID-19 isolation room to be a vinyl type material to allow for easy cleaning</p>	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
3.2	Shared resources and equipment increasing spread	<ul style="list-style-type: none"> <li>-Prevent the sharing of stationery and other equipment (excluding items mentioned in section 3.1 above)</li> <li>-Access to shared items of 'heavy use' such a photocopiers is managed to maintain social distancing. This includes propping doors open near photocopiers (room F60/61) and by providing roll-up screens between photocopiers in the resources (room G86)</li> <li>-Enhanced equipment cleaning regimes in place</li> <li>-Limit items being brought in from home or taken home from school and store when returned for 72 hours if it cannot be cleaned</li> <li>-Limit handling of pupil work by staff where possible. Work is to be submitted online in preference to paper and books.</li> <li>-See 3.1 above regarding shared water fountains</li> </ul>	<ul style="list-style-type: none"> <li>-Equipment packs to be available in all classrooms to be given to pupils to keep if needed</li> <li>-Staff provided with exclusive equipment packs and backpacks to carry personal, non-shared equipment.</li> <li>-Book boxes provided for each classroom to avoid contamination.</li> <li>-All shared equipment wiped before and after use.</li> <li>-Staff to sanitise hands before handing out and collecting resources.</li> <li>-Mini whiteboard and pen to be included in the knowledge organiser pack to avoid sharing.</li> <li>-See 3.1 above regarding shared water fountains</li> </ul>	No
3.3	Cleaning staff and hygiene contractor's capacity - providing additional requirements	<ul style="list-style-type: none"> <li>-General daily cleaning of the building is the responsibility of the FM Contractor (currently Sodexo).</li> <li>-The Trust PFI Contract Manager, in liaison with the Headteacher, has agreed an enhanced daily cleaning regime with the FM Contractor</li> <li>-It is the responsibility of the FM Contractor to provide the required amount of resources, equipment and staffing to ensure the enhanced regime is consistently completed and with reference to <a href="#">cleaning non-health care settings</a></li> </ul>	<ul style="list-style-type: none"> <li>-An agreed cleaning rota is in place with the FM contractor (currently Sodexo)</li> </ul>	No
3.4	Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> <li>-There are multiple sinks around the building, including within many of the classrooms being used</li> <li>-All students will be given time to wash/sanitise hands at various points throughout the day with reference to current guidance</li> </ul>	<ul style="list-style-type: none"> <li>-Specific staff (receptionist) will be tasked with ensuring all cleaning/hygiene stations are fully stocked at all times</li> </ul>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<ul style="list-style-type: none"> <li>-Freestanding, automatic dispensing sanitiser units will be located at every student entrance to the building, the main entrance, reception, one unit on each floor and in the main hall and atrium</li> <li>-every classroom will have hand sanitiser available</li> <li>-All cleaning/hygiene stations around the building will have hand sanitiser available</li> </ul>	<ul style="list-style-type: none"> <li>-Teaching/support staff to email if stocks within rooms need replenishing</li> </ul>	
3.5	Additional time for all to carry out handwashing	<ul style="list-style-type: none"> <li>-Handwashing will be incorporated into the daily routine with reference to current guidance and this will be included within behaviour expectations and the school hygiene culture.</li> </ul>		No
3.6	Effective handwashing techniques, misuse of hand sanitiser	<ul style="list-style-type: none"> <li>-Posters communicating effective hand washing to be displayed at all sinks.</li> <li>-Students taught about regular handwashing and routine in tutor time introduction</li> <li>-SENDCo staff will be consulted to identify any students presenting with complex needs at risk of sustaining harm/injury through the misuse of hand sanitiser. Sanitiser will be substituted for skin friendly wipes.</li> </ul>	<ul style="list-style-type: none"> <li>-SENDCo staff to complete a risk assessment for any students at risk of the misuse of hand sanitiser and share with relevant persons</li> </ul>	No
3.7	Good respiratory hygiene	<ul style="list-style-type: none"> <li>-To promote 'catch it, bin it, kill it' through tutor time lesson on first day and via posters in classrooms and at cleaning/hygiene stations.</li> <li>-Adequate supply of tissues and a lidded bin will be available in all classrooms and at all cleaning/hygiene stations around the building.</li> <li>-SENDCo staff will be consulted to identify any students presenting with complex needs where they spit/use saliva</li> </ul>	<ul style="list-style-type: none"> <li>-SENDCo staff to complete a risk assessment for any students who present with complex needs where they spit/use saliva and share with relevant persons</li> </ul>	No
3.8	Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> <li>-It is the responsibility of the FM Contractor (currently Sodexo) to ensure a consistent adequate supply of soap for handwashing and other products for use by cleaning staff for the general cleaning of the building</li> <li>-The school has supplied additional products for the use of school staff throughout the day both at cleaning/hygiene stations and in all classrooms, including antibacterial wipes and disinfectant spray</li> </ul>	<ul style="list-style-type: none"> <li>-Any concerns with a lack of soap around the building to be raised with the Trust PFI Contract Manager for resolution with the FM Contractor</li> </ul>	No
3.9	Toilets being overcrowded	<ul style="list-style-type: none"> <li>-The number of students using the toilet facilities at one time are limited</li> </ul>	<ul style="list-style-type: none"> <li>-Outer doors to all student toilets to be propped open (where fitted)</li> </ul>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<ul style="list-style-type: none"> <li>-Different groups have been allocated their own toilets and sinks close to their bubble bases, clearly labelled.</li> <li>-A one in, one out system, once capacity is reached will be in place and clearly explained to pupils.</li> <li>-Toilets cleaned regularly by the FM Contractor according to the agreed schedule and students will be expected to clean their hands thoroughly after using the toilet.</li> </ul>	<ul style="list-style-type: none"> <li>to allow pupils to see if toilets are in use and to wait outside if needed</li> <li>-Duty staff to monitor toilet use during break and lunch times</li> <li>-Clear signage is displayed outside all toilets stating year group and maximum occupancy</li> </ul>	
3.10	Dedicated spaces	<ul style="list-style-type: none"> <li>-Room G96 is the allocated room to use if breast feeding. The room to be cleaned thoroughly after use.</li> <li>-Room G94 is a dedicated quarantine space for person/s displaying suspected COVID-19 symptoms. This room has a capacity of two people. If this room is being used to capacity, room G26 is a reserve space for people displaying suspected symptoms.</li> <li>-Each bubble has its own dedicated indoor and outdoor space for use at break and lunch time</li> </ul>		No
<b>4</b>	<b>Staff related issues</b>			
4.1	Staff access and egress to site and buildings	<ul style="list-style-type: none"> <li>-Staff will arrive and leave the building via usual routes and sign in/out using the non-contact Inventory system</li> <li>-All staff are responsible for adhering to the social distancing measures wherever possible.</li> <li>-Staff using public transport must follow government guidance <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> and dispose of/store their mask appropriately.</li> <li>-All staff must wash/sanitise their hands when they arrive.</li> </ul>		No
4.2	Staff measures to reduce contact and transmission	<ul style="list-style-type: none"> <li>-The following DfE guidance must be followed, <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a></li> </ul>	<b>Made to measure clear Perspex screens will be installed as a mitigating control measure for the following situations,</b>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>-Where possible, teaching staff are at least 2 metres from all students at all times when teaching and stay at the front of the classroom. Due to the size/design of some classrooms, it is not possible to remain 2 metres away from students sat at or near to the front of the room – <b>see additional control measures opposite</b></p> <p>-In the IT-suites, it is not possible for students to sit back to back due to the design of the room and/or, in some cases to be at least 2 metres from the teacher at all times – <b>see additional control measures opposite</b></p> <p>-In some admin offices, it is not possible for staff to sit at least 2 metres away or to avoid facing each other when seated - <b>see additional control measures opposite</b></p> <p>-Full details of the plans for full opening from September 2020 are contained within the planning document available from the Headteacher</p> <p><b>Control measures in place for IT staff/provision within schools include the following,</b></p> <p>-IT Technicians provide IT support remotely and within teaching and office spaces.</p> <p>-The ticketing service desk has been promoted to school staff to ensure issues are resolved remotely wherever possible.</p> <p>-Posters are displayed on IT offices to minimise access.</p> <p>-Where it is not possible to resolve an issue remotely, separate drop off and collection points for devices are in place.</p> <p>-Items are sanitised before and after repairs are made.</p> <p>-Where the technician needs to attend a location within the school, the work will be carried out when the room is empty wherever possible.</p> <p>-IT staff will wear face coverings while outside of their office and will request staff and students maintain distancing while in a room.</p> <p>-IT staff will maintain good hygiene using hand washing and sanitation products and maintain stringent social distancing.</p>	<p>1 - Where it is not possible for teaching staff to be at least 2 metres away from students in the classroom</p> <p>2 - Where it is not possible for students to sit without facing each other in the classroom due to fixed furniture (G18, G67)</p> <p>3 - When it is not possible for admin staff to sit at least 2 metres away from each other or to avoid facing each other when seated</p>	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
4.3	Managing supply teachers, visitors, and other temporary visiting staff.	<ul style="list-style-type: none"> <li>-Supply teachers, peripatetic teachers, specialists, therapists, clinicians, support staff for SEND and/or other temporary staff visiting St James are able to provide interventions as usual and can move between schools.</li> <li>-They will be informed that contact with other staff/students should be minimised and to maintain as much distance as possible from other staff.</li> <li>-Visits will be arranged for outside of school hours where possible</li> <li>-Visitor details of a phone/email contact must be left upon signing in.</li> <li>-On entry, all visitors must read the C19 health and safety guidelines and confirm they are not symptomatic and should not be isolating</li> <li>-Some peripatetic music teachers will teach non high risk activities in rooms which allow social distancing and good ventilation</li> <li>-The use of supply teachers in school will be minimised by utilising cover supervisors and other staff where possible, particularly part-time staff who can work additional days</li> <li>-Visitors will be limited by holding meetings online where possible</li> <li>-Meetings must be held in rooms where social distancing of 2 metres can be maintained at all times</li> <li>-Staff who are managing temporary visiting staff are aware of the social distancing and hygiene protocols within the school.</li> </ul>		No
4.4	Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<ul style="list-style-type: none"> <li>-If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher.</li> <li>-Careful planning of the year groups/classes will be undertaken based on staff availability.</li> <li>-Supply teachers and other peripatetic staff will be engaged where necessary. See 'school Workforce' section of the DfE guidance: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a></li> </ul>	-Back up part time staff availability rota made to avoid shortage of teachers.	Yes

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		-Where there are not sufficient staff to cover staff absences, school COVID-19/emergency plans will be followed. Options may include to condense the school or curriculum, or enact partial or full school closure.		
4.5	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<p>-Staff should refer to the Staff Hub for guidance and support.</p> <p>-Schools advisory service is available to provide free, remote and confidential counselling for any employee.</p> <p>-Managers will hold discussions with individuals to alleviate concerns and to establish whether additional training or support would be helpful.</p> <p>-HR have provided managers with guidance on Absence Management and supporting employees.</p> <p>-If appropriate, GP or occupational health advice will be sought</p> <p>-Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups' - <a href="https://devoncc.sharepoint.com/:w/s/PublicDocs/Education/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w/s/PublicDocs/Education/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a></p> <p>-Further advice is available from HR if required.</p>	<p>-Create feedback loop for concerns through line managers and Clive Nevill.</p> <p>-Clear communication of procedures with staff during INSET.</p> <p>-Behaviour policy addendum to ensure pupil compliance with health and safety procedures.</p> <p>-Risk assessments will be completed where needed for vulnerable staff within the Clinically Vulnerable (CV) category who advise the school of medical conditions following a request from the school</p>	No
4.6	Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<p>-The full reopening draft plans have been shared with all staff for information and to invite feedback</p> <p>-Final details of the reopening plan will be shared with all staff during INSET sessions to help ensure understanding of all aspects</p>	<p>-Risk assessment and reopening plan read by all staff and signature added onto Hays platform</p> <p>-Additional key messages reiterated at regular staff briefings</p>	No
4.7	Accessing testing arrangements	<p>-Guidance about testing, including the NHS 'Test and Trace' service, is available via <a href="https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/">https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</a></p>	<p>-Link to be shared with staff in staff briefing documents.</p> <p>-Email link to be provided to staff if unable to get a test</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	are clear for all staff			
4.8	Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<p>-If a student or adult becomes unwell with symptoms of Coronavirus while in school 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.</p> <p>-If contact with the person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</p> <p>-If a dynamic 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</p> <p>-Fluid resistant face masks will be available</p> <p>-The following guidance will be followed - <a href="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</a></p>	<p>-PPE grab bags available at reception and in G26.</p> <p>-All used PPE to be placed in a sealed bag and then placed in a lidded bin provided.</p> <p>-Once all PPE is removed, hands should be washed thoroughly.</p>	No
4.9	Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p>All staff can continue to attend school in all three local restriction tiers. The government guidance remains that staff should work from home where possible.</p> <p>-The Headteacher and the school leadership team have put in place measures to ensure the workplace is 'COVID secure' with reference to current guidance</p> <p><b>Clinically Extremely Vulnerable (CEV) staff</b></p> <p>-Individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past.</p> <p>-Staff who are clinically extremely vulnerable should talk to their line manager about how they will be supported, including to work from home</p>		Yes

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>where possible, during the period of national restrictions. All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>-All staff within the Clinically Extremely Vulnerable (CEV) group must have an individual risk assessment completed/updated</p> <p><b>Clinically Vulnerable (CV) staff</b></p> <p>-Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p> <p>-All staff within the Clinically Vulnerable (CV) group must have an individual risk assessment completed</p> <p>-All staff over the age of 60 are considered as Clinically Vulnerable (CV) so guidance for this group must be followed and a risk assessment completed/updated</p> <p>- The following guidance will be referred to:  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/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/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>-The 'Individual staff risk assessment in response to COVID-19' will be used to aid and record this assessment</p> <p>-Managers Guide to Supporting BAME or other vulnerable colleagues will follow the following guidance and undertake a risk assessment with the staff member: <a href="https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link">https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</a></p> <p>-For pregnancy: The Expectant Mother risk assessment has been amended to include COVID-19 and will be completed.  <a href="https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link">https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</a></p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>-Staff with concerns over their availability to work should refer to the Absence Management Toolkit on the website staff area for further details, risk assessments and resources.</p> <p>In the future, the government will only reintroduce formal restrictive shielding advice in some local areas in tier 3: very high alert where this has been advised by the Chief Medical Officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace. See this link for further information  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec</a></p> <p>If staff travel from one tier into another, they should follow the guidance for whichever area is in the higher tier.</p>		
4.10	Staff use of PPE	<p>-Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance  <a href="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</a></p> <p>-Guidance on the appropriate selection and use of PPE from DCC can be found here: <a href="http://devon.cc/ppe">http://devon.cc/ppe</a></p>	<p>-If staff wish to wear a material face covering or face shield, they can do this.</p> <p>-If worn, face coverings should be used in accordance with government advice:  <a href="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</a></p>	No
4.11	Use of PPE  Lack of understanding	<p>-<a href="#">Guidance on the use of face coverings for pupils in year 7</a> and above should be followed with consideration given to communal areas such as corridors where social distancing is hard to maintain. Additional precautionary measures should also be taken <a href="#">where local restrictions apply</a>.</p>	<p>-Share the video with pupils in tutor time and with parents via letter about the safe ways to wear masks:  <a href="https://www.who.int/emergencies">https://www.who.int/emergencies</a></p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<ul style="list-style-type: none"> <li>-Adequate training/briefing on the use and safe disposal of PPE will be offered</li> <li>-The following guidance on putting on and taking off standard PPE is available <a href="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</a> in addition to the above guidance on use in education settings.</li> </ul>	<p><a href="#">/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks.</a></p> <ul style="list-style-type: none"> <li>-In letter to parents, share government poster about mask removal: <a href="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</a></li> </ul>	
4.12	Staff member becoming unwell with Covid 19	<ul style="list-style-type: none"> <li>-If any staff member becomes unwell with suspected COVID-19, they should let relevant staff know and go home as soon as possible.</li> <li>-Where that person needs to use the bathroom before they go home, G98 should be used if possible.</li> <li>-G98 must then be cleaned and disinfected before being used by anyone else.</li> <li>-Everyone must wash their hands after any contact with someone who is unwell.</li> <li>-The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.</li> <li>-The staff member must arrange testing as soon as possible and must remain in isolation until a negative result is returned, or within the timeframe set by the government for isolation.</li> <li>-Managers should complete a COVID notification form and send to HR. This will provide relevant information including potential contacts to inform Track and Trace, as well as test results.</li> <li>-The employee will be instructed to get an essential worker test without delay.</li> <li>-Where the employee is symptomatic but feels well, the employee may work from home whilst isolating in accordance with the Government Guidance.</li> </ul>	<ul style="list-style-type: none"> <li>-After cleaning of the areas, a replacement staff member should take the lessons normally taken by that teacher. Where possible, this will be a cover supervisor or a part time member of staff.</li> </ul>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>-The employee must not return to work until their test is negative, they are well enough to return and they have completed the appropriate isolation period in accordance with the Government Guidance <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>		
4.13	Dealing with suspected and confirmed case/cases and outbreak.	<p><b>FOR SUPPORT AND ADVICE ON ACTIONS TO TAKE FOLLOWING A CONFIRMED CASE AMONG STUDENTS OR STAFF AS FOLLOWS,</b></p> <p><b>-Call Department for Education COVID-19 helpline on 0800 046 8687 – Option 1.</b></p> <p><b>Opening hours:</b> Monday to Friday from 8am to 6pm Saturday and Sunday from 10am to 4pm</p> <p>-Discuss situation and identify close contacts with call handler and follow advice -More complex cases will be referred to the PHE regional health protection team</p> <p><b>For ALL SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS inform the local authority by emailing <a href="mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk">educate.schoolspriorityalerts-mailbox@devon.gov.uk</a></b></p> <p>-If a child or staff member becomes symptomatic, they will be advised by the school to access a test through the normal channels as soon as possible</p> <p>-In exceptional circumstances when it is very difficult for a child or staff member to access a test promptly, the school will consider offering one of the school provided home test kits to improve the chances that the individual will get tested. See the <a href="#">DfE guidance on test kits for schools</a></p>	ACTIONS IN THE EVENT OF A CONFIRMED CASE IN SCHOOL ARE DETAILED IN THE CASE ACTION PLAN – See Appendix B at the foot of this assessment	Yes

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>-If needed, the school will access the Devon County Council’s Local Outbreak Management Plan (LOMP), available from:  <a href="https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/">https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/</a></p> <p>-If required to do so following a confirmed case, a complex situation or an outbreak being declared in the school setting, the school will take part in an Incident Management Team or Outbreak Control Team Meeting.</p> <p>-The School Emergency Plan and contingency planning, including for local outbreaks, will be updated to include the links within this section and the links to resources below,</p> <p><a href="#">Educational settings Action cards</a></p> <p><a href="https://www.devon.gov.uk/eyscs/important-information-seeking-advice-on-confirmed-cases-of-coronavirus-covid-19-in-educational-settings-for-nurseries-schools-and-colleges/">https://www.devon.gov.uk/eyscs/important-information-seeking-advice-on-confirmed-cases-of-coronavirus-covid-19-in-educational-settings-for-nurseries-schools-and-colleges/</a></p> <p><a href="#">Actions for Schools Guidance Section 5</a></p>		
<b>5</b>	<b>Pupil related issues</b>			
5.1	Vulnerable groups who are clinically, extremely vulnerable.	<p>All pupils and students should continue to attend education settings at all local tiers unless they are one of the very small number of pupils or students under paediatric or other NHS care and have been advised by their GP or clinician not to attend an education setting. Children and young people whose parents or carers are clinically extremely vulnerable can also continue to go to school.</p> <p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, schools should be able to immediately offer them access to remote education. Schools should keep</p>	-Head of Year to meet with pupil and parent/carer to establish any support or risk assessment if needed.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.</p> <ul style="list-style-type: none"> <li>-Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</li> <li>-Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</li> <li>-Children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</li> <li>-Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required.</li> </ul>		
5.2	Distressed children	<ul style="list-style-type: none"> <li>-Support measures are in place where children are distressed to include the following:               <ol style="list-style-type: none"> <li>1 - Sensory room and inclusion base for those with SEND</li> <li>2 - Refocus room for other distressed pupils</li> <li>3 - Key workers for pupils where needed.</li> <li>4 - Reflection cards to now allow pupils to stand outside of their classroom</li> <li>5 - 1:1 counselling sessions and dog walking available</li> </ol> </li> </ul>		No
5.3	Children with EHCP and pupils who attend dual settings	<ul style="list-style-type: none"> <li>-A risk assessment will be completed by SENDCo staff before attendance at St James.</li> <li>-The school will work through the system of controls collaboratively with dual settings, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child</li> </ul>		No
5.4	Pupils unable to follow guidance	<ul style="list-style-type: none"> <li>-Some pupils will need additional support to follow the COVID-19 additional measures. Teaching assistants will be available and an alternative safe space will be allocated to these pupils.</li> </ul>	-Comprehensive information on the expectations delivered via tutor time as and when needed	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		-A risk assessment will be completed by SENDCo staff for all pupils with EHCPs.		
5.5	Pupils equipment	<ul style="list-style-type: none"> <li>-Pupils will be asked to limit the amount of equipment they bring into school each day to essential items only</li> <li>-For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</li> </ul>	<ul style="list-style-type: none"> <li>-Essential item list to be provided to parents.</li> <li>-Book boxes provided in classrooms to store pupil books.</li> <li>-Staff provided with their own equipment packs and backpacks on request</li> </ul>	No
5.6	Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> <li>-If a child is awaiting collection, they will be moved to G94 where they can be isolated behind a closed door, depending on the needs of the child with appropriate adult supervision if required. This room has an opening window for ventilation.</li> <li>-PPE (including fluid resistant face mask) is available at reception, close to G94.</li> <li>-Where that person needs to use the bathroom they should use G98 if possible. G98 must then be cleaned and disinfected before being used by anyone else.</li> <li>-Everyone must wash their hands after any contact with someone who is unwell.</li> <li>-The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.</li> <li>-The school can give a testing kit to the pupil where families cannot access a testing centre which have been sent from HM Government.</li> </ul>	<ul style="list-style-type: none"> <li>-Each classroom to have a radio for advising relevant staff of a person with possible COVID-19 symptoms</li> <li>-Staff to radio that a pupil is being sent to reception 'as Lindsay requested.' All staff aware that this means a child is symptomatic.</li> <li>-Reception to prepare PPE and meet pupil and isolate them in G94.</li> <li>-Staff member to spray the desk and chair with D10 spray and leave to air dry.</li> <li>-Anyone in close contact with the person should wash/sanitise their hands.</li> <li>-Tara Ley to contact home and ensure testing will be followed up and the result reported back to the school.</li> </ul>	No
5.7	School Uniform	-Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.	-Where pupils have PE on their timetable, they should arrive in	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		-Uniform policies will be amended where needed in relation to the colder weather and the increased need for ventilation in the building	their PE kit and wear it all day to avoid the need to be in the changing rooms. -Pupils should bring a warm waterproof coat for break and lunch times.	
5.8	Behaviour	-The behaviour policy will be applied effectively should students not follow health and safety procedures. As they will have been directed any refusal to follow guidelines on things such as distancing will be treated as defiance and sanctioned appropriately.	-An addendum has been added to the behaviour policy, outlining how breaches of the health and safety guidelines will be dealt with. -Reset will need to include pupils from across bubbles and so will be socially distanced. -An overflow Reset can be established in the gallery if needed.	No
5.9	Wrap around care	Wrap around care is provided by breakfast club. Parents, carers and staff will be made aware.	-Breakfast club will have grab and go food which pupils will eat outside (amphitheatre area by music) whilst socially distanced. -After school homework club will not run initially as this is across year groups. This will be reviewed. -Some after school clubs will run but not across year groups.	No
<b>6</b>	<b>Transport</b>			
6.1	Travel to school and provision of safe school transport	-School transport arrangements will be considered and walking and cycling to school will be encouraged where possible -The school will liaise with the School Transport Team where further consideration needs to be given to taxi and escort services.		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
6.2	Dedicated school transport, including statutory provision	<ul style="list-style-type: none"> <li>-KS3 and KS4 buses will be maintained where possible to reflect the year group bubbles that are adopted within school.</li> <li>-The school will liaise with the transport provider with the aim of a different year group having a floor of the bus each and to help ensure organised queuing/boarding and distancing within vehicles where possible.</li> <li>-Face coverings to be worn by all students, where appropriate as they are likely to come into close contact with people outside of their group or who they do not normally meet.</li> <li>-Recommend to parents that pupils carry and use hand sanitiser upon boarding and/or disembarking.</li> </ul>	-Work with DCC and Stagecoach and request three buses from Exwick to accommodate the pupils.	No
6.3	Wider public transport	<ul style="list-style-type: none"> <li>-It is the law that you <u>must wear a face covering when travelling in England</u> on public transport. Some people <u>don't have to wear a face covering</u> including for health, age or equality reasons.</li> <li>-Face coverings should also be worn in other enclosed spaces where it is difficult to maintain social distancing.</li> <li>-Staff must dispose of their mask appropriately, using school processes for disposing of masks.</li> <li>-Staff must wash or sanitise their hands when they arrive at school</li> </ul>		No
6.4	School Transport arrangements support changes to school times	<ul style="list-style-type: none"> <li>-School to liaise with the School Transport Team before changes are made with reference to the following government guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</a></li> <li>-The school will promptly communicate any changes/updates with parents/carers and students</li> </ul>		No
6.5	Face coverings and PPE	<ul style="list-style-type: none"> <li>-It is now the law that all students aged over 11 need to wear a face covering on public transport and the school will be instructing all students to do so.</li> <li>-All students will be instructed to wear a face mask at all times when travelling in the school minibus.</li> </ul>		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>-School staff to wear a face covering at all times when driving or travelling in the school minibus</p> <p>-Exemptions to the above measures are noted in the following guidance, <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings">https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings</a></p> <p>Drivers and passenger assistants should maintain a distance from their passengers wherever possible and be mindful that implementing the measures as per the latest guidance will reduce the risk to staff.</p>		
6.6	Loading for school bus (provided by Stagecoach) and the school minibus	<p>-Students will respect the driver's personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, and then do so in an orderly manner.</p> <p>-Students to display their bus pass so it is visible to the driver (and produce for closer examination if requested).</p> <p>-Students will be aware that the seats alongside or immediately to the rear of the driver may be out of use and if so, should be clearly marked as "out of use" or similar by the operator.</p>	-School staff to be on duty at the school site before and after the school day to assist students to disembark and board buses in an orderly manner and to check the use of face coverings	No
6.7	Carriage of passengers with symptoms	<p>-Parents will be advised that students MUST NOT board either public or school bus transport if they or a member of their household has symptoms of coronavirus.</p> <p>-Any child who starts displaying coronavirus symptoms while at their setting will be directed to the isolation room and wait to be collected as soon as possible and go straight home by walking or private transport.</p>		No
<b>7</b>	<b>Curriculum considerations</b>			
7.1	Planned return to normal curriculum in all subjects by	-Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.	-Staff to utilise regular low stakes testing to establish gaps and address these.	Yes

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	Summer Term 2021  Exams arrangements including contingency planning	<p>-In relation to exams due to be taken in 2021, teaching timetables will reflect any changes to exam dates and will consider national, local and individual student needs in accordance with the most up to date guidance.</p> <p><b>Exams arrangements</b></p> <p>-The school will consider and plan for exams taken during local tiered measures</p> <p>-The school will consider and plan for exams where invigilators may be isolating</p> <p>-The school will consider and plan for other potential major issues.</p>	<p>-Introduce 12 week cycle with assessments, gap analysis and intervention week to close gaps.</p> <p>-Reading fluency testing to be implemented with interventions to support.</p> <p>-Introduction of the canon to support reading fluency.</p> <p>-1:1 tutoring in core subjects where there is disadvantage or significant gaps.</p> <p>-EBACC subjects following the trust common curriculum.</p>	
7.2	Suspension of some subjects for some pupils in exceptional circumstances.	<p>-Schools should be able to show that this is in the best the interests of these pupils and this should be subject to discussion with parents during the autumn term.</p> <p>-They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021.</p>	<p>-Heads of Year will work with pupils who may need to drop subjects to ensure their wider success. The vast majority of pupils will not need to drop subjects.</p> <p>-1:1 and small group intervention will support pupils who need to catch up.</p>	No
7.3	Music activities	<p>-Due to the likely additional risk of infection in environments where there is singing, chanting, playing wind or brass instruments or shouting, even if individuals are at a distance, KS3 music lessons will be non-practical</p> <p>-Group sizes will be limited to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation</p> <p>-Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies</p> <p>- The following guidance will be referred to where needed,</p> <p><a href="#">-Guidance for Music, Dance and Drama</a></p>		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
7.4	Physical activity in schools	<p><a href="#">-Guidance for the Performing Arts</a></p> <p>-Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>-Outdoor sports and activities such as athletics will be prioritised where possible, and large indoor spaces used where it is not</p> <p>-Natural ventilation flows will be maximised where possible, through opening windows and doors or using air conditioning systems</p> <p>-Distancing between pupils will be maximised and scrupulous attention will be paid to cleaning and hygiene which is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>-External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>-The following advice/guidance is available:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> <p>-The school is able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do ensuring careful consideration is given to how such arrangements can operate within our wider protective measures.</p> <p>-Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted.</p> <p>-Schools must only provide team sports listed on the <a href="#">return to recreational team sport framework</a>.</p> <p>-Competition between different schools should not take place, in line with the wider restrictions on grassroots sport.</p>	-Pupils will wear PE kit to school when they have PE so that they do not need to use changing rooms.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>-Where schools are offering extra-curricular activities (that is, before and after school clubs) they should only do so where it is reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care.</p> <p>-Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p>		
7.5	Educational visits	<p>-All educational visits will be planned and risk assessed following the usual school procedures and taking into consideration the <a href="#">Covid-19 DfE travel guidance for educational settings</a></p> <p>-The school will consult online EVOLVE guidance for more information.</p>		No
7.6	Groups of children mixing resulting in risk of more widespread transmission	<p>-Pupils will be grouped into consistent groups (bubbles) that, where possible, will not mix. This will be year group bubbles for year 9-11 and population bubbles for years 7 and 8. This is to allow for options teaching in years 9-11.</p> <p>-Bubbles as above to help ensure that the school can promptly identify quicker and easier in the event of a positive case to identify those who may need to self-isolate in the event of a positive case and to keep that number as small as possible.</p> <p>-Contacts will be monitored through seating plans and consistent groups to enable Track and Trace and self-isolation where necessary.</p> <p>-Bubbles will be kept apart from other bubbles where possible and older children will be encouraged to keep their distance within groups.</p> <p>-Bubbles will have their own classrooms and allocated areas of the school as well as their own indoor and outdoor social space, toilets, sinks and entrances/exits.</p> <p>-Measures should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time).</p> <p>-Large gatherings such as assemblies will not take place and will be online/projected into classrooms</p>		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
7.7	Practical science, art and D&T lessons	<p>-Guidance from CLEAPSS will be followed when planning practical lessons following the guidance below,</p> <p><a href="#">-Guide to doing practical science work during Covid-19</a></p> <p><a href="#">-Guide to doing practical work in D&amp;T, food and art</a></p> <p><a href="#">-Carrying out practical science work in non-lab environments</a></p> <p>-Subject Head of Departments will ensure that they stay up to date with the latest guidance in these specialist areas</p>		Yes
7.8	Remote education	<p>Contingency plans will be developed and put into action in accordance with the remote education expectations section set out in section 5 of the Guidance for Full Opening Schools which supports pupils who need to isolate and / or where local restrictions require pupils to remain at home. Guidance available from,</p> <p><a href="https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19</a></p> <p>The guidance document Keeping Children Safe in Education will be consulted where needed in relation to measures needed in place to help protect pupils on line. Guidance available from,</p> <p><a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></p>		No
<b>8</b>	<b>Provision of food</b>			
8.1	Food prepared on premises is compliant with Covid-19 health and hygiene guidance	<p>-All food is supplied by the FM Contractor (currently Sodexo) who must ensure compliance with the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></p>		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
8.2	Catering staff are operating in a safe environment	-Catering staff working for the FM Contractor are to follow the relevant aspects of government guidance for food premises: <a href="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</a>		No
<b>9</b>	<b>Communications with parents and others</b>			
9.1	Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	-Parents, carers, visitors and suppliers will be instructed not to enter the school site if they are displaying any symptoms of Coronavirus. -Parents/carers, visitors will be informed that only persons with pre-arranged and ad-hoc essential meetings will be allowed on site. -A site telephone number will be published in case of immediate access required.		No
9.2	Suppliers understanding and complying with new arrangements	-Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours where supplier schedules allow		No
9.3	Communications to parents and staff	-Regular communications with all stakeholders	Share key communications across the trust. Create group email addresses with a number of staff included to ensure communications are answered promptly.	No
9.4	Pupils and families anxious about return	-Support is in place to address concerns and communications with parents on measures in place to reduce anxiety.		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		-Clear messaging given on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.		
9.5	Parent aggression due to anxiety and stress.	-Parents will be advised of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety	-Explain communication expectations and create a single point of contact where necessary. -Offer early help support where necessary.	No
9.6	Confirmed case in school	-Where there is a confirmed case, engage with the NHS Test and Trace process as per guidance at the time -Manage confirmed cases of coronavirus (Covid 19) amongst the school community -Contain any outbreak by following local health protection team advice as per guidance at the time	-Liaise with Trust to manage communication with stakeholders.	No
<b>10</b>	<b>Oversight of the governing body</b>			
10.1	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	-The governing body continues to meet regularly via online platforms. -The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. -The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. -Regular dialogue with the Chair of Governors and those Governors with designated responsibilities is in place. -Minutes of Governing Body meetings are reviewed to ensure that they accurately record Governors' oversight and holding leaders to account for areas of statutory responsibility.	-Weekly phone calls between the Chair of Governors and the Headteacher. -Health and Safety Governor and Chair of governors to continue to review the risk assessment and opening plans.	No
<b>Further action required</b>				

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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Section of RA	Additional Actions / Control measures required	Person responsible	Deadline date:	Date action completed
4.4 – Staffing	School COVID-19/Emergency Plans to be updated	Clive Nevill	07/12/2020	
4.13 – Suspected and confirmed cases	School Emergency Plan to be updated with all links within this section	Clive Nevill	07/12/2020	
Walk the floor	H&S lead to check RA is being followed in practise	Clive Nevill	Weekly – see dates below	
Staff signature	-Upload document onto Hays Training Package -Ensure all staff have read and understood the RA	Clive Nevill/Dinah Lees	-Publish onto Hays 07/12/20 -All staff to read by 14/12/20	

<b>Headteacher</b>	<b>Name:</b>	Lindsay Skinner	<b>Signed:</b>		<b>Date:</b>	03.12.2020
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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.

Once approved by all parties, a copy to be saved here: <Z:\COVID-19\Estates\Risk Assessments\September 2020 onwards\Approved final risk assessments>

**Arrangements must be in place to monitor that the controls are: Effective, working as planned and updated appropriately considering any issues identified and changes in public health advice**

**Review of Risk Assessment:**

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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Review period:	Weekly / Fortnightly / Monthly / Termly	Review Date:	Reviewed by:	Comments / changes:
V.2	Weekly	02/09/20	VS / BH	1.3 - Face coverings
V.3	Weekly	03/09/20	VS	1.7 – Wrap around care
				1.8 - Lunch may be served in classrooms
				2.4 – Fire risk assessment review
				2.10 - Waste management
				2.14 – Hiring out premises
				3.1 – Soft surfaces
				4.3 – Managing supply teachers, visitors, contractors
				4.11 - Use of PPE
				4.13 – Dealing with suspected / confirmed case
				6.4 – 6.9 - Transport
				7.3 – Music and drama
7.5 – Science, Art, D&T				
7.6 – Groups of children mixing				
V.4	Weekly	22/09/20	VS / BH	1.3 – Face coverings
		14/09/20		2.9 – Air conditioning
		18/09/20		4.2 – IT technicians
		23/09/20		1.9 – Staff working
V.4	Weekly	29/09/2020	Lindsay Skinner and Clive Nevill	<p><b>Various changes</b> to standard and additional control measures following the return of teaching to department areas from Monday 21<sup>st</sup> September which means that students will return to circulating around the building.</p> <p><b>Page 1 and 4.13</b> - Updated contact details in the event of a confirmed case among students or staff</p>

No.	Significant hazard / risk	Normal control measures		Any additional measures in place?	Further action? Yes / No
				<p><b>2.4</b> - Control measures in relation to the storage of stocks of alcohol based hand sanitiser added</p> <p><b>2.11</b> - Removal of further actions in relation to incoming goods</p> <p><b>3.1 and 3.2</b> - Control measures in relation to the use of water fountains added</p> <p><b>Appendix A</b> – ‘Access to Specialist Teaching Areas Across the Timetable: Mitigating Risk’ added to the foot of this risk assessment</p>	
V.4	Weekly	09/10/2020	Lindsay Skinner and Clive Nevill	<p>1.3 - Face coverings</p> <p>1.7 – Wrap around care</p> <p>1.8 - Lunch may be served in classrooms</p> <p>2.10 - Waste management 2.10 -</p> <p>3.1 – Soft surfaces</p> <p>4.2 - Staff measures to reduce contact and transmission</p> <p>4.11 - Use of PPE</p> <p>4.13 – Dealing with suspected / confirmed case</p> <p>6.4 – 6.7 - Transport</p> <p>7.3 - Music activities</p> <p>7.6 – Groups of children mixing</p> <p>7.7 - Practical science, art and D&amp;T lessons</p>	
V.5	Weekly	06/10/20	VS / BH	<p>Staff signature page removed. All to be loaded onto Hays training package instead. Lucy Hancock is available to support with this should assistance be required. School administrator to load to system. H&amp;S Lead to ensure staff undertake this module by the deadline they set.</p>	
V.5	Weekly	15/10/20		<p>7.7 – Remote education added</p> <p>7.8 – Remote education</p>	

No.	Significant hazard / risk	Normal control measures		Any additional measures in place?	Further action? Yes / No
			Lindsay Skinner and Clive Nevill	v5 Trust review details added	
				Staff signature page removed	
V.6	Weekly	13/10/20	VS / BH	4.4 – Staffing	
				7.1 – Exams arrangements	
				Further actions added	
V.6	Weekly	15/10/2020	Lindsay Skinner and Clive Nevill	4.4 – Staffing	
				7.1 – Exams arrangements	
				Further actions added	
V.7	Fortnightly	19/10/2020	VS / BH	4.9 – Guidance for clinically vulnerable and clinically extremely vulnerable added/updated	
V.7	Fortnightly	05/11/2020	Lindsay Skinner and Clive Nevill	1.1 – Control measures for visitor lanyards updated	
				2.8 – Guidance on handling food and making drinks for other people	
				3.1 – Guidance on control measures for upholstered furniture in the Sensory Room	
				4.9 – Guidance for clinically vulnerable and clinically extremely vulnerable added/updated	
				Reviewed actions	
				Updated RA uploaded to Hays for all staff to view (see actions)	
V.8	Fortnightly	05/11/2020	VS / BH	1.3 - Face coverings	
				1.7 – Wrap around care updated	
				2.13 – Contractor information	
				4.2 – Staff measures updated	
				4.9 – Guidance for Clinically Extremely Vulnerable and Clinically Vulnerable staff updated	
				5.1 – CEV – pupils	
				5.7 – Uniform updated	
				6.5 – Requirement to wear masks on School Transport	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
V.8	Fortnightly	06/11/2020	Lindsay Skinner and Clive Nevill	7.4 - Sports 1.3 – Face coverings 1.7 – Wrap around care updated 2.12 – Contractor information 4.2 – Staff measures updated 4.9 – Guidance for Clinically Extremely Vulnerable and Clinically Vulnerable staff updated 5.1 – Guidance for Clinically Extremely Vulnerable students updated 5.7 – Uniform updated 6.5 – Requirement to wear masks on School Transport 7.4 – Sports
V.9	Fortnightly	16/11/2020	VS / BH	1.7 – Wrap around care and clubs 4.4 – Staff absence – added school emergency plan 4.4 – Action to take amended to show school emergency plan as schools use emergency plans instead of a critical pathway document
V.9	Minimum of fortnightly or as required	19/11/2020	Lindsay Skinner and Clive Nevill	Title page – Current definition of ‘Close Contact’ added 1.3 – Clarification on the maximum time allowed per day and other control measures in place for staff working closely with students during lessons 1.6 – See 1.3 above 1.7 – Wrap around care and clubs 1.8 – See 1.3 above, also availability of ‘Sunflower’ lanyards to staff exempt from wearing face coverings 2.1 – Additional mitigating/control measures added in relation to air quality in meeting rooms 3.1 – Amendment in relation to the cleaning of school furniture by Sodexo staff 3.1 – Added change to cleaning control measures at the end of lessons 3.3 – Reference to school staff removed as not relevant to section

No.	Significant hazard / risk	Normal control measures			Any additional measures in place?	Further action? Yes / No
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					3.9 – Note regarding signage added	
					4.5 – Note regarding reopening plan deleted as no longer relevant	
					4.5 – Additional information added in relation to risk assessments for Clinically Vulnerable (CV) staff	
					4.9 – Reference to September 2020 deleted as no longer relevant	
					4.13 – Wording in additional measures amended and Confirmed Case Action Plan added to this assessment as Appendix B	
					Additional actions reviewed and relevant items added/deleted	
V.10	Fortnightly	11/12/2020	VS / BH		Tier information added	
					1.3 – Face coverings updated to reflect tier system	
					4.9 – Assessment of staff	
					5.1 – Vulnerable pupils	
					6.5 – Transport staff	
V.10	Fortnightly	11/12/2020	Lindsay Skinner and Clive Nevill		Title Page – Title amended and tier information added	
					1.3 – Face coverings updated to reflect tier system	
					4.9 – Assessment of staff	
					5.1 – Vulnerable pupils	
					6.5 – Transport staff	

**Arrangements must be in place to monitor that the controls are: Effective, working as planned and updated appropriately considering any issues identified and changes in public health advice**

**Walk the floor**

Review due: (w/c)	28/09/20	Review undertaken:	29/09/2020	By:	Caroline Brothwood (West Exe), Clive Nevill (St James)	Any action required?	Please refer to separate peer review template for details
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No.	Significant hazard / risk	Normal control measures				Any additional measures in place?	Further action? Yes / No
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Review due: (w/c)	19/10/20	Review undertaken:	Booked in CDN diary for 19/10/20	By:	Not completed – refer to next review date	Any action required?	
Review due: (w/c)	09/11/20	Review undertaken:	Booked in CDN diary for 09/11/20	By:		Any action required?	
Review due: (w/c)	16/11/20	Review undertaken:	Booked in CDN diary for 16/11/20	By:		Any action required?	
Review due: (w/c)	23/11/20	Review undertaken:	Booked in CDN diary for 23/11/20	By:		Any action required?	
Review due: (w/c)	07/12/20	Review undertaken:	Booked in CDN diary for 07/12/20	By:		Any action required?	
Review due: (w/c)	14/12/20	Review undertaken:	Booked in CDN diary for 14/12/20	By:		Any action required?	

## APPENDIX A - Access to Specialist Teaching Areas Across the Timetable – Mitigating Risk

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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14<sup>th</sup> September 2020

Additional Risk from Change	DfE Guidance	Actions to Mitigate Risk
Pupils will come into contact with a greater range of pupils during the day, including pupils outside of their bubble	<p>'In particular, schools that teach years 7 and above may decide to recommend the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors.'</p> <p>' Whatever the size of the group, they should be kept apart from other groups where possible'</p> <p>'Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options and will still bring benefits even if implemented partially.'</p> <p>'Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.'</p> <p>'While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times'</p>	<ol style="list-style-type: none"> <li>1. Face masks to be worn by pupils and staff to reduce the risk of airborne spread (reserve stocks kept for pupils without a mask)</li> <li>2. One way system used across the school to prevent face to face contact and reduce any busyness in the corridors</li> <li>3. Maintain staggered day to prevent crowding in areas of the staggered</li> <li>4. Maintain separate entrances and exits and social spaces to prevent crowding in areas of the school</li> <li>5. No mixed bubble activities or teaching</li> <li>6. Staff monitoring corridors to ensure the swift movement of pupils from one place to the next</li> <li>7. Keep to the left rule to aid swift movement and to reduce any accidental contact</li> <li>8. Keep windows and doors open to ensure good ventilation</li> <li>9. Perspex screens in classrooms to separate pupils from staff where 2 metre distance is not possible</li> <li>10. Vulnerable pupils to leave lesson three minutes before the bell to avoid transition time</li> </ol>

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	Pupils will come into contact with more touch surfaces during the day, including those touched by pupils outside of their bubble	<p>'Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.'</p> <p>'Points to consider and implement: putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms and shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal'</li> </ul>	<ol style="list-style-type: none"> <li>1. All pupils to use hand sanitiser upon leaving and entering a classroom</li> <li>2. Automatic hand sanitisers in corridors for use in transition</li> <li>3. Keeping communal area doors open to avoid touch contact</li> <li>4. Hand sanitiser and wipes issued to any pupil who needs to use the lift</li> <li>5. Scheduled cleaning of banisters and corridor doors between lessons</li> <li>6. Spraying and wiping of tables and chairs to be carried out by teachers at the end of each lesson</li> <li>7. Classroom touch surfaces, such as light switches and door handles to be cleaned between each lesson</li> </ol>	

## APPENDIX B – Confirmed Case Action Plan\*

\*Last amended 23/10/2020

### Confirmed case of Covid

#### Action Plan

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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Where possible – **Identify a lead staff member for key actions in advance.** Have reserves for each role and have a centralised place where this and other useful documents are stored for the team to access. Ensure training goes in so that multiple people can lead on this if needed.

## Case details

<b>Notification date and time</b>	
<b>Positive test date and time</b>	
<b>Dates in school when infectious</b>	(48 hours before symptoms started)
<b>Summary of contacts</b>	

Order of Actions	Actions	Staff member Identified to complete this
1.	Headteacher to call their line manager to notify them that there is a confirmed case.	
<b>Identify contacts</b>		
2.	Gather student contact details and information and speak with the parents if needed to gather any additional information about contacts and the testing / symptoms that may be necessary if not already done so.	
3.	Identify students who have been in close contact with the person (CPOMS Track and Trace) <ul style="list-style-type: none"> <li>In class</li> <li>Friendship / social groups</li> </ul>	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	<p>Prioritise practical subjects for checking such as PE, Drama, Engineering, Food (know your arrangements)</p> <p><b><i>Ensure that a check is done immediately on the accuracy and implementation of the seating plans with the staff before confirming</i></b></p> <p>Prepare any additional questions for students e.g.: Were you on the bus? Did you go to time out? Where do you go in unstructured time?</p>			
4.		Identify any staff who have been in close contact with the person		
5.		<p>Collate the list of 'close contacts' and identify:</p> <ul style="list-style-type: none"> <li>• SEN</li> <li>• FSM – identify who will need a lunch on the day and a food parcel once sent home.</li> <li>• Safeguarding</li> <li>• Family complexities</li> <li>• Availability of devices for home learning</li> </ul> <p>Create sheets with this information to be readily available when calling home.</p> <p>Be sure to check this against current attendance – who is in school at the moment from the close contact list and identify any students who may be currently at home already.</p>		
<b>Notify DfE and PHE to confirm actions</b>				
6.		<p>Contact the dedicated advice service, introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the <b>DfE Helpline on 0800 046 8687</b> and selecting option 1 for advice on the action to take in response to a positive case.</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	<ul style="list-style-type: none"> <li>• Confirm who will be sent home following the advice</li> <li>• Receive the email from the DfE with the template letters</li> <li>• Notify your chair of governors</li> <li>• Notify DCC via the following email – <a href="mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk">educate.schoolspriorityalerts-mailbox@devon.gov.uk</a></li> <li>• Please also email the Local Authority about the confirmed case using the online form at: <a href="https://www.smartsurvey.co.uk/s/Covid19NotificationTest/">https://www.smartsurvey.co.uk/s/Covid19NotificationTest/</a></li> <li>• DCC transport - Notify Rachel Phillips in addition to generic DCC <a href="mailto:rachel.phillips@devon.gov.uk">rachel.phillips@devon.gov.uk</a> copy in <a href="mailto:martin.carder@devon.gov.uk">martin.carder@devon.gov.uk</a></li> <li>• Notify your school nurse</li> </ul>			
<b>Internal planning</b>				
7.	<p>Discuss what could go wrong? – to ensure that all of the areas are covered.</p> <ul style="list-style-type: none"> <li>• Difficult parents</li> <li>• Student panic and anxiety</li> <li>• Phone calls and response required</li> <li>• What if we can't get hold of a parent?</li> <li>• What if the child can't get home – ordering a taxi instead of public transport may be required.</li> <li>• Social media</li> <li>• Information getting out before we have communicated effectively – we therefore made the decision to gather the students together for this reason.</li> <li>• Will staff isolating impact on curriculum delivery? Is cover needed or can they work remotely?</li> </ul>			

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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	<ul style="list-style-type: none"> <li>If support staff are affected, does this impact on premises, catering etc?</li> </ul>			
<b>Initial Communications</b>				
8.	Advise all vulnerable students of case. Refer to list previously collated. If not in the building/out of hours, refer to agreed script for phoning home.			
9.	Advise all vulnerable staff of case. Refer to list previously collated.			
10.	<p>Create a script for the staff who will be making the calls and circulate this. (Draft Available)</p> <ul style="list-style-type: none"> <li>Check that the staff making the calls have all of the information that they need on this</li> </ul>			
11.	<p>Produce hard copies of the letters to go home with the children who will be sent home</p> <ul style="list-style-type: none"> <li>The DfE approved letter with our details</li> <li>The Parallel / Home Learning letter with details of the provision</li> </ul> <p>Also prepare the email / GroupCall copies of the letters to follow once all of the parents have been contacted (Note 14)</p>			
12.	Contact the parents of the children who need to go home and self-isolate using the script to advise accordingly.			
<b>Practical arrangements</b>				
13.	<p>Collect the children from their lessons and consider where they will need to wait (location) while the phone calls are made.</p> <p>A centralised brief and message worked well and an opportunity for them to ask any questions also alleviated some of the anxiety and misconceptions. We outlined the need to be kind and respectful and not to use social media.</p>			

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
14.		Create a mechanism for notifying the person waiting with the children, once the call has been made, so that they can then ensure the child is signed out and the registers are updated accordingly.		
<b>Wider communications</b>				
15.		Communicate with staff and students key messages through a script and FAQ's for staff to use. Paper copies to be delivered to lessons to ensure that it is read when required to all classes.		
16.		Send the DfE Letter to all parents (template provided)		
17.		Notify IT team on site for any devices to be issued or any required support with home learning		
18.		Notify on-site contractors as needed. Contact Sodexo via the helpdesk – be clear when the child was last in school.		
19.		<p><b>If PFI</b>, relevant school staff to report case via email to the Sodexo Helpdesk and Rachel Carter, Trust PFI Contract Manager.</p> <p>Report the following to Sodexo,</p> <ul style="list-style-type: none"> <li>• School name</li> <li>• Year group/ classes/ population to start isolation</li> <li>• Number of cases</li> <li>• Number of students in the relevant class/ population/ year group</li> </ul>		
20.		Put the Trust agreed statement on the website and confirm communications with Emma Darke		
21.		Notify Chair of Governors and LGB / any other key contacts		
22.		<p>Notify Trust of case details. Email to Helen Scott the following,</p> <ul style="list-style-type: none"> <li>• Confirm if case is staff or student</li> <li>• Confirm year group affected</li> <li>• Confirm how many students/staff have to start isolation</li> <li>• Confirm dates of when sent home/able to return to school</li> </ul>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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23.	Log details in central Track & Trace record			
<b>The aftermath.....</b>				
24.	<ul style="list-style-type: none"> <li>• Attendance dropping – parent’s deciding not to send their child in. How will all of this be followed up?</li> <li>• Parental anxiety – record and provide support as necessary</li> <li>• Social media monitoring</li> <li>• Parental contact / questions – FAQ’s on the website and shared with staff. Identified people to pick up and respond to the calls / contacts. Dedicated email address set up to avoid calls where possible.</li> <li>• Check on staff with RA’s in terms of their own anxiety</li> <li>• Media contact – Direct Emma Darke</li> <li>• Check that the parallel / remote learning is monitored and that children receive their feedback as per the policy</li> </ul>			

**Additional points to consider:**

- How will we approach a whole year group in terms of communication?
- How will we trace staff close contacts before we make the call?